	EPOKA UNIVERSITY				
	REGULATION ON PERMISSIONS				
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Article 1

Aim and Scope

This regulation aims to regulate the permission in and out of the country of the academic and administrative staff of Epoka University.

Article 2

General Provisions

The academic and administrative staff, who wishes to take permission must fill in the permission request form and submit it the competent head or body. If the permission has not been granted, it cannot st

Article In case the permission has been granted the beneficiary informs the head of the unit, in a written manner upon it termination.

Article 3

Beside extraordinary case such as seriuous illness or death of close relatives, a staff member can be fired if he misses one day at work without permission, does not fill the permission request form and does not inform the responsible person. The person must inform the head of the unit on situtation at the soonest.

Article 4

If the employer does not come to work or he leaves the workplace before the end of the official timeline, 3 times in 1 month, his wage will be cut at the amount of one day work. The employer`s wage who does not come to work, and does not have permission to do so, will be cut in the amount of two days. In both case a disciplinary procedure starts on him.

Article 5

The permission given upon a legitimate reason and the permission without payment during the year are not included in the yearly leave.

Article 6

Every person who is on yearly leave must come to work at the soonest in case this asked by the head of unit. In this occassion all the expenses of travel from the vacation place to work and vice versa are borne by the University.


Article 7

The employee who does not start the work after the termination of the permission or the reason of the permission is jugded non reasonable, becomes subject of a disciplinary procedure.

Article 8

During the period of the academic calendar no permission can be granted. In case the reason of the application for permission is justified, the head of department ajusts his teaching process and informs in written manner the respective unit.

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Senate	Academic Evaluation and Quality Improvement Board	Higher Board

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Article 9

If necessary, for permission which will be spent abroad the competent body can grant an extra 5 days of permission.

Article 10 Yearly leave

The yearly leaves, given upon request of the person are granted: upon approval by the Rector for the academic staff such as Dean and the Coordinators linked with the Rector's Office, with the proposal of the Head of Department and approval of the Dean for the other academic staff, upon proposal of the Head of the Unit and Secretary General and approval of the Rector for the administrative personnel.

Article 11

The persons who have been contracted for a 1 year period as full-time staff, are paid for a 10 monthly wages, and they cannot use the yearly leave. The personnel who is at its first year of employment, has the right to benefit from the yearly leave only after he has worked for 6 months. The yearly leaves must be used in the respective year, they cannot be postponed in the following year and no payment can take place to replace the yearly leave. But if the director considers it appropriate, the yearly leave of the respective year can be used in the following year or the wage can be paid according to the working days.

Article 12

The yearly leave can be used divided at most into two parts. The academic personnel cannot use the yearly leave during the teaching process. The responsible person who approves the granting of permission has the right to define in what part of the year it will be used.

Article 13

In case the person does not return after the normal period of leave or assignment, without justified reasons, two days of his net wage are cut.

Article 14

The other permissions taken by the staff, apart from the yearly leave, are subtracted by the yearly leave or are evaluated as a permission without payment.

Article 15


The foreign academic and administrative personnel has a yearly leave equal to 35 days, while the Albanian academic and administrative personnel has a yearly leave equal to 28 days.

Justified Permission

Article 16

In case of death, marriage or birthday, an administrative permission can be given. First of all, the cause of the permission is defined then the permission request form is filled and submitted to the competent organ.

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Article 17

The duration of the justified permission is 5 days in case of marriage inside Albania and 10 day in case of marriage outside Albania, for the wife`s birth of a child the permission is 2 days within Albania, and 7 days outside Albania, in case of death of relatives inside Albania the permission is 5 days and out of Albania is 7 days.

The justified permissions till 1 week are granted by Rector for the Dean, Institutes Director, Rector`s Office Coordinator and Head of Department; for the other members of the academic staff the permission is granted by the Dean of the Faculty, Director of the Center, after taking the opinion of the Head of Department; for all the administrative staff the permission is given by the Secretary General. For the justified permission, longer than 1 week, the decision of the Administrative Board and approval of the Rector is needed.

Article 18

The personnel can take a permission up to six months as long as he submits a medical record justifying his health conditions.

Article 19

The female personnel has the right to 70 days of permission before giving birth and 56 days of permission after giving birth, in total 126 paid days of permission. In case the woman performs a surgery or gives birth to more than one child has the right to a permission of 70 days after giving birth.

Article 20 Assignment permission

The academic staff can be given short-time or long-time permission aiming at participating in scientific activities, research and application or participation in post graduate programs. Other issues related to the assignment of the staff are regulated by another directive.


The academic personnel enrolled in a graduate program, can be given upon his request and written approval by the Head of Department and Dean, and they are responsible for the permission during the week outside the University. The program for the assignment must be attached to the permission request form and after the finishing the duty must submit a report to the head of unit.

Article 21 Unpaid permission

Unpaid permission can be given in following cases:

- a) The personnel can be given unpaid permission up to a six months, upon approval by the Rector, in cases of a serious accident or illness of the persons under his care or whose life comes under threat if not properly accompanied such as the mother, father, husband or wife or children or one of the siblings, in such a case the situation must be documented with doctor`s report. If the same conditions persist, another permission of six months may be granted.
- b. The female personnel can be given an unpaid permission up to 6 months following the paid leave after giving birth, upon their request and approval by the Rector.
- c. In case of long-term assignment, after the end of the 1 year paid permission, the Administrative Board of the University can give an extra unpaid permission up to 1 year.

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Article 22 Daily permission

In case of permission with a duration up to one day, for different reasons such as official, family or special occasion, the competent body is the Head of Department for the academic personnel and head of unit for the administrative personnel

Entrance into force and Enforcement

Article 23 This regulation enters into force after the approval by the Higher Board.

Article 24 The enforcement of this regulation is assured by the Rector of Epoka University.

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