

INFORMATION CARD			AL113013
1. Name of service	Authorization for work out of normal time		
2. What is the purpose of the service?	The State Labour Inspectorate provides with the Authorization for work out of normal time any natural or legal persons, whether private or public, who are engaged in profit or non-profit economic activity in the territory of the Republic of Albania and which, for major reasons, for the timely conduct of an activity seek to work by exceeding normal daily or weekly working hours for a certain period of time.		
3. What does this service offer?	The employer may require the performance of additional hours for a justified reason and with the consent of the employee, taking into account the personal and family conditions of the employee. The maximum number of additional hours is defined in the individual or collective employment contract. There may be exceptions for up to 4 months, for the employee to work for more than 48 hours, with the condition that the average weekly working hours for this period should not exceed 48 hours. The maximum limit for all types of works is no more than 200 hours per year. With the authorization of the Labour Inspectorate, the maximum number of additional hours may be exceeded in special cases for the benefit of the population. In this case, is defined the maximum limit hours or timeline.		
4. Am i Beneficiary?	Any domestic or foreign private or public natural or legal person exercising a profitable or non-profitable economic activity in the territory of the Republic of Albania, which, for major reasons for the timely delivery of an activity, presents a work demand exceeding the normal daily or weekly hours, for a certain period of time.		
5. What documents are needed for an application?	No	Type	Submitted at the counter from applicant?
6. Where to apply?	Reception offices	No documents	
	State Labour Inspectorate and Social Services	City Tirana, Berat, Diber, Durres, Elbasan, Elbasan, Fier, Gjirokastra, Korca, Kukes, Lezha, Shkodra, Vlore	Address State Labour Inspectorate and Social Services Social "Str Dervish Hima", Tirana. Regional Chief Inspector Berat Lagja "28 Nentori", former MCR Berat. Regional Chief Inspector Diber Square: "Ahmet Zogu", Burrel Regional Chief Inspector Durres Lagjia. No. 6, Street: "Aleksandër Goga" near Museum of Martyrs, Durres. Regional Chief Inspector Elbasan Regional Chief Inspector Fier Neighborhood: April 16, Near Fier Professional Training Center Professional Fier. Regional Chief Inspector Gjirokastra Lagjia Pazar; Street: "Alqi Kondi" Gjirokaster. Regional Chief Inspector Korca Street: "1 Maji " Lagjia 18 Korca. Regional Chief Inspector Kukes Prefecture, IV floor, Kukes. Regional Chief Inspector Shkodra Street Lushnja Congress, Building No. 7, Entrance Nr 2, Shkoder Regional Chief Inspector Lezha
7. Is this service online?	Level 1		Level 4
	Available information on service		Level 3
		Information provided	The service is provided entirely online
		download form option	entirely online
		of the application	online
8. How much is the fee for getting the service?	Base fee	Additional fees	Online fee
9. How long it takes to get the service?	Free service		Mode of payment
10. What do I get?	15 Days		
11. What is the validity term?	Authorization for work out of normal time.		
12. Where do I get it?	Determined according to the specific case in the issued permit.		
13. What is the institution responsive?	In the counters By mail post E-albania By e-mail		
	State Labour Inspectorate and Social Services (SLISS)		
14. Where can I find information about this service?	Contact us at:	Opening hours	
	E-mail: e-albania.al		
	ADISA website: www.adisa.gov.al		
	ADISA email: Informacion@adisa.gov.al		
	ISHPSHSH web: http://inspektoriatipunes.gov.al		Call Center: Monday to Friday, 07:00-21:00
	Call Center: 11800		Saturday, 07:00-14:00

*In the counters By mail post Web site of the Institution By e-mail*

15. If I have a complaint, how do I proceed?  
*On the platform "Albania we love"*  
*Link: [www.shqiperiaqeduam.al](http://www.shqiperiaqeduam.al)*

16. What is the legal basis of this service?  
*Law no. 7961 dated 12.7.1995 as amended "Labour Code",  
Law No. 9634 dated 30.10.2006 as amended "On Labour Inspection"*