EUROPEAN CENTRE FOR MINORITY ISSUES KOSOVO

Handbook for Foreign Workers in the Republic of Kosovo

Entry residence employment rights and support

English edition

Prishtina 24 November 2025



Developed within the project **Strengthening Migration Governance and Civil Society Capacities in Kosovo**

Implemented by ECMI Kosovo and financed by GIZ Kosovo on behalf of the German Federal Ministry for Economic Cooperation and Development BMZ

About this handbook

This handbook explains how foreign workers can enter, reside and work lawfully in the Republic of Kosovo, understand their employment rights and obtain help when those rights are threatened. It also serves employers, public officials, trade unions and civil society organisations that support migrant workers.

Edition date and legal position: 24 November 2025. References to legislation mean the provisions applicable on that date, including amendments already in force. Measures adopted by that date for later implementation are identified separately. Fees, application arrangements and contact details should be checked with the responsible authority before use.

The handbook provides general information. An individual decision, permit, employment contract and the applicable legislation determine the position in a particular case. Seek legal assistance promptly where a deadline, loss of status, dismissal, detention or removal is involved. The English explanations in this handbook do not replace the published legislation.

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Prepared within the project **Strengthening Migration Governance and Civil Society Capacities in Kosovo**, implemented by ECMI Kosovo and financed by GIZ Kosovo on behalf of the German Federal Ministry for Economic Cooperation and Development, BMZ.

References in square brackets correspond to the legislation and official information listed in Annex D. Article numbers refer to the underlying law, read together with its amendments.

This handbook uses “foreign worker” and “migrant worker” for a person who is not a Kosovo citizen and works or seeks to work in Kosovo. A person does not lose their fundamental human rights because their immigration documents are missing or their employment has not been properly registered. However, lawful residence and permission to work remain separate legal requirements.

Foreword

ECMI Kosovo has worked since 2001 to promote and protect the rights of communities throughout Kosovo. Since registering as a local non-governmental organisation in 2009, we have continued to work with public institutions and civil society to strengthen inclusion, equality and access to rights.

Protecting the rights and wellbeing of migrant workers forms part of this commitment. People coming to Kosovo for work need reliable information about recruitment, residence, employment conditions and the institutions that can assist them. Employers and officials also need to understand their responsibilities.

This handbook was developed within the project Strengthening Migration Governance and Civil Society Capacities in Kosovo, following a series of activities with institutional and civil society representatives. It brings together practical information and the legal framework governing the position of foreign workers.

We hope that workers will use it to make informed decisions, recognise problems early and seek effective remedies. We also hope that it will help institutions and employers apply the law fairly and contribute to safe, organised and regular migration.

Adrian Zeqiri

Executive Director, ECMI Kosovo

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Welcome and quick reference

Foreign workers are entitled to equal treatment in employment conditions, including pay, working time, rest, dismissal and occupational safety. Rights concerning social protection, tax benefits, professional qualifications and public services are exercised under the legislation governing each area. Equal treatment does not make every benefit automatic. [1, 7, 8]

Before starting work, establish both your right to stay in Kosovo and your right to perform the particular job. A visa, visa exemption, appointment confirmation or signed employment contract does not by itself authorise employment.

Essential steps

When	What to do
Before accepting a job	Verify the employer and recruiter, obtain written employment terms, understand the salary and deductions, and identify the correct immigration route.
Before travelling	Check visa requirements, passport validity, insurance and the documents needed for your residence and work authorisation.
On arrival	Report your address within the applicable deadline and keep proof. Complete the permit procedure before beginning work unless you already hold a valid exemption.
While working	Keep your own contract, permit, payslips and record of hours. Check renewal dates and report relevant changes.
If a problem arises	Preserve evidence and contact the appropriate authority. An inspection complaint or an Ombudsperson complaint does not replace a court claim or an immigration appeal.

Important numbers and periods

Issue	Main rule or starting point
Emergency assistance	112 for emergencies; 192 police; 193 fire; 194 ambulance.
Standard adult working week	40 hours.
Ordinary annual leave	At least four weeks, with statutory additions and the specific-task exception explained in Chapter 2.
Residence renewal	Apply during the 30 days before the existing temporary permit expires. Booking an appointment alone is not the application.
End of the employment underlying a work permit	Both worker and employer must notify DCAM within 15 days of the relevant change.
Immigration administrative appeals	Generally 30 days from notification under the amended legislation. See Chapter 3 for exceptions and the correct procedure.
Labour court proceedings	A short 30-day period applies under Article 79 of the Labour Law following the employer procedure. Obtain advice immediately.

These figures are a navigation aid. Read the relevant section for conditions and exceptions. In particular, the right to remain while an application or appeal is pending does not automatically authorise work or travel abroad.

Names and abbreviations

English name used in this handbook	Albanian name or abbreviation used locally
Ministry of Internal Affairs, MIA	Ministria e Punëve të Brendshme, MPB
Department for Citizenship Asylum and Migration, DCAM	Departamenti për Shtetësi Azil dhe Migrim, DSHAM
Division for Foreigners	Divizioni për të Huaj within DCAM
Ministry of Foreign Affairs and Diaspora, MFAD	Ministria e Punëve të Jashtme dhe Diasporës, MPJD
Ministry of Finance Labour and Transfers, MFLT	Ministria e Financave Punës dhe Transfereve, MFPT
Employment Agency of the Republic of Kosovo, EARK	Agjencia e Punësimit e Republikës së Kosovës, APRK
Tax Administration of Kosovo, TAK	Administrata Tatimore e Kosovës, ATK
Appeals Commission for Foreigners	Komisioni i Ankesave për të Huaj
Civil Registration Agency, CRA	Agjencia e Regjistrimit Civil, ARC
Agency for Free Legal Aid	Agjencia për Ndihmë Juridike Falas, ANJF
Information and Privacy Agency	Agjencia për Informim dhe Privatësi, AIP
Occupational safety and health, OSH	Siguria dhe shëndeti në punë

1 Entry residence and permission to work

1.1 Preparing for employment

Obtain a written job offer or employment contract before making travel and recruitment commitments. It should identify the actual employer, workplace, job, pay, hours and proposed start date. Make the start date conditional on obtaining the necessary authorisation if the permit has not yet been issued.

Ask the employer to explain which route applies: a residence permit for work, a short-term work permit for an eligible activity, or a statutory or treaty exemption. Ask who will submit each document and pay each official fee. Keep a copy of any application submitted on your behalf.

A recruiter cannot issue a visa, residence permit or official work authorisation. Check that a private employment service provider has the required licence with the ministry responsible for labour. Verify the employer's business registration and contact details independently. Do not rely only on social media messages or an agent's promise of approval. [1, 28]

Before signing, request an explanation or translation into a language you understand. Check any separate agreement covering accommodation, meals, transport, recruitment charges or return travel. Insist on an itemised written account and receipts for payments. Do not sign blank documents, a resignation prepared in advance, or a statement that you have received money which has not been paid.

Keep control of your passport and original personal documents. An authority may require an original for examination or another lawful purpose; obtain a receipt if it is retained. A recruiter or employer should not hold your passport as security for a debt or to prevent you from leaving. Threats, confinement and debt used to force continued work require urgent assistance. See Chapter 3.

1.2 Entry requirements

You must enter through an authorised border crossing and undergo border checks. The normal requirements include a valid travel document, a visa or residence permit where required, evidence of the purpose and conditions of your stay, and sufficient means for your stay and return or onward journey. An entry ban or a threat to public order, security or public health may prevent admission. [1, Arts 30–34]

For a visa application, the passport should normally have been issued within the preceding ten years, have at least two blank pages and remain valid for at least three months after your intended departure. For a temporary residence permit, the travel document must normally remain valid for at least three months beyond the requested permit period.

Special decisions or agreements allow some nationals to enter with other documents, including qualifying biometric identity cards. Check the rule for your nationality and the document you will actually use. Use the same identity and travel document consistently in the procedure, and notify the authorities if it is replaced.

A Kosovo visa does not guarantee entry. Border Police may ask for your employment documents, accommodation details, insurance and evidence of funds. Answer truthfully and carry accessible copies of relevant documents.

1.3 Visas and visa exemptions

If Kosovo applies a visa requirement to your nationality, obtain the appropriate visa from the competent Kosovo diplomatic or consular mission before travel unless a specific exemption applies. Check the mission responsible for the country where you lawfully reside. [1, Arts 11–29; 4]

Document or arrangement	Purpose and limitation
Short-stay visa C	Entry and a limited short stay, normally within the 90-day limit in a 180-day period. The permitted stay can be shorter than 90 days. It does not itself permit employment.
Long-stay visa D	Entry connected with an intended longer stay and the relevant residence approval process. It does not remove the requirement for the proper residence and work authorisation.
Visa-free entry	Permits entry and a stay under the applicable exemption. It does not itself create a right to work.
Qualifying Schengen visa or residence document	Certain holders can enter under a specific exemption, generally for up to 15 days. Confirm the document and nationality conditions with the consular mission before relying on it.

Do not assume that every Schengen visa or residence document qualifies. The published consular guidance refers to a valid multiple-entry Schengen visa or a qualifying biometric residence permit issued by a Schengen state. This short-entry concession is different from a Kosovo residence permit.

For a visa application, prepare the signed application form, travel document, a recent photograph meeting the prescribed standard, evidence of the purpose of travel, accommodation and means of subsistence, valid travel medical insurance and evidence of payment of the official fee. The mission may require additional supporting documents and an interview.

The published standard application fees are EUR 40 for a C visa and EUR 80 for a D visa. Exemptions include specified categories such as children under six and certain educational visits. Confirm the applicable fee, exemption and official bank account with the mission. Submit the required copies and translations; published consular guidance requires two copies and translations into an official language of Kosovo or English. [4]

Plan in advance and follow the mission's submission window. The normal statutory visa decision period is 15 calendar days; an extension is governed by the General Administrative Procedure Law following the 2024 amendments. Do not rely on a promised issue date or purchase non-refundable travel solely on that basis. A refusal must be addressed through the applicable appeal route in Chapter 3. [1, Art 23; 2, Arts 108, 111–112]

Visa extension is an exceptional procedure for grounds such as force majeure, humanitarian reasons or serious personal reasons. Apply to the responsible MIA authority before expiry, normally at least three days beforehand under the visa-extension procedure. A visa extension does not replace the employment authorisation process. [5]

1.4 Short stays

The general short-stay ceiling is 90 days within a 180-day period, with or without a visa as applicable. A visa or special exemption can allow less. Keep a record of every entry and exit; do

not assume that a brief trip abroad restarts your entitlement. If you have used the available stay, confirm the next lawful entry date with Border Police or DCAM. [1, Art 38]

Short stay and short-term work are different matters. A person admitted for a short visit may work only if an appropriate short-term work permit or a relevant exemption also applies. The duration of both the lawful stay and the work authorisation must cover the proposed activity.

