



Republic of North Macedonia

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**AGENCY FOR PROTECTION OF  
THE RIGHT TO FREE ACCESS TO  
PUBLIC INFORMATION**

## **RULEBOOK**

### **ON THE WORKING TIME SCHEDULE OF THE EMPLOYEES IN THE AGENCY FOR THE PROTECTION OF THE RIGHT OF FREE ACCESS TO PUBLIC INFORMATION**

Based on Article 34 paragraph 1 paragraph 11 of the Law on Free Access to Public Information ("Official Gazette of the Republic of North Macedonia" No. 101/19), the Director of the

Agency for the Protection of the Right to Free Access to Public Information brought the following:

**RULEBOOK  
ON THE WORKING TIME SCHEDULE OF THE EMPLOYEES IN THE AGENCY  
FOR THE PROTECTION OF THE RIGHT OF FREE ACCESS TO PUBLIC  
INFORMATION**

**Article 1**

This Rulebook determines the schedule of working hours and the method of recording full-time, part-time/part-time work, full-time work, the use of breaks, and absences of employees in the Agency for the Protection of the Right to Free Access to Public Information (hereinafter: the Agency).

**Article 2**

The schedule of working hours and the method of recording are determined in accordance with the Law on Administrative Officers, the Law on Labor Relations and the Law on Public Sector Employees.

**Article 3**

Working hours lasting 40 hours per week are spread over five working days from Monday to Friday, lasting eight hours per day, as **full-time**.

The working time of 20 hours per week, with a maximum of 30 hours per week, is spread over five working days from Monday to Friday, lasting four hours per day, as **part-time/shortened working time**.

Working hours start between 7:30-8:30 and end between 15:30-16:30.

Working hours with parties are from 9 am to 2 pm.

In the event of a state of emergency, a state of war, or for protection and dealing with the consequences of infectious diseases, the director, and in their absence - the deputy director of the Agency - can organize combined work, shift work, or remote work (work from home).

**Article 4**

The provisions of this instruction refer to the employees of the Agency.

The performance of work obligations is connected with the consistent observance of working hours and other obligations arising from the workplace.

Employees are obliged to adhere to the beginning and end of working hours for the performance of their official duties and the time determined for daily rest (break).

The workplace must not be left during working hours unless the immediate superior administrative officer is notified and approved.

For the duration of the break during working hours, in certain situations, the immediate superior administrative officer should ensure the employee's presence in the workroom for the sake of continuity in work.

### **Article 5**

During the daily working hours, the break lasts 30 minutes from 12 to 12.30. Part-time/part-time employees use the 15-minute break after at least two hours.

### **Article 6**

As an exception, the use of the break outside the established period is approved by the immediate superior administrative officer.

### **Article 7**

Full-time work (overtime work) is performed in cases of exceptional increase in workload, which is decided by the director and, in their absence, the deputy director of the Agency.

The employee is obliged to perform overtime work based on a written order from the manager, approved by the director and, in their absence, the deputy director of the Agency.

### **Article 8**

An electronic record is kept for working time (full and part-time/reduced), daily breaks, and overtime.

Electronic records are performed personally and are mandatory for all employees.

The electronic record is made by pressing the appropriate code, namely:

01-entrance/start of working hours;

02-official leave;

03- private leave;

05-exit/end of working hours;

06- break during working hours, and

07-return to work.

Electronic records made for another employee are prohibited and subject to disciplinary liability per the law.

The employee who does not have an electronic registration card on a specific day must register his arrival and departure from work in writing with the immediate superior administrative officer.

### **Article 9**

Based on the listing from the electronic recording, an overview is prepared for untimely arrival and departure from work, as well as for employees using the daily break longer than the established time in the current month.

For untimely coming from work during the set working hours or leaving work before the end of working hours and using the daily break longer than the set time, up to three times during one month, the immediately superior administrative officer warns the employee in writing.

If the employee continues to come from work late in the set working hours or leaves work before the end of working hours and uses the daily break longer than established, the legal provisions for disciplinary responsibility will be applied.

The review from paragraph 1 of this article, to which the listing from the electronic recording is attached, is signed by the director of the Agency and submitted to the Department for Financial Affairs no later than the 10th of the current month for the previous month.

### **Article 10**

During the working day, due to urgent and urgent needs, employees may be absent from work at a particular time during the day with the written approval of the immediate superior administrative officer (pass).

An employee can be absent for a maximum of eight hours a month, but all eight hours cannot be used in one working day.

### **Article 11**

The employee absent from work due to illness and, in other cases under the legal regulations and the collective agreement, immediately informs the superior administrative officer, at the latest by the end of the working day. (telephone, SMS, e-mail).

If, for objective reasons, he cannot notify him immediately, he is obliged to do so after the termination of the reason.

The employee must submit the report on absence from work (sickness) for inspection within three days from the day of resumption of work/its completion and hand it over to the Financial Affairs Department.

### **Article 12**

This Rulebook enters into force on the day of its adoption and will be applied from its publication on the Agency's Notice Board.

**Director,  
Plamenka Bojcheva**