

The background of the cover is a vibrant photograph of a river with rapids and a waterfall. The water is a bright turquoise color, and the surrounding landscape is lush with green trees and bushes. The sky is a clear, bright blue. The image is partially covered by a semi-transparent teal overlay that contains the text.

COUNTRY GUIDE: ZIMBABWE

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

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ABOUT US

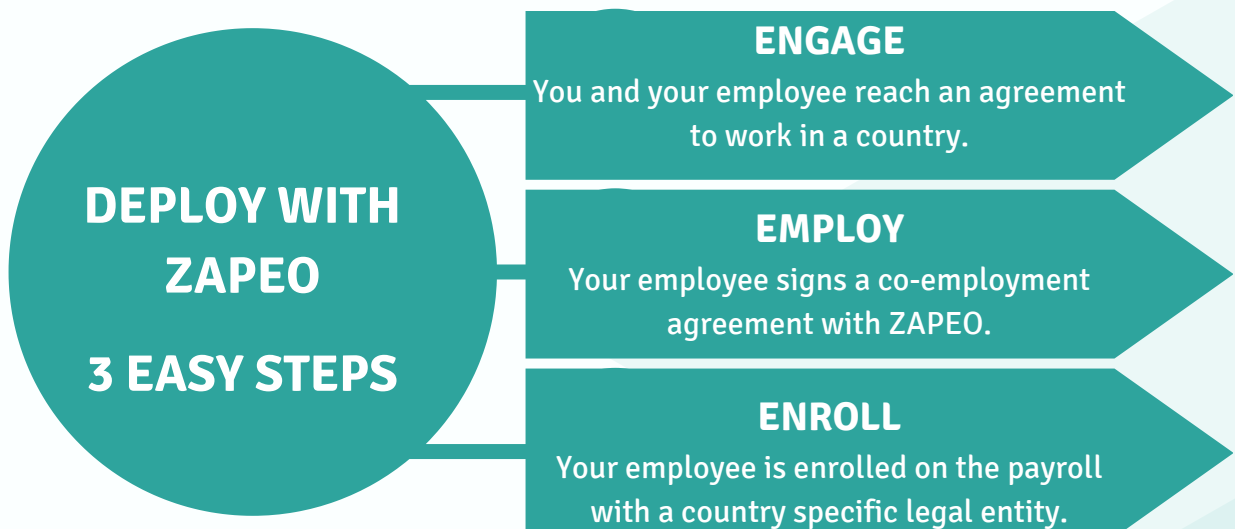
ZAPEO is an International PEO co-employer providing Employer of Record (EOR) Services in more than 113 countries around the world.

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.

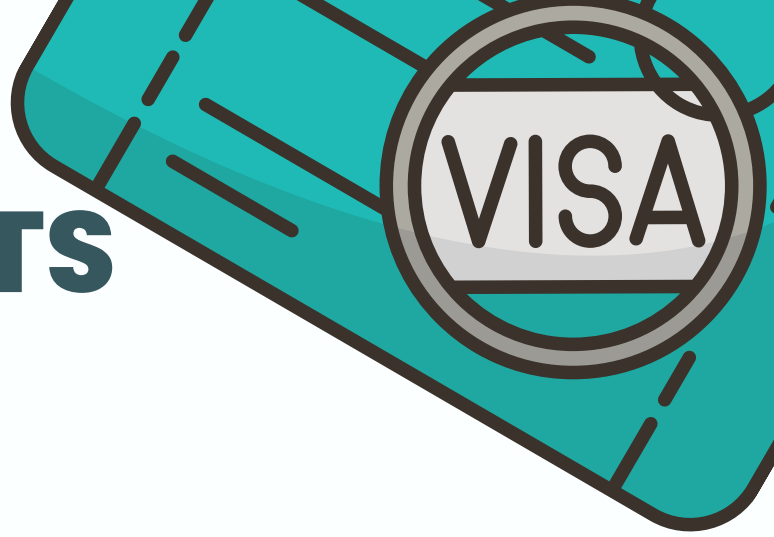
We also assist with onboarding and termination of both local or expatriate employees.