1.5 The ordinary residence permit for work

The main route for an employee intending to work and reside in Kosovo is a temporary residence permit for work issued by DCAM. EARK performs the relevant labour-market functions, including work confirmation where required. Permits may be issued within the annual employment quota or outside it for categories established by law. [1, Arts 67–75]

Visa-exempt applicants may normally submit a temporary residence application to DCAM while lawfully present. Applicants who require a visa normally apply through the competent diplomatic or consular mission, subject to the specific in-country exceptions in Article 42. Confirm the route before travelling; entry on a visit visa does not guarantee that you can convert your stay into employment from within Kosovo.

You normally submit the application personally. An employer may submit an application for temporary residence for work, but this does not remove any requirement for your attendance, identity checks or biometrics.

For an ordinary employment application, prepare the following documents, with the precise form depending on your category and the authority's checklist:

- A completed application and a valid travel document covering the required period.
- An employment contract, written confirmation that a contract will be concluded, or other appropriate evidence of the work, as accepted for the relevant route.
- Evidence of sufficient means of subsistence, which may include the employment contract or a bank statement.
- Health insurance valid in Kosovo.
- The employer's business registration certificate and business information or equivalent registration evidence.
- Evidence of education, professional qualifications or training, with originals or certified copies and the required translation.
- The prescribed criminal-record or investigation-status certificate from the relevant country of nationality or previous residence, as required for the particular application.
- Any additional evidence required for a special category, regulated profession or public-health measure, including vaccination evidence where an epidemic-related requirement applies.

Do not treat a certificate showing that you have no conviction as automatically interchangeable with a certificate showing that you are not under investigation. Ask which document is required and whether certification, legalisation or an apostille is necessary before paying for it. Follow the requirements applicable to the country that issued the document. [3, Arts 10–11]

An employer's registration is not proof that your individual work permission has been approved. You should obtain and read the decision and check the employer, job and dates before starting work.

1.6 Quota and special employment categories

The Government determines the annual quota, including sectors, occupations and the number of permits for new employment and renewals, and may include seasonal work. It is required to make

the quota public. Ask the employer and EARK which category applies; this handbook does not reproduce a quota figure that can change each year. [1, Art 68]

Outside-quota categories include specified daily cross-border workers on a reciprocal basis, key company personnel, intra-company transferees, certain self-employed owners, professional athletes, artists, researchers, language teachers and lecturers, and persons working under qualifying international arrangements. Each category has its own legal conditions. Owning a business or describing someone as an expert does not by itself establish eligibility.

Some key-personnel and self-employment routes require evidence about the company, local employment, remuneration and tax compliance. The exemptions from labour-market justification are also category-specific. Obtain the checklist for the actual provision relied on. [1, Arts 70–73; 3, Art 11]

If an employer established abroad posts you to Kosovo to provide services, keep the foreign employment contract and the documents identifying the Kosovo service recipient, assignment and dates. The posting provisions contain specific residence, notification and protection rules. A foreign contract or an arrangement between affiliated companies is not a general exemption from Kosovo immigration requirements or applicable employment protections. Ask the foreign employer and the receiving entity to identify the route under Articles 77–80 before the assignment begins. [1]

DCAM normally decides a temporary residence application within 30 days of receipt under Article 44. Approval is not automatic because that period has passed. Keep the acknowledgement of a complete application and seek advice if the authority does not decide within the applicable period.

A work residence permit normally covers the period required for the work or contract, up to one year. Certain intra-company, self-employment and teaching categories specified in Article 74 may receive permits for up to two years. The term in the actual decision controls.

For seasonal work, the maximum stay under the seasonal work residence route is six months in a twelve-month period, followed by at least six months outside Kosovo before re-entry and stay for that purpose. A shorter permit cannot be exceeded because an employer still needs workers. [1, Art 74]

1.7 Short term work permits

EARK issues short-term work permits for the activities and categories listed in Article 76 of the Law on Foreigners. These include specified expert, cultural, scientific, educational, service, training and other assignments. The applicable limit can be 30, 60 or up to 90 days, depending on the category. The 90-day category is subject to the statutory 180-day reference period. [1, Art 76; 3, Arts 20–21]

This is not a general permission for any job lasting less than three months. The law expressly excludes unqualified seasonal workers from this short-term permit route. Ordinary recruitment into a restaurant, construction site or other workplace must therefore be assessed under the correct residence and employment route rather than labelled a short assignment to avoid the permit requirements.

The employer or service recipient must have the required contract or other evidence for the assignment. The authorisation relates to the named employer or service recipient and the permitted activity. Obtain the permit before undertaking the work, retain your copy and check the relevant stay limit as well.

1.8 Work without a separate employment permit

The law exempts certain persons from the separate work-permit requirement. These include holders of permanent residence; specified protection and statelessness statuses; qualifying family-reunification, humanitarian and autonomous residence; and specified study and research categories. The exact conditions in Article 67 apply. Asylum-seeker status should not be confused with recognised refugee status. [1, Art 67]

A family member's entitlement depends on the sponsor's status and the relevant waiting period. A student must also respect the conditions applicable to study and work. Before starting a job under an exemption, ask DCAM and EARK to confirm that your actual residence document meets the relevant provision.

For workers covered by the exemption in Article 67(3), the employer has a specific obligation to notify the ministry responsible for labour within eight days of the employment relationship or start of work; the ministry informs MIA. Payroll registration duties also apply.

Special bilateral arrangements can establish a different procedure. For Albanian citizens, the Kosovo–Albania arrangement provides a simplified temporary residence route, with a valid travel document and documented address, for specified purposes including employment. MIA guidance provides for a five-year permit. Confirm the employment and notification requirements under that arrangement rather than applying the ordinary one-year rule automatically. [6]

1.9 Approval biometrics and the residence card

After approval, attend the Division for Foreigners for photographs and fingerprints within 30 days, as required by Administrative Instruction 09/2019. Failure to attend can lead to revocation unless a justified delay is submitted in writing and accepted. Keep both the approval decision and the residence card. [3, Art 26]

Check the spelling of your name, date of birth, permit category and expiry date when you receive the card. Request correction of an error promptly. Follow the authority's collection arrangements; an authorised representative must meet the prescribed authorisation requirements.

An online booking is an appointment. It is not proof that an application has been received, that your stay has been extended, or that employment is authorised. Obtain the actual submission acknowledgement. The eKosova appointment services and MIA information pages are listed in Chapter 6. [30]

1.10 Renewal and travel during the permit period

Submit a temporary residence renewal application to DCAM during the 30 days before the permit expires. Begin collecting documents and arranging an appointment earlier so that you can submit within that period. Do not wait until the last day. [1, Art 47]

For renewal without a change of purpose, the law requires a valid travel document, evidence of means of subsistence, health insurance and evidence that you have not been convicted by a court. A final sentence of more than one year's imprisonment prevents renewal under the relevant provision. The authority may also require evidence that the employment basis continues and the relevant application and payment documents.

A person who submits a renewal before the existing temporary residence expires may remain in Kosovo until the application is decided. Keep proof of submission. This permission to remain must not be treated as an automatic extension of the right to work, re-enter Kosovo after travel, or work for a different employer. Obtain confirmation about those matters from DCAM and EARK.

Temporary residence may be revoked for an unjustified continuous absence exceeding 30 days. The law provides a specific exception for a justified absence of up to 90 days if the reasons are reported to DCAM or Border Police no later than ten days after return, subject to DCAM's decision. Work permits also have their own revocation grounds. Check the position before a long absence and keep evidence of the reason for it. [1, Arts 66, 81]

1.11 Changing jobs or losing employment

A permit tied to one employer and job does not automatically permit work elsewhere. Obtain the required new decision or authorisation before starting with another employer, including a second employer. A new contract or an agreement between businesses does not by itself transfer your immigration permission. [1, Art 67]

Both the employer and the foreign worker must notify DCAM within 15 days when the employment contract ends or another condition underlying the work residence permit ceases. Keep proof of your own notification; do not depend entirely on the employer to submit it. [1, Art 82]

Where employment ends through no fault of the worker, Article 82 provides a right to remain until the work residence permit expires. The authority must still assess the person's actual circumstances and any applicable revocation grounds. Ask DCAM for written confirmation of your position, and seek authorisation before starting a new job. Do not assume that every termination has the same effect on residence.

If an employer dismisses you after you complain about wages, safety, discrimination or abuse, obtain legal assistance for both the labour dispute and the immigration consequences. Keep the termination letter and evidence of the reason employment ended.

1.12 Family members and children

Family reunification requires a separate assessment. Eligible close family normally includes a spouse or qualifying partner and minor children, subject to the law's custody, dependency and evidence requirements. Other family members may be considered in specified exceptional circumstances. [1, Arts 49–54; 3, Arts 5–6]

For a sponsor holding a work-based temporary residence permit issued for one year, Article 49(2) requires at least two years of temporary residence before family reunification under that route. Intra-company transferees have a specific exception allowing family applications at the same time as the sponsor. Seasonal work residence does not create the ordinary family-reunification entitlement.

Prepare evidence of the relationship and custody where relevant, the sponsor's status, accommodation, means of subsistence and insurance. Family applications are generally submitted and examined while the family members are outside Kosovo, with statutory exceptions. An employer's promise to bring family members is not an approval.

For a child born in Kosovo, the parent or legal guardian must apply for the child's temporary residence no later than 90 days after birth. Register the birth with the competent civil registry and arrange the child's travel document as needed. Birth registration and immigration residence are separate procedures. [1, Art 45]

If a family relationship breaks down, or a sponsor dies or becomes abusive, seek advice about autonomous or humanitarian residence before assuming that the family member must leave. The legislation contains specific safeguards and conditions for autonomous residence.

