



REPUBLIKA E KOSOVËS - ZYRA E PRESIDENTIT  
REPUBLIC OF KOSOVO - OFFICE OF THE PRESIDENT  
REPUBLIKA KOSOVO - URED PREDSEDNIKA

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**ADMINISTRATIVE INSTRUCTION (SOP) NO. 01/2016  
ON THE CALCULATION OF THE SALARY OF THE  
PRESIDENT OF THE REPUBLIC OF KOSOVO**

Prishtina, 28.07.2016



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The Secretary of the Office of the President,  
Pursuant to Article 17 (2.7) and Article 11 of Law No. 03/L-094 on the President of the  
Republic of Kosovo (Official Gazette, no. 47, January 25, 2009),  
issues:

**ADMINISTRATIVE INSTRUCTION (SOP) NO. 01/2016  
ON THE CALCULATION OF THE SALARY OF THE PRESIDENT OF  
THE REPUBLIC OF KOSOVO**

**Article 1  
Purpose**

The purpose of this Administrative Instruction is to define the rules for the calculation of the salary of the President of the Republic of Kosovo, according to the criteria set out in Law No. 03/L-094 on the President of the Republic of Kosovo.

**Article 2  
Scope**

This Administrative Instruction is implemented by the officials and institutions dealing with the development of the payroll system in public institutions.

**Article 3  
Definitions**

1. The expressions used in this Administrative Instruction have the following meaning:
  - 1.1. **“President”** implies the President of the Republic of Kosovo;
  - 1.2. **“President of the Assembly”** implies the President of the Assembly of the Republic of Kosovo;

1.3. **“The general incomes of the President of the Assembly”** implies the salary and additional payments on basic salary, which, the President of the Assembly, has fulfilled over a month, and which are made through the payroll;

1.4. **“The Division of the calculation of salaries”** implies the relevant unit, within the Ministry of Finance or in the other unit decided by the Government, and which is responsible to the calculation and the administration of the payroll, bonuses on the salary and other compensations for all the employees which receive a salary from the budget of the Republic of Kosovo.

#### **Article 4**

##### **Level of the salary of the President**

1. The salary of the President is the highest salary within the state institutions of the Republic of Kosovo.
2. The salary of the President must always be at least twenty-five percent (25%) higher than the general incomes of the President of the Assembly and other institutional heads.

#### **Article 5**

##### **Calculation of the salary of the President**

1. The Division of the calculation of salaries, calculates the salary of the President, on monthly basis.
2. The calculation of the salary of the President, for the current month, is made based on the total monthly incomes of the President of the Assembly of the previous month, adding at least twenty-five percent (25%) of the total of the general incomes of the President of the Assembly.

#### **Article 6**

##### **Entrance into force**

This Administrative Instruction enters into force seven (7) days after signature.

**Fahri BREZNICA,**  
Secretary of the Office of the President

Prishtina, 28.07.2016