

BASIC PERSONNEL RULES AND LABOR REGULATIONS IN THE KYRGYZ REPUBLIC

The basic personnel rules and regulations governing labor relations in the Kyrgyz Republic are established in accordance with the Labor Code of the Kyrgyz Republic No. 23 dated January 23, 2025 (as amended), as well as other regulatory legal acts of the Kyrgyz Republic.

The main provisions of labor legislation include regulations governing working hours, procedures for modifying employment conditions and terminating employment relationships, personnel record management, and the formation of personnel reserves for the state civil and municipal services.

1. Working Hours and Work Schedules

1.1. Standard Working Hours

The standard duration of working time shall not exceed 40 hours per week, except in cases provided for by the legislation of the Kyrgyz Republic.

1.2. Reduced Working Hours

Reduced working hours are established for certain categories of employees:

- Employees aged 14 to 16 — no more than 24 hours per week.
- Employees aged 16 to 18 — no more than 36 hours per week.
- Employees engaged in physically demanding work or work involving harmful or hazardous working conditions — no more than 36 hours per week.
- Employees with Group I or Group II disabilities — no more than 36 hours per week.

Employment of minors shall be carried out in compliance with the age restrictions and working-condition requirements established by law.

For certain categories of employees, including teaching and medical personnel, working hours shall be established in accordance with the special provisions of the labor legislation of the Kyrgyz Republic.

1.3. Night Work

Night work is defined as work performed between 22:00 and 06:00.

The duration of work (a shift) during nighttime shall be reduced by one hour, except in cases provided for by the labor legislation of the Kyrgyz Republic.

2. Notice Periods for Changes in Employment Conditions and Termination of Employment

In accordance with the labor legislation of the Kyrgyz Republic, the following notice periods are established:

- **One month** — in cases involving changes to essential employment conditions, reductions in the number of employees or staff positions, or liquidation of an organization.
- **Two weeks** — in cases involving termination of an employment contract due to an employee's inability to meet the requirements of the position or work performed as a result of health conditions or insufficient qualifications that prevent the continuation of employment.

In the event of liquidation of an organization or reduction in the number of employees or staff positions, the employer shall provide the employee with written notice, acknowledged by signature, at least one month before dismissal.

Notification of changes in employment conditions and termination of employment contracts shall be carried out in accordance with the procedures established by the Labor Code of the Kyrgyz Republic.

3. Essential Personnel Documents

To ensure proper personnel administration and compliance with labor legislation, the following essential documents shall be prepared and maintained by the organization:

- Employment contracts and supplementary agreements.
- Organizational staffing schedule.
- Internal Labor Regulations (ILR).
- Employee working time records (timesheets).
- Personnel orders, including orders concerning recruitment, transfers, dismissals, and the granting of leave.

Depending on the nature of the organization's activities and applicable legal requirements, occupational health and safety documentation, records concerning safe working conditions, and other necessary personnel documents shall also be prepared and maintained.

The preparation, recording, and retention of personnel documents shall be carried out in accordance with the legislation of the Kyrgyz Republic and the organization's internal regulatory acts.

4. State Civil Service, Municipal Service, and Personnel Reserve

The procedures for establishing and maintaining personnel reserves for the state civil service and municipal service are regulated by the Law of the Kyrgyz Republic "On State Civil Service and Municipal Service," Decree of the President of the Kyrgyz Republic No. 43 dated February 13, 2026, "On the Formation and Functioning of Personnel Reserves for Administrative Positions in the State Civil Service and Municipal Service," as well as other relevant regulatory legal acts of the Kyrgyz Republic.

4.1. Qualification Requirements for Senior Administrative Positions

The following qualification requirements apply to senior administrative positions:

- Possession of higher professional education in the relevant specialty or field of study.
- At least one year of combined experience in state and/or municipal service or at least three years of professional experience in the relevant field.

4.2. Qualification Requirements for Principal Administrative Positions

The following qualification requirements apply to principal administrative positions:

- Possession of higher professional education in the relevant specialty or field of study.
- At least three years of combined experience in state and/or municipal service or at least five years of professional experience in the relevant field.

4.3. Formation of the Personnel Reserve

The personnel reserve shall be formed in accordance with legally established candidate selection procedures and applicable qualification requirements.

The period of inclusion in the personnel reserve shall be three years.

The procedures for including candidates in the personnel reserve, maintaining their reserve status, and appointing them to the relevant administrative positions shall be determined by the applicable regulatory legal acts of the Kyrgyz Republic.

Legal and Regulatory Framework

1. Labor Code of the Kyrgyz Republic No. 23 dated January 23, 2025 (as amended).
2. Law of the Kyrgyz Republic No. 125 dated October 27, 2021, "On State Civil Service and Municipal Service" (as amended).
3. Decree of the President of the Kyrgyz Republic No. 43 dated February 13, 2026, "On the Formation and Functioning of Personnel Reserves for Administrative Positions in the State Civil Service and Municipal Service" (as amended).
4. Other regulatory legal acts of the Kyrgyz Republic governing labor relations, personnel record management, and occupational health and safety matters.