1.13 Permanent residence

Permanent residence may generally be granted after five years of continuous qualifying temporary residence. The period is three years of continuous residence in the statutory marriage route involving a Kosovo citizen or a permanent resident. The permit must still be valid when the decision is made. [1, Arts 84–91]

Absence rules affect continuity. The law permits specified absences of less than six consecutive months and no more than ten months in total within the relevant period. Time as a seasonal worker, daily migrant or specified service provider for a foreign employer does not count towards the ordinary period; study time generally counts at half its duration. Special rules apply to protection statuses and other exceptional cases.

The ordinary conditions include a valid travel document, sufficient means, insurance, basic knowledge of an official language in reading and writing, knowledge of culture and social organisation, and no relevant security, public-order or public-health obstacle. Statutory exceptions apply to certain groups and language assessments.

DCAM normally decides within 45 days, with any extension governed by the General Administrative Procedure Law. Meeting a time threshold does not itself grant permanent residence. Once granted, permanent residence provides a broader basis for employment and self-employment, with access to other rights under the legislation governing them. An uninterrupted absence exceeding one year, fraud and other statutory grounds can lead to revocation. [2, Arts 117–118]

1.14 Refusal and revocation

An application can be refused if the required conditions are not met or documents are fraudulent, falsified or altered. Employment-related grounds include specified breaches by the employer, undeclared or illegal employment, an inactive or closing business and exhaustion of the permitted seasonal stay. Existing permission can be revoked when the underlying conditions cease, work is undertaken outside the authorisation, or other statutory grounds arise. [1, Arts 66, 75, 81]

Ask for a written decision and record when you received it. Read the legal-remedy instructions immediately. Several immigration appeal deadlines were amended in 2024; an older form or webpage may still mention eight days. Chapter 3 explains the 30-day rules and special routes. Seek help promptly whenever the information in a decision appears inconsistent with the legislation.

2 Employment conditions and rights

2.1 Equal treatment

The Labour Law applies to foreign citizens and stateless persons employed by employers in Kosovo unless a specific legal rule provides otherwise. The Law on Foreigners also protects equal treatment in employment conditions, association and other listed areas. Special arrangements apply to employment within certain international, diplomatic and military missions. [1, Art 83; 7, Art 2]

An employment contract, collective agreement or employer's internal rules may give more favourable conditions, but cannot remove statutory minimum rights. A worker's nationality is not a justification for paying less than the legal minimum, refusing rest or withholding wages. Immigration procedures and restrictions must nevertheless be respected.

2.2 Written employment contracts

An employment contract must be in writing and signed by the employer and employee. Obtain your own signed copy before starting and keep it somewhere you can access independently of the employer. Ask for a translation or explanation before signing. [7, Arts 10–11]

The contract must identify the parties and state the work, place of work, working time, start date, duration, basic salary and other remuneration, leave and termination terms. Ask for clear terms on overtime, payment date, accommodation deductions, any transport arrangements and who bears agreed travel costs. These practical details help prevent disputes even where they are set out in a separate document.

Contract type	Statutory position
Indefinite duration	A contract without an indicated duration is treated as indefinite.
Fixed duration	A fixed-term contract cannot exceed ten years. Express or implied renewal taking employment beyond ten years makes it an indefinite contract under Article 10.
Specific tasks and duties	The specific-task contract cannot exceed 120 days within one year. Article 10(8) excludes annual leave and contains a specific limitation concerning other collectively or contractually defined rights. Obtain advice before accepting this classification for ordinary continuing work.
Probation	Must be specified in the employment contract, can last up to six months, and permits termination by either party with seven days' prior notice during probation.

The ten-year employment-contract rule is separate from the much shorter validity of an immigration permit. An indefinite contract does not give indefinite residence or a right to continue working after the relevant authorisation expires.

An employment relationship should not be disguised as a freelance, service or specific-task arrangement merely to avoid worker protections. Where you work under another person's direction and supervision, ask the Labour Inspectorate or a lawyer to assess the actual relationship.

2.3 Starting work and registration

Start on the agreed date only when you have the necessary work authorisation or a verified exemption. If approval is delayed, inform the employer and agree the revised start date in writing.

The employer must register employees with TAK and meet the applicable payroll obligations. A residence card is not proof of tax registration; tax registration is not a substitute for immigration permission. Ask for confirmation of your registration and retain your salary statements. Pension treatment depends on your status, as explained in section 2.6. [7, Arts 7, 9, 14]

If you have already started without a written contract or registration, preserve messages, schedules, payment evidence and witness details. Seek help to establish your rights and regularise the position. The employer's failure to complete paperwork should not be accepted as an explanation for refusing to pay for work already performed.

2.4 Salary and minimum pay

Your contract should state the basic gross salary, any allowances or bonuses, the pay period and the payment date. Gross salary is the amount before lawful employee deductions. Net salary is the amount paid to you after those deductions. Kosovo uses the euro. [7, Arts 55–58]

Salary must be paid at least monthly within the agreed arrangements. The employer must provide a statement for each payment and keep payment records. Where payment is in cash, obtain a clear written statement and receipt. Sign only for the sum actually received.

As at 24 November 2025, the minimum wage is EUR 350 gross per month for full-time work, or EUR 2 per regular working hour, under Government Decision 02/218 of 28 August 2024, applied from 1 October 2024. Overtime and other statutory supplements must be considered separately. [9]

On 31 October 2025, the Government adopted Decision 10/273 providing for future increases. These are shown separately because their implementation dates fall after this edition's legal cutoff. [10]

Applicable or scheduled period	Full-time monthly gross minimum	Regular hourly minimum
Position at 24 November 2025	EUR 350	EUR 2.00
Scheduled from 1 January 2026	EUR 425	EUR 2.50
Scheduled from 1 July 2026	EUR 500	EUR 3.00

The hourly and monthly figures are the figures set in the decisions; do not invent a different statutory monthly amount by multiplying an assumed number of hours. Confirm the applicable basis for a part-time or irregular schedule.

Equal pay protections apply, including equal pay for women and men for work of equal value. Compare the pay for the actual work and responsibilities, and retain evidence if nationality, sex or another protected characteristic appears to explain a difference.

Ask for an itemised explanation of every deduction, including rent, meals, transport or repayment of an advance. A contract should not be used to evade statutory wage entitlements. Seek advice about unexplained deductions, penalties or amounts claimed for recruitment; do not accept an employer's calculation without a statement and supporting basis.

2.5 Supplements for additional work

The Labour Law provides supplements calculated on the basic hourly wage as follows. [7, Art 56]

Type of work	Statutory supplement
Duty or on-call work covered by the provision	20 percent per hour
Night work	30 percent per hour
Overtime	30 percent per hour
Official holidays	50 percent per hour
Weekend work	50 percent per hour

Supplements for weekends, holidays and statutory days off are mutually exclusive with one another under Article 56(3). Other combinations must be assessed against the work actually performed and the applicable rules. Do not assume that all percentages are added together in every case.

For example, where the basic hourly wage is EUR 4, an hour attracting the 30 percent overtime supplement is EUR 4 plus EUR 1.20, giving EUR 5.20 for that hour. This example does not determine the treatment of an hour that also falls at night or on a holiday.

Compensation with time off instead of additional pay must follow the arrangements permitted by Article 56 and the applicable contract or internal rules. Keep a written record of the hours, the agreed conversion and the time off actually granted. An employer must maintain accurate overtime records and make them available to the Labour Inspectorate.

2.6 Income tax and pensions

The employer must withhold and declare wage tax as required. Kosovo-source employment income may be taxable even where a worker is not a Kosovo tax resident. Tax residence is a tax-law concept and is different from the type of immigration permit. Treaty rules and individual circumstances may affect the final liability. [11]

The annual personal income tax bands introduced by Law 08/L-142 are shown below. Monthly withholding by the main employer uses the corresponding monthly bands. These are marginal bands, so the highest percentage does not apply to the whole salary. [11, 12]

Annual taxable income	Annual tax
Up to EUR 3,000	Zero
Above EUR 3,000 and up to EUR 5,400	8 percent of the amount above EUR 3,000
Above EUR 5,400	EUR 192 plus 10 percent of the amount above EUR 5,400

Monthly taxable pay with the main employer	Monthly wage tax
Up to EUR 250	Zero
Above EUR 250 and up to EUR 450	8 percent of the amount above EUR 250
Above EUR 450	EUR 16 plus 10 percent of the amount above EUR 450

A secondary employer generally withholds 10 percent of taxable wages. Tell the payroll administrator about other employment and ask TAK which declaration or annual return is needed in your circumstances. Do not assume that tax deducted abroad automatically settles Kosovo obligations.

Foreign employees with temporary residence in Kosovo are excluded from contributions under Article 6(6.14) of the Law on Pension Funds. Payroll should not automatically deduct the standard Kosovo employee pension contribution from this category. Where mandatory Kosovo contributions do apply, the ordinary minimum is 5 percent paid by the employee and a separate 5 percent paid by the employer. Obtain confirmation from TAK or the Kosovo Pension Savings Trust when your status changes or a special arrangement applies. [13]

For illustration, a foreign employee with temporary residence receiving EUR 600 gross and taxable monthly wages from their main employer, with no other deductions or adjustments, would have wage tax of EUR 31: EUR 16 plus 10 percent of EUR 150. With no Kosovo pension contribution under the exclusion, net pay would be EUR 569. Accommodation or other lawful agreed deductions would need to be shown separately. This example is not an individual tax assessment.

2.7 Working time and overtime

Normal full-time work is 40 hours per week. For employees under 18, the full-time maximum is 30 hours per week. Part-time work is shorter than normal full-time work; rights are generally proportionate under Article 21. Statutorily shortened hours for hazardous work are a different arrangement, under which the worker retains the rights specified by law. [7, Arts 20–27]

The employer must display working hours and normally inform employees about the distribution or change of hours at least seven days in advance. Shift arrangements and lawful redistribution must meet the relevant conditions; a weekly schedule does not remove statutory rest or safety requirements.

