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**INSTITUCIONET E PËRKOHSHME TË VETËQEVERISJES  
PROVISIONAL INSTITUTIONS OF SELF-GOVERNMENT  
PRIVREMENE INSTITUCIJE SAMOUPRAVLANJA**

**QEVERIA E KOSOVËS - GOVERNMENT OF KOSOVO - VLADA KOSOVA**

**MINISTRIA E PUNËS DHE MIRËQENIES SOCIALE  
MINISTRY OF LABOUR AND SOCIAL WELFARE  
MINISTARSTVO RADA I SOCIJALNE ZAŠTITE**

In accordance with Article 23 of General Collective Agreement, and also the Article 2 of this Agreement Annex,

Having into consideration the Government Decision No 02/201 of the date 31.05.2006,

Aiming the ease of procedure for realization of the rights on Maternity Leave,

Minister of Ministry of Labour and Social Welfare issues this:

**ADMINISTRATIVE INSTRUCTIN No 06/2006  
FOR  
REGULATION AND DETERMINATION OF PAYMENT PROCEDURES FOR  
MATERNITY LEAVE IN SOCIAL SERVICE OF KOSOVA**

**Article 1**

Purpose

This Administrative Instruction aims and determines the procedures on realization of payment and rights, for second quarter of maternity leave for officials of civil service in all employment organs of this service.

**Article 2**

Benefits from Maternity Leave

- (1) Officials of civil service employed in employment organs of Kosova Civil Service, have a right to maternity leave with payment on duration of six (6) months.
- (2) Three (3) first months of maternity leave will be provided by employer, while for the other three (3) following months will be provided by special Fund established by Kosova Government.

- (3) The other rights during maternity leave, the officials in Kosova Civil Service will realize in accordance with provisions of Article 23 of General Collective Agreement, and other legal and sub legal acts that are applicable.
- (4) The maternity leave payment from (6) months and other benefits as referred to in Article 23, of General Collective Agreement, officials of Kosova Civil Service do realize in retroactive manner from the date 01.01.2006.

### **Article 3**

#### The level of compensation of maternity leave payment

- (1) Officials of Kosova Civil Service, for three (3) first months of maternity leave will receive 70% of the payment realized by employer.
- (2) For three (3) other remaining months of maternity leave will receive 70% of minimal payment in Kosova, determined by Tripartite Advisory Council (TAK) of social partners.

### **Article 4**

#### Administrative procedures for realization of payment

- (1) For realization of payments and other benefits from maternity leave, civil officials shall fill in a claim form prepared by special service of MLSW.
- (2) Up to creation of special organ, claim forms shall be submitted in regional or municipal offices that are integral part of DLE and MLSW and function in all Kosova municipalities.
- (3) Final review and evaluation of respective claims forms and documentation for realization of the payment and other benefits
- (4) The decision for recognition of the right to payment and other benefits from maternity leave, are issued by authorized person of Permanent Secretary of MLSW, in the deadline of 15 days from the day of claim submission.

### **Article 6**

#### Other valuable acts for maternity leave

Integral part of this Administrative Instruction for appropriate and efficient realization of the payment of maternity leave, is also the decision for payment of maternity leave and claim form for payment of maternity leave from the official

**Article 7**

Entry into force

This Administrative Instruction enters into force the day of signature from Minister of MLSW, while will be applied in retroactive manner from 01.01.2006

**Prishtina, June 2006**

**Minister of MLSW**

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**Ibrahim Selmanaj**