

Botswana

Fixed Term Contracts

Fixed term contracts are allowed, the terms of a fixed term contract including maximum length are determined by the employment contract. Fixed term contracts can be renewed without limit.

Probationary Periods

Probationary periods are permitted and can last up to 12 months for skilled workers. Termination during the probationary period requires 14 days' notice without providing additional information.

Holidays

There are 13 public holidays in Botswana.

Vacation

After 12 months of employment, a worker is entitled to 1.25 days per month. Vacation is accrued and payable upon termination of employment. Vacation can be carried over from year to year, for a maximum of 3 years. If vacation is carried over to a subsequent year, 8 days must be used within 6 months of the end of the previous accrual period.

Sick Leave

A worker is entitled to a minimum of 14 working days of sick leave per year after one year of continuous employment.

Working Hours

40 hours per week - 8 hours per day.

Overtime

Overtime is limited to a maximum of 14 hours and payable at 1.5x the normal hourly wage. Workers who work on their rest days are entitled to 2x their normal hourly wage.

Termination

Fixed term contracts terminate when the specific task has been completed or the specific period has expired, termination can occur outside of this on lawful grounds. Termination of permanent contracts by either party may be done on lawful grounds, in cases of redundancy or breach of contract given the according notice. Termination with notice is required for both fixed and non-fixed-term contracts. The amount of notice varies by number of years worked and contract terms. Additional severance payments are required for the termination of permanent contracts.

Leave

12 weeks of maternity leave (six weeks before and six weeks after). An additional two weeks may be granted if there are specific medical reasons.