Employer-required overtime is permitted in exceptional and necessary circumstances and is generally limited to eight hours per week for as long as needed. The law provides an exception for specified accident-prevention emergencies or unforeseen force majeure, and also regulates voluntary additional work. These provisions do not justify routine unlimited hours or hours that damage health. The Labour Inspectorate can prohibit harmful overtime.

Employees under 18 cannot perform overtime. Pregnancy, breastfeeding, parenthood and disability protections may impose additional restrictions. Work between 22:00 and 06:00 is night work. Where shifts are organised, the employer must avoid more than one uninterrupted working week of night shifts as provided by law.

Keep your own daily record of start and finish times, breaks, overtime, nights, weekends and holidays. A simple record can be essential if the employer's schedule or payslip is inaccurate.

2.8 Breaks and rest

Type of rest	Statutory entitlement
Break during an uninterrupted full working day	At least 30 minutes, taken during the working day rather than at its start or end.
Work of more than four and less than six hours a day	At least 15 minutes.
Employee under 18 working at least four and a half hours	At least 30 minutes.
Daily rest between consecutive working days	Normally at least 12 consecutive hours; the seasonal-work provision allows at least 11.
Weekly rest for an adult	At least 24 consecutive hours. If required to work on that rest day, a replacement rest day must be provided during the following week.
Weekly rest for an employee under 18	At least 36 consecutive hours.

The statutory break during the working day counts as working time. The employer determines its timing so that the work process can continue. Payment for overtime or weekend work does not replace the separate duty to provide the required rest. [7, Arts 28–31]

2.9 Annual leave and official holidays

The ordinary annual leave entitlement is at least four weeks of paid leave. A five-day working week normally gives at least 20 working days; a six-day week gives at least 24. An extra working day is added for each five years of work experience. Mothers with children up to three, single parents and persons with disabilities have an additional two working days under Article 32. Specified work with unavoidable harmful exposure attracts at least 30 working days. [7, Arts 32–38]

Rules on first entitlement and proportional leave apply when employment starts or ends during a year. Article 36 provides at least one and a half days for each calendar month worked in the specified circumstances where full entitlement has not been acquired. The special annual-leave exclusion for a genuine specific-task contract is explained in section 2.2.

Agree the timing with the employer and give notice of your intended leave at least 15 days in advance. The employer should issue the decision on the dates and duration at least five days before leave starts. If leave is split, the main part must include at least ten uninterrupted working days in the calendar year; the remainder is generally to be used by 30 June of the following year.

Official holidays falling on working days do not count as annual leave days. Properly authorised sick leave occurring during annual leave is also excluded. Ask the employer for the applicable official holiday calendar rather than assuming that every commemorative date is a non-working holiday.

You cannot waive your statutory annual leave. Payment instead of leave is generally allowed when employment ends. Article 38 also provides a remedy where leave was not taken through the employer's fault. Keep the leave request, decision and any refusal. Contract terms promising a higher entitlement remain relevant.

2.10 Sick leave and other absence

In ordinary illness, the Labour Law provides up to 20 working days of sick leave within a year at 100 percent of salary. For absence arising from an occupational injury or disease connected with work, it provides 70 percent of salary for the statutory period of ten to 90 working days. The employer bears these sick-pay obligations, subject to the applicable legal framework and any more favourable terms. Medical treatment and compensation for injury are separate matters. [7, Arts 54, 59–61]

Notify the employer immediately, or at the latest during the day you are absent. If a serious illness or injury prevents this, make reasonable efforts to notify them as soon as possible. For notified absence lasting more than three days, the employer may require a medical certificate.

Paid absence under Article 39 includes five days for marriage, five days for the death of a close family member, three days for childbirth and one working day for each voluntary blood donation. Additional cases may be provided by the contract or applicable rules. The separate fatherhood provision in Article 50 is explained in section 2.12.

Unpaid absence may be granted at your request. Obtain written approval setting out the dates and effect on employment rights, insurance and immigration requirements. Do not assume that permission from the employer also preserves your residence status during a long absence.

Where the authorised state body or employer body decides that absence is justified because the workplace is unsafe, Article 61 provides salary compensation for up to 45 days in a calendar year. This formal absence rule should be distinguished from the immediate right to respond to serious danger.

2.11 Occupational safety and health

The employer is responsible for safe and healthy working conditions and for assessing the risks of each job. Safety measures, equipment and required training must not be charged to the worker. Duties apply to workplaces under the employer's control, including work performed through subcontracting arrangements. [14; 7, Arts 42–45]

Before you begin, the employer must inform you about relevant risks, the protective measures and safe operating procedures, and provide appropriate training. Training is also required when work, technology or equipment changes. Ask for instructions in a language and form you can understand; signing an attendance sheet should not replace actual training.

The employer's responsibilities include suitable machinery and safeguards, necessary personal protective equipment, emergency and evacuation arrangements, first aid, competent safety personnel and arrangements for occupational medical checks. A worker assigned to a job with special conditions must meet the relevant requirements and receive a medical check before assignment.

For work under special conditions, medical checks are required at least annually and whenever needed. All employees must be sent for a medical check at least once every three years. These are different requirements; an annual check should not be presented as a general rule for every job. [14, Arts 17, 22]

You must use machinery and protective equipment correctly, avoid disabling guards, follow safety instructions and report serious risks immediately. Notify the employer, the responsible safety person and the worker representative. Contact the Labour Inspectorate where the employer fails to address the danger.

If a serious danger threatens your health or safety, move to safety and obtain help. Article 21 allows refusal of the work instruction after notification of the relevant persons until the danger is

removed and safe conditions restored. The employer's emergency duties also require action to protect workers from serious and imminent danger. [14, Arts 11, 15, 21]

For an accident, obtain urgent medical care and explain that it happened at work. Report it to the employer and ask for the accident to be recorded and reported to the Labour Inspectorate as required. Preserve medical records, photographs where safe and lawful, witness details and information about the task and equipment.

The employer must arrange the required compensation protection for occupational injuries and disease. Under Article 5 of the OSH Law, where the employee has not been insured with an insurance company for this purpose, the employer must cover the treatment costs for an occupational injury or disease. This duty is distinct from your travel or immigration health insurance. Seek advice about treatment costs, sick pay and any additional compensation rather than signing a settlement immediately.

2.12 Pregnancy maternity and care responsibilities

Pregnant and breastfeeding workers must not perform work classified as harmful to the mother or child, including specified heavy work and exposure to reproductive hazards. Pregnant workers cannot perform night work. Overtime and night-work restrictions also protect mothers with young children and qualifying single parents. Obtain advice before agreeing to a schedule that conflicts with these protections. [7, Arts 26–27, 46, 48; 15]

The Labour Law provides up to twelve months of maternity leave. With a medical certificate, leave may begin up to 45 days before the expected birth; the law also regulates the employer's request, with the employee's consent, during the final 28 days before the expected birth. [7, Art 49]

Part of maternity leave	Statutory payment arrangement
First six months	Employer pays 70 percent of basic salary.
Following three months	Government pays 50 percent of the average salary in Kosovo under the statutory scheme and its application procedure.
Final three months	Unpaid, if the employee chooses to extend leave.

Check the procedure and evidence for the Government-paid portion in advance, particularly where foreign identity or residence documents are involved. An employment right and access to a separate allowance scheme should not be treated as the same entitlement. Notify the employer as required if you do not intend to use the following unpaid or Government-paid portions.

Some maternity rights can transfer to the father in the circumstances specified by law, including the mother's death, illness or abandonment of the child. The later three-month paid and three-month unpaid portions may also transfer by agreement under Article 49. Adoption and special care situations have their own provisions.

The Labour Law uses two formulations for paid leave at childbirth: Article 39(1.3) provides three days, while Article 50(2.1) provides fathers with two paid days on birth or adoption. Do not assume these are automatically cumulative. Ask the employer to confirm the applicable entitlement in writing and obtain advice if the more favourable childbirth entitlement is refused. Article 50 also provides two weeks of unpaid leave after birth or adoption before the child reaches three, with at least ten days' prior notification.

A breastfeeding employee returning after the sixth month of maternity leave is entitled to two paid hours per working day until the child is one. From the first to the second birthday, the entitlement

is one paid hour per day. This is additional to the ordinary work break. Agree the timing and provide written notification with the required medical confirmation. [16, Art 5]

During pregnancy, maternity leave and statutory absence for special childcare, the employer cannot terminate the contract or change the job except as provided by the collective-redundancy exception in Article 53. A fixed-term expiry or disputed non-renewal needs individual legal assessment; do not assume that pregnancy makes a time-limited immigration permit or contract indefinite.

Where a child needs special care because of serious ill health or permanent disability, Article 52 provides a qualifying parent with a right to half-time work after maternity leave until the child reaches two, under the applicable procedure. A worker who experiences stillbirth or the death of a baby has specific maternity protections under Article 51.

2.13 Young workers and workers with disabilities

Ordinary employment is available from age 18. People aged 15 to 17 may perform only permissible light work that does not harm health or development; employment below 15 is prohibited. Children must not perform hazardous work, including prohibited work at dangerous heights, underground, with dangerous machinery or harmful substances. [7, Arts 7, 20, 23, 27, 31, 45; 17]

For a worker under 18, the employer must assess the risks before work starts. The 30-hour weekly limit, prohibition of overtime and night work, and enhanced rest requirements apply. A parent's agreement or a recruitment agent's assurance does not legalise prohibited work. Report child exploitation to the police, Centre for Social Work or Labour Inspectorate.

Workers with disabilities enjoy protection against discrimination and should be assessed on their ability to perform the work with reasonable accommodation. The law provides safeguards concerning suitable work and rehabilitation. Night work, overtime and altered schedules are subject to the applicable assessment and consent requirements. An additional two working days of annual leave applies. [7, Arts 32, 44, 47; 8; 18]

Discuss the adjustments needed to perform the job safely, such as accessible equipment, communication arrangements or changes to the workplace. Request a written response. Medical information should be handled lawfully and shared only as necessary for the relevant employment or safety purpose.