BENEFITS

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



WORK PERMITS AND VISAS



To visit Zimbabwe, most foreign nationals will require a visa. In terms of admission criteria, the country categorizes foreign nationals into three groups:

- Category A covers nationals of countries that do not require a visa to enter Zimbabwe.
- Category B: This category applies to foreign citizens from a variety of countries, including the United States, the United Kingdom, and numerous European Union member states (EU). Category B nationalities can get a visa on arrival in Zimbabwe at the airport.
- Nationals of India, Pakistan, and numerous EU member states, as well as a number of other nations, are included in Category C. Unlike those in Category B, these persons will need to get a visa before coming to Zimbabwe.

EMPLOYMENT CONTRACTS



Probation period

A casual or seasonal worker has a one-day probation term under Zimbabwean labor rules. However, for other types of full-time work in Zimbabwe, the normal probation term is three months.

Notice period

Any party may terminate the employment contract by giving the following notice:

- Three months in the case of a contract with no time limit or a contract for two years or more.
- Two months if the contract is for one year or more but less than two years.
- One month in the case of a contract lasting six months or more but less than a year.
- Two weeks if the contract is for three months or more but less than six months.
- One day if the contract is for a duration of less than three months or if the employment is casual/seasonal.

Minimum wage

Pay rates must be negotiated directly with the employer via collective bargaining or other mechanisms of obtaining a reasonable living wage.

Working hours and overtime

44 hours per week. An employee may be asked to work no more than 10 hours each day. The employer should pay the employee not less than one and a half times his/her regular rate for breakdown, continuous work, emergency, and for every hour or portion thereof performed by an employee in excess of his/her customary hours of work. The employer shall pay an employee not less than twice their customary rate for each hour or portion thereof worked by an employee between midnight on Saturday and midnight on Sunday, or between midnight on the day before their day off.

Termination

Both the employer and the employee have the right to cancel an employment contract by giving notice. Depending on the employee's length of service, the notice period ranges from one day to three months. There are special rules in place for collective or redundancy dismissal.

EMPLOYMENT CONTRACTS



Severance

Severance compensation is only provided for collective dismissals for economic reasons, i.e., retrenchment, according to the Labor Act. Employers may be compelled by a collective agreement to pay severance to employees who are laid off due to redundancy. Severance pay is typically one month's compensation for every two years of employment with the company.

Non-compete clause

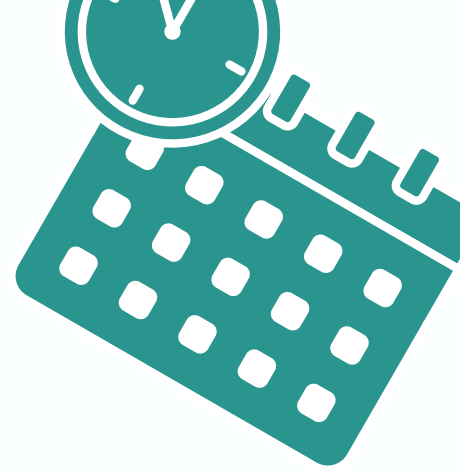
Non-compete clauses may enter the contract between the employer and employee. The time-line for the non-compete clause is negotiated between both parties.

Collective bargaining

They have the authority to negotiate collective bargaining agreements on any work circumstances that are of mutual interest to the parties.

In the Labor Act, however, collective bargaining is not reserved only for trade unions. Workers' committees may also bargain on behalf of the corporation.

PAID TIME OFF



Annual Vacation

Employees are entitled for vacation after one year of service and accumulate one month of paid annual leave (30 calendar days, including 22 working days) for each year of service up to 90 days.

Sick

Employees are permitted to take up to 180 days of sick leave each year. Following the submission of a medical certificate, the employee will be awarded up to 90 days of sick leave at full pay. After 90 days, the sick leave will be extended for another 90 days provided a doctor delivers a written opinion that the employee will most likely be able to return to work after this extra term of sick leave.

