

The background is a photograph of a tropical beach at sunset. The sky is filled with soft, orange and pink clouds, with the sun low on the horizon. Several palm trees are silhouetted against the sky. In the foreground, there is a teal-colored geometric overlay. In the background, a small boat is visible on the water, and two people are standing on the beach.

COUNTRY GUIDE: GABON

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<https://zapeo.net/gabon/>

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ABOUT US

ZAPEO is an International PEO co-employer providing Employer of Record (EOR) Services in more than 113 countries around the world.

As an EOR, we provide employment contracts, payroll employees, pay over any taxes and statutory contributions and provide sponsorship for visa applications in order to comply with specific laws and regulations in the country.

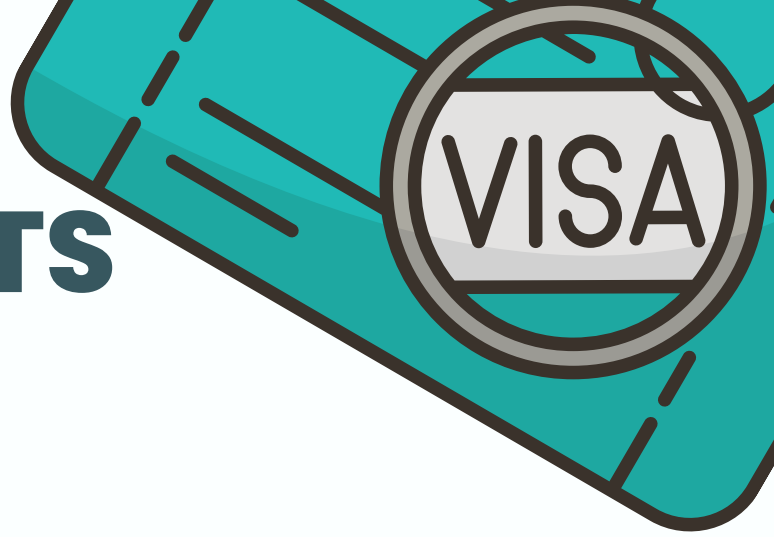
We also assist with onboarding and termination of both local or expatriate employees.

BENEFITS

- Legal compliance
- Time and cost savings
- Access to global talent
- Flexibility
- Reduced liability
- Expertise



WORK PERMITS AND VISAS



Types of Visas:

Business Visa - Travelers from outside who are going to Gabon for business must have a business visa. A 90-day business visa is provided to travellers on business, allowing for one allowed entrance into the nation.

Work Visa - To work in Gabon, foreign people need both a work permit and a resident card. Foreign nationals must get an entrance authorization visa after their work permits are issued in order to enter Gabon just once and choose employment there.

Permanent Visa - A foreign worker who has been present continuously for three months following their last date of admission may be granted a permanent visa. This visa permits multiple entrances and departures from Gabon for up to six months.

A **work permit** and a residence permit are the two types of work authorization that are most frequently used in Gabon. Work Permits are only available to qualified and highly skilled foreign nationals, and they must be sponsored by a local organization.

EMPLOYMENT CONTRACTS



Probation period

In Gabon, the probationary period is six months long. However, the probationary period for fixed-term contracts may last up to 24 months and may be extended once.

Notice period

In Gabon, notice periods are based on an employee's tenure:

- 15 days with a service term of under a year
- 1 month for every 3 years of service
- 1 month for every 3 to 5 years of service
- 3 months for five to ten years of service
- 4 months for 10 to 15 years of service
- 5 months after 15 to 20 years of service
- 6 months after 20 to 30 years of service

Minimum wage

The monthly minimum wage in Gabon is 150,000 CFA francs.

Working hours and overtime

In Gabon, the typical workweek consists of 48 hours of 8-hour days. A maximum of two hours of overtime is permitted only with the employee's written consent. Every week, employees are required to take at least one day, or 24 hours, off. Usually a Sunday, but it might be another day.

Termination

Poor performance or misconduct are grounds for terminating an employment contract. The employee must receive written notice from the employer requesting an interview to go over the reasons for termination. If the employer chooses to terminate the agreement, they must do so in writing and state their reasons in the letter.

Severance

The legislation stipulates that workers who have been employed by an employer for more than a year are entitled to severance compensation when their employment ends. With a minimum of one month's compensation for each year of service, the amount of severance pay is determined depending on the employee's length of service. However, in other situations, such as those involving grave misbehavior, resignation, or termination for good reason, an employee may not be entitled to severance compensation.

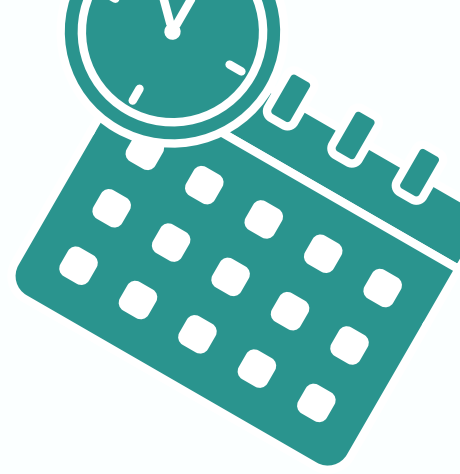
Non-compete clause

Non-compete clauses are permitted under Gabonese labor law but they must meet certain conditions in order to be enforceable and must be reasonable and proportional in their scope and duration.