2.14 Discrimination harassment and privacy

Discrimination is prohibited in recruitment, pay, training, promotion, working conditions, disciplinary measures and dismissal. The protection covers direct and indirect discrimination, harassment, sexual harassment, victimisation and failure to provide reasonable accommodation as defined by law. Protected grounds include nationality or connection with a community, race, language, sex, gender, religion, disability, age and other grounds specified in the law. [8, Arts 1–4; 15]

Sexual comments, unwanted touching, requests for sexual favours connected to work, discriminatory insults and threats following a complaint should be documented and reported through an appropriate channel. If the supervisor is involved, use another safe route such as the employer's designated officer, Labour Inspectorate, Ombudsperson, lawyer or police, depending on the conduct. Immediate threats or violence require urgent assistance.

Record dates, words or actions, witnesses and the effect on work. Keep messages and documents lawfully. The Law on Protection from Discrimination provides a burden-of-proof rule once facts supporting a presumption of discrimination are established; legal support can help you

present the evidence. Complaining or supporting another person's complaint must not be a reason for victimisation.

Employers, recruiters and public bodies must have a lawful basis for collecting and using personal data. You may ask what data they hold, why it is used, who receives it and how to exercise access, correction and other applicable rights. Erasure is not absolute where a legal retention duty applies. Complaints about unlawful processing can be submitted to the Information and Privacy Agency. [19]

Immigration authorities may lawfully collect identity information and biometrics for their statutory functions. The retention rules for immigration records are not a general permission for a recruiter to retain your passport, medical records or copies indefinitely.

2.15 Trade unions and collective action

Foreign workers may join a trade union and participate in lawful union activity. An employer cannot require non-membership as a condition of employment or dismiss a worker for lawful union membership or activity. Ask a union operating in the relevant sector about representation, collective agreements and support in a dispute. [1, Art 83; 7, Arts 88–90; 20]

The right to strike is exercised under the Law on Strikes and its procedural conditions, including any rules concerning essential services. Obtain advice from the union before taking industrial action. Do not assume that every spontaneous work stoppage qualifies as a legally protected strike. [21]

2.16 Services qualifications and integration

Foreign workers can seek information and counselling from employment offices and may access education, vocational training, goods and services under the applicable legislation. For a regulated profession, an employment permit does not replace professional recognition, licensing or registration. Ask the relevant education or professional authority what is required for your qualification. [1, Art 83]

The framework for integration of foreigners covers access to public services and specific integration measures according to status. Contact the MIA department responsible for integration and the municipality where you live about available language learning, schooling, employment advice and other support. Access to a particular benefit depends on the rules for the programme and does not follow automatically from any temporary residence card. [22]

Maintain valid health insurance and understand the cover, exclusions, provider network and claims procedure. In an emergency, seek help immediately. For routine care, ask the provider about registration, charges and insurance arrangements. Employment, travel and occupational-injury insurance serve different purposes.

If accommodation is arranged by the employer, obtain written terms on rent, deductions, shared facilities, notice and what happens if employment ends. Keep a copy of the lease or accommodation evidence. Seek urgent support if loss of work also places you or your children at risk of homelessness or violence.

2.17 Ending employment

Employment may end by expiry of a fixed term, mutual written agreement, lawful resignation or dismissal, and other statutory grounds such as retirement, loss of capacity or business closure. The end of the employment relationship and the end of immigration permission are related but separate decisions. [7, Arts 67–76; 1, Art 82]

If you resign, give written notice: normally 15 days for a fixed-term contract and 30 days for an indefinite contract. A serious breach by the employer may justify termination without the usual notice, but obtain advice and keep evidence before relying on that exception. An agreement to end employment should state the final date and payment of outstanding entitlements.

An employer must have a lawful ground for dismissal and comply with the relevant procedure. Economic, technical or organisational grounds and inability to perform the work have conditions, including consideration of suitable transfer or training where applicable. Disciplinary or performance dismissal must meet the required evidential and warning procedures. You have a right to be accompanied by a representative of your choice at the meeting explaining termination or delivering the warning.

Situation	Ordinary notice requirement under the Labour Law
Either party during a contractual probation period	Seven days.
Employee resigning from a fixed-term contract	15 days in writing.
Employee resigning from an indefinite contract	30 days in writing.
Employer ending an indefinite contract after six months to two years of employment	30 calendar days, subject to the statutory ground and procedure.
Employer ending an indefinite contract after two to ten years	45 calendar days.
Employer ending an indefinite contract after more than ten years	60 calendar days.
Employer ending a fixed-term contract or giving notice of non-renewal	30 calendar days under Article 71.

The statute expresses the service bands with adjacent boundaries. If employment ends at a boundary, or before six months outside an agreed probation arrangement, obtain advice on the applicable period. Serious misconduct and the other statutory exceptions may affect notice.

An employer not intending to renew a fixed-term contract must inform the employee at least 30 days before expiry. Failure to notify gives the employee the statutory entitlement to a further 30 calendar days with full pay. It does not itself extend immigration permission.

The dismissal decision must be written and reasoned. The employer must pay salary and other entitlements up to termination. Ask for a final itemised statement covering unpaid wages, supplements, relevant leave compensation, lawful deductions and any applicable redundancy payment. Statutory severance is not payable for every termination; collective redundancy has separate conditions and entitlements under Article 76.

If dismissal appears unlawful, start the protection procedure immediately. Do not wait for a final wage dispute to be resolved before protecting your dismissal claim. Notify DCAM within the immigration deadline and obtain advice on lawful stay and any new job authorisation.

3 Protecting your rights

3.1 Choosing the right route

Different institutions have different powers. A Labour Inspectorate complaint concerns labour-law compliance; the Appeals Commission for Foreigners concerns immigration decisions; and a court claim may be needed to recover money or challenge a decision. More than one route can be necessary. [1, 7, 23–27]

Problem	Where to seek help
Unpaid wages, excessive hours, missing contract or unsafe work	Employer's formal procedure, Labour Inspectorate, trade union and a lawyer or free legal aid office. A court claim may also be needed.
Visa or residence refusal or revocation	Appeals Commission for Foreigners through the applicable procedure; some cases require direct court proceedings.
Immigration detention	A lawyer or free legal aid immediately, with court review under the specific detention provisions.
Discrimination or maladministration	Ombudsperson and, where appropriate, the Labour Inspectorate and competent court.
Passport withholding, threats, violence, confinement or suspected trafficking	Police, urgent medical assistance where needed, victim support and legal assistance.
Unlawful use of personal data	Information and Privacy Agency and legal advice where necessary.

Ask for interpretation if you cannot understand the procedure, and specify your language. Bring a person you trust where permitted, but use an independent interpreter where the employer or recruiter is involved in the dispute. Do not sign a statement you cannot understand.

3.2 Requests to the employer

If an employment right has been breached, submit a dated written request to the employer or the relevant internal body. State what happened, the right affected, the period involved and the remedy requested. Keep the signed copy and proof of delivery. A sample appears in Annex B. [7, Art 78]

The employer must decide within 15 days after receiving the request and deliver the decision in writing within the statutory eight-day delivery period. If you disagree with the decision or receive no response within the 15-day decision period, seek legal assistance immediately about filing in court.

Do not add the eight-day delivery period to the employer's 15-day decision period as a reason to postpone action. Article 79 sets a following 30-day period for a labour dispute after the adverse decision or the lack of a timely response. A lawyer should calculate the deadline using the actual delivery dates and circumstances.

An internal discussion, promise of payment or informal meeting is not a safe substitute for a written request and protection of the court deadline. If contacting the employer would expose you to violence or coercion, seek protection and legal assistance through another appropriate route immediately.

3.3 Labour Inspectorate complaints

You may submit a complaint to the Labour Inspectorate about matters within its competence at any time. This includes contract and wage compliance, working time and occupational safety. Use the official complaint channel, email, post or a direct statement to the inspector as accepted by the institution. [7, Art 82; 23]

Include your name and a safe way to contact you; the employer's legal name and workplace address; dates and a clear account of the problem; and copies of relevant evidence. If you have already left Kosovo, give a contact address abroad and explain how the inspector can communicate with you. A missing written contract should not stop you from reporting the facts.

Ask for acknowledgement and a reference number. The Labour Law requires a decision within 30 days or notification that the period for deciding has been extended. Inspectors must protect the confidential source of a complaint under the Labour Inspectorate legislation. Tell the inspector about any concern that contact with the employer could expose you to retaliation.

Confidential handling of the complaint source is not a promise that no other legal duties or information-sharing rules apply. If your residence or work status is irregular, obtain legal advice on both the employment claim and the immigration position. You can still seek help about abuse and work already performed.

The Inspectorate can investigate compliance and take measures within its statutory powers. A complaint does not automatically recover every disputed payment, reverse a dismissal or suspend a court deadline. Seek legal advice about a separate claim for wages, damages or reinstatement.

3.4 Labour court proceedings and mediation

A competent court can decide an employment dispute and order remedies available under the law. For an unlawful dismissal, these may include compensation; where dismissal is discriminatory, reinstatement and compensation for lost wages and benefits may be available under the relevant provisions. The result depends on the evidence and legal basis. [7, Arts 79–80]

An employment claim is not an immigration administrative case. Ask a lawyer or the court registry to identify the court and department with jurisdiction. Where a worker brings a labour dispute, territorial jurisdiction may include the place where work is or was performed or should have been performed, as well as other statutory alternatives.

Monetary employment claims are subject to a three-year limitation under Article 87. The applicable starting point, interruption and effect of any acknowledgement require legal assessment. This longer period does not replace the short procedure and 30-day period for challenging a dismissal or other employment decision. Act when the problem occurs.