Maternity

Female employees who have been with their business for at least a year are eligible to 98 days of paid maternity leave. Maternity leave of up to 45 days can be taken before the delivery

Paternity

The father of a newborn infant, on the other hand, may be eligible to take up to 12 days of unpaid leave.

Family

N/A

National Holidays

Zimbabwe has a total of 12 public holidays which are paid.

Other Paid Time Off

N/A

EMPLOYEE BENEFITS



Statutory

Unemployment
N/A

Workers compensation

All employers, with the exception of the government, employers of domestic workers, and companies in the informal sector, are required by law to contribute to the Scheme.

Social Security

Both employee and employer contribute 3.5% of monthly covered earnings.

Retirement

Covered by Social Security.

Health

Zimbabwe does not have public health-care available.

Private

Workers compensation

Private workers compensation available.

Retirement

Private pension options available.

Health

Private health insurance available.

Life

Private life Insurance available.

TAX



Personal Income Tax (PIT)

- **Tax year** : Tax year runs from January 1st to December 31st.
- **Tax rate** : Rates range between 0-40%.
- **Tax method** : Zimbabwe has a PAYE (Pay As You Earn) income tax system and a progressive tax system.
- **Tax residency requirements** : The Zimbabwean tax system is now based on source rather than residence. Zimbabwe is working toward a residence-based taxation system, although specifics have yet to be released. Income received, or considered to be earned, from Zimbabwean sources is taxed. The place where revenue originates or is earned, not the place where it is paid, is referred to as the source. If products are sold under a contract made in Zimbabwe, the source of revenue is presumed to be in Zimbabwe, regardless of the site of delivery or transfer of title.
- **Double taxation agreements (DTA's)** : Zimbabwe has multiple double taxation agreements.

Investment Income Tax

Capital gains tax is due on the sale of immovable property or shares held in listed (on the Zimbabwean Stock Exchange) or unlisted corporations.

Taxable Income

Currently, the Zimbabwean tax system is based on source rather than residency. If products are sold under a contract made in Zimbabwe, the source of revenue is presumed to be in Zimbabwe, regardless of the site of delivery or transfer of title. Certain sorts of money earned outside of Zimbabwe may be judged to have been earned in Zimbabwe and taxed as such in the hands of a Zimbabwean tax resident. WHT may apply to non-residents who do not have a place of business in Zimbabwe.

PAYROLL



Payroll Elements

- **Income:** Salary, earnings, bonuses, overtime pay, taxable benefits, allowances, and certain lump sum perks are examples of remuneration (revenue from employment). Profits or losses made by a company or trade. Income or profits derived from an individual's status as a trust beneficiary.
- **Deductions:** An employee may deduct payments of up to ZWL 390,000 each year to a Zimbabwe-registered pension, retirement annuity, and NSSF fund. Travel, entertainment, and motor vehicle costs may be deducted, but the employee must demonstrate that they were expended in the generating of taxable revenue. Personal and household costs are normally not deductible.
- **Benefits in Kind:** Any amount of money received or receivable to any person, whether in cash or otherwise, in exchange for services done is referred to as a fringe benefit. These are benefits that employers provide to their employees in addition to monetary remuneration. The taxable benefit is determined by the employee's occupation or usage of quarters, house, or furnishings.
- **Employer contributions:** Workers compensation, social security.

Payroll Taxes

Income tax, social security contributions, manpower training levy and the standard development fund levy.

Payroll Calendar

Wages are normally paid on the final working day of the month, according to the payroll cycle.

LEGISLATION AND STATUTORY BODIES



LEGISLATION

- Constitution of Zimbabwe (Amendment) Act, 2013
- Labor Act 1985, last amended in 2015

STATUTORY BODIES

- Zimbabwe Revenue Authority
- Ministry of Public Service, Labor, and Social Welfare
- National Social Security Authority



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information or a **FREE**
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