

GLOBAL HIRING GUIDE

Dominica



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01

BASIC COUNTRY FACTS

- **Full Name**
Commonwealth of Dominica
- **Capital**
Roseau
- **Main Languages**
Dominican Creole French
English
- **Population**
72,412
- **Monetary Unit**
Eastern Caribbean Dollar
- **Internet Domain**
.dm
- **International Dialing Code**
+767
- **Currency**
Eastern Caribbean dollar



STATUTORY LABOR REQUIREMENTS

Probation Period

- The new employee may be required to serve a probationary period of not more than six months following the period of training

Annual Leave

- The employee shall be eligible to qualify for annual vacation leave with pay after each complete calendar year of service.
- Minimum leave entitlement in accordance with the Labor Standards Act shall be as follows:
 - under five years' service: two (2) weeks; five years and over: three (3) weeks.
 -

Public Holidays

1. New Year's Day
2. Carnival Monday & Tuesday
3. Good Friday
4. Easter Monday
5. Labor Day
6. Whit Monday
7. Emancipation Day
8. Independence Day
9. National Day of Community Service
10. Christmas Day
11. Boxing Day

Maternity Leave

- Every employee who has completed twelve months of continuous employment by an employer and who is pregnant is entitled to and shall be granted maternity leave
- The maternity leave to which an employee is entitled pursuant to this Act shall consist of:
 - a period before the estimated date of confinement to be specified by the employee, but not less than three weeks; and
 - a period not exceeding nine weeks commencing on the actual date of confinement.

Paternity Leave

- There is no paternity leave

Work Hours

- The employee will not be required to work more than forty normal hours per week.
- The employee shall not be required to work more than eight normal hours per day and shall be entitled to not less than half an hour off for lunch.

Overtime

- Overtime at the rate of time and one half will be paid for work done in excess of the normal hours on a normal working day, and double time for work performed on public holidays.

Notice Period

- When the employee intends to terminate his employment with the employer he may do so by giving the employer notice of the intended termination not later than
 - one month before the date on which the termination is to have effect, where he is paid on a monthly basis or a basis of more than a month; and
 - one week before the date on which the termination is to have effect, where he is paid on a basis less than a month.

Severance

- The employer shall contribute to the redundancy fund (if any), in respect of the employee and shall make redundancy payments to the employee if entitled on dismissal on redundancy grounds.

13th Month

- 13th month pay is not mandatory.



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INCOME TAX

- Resident individuals are taxed on their worldwide income
- Nonresident individuals are taxed on income derived or sourced in Dominica
- Taxable income includes income from business, employment, rent, royalties, interest discounts, premiums, commissions, fees etc. less deductible expenses

TAXABLE INCOME	RATE
1 to 30,000 XCD	0%
30,001 to 50,000 XCD	15%
50,001 to 80,000 XCD	25%
80,001 and above	35%

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SOCIAL SECURITY

- The employer must contribute to social security at a rate of 7.25% of an employee's earnings, up to a ceiling of XCD 6,000 per month
- The employee generally contributes to social security at a rate of 6.25% of earning, up to a ceiling of XCD 6,000 per month

CONTRIBUTION	EMPLOYER	EMPLOYEE
Social Security	7.5%	6.25%

IMMIGRATION

• Immigration

- Visitors to Dominica normally do not require a visa unless they are nationals of the Dominican Republic or Haiti.
- Citizens of the following countries do not require a Dominica Visa
 - Antigua and Barbuda
 - Grenada
 - Saint Kitts and Nevis
 - Saint Lucia
 - Saint Vincent and the Grenadians
- Citizens of most of the other countries such as EU countries, Argentina, Australia, Bahamas, Bangladesh, Maldives, Pakistan etc. do not require a visa for 6 months.
- Non Nationals wishing to engage in work in Dominica must first obtain a work permit from the Labor Division.
- A work permit automatically confers residency status if the term of employment lasts for more than six months.
- All work permits are valid for one-year duration and can be renewed.
- Residency does not, however, exempt expatriates from the stipulations of the Alien Landholders Act, which restricts land purchase for non-Dominican citizens.

TYPE OF VISA/PERMIT	DOCUMENTATION	VALIDITY	ELIGIBILITY
Work Permit	• Completed application form • Valid Passport • Employment Contract • A medical certificate • Letter from employer • A statement from the Commissioner of Police of the applicant's HOME STATE setting out the applicant's police record • Proof that the applicant has a return ticket • Two (2) passport-size photographs • Photocopy of Treasury receipt as proof of payment of application fee • Marriage Certificate • Two testimonials one of which shall be from the last employer • Three copies of newspaper clippings of advertised vacant position • Photocopy of passport biodata page.	1 year	• Non Nationals wishing to engage in work in Dominica must first obtain a work permit from the Labor Division.
Residence permit	• Application Forms • Medical certificate stating that the applicant is in good health and has not in the past three years suffered from any communicable disease. • Two testimonials, one of which should be from the applicant's last employer. • Statement of financial position from a reputable banker from the applicant or person accepting responsibility for the applicant. • Recent Police Record. • Proof that the applicant has a return ticket to his place of residence or has made a deposit to cover the cost of such ticket. • Two passport sized photos. • Valid passport (must be valid up to six months). • Photocopy of Treasury receipt as proof of payment of application fee. • Letter from applicant's friend/family accepting responsibility for applicant while in Dominica. • Marriage certificate. • Cover letter from applicant requesting permit. • Extension of Stay from Immigration Department is required during the period that application is being processed.	1 year (can be renewed)	• Foreigners must obtain a residence permit to reside and work in Dominica for longer than 6 months

VALUE ADDED TAX

Value Added Tax

- VAT applies on the sale of goods or the supply of services within Dominica, and on the import of goods into Dominica
- The standard rate is 15% and a reduced rate of 10% applies to hotel accommodations and dive activities
- Certain goods and services may be zero rate or exempt

VAT	
Standard Rate	15%
Reduced Rate	10%
Zero Rate	0%

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TERMINATION

- The employer may terminate the employment of the employee without notice or payment of any severance payment or other terminal benefits where the employee has been guilty of serious misconduct affecting his employment.
- Where the employee is guilty of an offence in breach of his condition of employment or any misconduct that is not serious or a breach of any work rule governing his behavior or any misconduct such that the employer cannot reasonably be expected to continue to employ him if it is repeated, the employer may give the employee a written warning.
- If the employee after being warned is guilty of the same or similar offence or misconduct in the following six months, the employer may terminate his employment.
- The employer may terminate the employment of the employee because the employee was redundant in accordance with the provisions of the Protection of Employment Act.
- Where the employee intends to terminate his employment with the employer he may do so by giving the employer notice of the intended termination.

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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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