The parties may use mediation under the Labour Law and the Law on Mediation. A mediator helps the parties reach their own settlement and does not replace independent legal advice. Check whether mediation affects any filing period before relying on it. Record the agreed sum, payment dates and obligations clearly, and obtain advice about enforceability. Mediation must not be used to pressure a worker to accept threats or violence. [27]

3.5 Immigration appeals after the 2024 amendments

The Law on Foreigners must be read with Law 06/L-036 and Law 08/L-262. The latter changed several appeal periods to 30 days and aligned procedures with the General Administrative Procedure Law. Older administrative instructions and webpages may still state eight days for some matters. A subordinate instruction or an old webpage cannot override the amended law. [1, 2, 24]

Decision	Main route and time limit
Visa refusal	Appeal to the Appeals Commission for Foreigners within 30 days from receipt under amended Article 28(4).
Visa annulment or revocation	Appeal within 30 days from receipt under amended Article 29(5), subject to the statutory position where revocation was requested by the holder.
Cancellation of short stay	Appeal within 30 days from receipt under amended Article 40(3).
Temporary residence decision, including the ordinary work residence decision	Appeal within 30 days from receipt under amended Articles 44(2) and 74(1).
Revocation of work residence	The appeal route in Article 81(3) refers to Article 44(2), which now provides 30 days.
Permanent residence refusal or revocation	Administrative appeal under the General Administrative Procedure Law, normally 30 days from notification.
Voluntary departure or forced removal decision	Appeal to the Commission within 30 days from receipt under the 2024 amendments to the relevant 2018 provisions. Seek urgent help before the removal date.
Refusal of entry	The 2020 entry-refusal instruction states eight days, while the 2022 Commission instruction provides 30 days for entry matters. Submit within eight days to protect your position and obtain urgent advice on the statutory period. The appeal does not automatically suspend refusal.
Other entry or exit restrictions	Use the route stated in the decision and the applicable statutory framework; the Commission instruction generally provides 30 days for these matters.
Detention or extension of detention	Direct action in the Basic Court within 30 days from receipt under Article 109; an appeal against the court decision goes to the Court of Appeals. This is a separate route from the ordinary immigration administrative appeal.

There are special routes. Under Article 44(3), specified quota-related refusals proceed directly to the Basic Court rather than an administrative appeal. National-security residence cases also have specific judicial provisions under Article 6. Seek immediate advice if either is mentioned in the decision.

For refusal of entry, the conflicting subordinate time limits should not be used as a reason to delay. Article 32 of the Law on Foreigners gives the right of appeal, and the General Administrative Procedure Law establishes the general statutory period. Filing within the shorter published period protects against a procedural dispute while the applicable rule is assessed. [24, 25, 34]

Do not wait until the end of the period. Keep the envelope, electronic notification and evidence of the actual receipt date. Ask for clarification immediately if a decision gives a shorter deadline, omits legal-remedy instructions or uses unclear language; protect your position promptly while the correct statutory period is assessed.

3.6 Preparing and submitting an immigration appeal

State your full identity and safe contact details, identify the challenged decision by number and date, say when it was received, explain the errors, and state the outcome you request. Attach the decision, relevant documents and evidence supporting your account. Sign the appeal or provide a valid authorisation for your representative. [24, 25]

Submit through the channel identified in the decision and the applicable rules. The Commission's procedure allows submission through its secretariat and through the competent diplomatic or consular channel. Use an electronic address only where it is an accepted filing channel. A general enquiry email is not necessarily a valid appeal submission.

The procedure uses an official language of Kosovo. Ask for help with the required translation. At a Commission hearing, request interpretation into a language you understand. The Commission's instruction also provides for translation of its decision on request into a language the person understands or is reasonably presumed to understand.

Obtain a stamped acknowledgement, postal proof or electronic confirmation. An email shown as sent is not necessarily confirmation of receipt. Keep the complete submission and attachments. Tell the authority if your address or representative changes.

The Commission can uphold the first-instance decision, change it, or annul it and return the case for reconsideration within its powers. A hearing may be held and additional evidence may be considered. The ordinary appeal decision period under the applicable amended provisions and general procedure is 30 days, subject to lawful procedural rules and extensions.

3.7 Remaining in Kosovo and judicial review

The General Administrative Procedure Law normally gives a timely administrative appeal a suspensive effect unless legislation provides otherwise or that effect is lawfully removed. A refusal of entry has a specific non-suspensive rule. A direct court challenge to detention also does not suspend the detention decision. The effect of an appeal must therefore be checked for the actual decision. [1, Arts 32, 109; 24, Art 130]

Suspension of a decision is different from an affirmative grant of residence, employment permission or permission to re-enter after travel. Request written clarification on your stay and work position and, where necessary, urgent interim protection. Do not assume an appeal gives you permission to start a job or ignore a scheduled removal.

After the final administrative decision, judicial review is available under the applicable administrative-disputes framework. As at the edition date, Law 08/L-182 on Administrative Disputes is in force. Proceedings are brought before the competent Basic Court administrative department; the administrative jurisdiction operating in Prishtina should be distinguished from the ordinary labour dispute route. [26]

The ordinary time limit for a claim against a final administrative act is 30 days from notification, with specific rules for different claim types and administrative silence. A court claim does not automatically provide every form of interim protection. Ask a lawyer to request suspension or another interim measure where necessary. Keep the administrative decision, the appeal and proof of delivery for the court file.

3.8 Free legal aid and the Ombudsperson

The Agency for Free Legal Aid can provide legal information, prepare documents and arrange representation within the statutory scheme. Persons with temporary residence are among the qualifying groups, but ordinary entitlement also depends on the financial and legal criteria. Special

categories, including victims of trafficking, domestic violence and sexual violence or harassment, benefit from specific exemptions from those criteria. [29]

Apply to the nearest free legal aid office with your identity or residence evidence, the decision or employment documents, information about means where required, and a clear statement of any urgent deadline. Explain if documents have been taken or you cannot obtain them. Ask the office to assist you in completing the application.

The ordinary decision on a complete legal aid application is due within five working days. A refusal can be appealed within 30 days under the amended framework. Do not let an underlying appeal or court deadline expire while waiting for a legal aid appointment; explain the urgency immediately.

The Ombudsperson investigates alleged human-rights violations and maladministration by public authorities and exercises equality functions under the anti-discrimination framework. A person or group can complain about discrimination; an Ombudsperson complaint is not a prerequisite for going to court. Contact the institution for help about admissibility and the appropriate procedure. [8, Art 12; 31]

Set out the facts, responsible institution, action already taken and supporting evidence. The institution's services are free. Its investigation and recommendations do not replace a court judgment or suspend other filing deadlines. The Ombudsperson also has a preventive and monitoring role concerning places of detention and forced-return procedures.

3.9 Coercion exploitation and trafficking

Forced labour is prohibited. Warning signs include passport retention, threats of violence or denunciation used to compel work, confinement, preventing contact with family, withholding wages to stop you leaving, serious deception about the job, and debt used to keep you working against your will. Poor employment conditions do not always constitute trafficking, but you do not need to determine the legal label before seeking help. [7, Art 6; 32]

If you are in immediate danger, call 112 or 192, or go to a police station or another safe place. Ask for an interpreter and explain whether the employer or recruiter controls your documents, money or movement. If safe, take copies of your identification, contract, messages and payment records. Do not put yourself at risk to collect evidence.

Ask the police or a legal aid office to refer you to appropriate victim protection, medical care, shelter and psychosocial assistance. If children are involved, request the Centre for Social Work and child-protection services. Suspected or identified trafficking victims have specific assistance and protection safeguards under the anti-trafficking and foreigners legislation.

Report immigration concerns to your adviser as well. Humanitarian residence and victim-related safeguards require an individual assessment; reporting abuse does not automatically grant a work permit or permanent residence. Equally, lack of documents should not prevent you from asking for immediate protection, treatment or legal assistance.

4 Your responsibilities

4.1 Reporting your address

You must report your address and changes of address to the nearest police station within three days of entry or change under the general rule. A foreigner holding a residence permit must report residence and changes to the nearest police station or DCAM within eight days of the change. Deregister the residence or place of stay before leaving Kosovo as required. [1, Art 123]

Accommodation providers also have reporting duties. Ask whether your arrival has been registered and obtain proof; do not assume that a hotel, landlord or employer has completed every obligation that applies to you. If unsure which reporting deadline applies, contact the police or DCAM immediately and use the earlier deadline to avoid delay.

Keep your address accurate in pending applications, appeals and court proceedings. Missing a letter because an address is out of date can affect your ability to act within a deadline.

4.2 Identity documents and permits

Carry a document that proves your identity and present it to a competent official when lawfully requested. Permitted identity evidence includes a travel document, the relevant foreigner's identity document or another qualifying official document with a photograph. Give accurate personal details if you cannot produce identification. [1, Arts 116–119]

Do not lend your documents to another person or use altered, false or another person's documents. Report loss, theft or disappearance promptly to the nearest police station, obtain confirmation and notify the issuing authority. Contact your diplomatic or consular representation about replacement of a national passport, and DCAM about the effect on residence documentation.

Return Kosovo-issued foreigner documents and permits when required by law, including relevant cases of expiry, permanent departure or acquisition of Kosovo citizenship. Obtain instructions so that a required travel document is not surrendered before a lawful journey can be completed.

4.3 Employment duties and discipline

Perform the agreed work, follow lawful instructions and safety procedures, use equipment properly, protect legitimate confidential information and notify the employer of illness or other justified absence. The employer must in turn respect the law and contract. An instruction to work unlawfully or in serious danger should be addressed through the appropriate protection route. [7, Arts 54, 84–86]

The Labour Law provides disciplinary measures ranging from warnings to termination, according to the seriousness of the breach and the applicable rules. The employer's decision must be written and include reasons and information on remedies. Ask for a copy and seek advice within the short employment-protection period if you disagree.

A worker may be liable for damage caused intentionally or through gross negligence under the applicable conditions. An accident or business loss does not automatically make the employee personally liable. Ask for the evidence and legal basis for any compensation claim; obtain advice before signing an acknowledgement of debt or accepting deductions from wages. [7, Arts 63–66]

5 Leaving Kosovo return and detention

5.1 Leaving by your own choice

You may leave Kosovo subject to lawful restrictions imposed by competent authorities. An employer cannot itself impose an immigration exit ban or retain your passport to prevent departure. The law permits official restrictions in specified circumstances, including invalid documents, criminal proceedings and other statutory grounds; therefore the right to leave should not be described as wholly unrestricted. [1, Art 34]

Before leaving employment, comply with the applicable resignation or termination procedure where possible, request outstanding payments, report the end of the employment basis to DCAM, complete required address deregistration and check any requirement to return Kosovo-issued documents. Preserve your contract and payment evidence after departure.

Leaving Kosovo does not mean you should abandon a wage or other claim. Seek advice about representation, a safe address for service and how to pursue the claim from abroad. A recruiter or employer cannot lawfully decide the outcome of a court claim or cancel a debt owed to you simply because you have departed.