Collective bargaining

Collective bargaining agreements are recognized under the Gabonese Labor Law.

PAID TIME OFF



Annual Vacation

The yearly leave that employees are entitled to is 24 days. Depending on an employee's age, length of employment with a company, and family situation, annual leave may increase.

Sick

Employees in Gabon are entitled to up to six months of paid sick leave, which is covered by the employer. After six months of sickness, social security begins to reimburse sick leave compensation.

Maternity

A female employee's right to 14 weeks of paid maternity leave is 14 weeks total, six of which must be spent before childbirth. This can be prolonged by three weeks if a pregnancy-related sickness develops, and by two weeks if there are multiple deliveries.

Paternity

Although emergency family leave is an option, male employees are not legally entitled to paternity leave.

Family

Parental leave is not governed by any laws.

National Holidays

Gabon has a total of 11 public holidays which are paid.

Other Paid Time Off

N/A

EMPLOYEE BENEFITS



Statutory

Unemployment

Not yet established but severance pay is applicable in some situations.

Workers compensation

Must be examined for a work-related illness or injury. There is no set time frame for eligibility. Accidents that happen on the way to and from work are protected.

3% of the covered payroll's monthly gross.

The legal monthly minimum wage is the base amount used to determine contributions.

Social Security

Employee: 2.5% of monthly covered earnings.

Employer: 5% of the covered payroll for the month.

The legal monthly minimum wage is the base amount used to determine contributions.

Retirement

Covered by Social Security.

Health

Covered by Social Security.

Private

Workers compensation

Private workers compensation schemes are available.

Retirement

Private retirement/pension fund schemes are available in Gabon.

Health

Private healthcare is available in Gabon.

Life

Private life insurance is available in Gabon.

TAX



Personal Income Tax (PIT)

- **Tax year** : Tax year runs from January 1st to December 31st.
- **Tax rate** : Individual income tax (IRPP) is determined based on the taxpayer's family size (up to six dependent children are permitted) and income levels using a progressive rates system.
- **Tax method** : Gabon levies taxes at a progressive rate.
- **Tax residency requirements** : An individual is considered a tax resident in Gabon if they:
 - have a home in Gabon that is owned, rented, or beneficially owned by someone,
 - that person's primary residence is in Gabon.
- **Double taxation agreements (DTA's)** : Gabon has multiple double taxation agreements.

Investment Income Tax

A 20% capital gain tax is applied to all capital gains.

The taxpayer who made the aforementioned capital gain is required to pay this tax before 30 April of the year that follows the year during which the capital gain was made.

Taxable Income

- The personal income tax (IRPP), which is imposed in Gabon, is applied to all wages, salaries, annuities, fees, and allowances that persons receive in return for carrying out any kind of labor there.
- All revenue coming from Gabonese citizens with principal residences outside of the nation must be collected by the IRPP.
- It is completely forbidden for corporations to reimburse workers and managers for personal taxes like the IRPP and supplemental tax on salaries, regardless of the situation or tax's name.

PAYROLL



Payroll Elements

- **Income:** Remuneration examples include salary, earnings, bonuses, overtime compensation, taxable benefits, allowances, and some lump sum incentives (revenue from employment). Gains or losses incurred by a business or trade. income or gains attributable to a person's role as a trust beneficiary.
- **Deductions:** Individuals are allowed a standard 20% deduction from their gross income (up to XAF 10 million) for business-related costs like travel, meeting fees, and supplies. After determining the CNSS, CNAMGS, and TCTS, the deduction is applied to the adjusted gross income.
- **Benefits in Kind:** Housing, electricity, water, domestic services, and food are examples of benefits in kind that are taxed in accordance with a schedule of deemed values as follows:
 - Housing (free housing): 15% of the base net salary;
 - Housing reimbursement;
 - 5% of the base net salary is allocated for electricity and water;
 - Household expenses: 5% of the base net salary;
 - Food costs: up to XAF 120,000 per person and month, or 25% of the basic net salary.
- **Employer contributions:** Workers compensation and social security.

Payroll Taxes

Employers withhold PIT and complementary tax on salary (TCTS) each month, which they then send to the Treasury by the 15th of the following month.

Payroll Calendar

In Gabon, the standard payroll cycle is on a monthly basis.

LEGISLATION AND STATUTORY BODIES



LEGISLATION

- Constitution of the Gabonese Republic, 1991
- Gabonese Labor Code consolidated version 2019

STATUTORY BODIES

- National Health Insurance and Social Guarantee Fund
- Ministry of Labor, Employment, Professional Training, and Youth Insertion
- Gabonese Government
- Tax authority Gabon



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