

GLOBAL HIRING GUIDE

Botswana





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01

BASIC COUNTRY FACTS

— **Full Name**

Republic of Botswana

— **Capital**

Gaborone

— **Main Languages**

English

— **Population**

2.588 Million

— **Monetary Unit**

Botswana Pula

— **Internet Domain**

.bw

— **International Dialing Code**

+267

— **Currency**

Botswana pula



02

STATUTORY LABOR REQUIREMENTS

Probation Period

- Unskilled employees may serve a probationary period of up to three months and skilled employees for 12 months.

Annual Leave

- Employees are generally entitled to 15 days of paid leave per year, 8 days of which must be taken within 6 months.
- The remaining days must be taken within 3 years.

Public Holidays

1. New Year's Day
2. Good Friday
3. Easter Monday
4. Labor Day
5. Ascension Day
6. Sir Seretse Khama Day
7. Presidents' Day
8. Independence Day (of Botswana)
9. Christmas Day
10. Boxing Day

Maternity Leave

- Female employees are generally entitled to 12 weeks of maternity leave, 6 weeks to be taken before the birth and 6 after.

- The employee must present a doctor's certificate.
- Employees are eligible to receive at least 50% of their basic pay.

Paternity Leave

- There is no statutory paternity leave.

Sick Leave

- Employees are generally entitled to 20 days of paid sick leave per year and must provide a doctor's certificate.

Work Hours

- In general, the workweek is limited to 48 hours, with no more than 9 hours per day for a 5-day week, or 8 hours per day for a 6-day week.

Overtime

- Employees are limited to 14 hours of overtime per week and are eligible for 1 1/2 times their normal hourly rate.
- Work on public holidays or rest time should be paid at twice the normal wage rate.

Notice Period

- Notice period is as follows:-
 - 2 to 5 years of service, 2 weeks of notice period
 - 5 to 10 years of service, 1 month of notice period
 - Over 10 years of service, 6 weeks of notice period

Severance

- Managers, administrators, executives, and professional staff are generally entitled to severance after serving 60 months of continuous employment.
- The payment is equal to the rate of one day's basic pay for each month served during the first 60 months and two days for each additional month served.
- Employees who receive a gratuity or pension at the end of employment are not entitled to the severance benefit.

13th Month

- 13th month pay is not mandatory



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INCOME TAX

- The Botswana tax system operates on a territorial basis, and income is taxable in Botswana if the source is within Botswana.
- Income for services performed outside Botswana is deemed to be from a Botswana source if the services are incidental to employment in Botswana.
- A resident is taxable on all income from a Botswana source in accordance with the PIT rates.
- A non-resident is taxable on earned income in accordance with the PIT rates, but pays withholding tax (WHT) only at the rate of 15% for interest, commercial royalties, and management and consultancy fees, 7.5% for dividends, and 10% for entertainment fees, where such income is of Botswana origin.

RESIDENT INDIVIDUAL TAXPAYERS

TAXABLE INCOME (BWP)		TAX ON COLUMN 1 (BWP)	TAX ON EXCESS (%)
Over	Not Over		
0	48,000	0	0
48,000	84,000	0	5
84,000	120,000	1,800	12.5
120,000	156,000	6,300	18.75
156,000		13,050	25

RESIDENT INDIVIDUAL TAXPAYERS

TAXABLE INCOME (BWP)		TAX ON COLUMN 1 (BWP)	TAX ON EXCESS (%)
Over	Not Over		
0	84,000	-	5
84,000	120,000	4,200	12.5
120,000	156,000	8,700	18.75
156,000		15,450	25

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SOCIAL SECURITY

Social Security

- There are no social security taxes or contributions in Botswana.

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IMMIGRATION

Immigration

- All foreign nationals must obtain valid entry visas to enter Botswana, with the exception of nationals from most British Commonwealth countries and from the following countries with which Botswana has entered into visa-abolition agreements.
- Although Bangladesh, Ghana, India, Nigeria, Pakistan and Sri Lanka are British Commonwealth countries, their citizens must have visas to enter Botswana.
- All foreign nationals may visit Botswana as visitors or tourists subject to compliance with immigration regulations.
- Visitors are allowed a maximum of 90-day stays within a 12-month period.
- On application, they may be permitted by the Chief Immigration Officer to stay longer than 90 days.
- An ordinary visa authorizes the holder to enter Botswana on several occasions for the periods endorsed on the visa.
- Normally, this visa application takes at least 21 days to be processed.
- The visa is usually valid for no more than three months.
- The following documents are required to apply for all visitor visas:
 - A valid passport
 - Letter of support from the host
 - Letter requesting a visitor visa
- Visas are issued at the discretion of the Chief Immigration Officer
- Foreign nationals may obtain work permits in Botswana.
- In general, the permit is granted for the requested period, up to five years.
- Work permits may be renewed for as long as their holders are employed.
- A foreign national holding a valid work permit may change employers after signing a contract with the new employer.
- However, his or her permit is canceled and he or she must reapply with respect to the new company.
- The approximate turnaround time for obtaining the outcome of a work permit application, after all appropriate documents are submitted, is 10 to 12 weeks.
- Foreign nationals may be self-employed in Botswana if they hold investor work permits and residence permits.
- No set minimum capital investment is necessary.
- A work permit holder may operate any business that is not reserved for the citizens of Botswana.

TYPE OF VISA/PERMIT	DOCUMENTATION	VALIDITY	ELIGIBILITY
<p>Ordinary Visa</p>	<ul style="list-style-type: none"> • A valid passport • Letter of support from the host • Letter requesting a visitor visa • Passport size photo 	<p>90 days</p>	<ul style="list-style-type: none"> • Foreigners who want to visit Botswana for short visits can apply for an ordinary visa
<p>Work Permit</p>	<ul style="list-style-type: none"> • Employment contract or appointment letter • A work application • A CV • Certified copies of key certificates, including birth, marriage, and educational certificates, all translated into English • A medical report • Certified copies of a valid passport • Four passport-size photos • An applicable labor form 	<p>5 years</p>	<ul style="list-style-type: none"> • Foreigners seeking employment in Botswana must apply for a work permit

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VALUE ADDED TAX

Value Added Tax

- VAT is imposed on taxable supplies and the importation of goods into Botswana.
- The standard VAT rate of 12% applies to all supplies that do not qualify for an exemption or are not zero-rated.

VAT	
Standard Rate	12%
Zero Rate	0%



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TERMINATION

- Termination of an employee during the probationary period does not require a reason.
- Both the employee and the employer may terminate the employment contract.
- Minimum notice, equivalent to the wage period, must be given or paid in lieu unless the employee was guilty of serious misconduct, no notice is needed.
- Managers, administrators, executives, and professional staff are generally entitled to severance after serving 60 months of continuous employment.
- The payment is equal to the rate of one day's basic pay for each month served during the first 60 months and two days for each additional month served.
- Employees who receive a gratuity or pension at the end of employment are not entitled to the severance benefit.

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STATUTORY BENEFITS

- These are mandatory benefits as postulated by law
- These include probationary period, annual leave, public holidays, sick leave, maternity leave, overtime pay, notice period, and severance pay
- Statutory benefits also include social security benefits

STATUTORY BENEFITS

- Probationary Period
- Annual Leave
- Public Holidays
- Maternity Leave
- Sick Leave
- Overtime Pay
- Notice Period
- Severance Pay
- Social Security Benefits



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