5.2 Irregular residence and departure decisions

Residence may become irregular after unlawful entry, expiry or revocation of the relevant permission, exhaustion of short stay or other statutory grounds. Identify the actual legal position promptly rather than relying on an appointment, an employer's promise or the fact that no inspection has occurred. [1, Arts 93–95]

The police may issue a departure or forced-removal decision under the law. A decision should identify the person, reasons, deadline, relevant border crossing and any entry ban, together with information on remedies. Obtain a copy, record the date of receipt and seek advice immediately.

The ordinary voluntary departure period is between seven and 30 days, with statutory rules allowing shorter periods or extensions in specified circumstances. Follow the deadline in the actual decision unless it is lawfully suspended or changed. The law's reference to circumstances for forced removal after an overstay does not create a lawful 60-day grace period to remain without permission. [1, Art 94]

An entry ban can prevent a later lawful return even if a new employer offers work. Check the duration and starting point and seek advice about any lawful request to lift or shorten it. An administrative entry ban is different from a court-imposed expulsion order.

5.3 Safeguards during return

The authorities must consider the best interests of children, family life, health and the principle of non-refoulement. A person must not be returned contrary to protection against persecution, torture or other prohibited harm. If you fear such harm, tell the authorities and a lawyer immediately and ask about the international-protection procedure. [1, Arts 2, 92]

Forced removal must be carried out lawfully and proportionately, respecting human dignity and physical integrity. Ask for interpretation and legal assistance. Report ill treatment, medical needs, pregnancy, disability, dependent children and risks at the destination. The Ombudsperson can monitor return procedures.

Appeals against departure and forced-removal decisions are governed by the amended rules described in Chapter 3. The appeal period and the date scheduled for removal are different

matters. Seek urgent advice about the effect of the appeal and any interim protection rather than assuming removal is postponed automatically.

Voluntary return assistance may be available through the competent authorities or a relevant programme. It is not an unconditional entitlement to a ticket or payment. Ask DCAM and the police about eligibility, travel documents, medical needs, and the effect on any entry ban before agreeing to arrangements.

5.4 Immigration detention

Detention is an administrative measure of last resort under the Law on Foreigners, assessed individually where the legal grounds exist and suitable alternatives do not achieve the lawful purpose. It must last for the shortest appropriate period. An overstay does not by itself remove the duty to assess necessity and alternatives. [1, Arts 105–114]

You must receive a written decision explaining the grounds and period, legal protection and contact with relatives. Request an interpreter, legal assistance, medical care and a copy of the decision. The law provides for humane treatment, adequate food and access to legal and health assistance.

The Law on Foreigners sets an initial maximum detention period of six months, with a further period of up to six months only on the specified statutory grounds. These are ceilings, not automatic detention terms. The authorities must review whether detention remains justified and consider release or alternatives.

A challenge to detention or its extension must be filed with the Basic Court within 30 days of receipt under Article 109; seek help immediately. The challenge does not itself suspend detention. A further appeal may be made to the Court of Appeals under the applicable rules.

At your request, the relevant diplomatic or consular representation can be informed under the law. Special confidentiality applies where a person has sought or received international protection; the authorities must not disclose protection information to the country of origin in breach of the applicable safeguards.

Children and families require particular safeguards. Tell the authorities about any unaccompanied child or dependent left without care, and request social-work and legal support. Ask the Ombudsperson to examine alleged ill treatment or unlawful conditions, while also protecting court deadlines.

5.5 Court expulsion and other restrictions

A court may impose expulsion under the applicable criminal or minor-offence legislation. This is separate from an administrative return decision. Read the judgment, obtain legal advice about the appeal and period of exclusion, and do not assume that the rules for an ordinary residence appeal apply.

The Law on Foreigners also contains a procedure for declaring a foreigner an undesirable person on specified state-security and public-order grounds. Such a decision has serious entry and residence consequences. Seek specialist advice immediately and follow the legal-remedy instructions. [1, Art 66A]

6 Institutions and practical contacts

Use the official channels below for the subject indicated. Telephone and website details may change. Confirm office locations and appointment arrangements before travelling. Kosovo freephone numbers may not work from abroad or with some foreign mobile services; use an alternative official contact if needed.

6.1 Emergencies and urgent protection

Service	Number in Kosovo
General emergency assistance	112
Police	192
Fire and rescue	193
Ambulance	194

Give your location, a safe callback number, the nature of the emergency and the language you need. For immediate danger, use emergency services instead of waiting for a reply to an email. [33]

6.2 Residence employment and tax administration

MIA and DCAM Division for Foreigners. Responsible for residence applications and related immigration matters. Use the MIA website for the applicable category, checklist and instructions. The MIA building is on Luan Haradinaj Street, Prishtina. General MIA contact: +383 38 521 033. [30]

- MIA website: https://mpb.rks-gov.net/
- Temporary residence information: https://mpb.rks-gov.net/f/45/Leje-qendrim-i-perkohshem-per-te-huajt
- eKosova services: https://ekosova.rks-gov.net/
- First residence appointment: https://ekosova.rks-gov.net/Public/295
- Renewal appointment: https://ekosova.rks-gov.net/Public/296

Appeals Commission for Foreigners. Examines immigration appeals within its competence. Follow the filing instructions in the decision, rather than treating a general enquiry as a submitted appeal. Contact: mpb.kah@rks-gov.net, through MIA on Luan Haradinaj Street, Prishtina. Confirm the accepted filing channel and obtain receipt. [25]

MFAD and diplomatic or consular missions. Provide visa information and process applications within their competence. Find the responsible mission and its official application and payment instructions through https://ambasadat.net/visas/ and https://mfa-ks.net/. For a passport issued by your own country, contact your own country's diplomatic or consular representation. [4]

Employment Agency of the Republic of Kosovo. Provides the public employment service, employment and vocational guidance, and the relevant foreign-worker labour-market services, including short-term work permits. Contact EARK about the correct employment category and the local employment office. Contact: aprk.info@rks-gov.net and +383 38 613 025; website https://aprk.rks-gov.net/.

MFLT and private employment services. The ministry responsible for labour oversees employment policy and the licensing framework for private employment service providers. Ask it to

verify a recruiter's licence. A private agency is not the public authority deciding residence status. Website https://mfpt.rks-gov.net/. [28]

Tax Administration of Kosovo. Provides information on employee registration, wage tax and payroll declarations. Use https://www.atk-ks.org/ or info@atk-ks.org. Call centre: +383 38 222 165. For pension-status questions, also contact the Kosovo Pension Savings Trust through https://www.trusti.org/. [11-13]

Civil Registration Agency and municipal civil registry offices. Deal with civil-status registration and the personal-document functions assigned by law. Contact the relevant municipal office for birth, marriage or other civil-status records and use MIA guidance for the appropriate document procedure. Civil registration does not itself grant an immigration permit.

6.3 Employment complaints legal aid and equality

Institution	Main contact and purpose
Labour Inspectorate	0800 77577; inspektorati.punes@rks-gov.net; https://ip.rks-gov.net/kontakt/. Central address: Qamil Hoxha Street 30, Prishtina. Complaints about employment compliance and safety.
Agency for Free Legal Aid	0800 11777; Info.ANJF@rks-gov.net; https://anjf.rks-gov.net/. Ask for the nearest regional or mobile office and state any urgent deadline.
Ombudsperson Institution	0800 15555; info.oik@oik-rks.org; https://oik-rks.org/kontakte/. Human rights, maladministration and equality complaints within its competence.
Information and Privacy Agency	https://aip.rks-gov.net/; Info.AIP@rks-gov.net. Data-protection information and complaints.
Courts and court registry information	https://www.gjyqesori-rks.org/ and https://prishtine.gjyqesori-rks.org/. Confirm the competent court, department and filing arrangements. An enquiry does not constitute a filed claim.

Regional and mobile office schedules should be obtained directly from the institution's directory. This avoids relying on an address or timetable that may have changed. Ask the central office for an accessible location, interpretation arrangements and the documents to bring.

6.4 Integration local services and independent support

Contact the MIA department responsible for reintegration and integration of foreigners and your municipality for information on integration measures. For children, education and family support, ask the municipal education office and Centre for Social Work about the appropriate procedure and referral. [22]

Trade unions, licensed lawyers and civil society organisations may provide advice, accompaniment, interpretation or referrals. Ask what service is offered, whether there is a fee and whether the person is authorised to represent you. Authorise a representative in writing where required and retain access to your own file.

When requesting help, bring copies of your identification, permit, employment contract, pay records, any relevant decision and proof of its receipt. Explain your preferred language, safe contact method and any fear of retaliation. If you cannot obtain the documents, give the facts you do know and seek assistance anyway.

Annex A Checklists for workers and employers

Before travel

- Verify the actual employer and any recruiter's licence and contact details.
- Obtain a signed contract or the accepted written employment evidence and understand the job, pay, hours and deductions.
- Identify the residence and work route and any visa requirement.
- Check passport validity, insurance, qualification documents and required criminal-record or investigation-status evidence.
- Confirm who will submit each application, the official fees and who pays them.
- Keep copies of your documents and a safe emergency contact independent of the recruiter.

After arrival and before work

- Complete the applicable address notification and keep proof.
- Obtain the actual application acknowledgement and, when approved, read the decision and permit conditions.
- Complete biometrics within the required period and check the card's details.
- Confirm that permission covers the correct employer, job and start date, or verify a genuine exemption.
- Obtain your signed contract copy and confirm TAK registration and the correct pension treatment.
- Receive safety training, protective equipment and information about emergency procedures.

During employment

- Keep a private record of hours, payslips, payments, deductions and leave.
- Monitor permit expiry and prepare renewal early enough for timely submission.
- Report address changes, lost documents and changes affecting the permit.
- Ask for written confirmation before changing employer or undertaking additional work.
- Use complaint channels promptly and preserve evidence of submission and receipt.

When employment ends

- Obtain the written termination or resignation record and the final payment statement.
- Check wages, supplements, leave compensation and any applicable notice or redundancy entitlement.
- Notify DCAM within 15 days where the employment basis for residence ends.
- Confirm the right to remain, any new authorisation, travel and departure obligations.
- Seek legal help immediately if you challenge dismissal or an immigration decision.

Employer responsibilities

Verify the worker's lawful status and specific entitlement before work starts; use a lawful written contract; register and pay the worker correctly; apply the relevant pension rule; provide safe conditions, training and protective equipment; respect working-time and leave rules; make the required notifications; and provide written, reasoned decisions and final payments when employment ends. Retain records without using control over documents or accommodation to coerce continued work.

Annex B Preparing a written request or complaint

Use the following structure for an employer request or an employment complaint. It is an aid to drafting, not a prescribed official form. An immigration appeal requires the additional decision and legal-remedy information described in Chapter 3.

Recipient: State the employer, internal body or institution to which you are submitting the request.

Your details: Give your full name, a safe contact address and telephone or email, and the language you need for communication. Explain if correspondence must not be sent through the employer or recruiter.

Employer and workplace: Give the legal name, registration number if known, workplace address, supervisor and relevant contact details.

Subject and dates: Identify the issue, such as unpaid wages for a stated period, refusal of leave, unsafe work or a dismissal dated on a particular day.

Facts: Explain what happened in date order. Include the work performed, agreed terms, hours or sums involved, what has been paid and what remains outstanding. Distinguish what you directly know from information given by others.

Remedy requested: State the action sought, such as payment of a specified amount with a calculation, correction of a schedule, a safety inspection, provision of records or review of a decision. Ask for a written response.

Evidence: List copies of the contract, permit, payslips, messages, timesheets, medical documents where relevant, previous requests and witness details. Keep the originals unless a competent authority requires them and records receipt.

Date and signature: Sign and date the request. If a representative submits it, include the required authorisation.

Submission record: Retain the complete request, attachments and stamped, postal or accepted electronic proof of receipt. Record the date from which any response and further filing period runs.

Annex C Keeping employment and deadline records

Keep a simple daily record in a notebook or a file you can access independently. Make entries soon after the event and preserve supporting documents lawfully. Do not take confidential business or other workers' personal information that you are not entitled to access.

Record	Details to keep
Work	Date; workplace; task; start and finish; breaks; total hours; night, weekend or holiday work; supervisor.
Pay	Pay period; agreed gross wage; supplements; taxable amount; each deduction and explanation; net amount received; date and method of payment.
Leave and illness	Request date; type and dates of absence; approval or refusal; medical certificate where relevant; payment received.
Incident	Date and location; what happened; persons involved; witnesses; injury or loss; action taken; reference number.
Immigration application	Application type; permit expiry; date actually submitted; acknowledgement; missing documents; decision and date received.
Complaint or case	Challenged decision; date received; responsible body; filing deadline checked with an adviser; date filed; proof of receipt; next action.

For unpaid wages, calculate each pay period separately and show the agreed amount, amount received and balance claimed. A private calculation is supporting evidence; the final legal entitlement may also involve supplements, interest or compensation assessed under the applicable procedure.

Do not store your only copy on an employer's telephone, email account or computer. Keep a secure backup and share documents only with a trusted representative or competent institution for the necessary purpose.

Annex D Legislation and official sources

The following references support the guidance in this edition. Use the original act together with the amendments applicable on 24 November 2025. Where an administrative instruction, form or information page conflicts with a later law, the law prevails. A consolidated text is a reading aid and should be checked against the original amending acts.

Immigration entry and residence

[1] **Law 04/L-219 on Foreigners**, amended by Law 06/L-036 and Law 08/L-262. Main provisions used: entry and visas, Articles 11–38; temporary residence, Articles 41–48 and 66; family reunification, Articles 49–54; work, Articles 67–83; permanent residence, Articles 84–91; return and detention, Articles 92–114; identity and addresses, Articles 116–125. Original law and 2018 amendment.

[2] **Law 08/L-262 on amendment and supplementation of laws containing special administrative procedures and their harmonisation with the General Administrative Procedure Law second phase**, published 8 August 2024. Chapter XXIX, Articles 106–121, amends the foreigners framework, including appeal periods. Official Gazette.

[3] **Administrative Instruction MIA 09/2019 on the procedure and criteria for issuing residence permits for foreigners**, including employment checklists, short-term work permits and biometrics. Read subject to later statutory amendments. Official Gazette.

[4] **Administrative Instruction MFA 01/2014 on procedures for issuing visas through diplomatic and consular missions**, and the official consular visa information and forms. Older appeal information on a webpage does not supersede the amended law. Instruction and consular guidance.

[5] **Administrative Instruction MIA 09/2020 on conditions and procedures for visa extension**, particularly Article 4. Read with amended Article 27 of the Law on Foreigners. Official Gazette.

[6] **Kosovo–Albania agreement on temporary residence arrangements** and MIA implementation guidance for Albanian citizens. Agreement and MIA criteria.

Employment pay and tax

[7] **Law 03/L-212 on Labour**, amended by Law 08/L-142 concerning minimum-wage procedures and Law 08/L-283 concerning minor-offence provisions. Main provisions used: contracts, Articles 7–16; hours and rest, Articles 20–31; leave, Articles 32–41; protection, Articles 42–54; pay and absence compensation, Articles 55–62; termination, Articles 67–76; remedies and duties, Articles 78–90. Labour Law and Law 08/L-283.

[8] **Constitution of the Republic of Kosovo**, particularly Articles 24, 32, 49 and 54, and **Law 05/L-021 on Protection from Discrimination**, including Articles 12–16 and 20. Constitution and anti-discrimination law.

[9] **Government Decision 02/218 of 28 August 2024 on the minimum wage**, applied from 1 October 2024. The MIA human-resources report published in September 2025 records the decision and the EUR 350 gross monthly minimum. Official 2025 report.

[10] **Government Decision 10/273 of 31 October 2025**, providing minimum-wage increases scheduled from 1 January and 1 July 2026. These future rates are distinguished from the rate applicable at the edition date. Official Gazette decisions.

[11] **Law 05/L-028 on Personal Income Tax**, particularly Articles 3–6 and 38, read with the 2024 amendment; and **Law 08/L-257 on Administration of Tax Procedures**. Income tax law and tax procedures.

[12] **Law 08/L-142**, particularly Article 5 replacing the annual personal income tax bands and Article 6 on minimum-wage procedures. Published and effective 23 August 2024. Official Gazette and TAK notice.

[13] **Law 04/L-101 on Pension Funds of Kosovo**, as amended, particularly Article 6(6.2), (6.13) and (6.14), including the exclusion for foreign employees with temporary residence. Official Gazette.

Safety equality and social protection

[14] **Law 04/L-161 on Safety and Health at Work**, amended by Law 08/L-283, particularly Articles 5–7, 11–12 and 15–23. Official Gazette.

[15] **Law 05/L-020 on Gender Equality**, read with Law 08/L-276. Gender Equality Law and 2024 amendment.

[16] **Law 05/L-023 on the Protection of Breastfeeding**, read with its applicable amendments, particularly Article 5 concerning paid breastfeeding breaks. Official Gazette.

[17] **Law 06/L-084 on Child Protection** and **Administrative Instruction GRK 02/2024 on prevention and prohibition of hazardous forms of child labour**, read with the Labour Law. Child Protection Law and 2024 instruction.

[18] **Law 03/L-019 on vocational training rehabilitation and employment of persons with disabilities**, read with Law 05/L-078 and the applicable 2024 amendments; the Labour Law and anti-discrimination law also apply. Original law and Law 05/L-078.

[19] **Law 06/L-082 on Personal Data Protection**, particularly the principles, data-subject rights and supervisory-remedy provisions. Official Gazette.

[20] **Law 04/L-011 on Trade Union Organisation in Kosovo**, read with the Labour Law and Article 83 of the Law on Foreigners. Official Gazette.

[21] **Law 03/L-200 on Strikes**, amended by Law 04/L-119 and the applicable provisions of Law 08/L-276. Strikes Law and Law 04/L-119.

[22] **Regulation GRK 09/2019 on Integration of Foreigners**, using the provisions applicable at the edition date. Official Gazette.

Remedies institutions and practical information

[23] **Law 2002/9 on the Labour Inspectorate**, amended by Law 03/L-017 and the relevant administrative-procedure amendments; **Law 08/L-067 on Inspections**, read with the applicable amendments; and Article 82 of the Labour Law. Inspectorate Law, Law 03/L-017 and Inspections Law.

[24] **Law 05/L-031 on General Administrative Procedure**, particularly Articles 127–130 and the appeal-decision provisions. Official Gazette.

[25] **Administrative Instruction GRK 05/2022 on the Appeals Commission for Foreigners**. Its procedural guidance must be read subject to the later 2024 statutory amendments, including the changed appeal periods. Official Gazette.

[26] **Law 08/L-182 on Administrative Disputes**, published 10 January 2024 and entering into force one year after publication; particularly the claim-period and interim-protection provisions. **Law 06/L-054 on Courts** supplies the relevant institutional framework at the edition date. Administrative Disputes Law and Courts Law.

[27] **Law 06/L-009 on Mediation** and Article 81 of the Labour Law. Official Gazette.

[28] **Law 04/L-205 on the Employment Agency**, and the framework for private employment service providers, including Regulation GRK 20/2015 and Administrative Instruction MLSW 03/2015 as amended by 02/2018. Employment Agency Law and licensing framework record.

[29] **Law 04/L-017 on Free Legal Aid**, amended by Law 08/L-035 and Law 08/L-063, including the special beneficiary categories and amended appeal framework. Original law, Law 08/L-035 and Law 08/L-063.

[30] **MIA official residence information and eKosova appointment services**, with the relevant institutional contact directories. Service pages provide practical instructions; an appointment confirmation is distinct from the application acknowledgement. MIA residence information and eKosova.

[31] **Law 05/L-019 on the Ombudsperson**, read with the anti-discrimination framework. Official Gazette and institutional contacts.

[32] **Law 04/L-218 on prevention and combating trafficking in human beings and protection of victims of trafficking**, read with relevant provisions of the Labour Law, Law on Foreigners and criminal legislation. Official Gazette.

[33] **Emergency service numbers**, as published by Kosovo Telecom, and official institutional contact directories. Emergency numbers, Labour Inspectorate, free legal aid and Ombudsperson.

[34] **Administrative Instruction MIA 04/2020 on refusal of entry**, particularly Article 11(4), read with Article 32 of the Law on Foreigners, the General Administrative Procedure Law and the later Appeals Commission instruction. See section 3.5 for the practical treatment of inconsistent published time limits. Official Gazette.