

# Domestic Workers in Zimbabwe

## KNOW YOUR RIGHTS AND OBLIGATIONS

An information guide  
for domestic workers  
in Zimbabwe



International  
Labour  
Organization



2016 Free copy

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# 1. WHAT IS THE GUIDE ABOUT ?

This information guide is published by the organisations listed on the back cover.

Its objective is to provide up-to-date, reliable information to people who are considering working or already working as domestic workers in Zimbabwe

The guide provides information on:

- What you should consider before accepting to work as a domestic worker
- Your basic rights as a human being in Zimbabwe
- Your rights and obligations as a domestic worker in Zimbabwe
- Practical information about sending money to your family

Each section provides a list of useful numbers of organizations that can help you.



## 2. BEFORE ACCEPTING A JOB

### Taking your decision:

- Only make your decision on the basis of verified information: do not trust anyone simply on their word; verify information from different people and organizations.
- Compare the income you currently have and the minimum income you can reasonably hope for in the new job.
- Research the standard conditions of work that apply to your position.
  - Try to work out all your costs including accommodation, transport to work, food & toiletries, etc to see whether you will be able to save anything.
  - If the new job implies that you travel far, who will look after your family (children, elderly) while you are away? Will you be able to send them money?
  - Will your children's education be monitored by someone reliable in your absence?
- Do you have a plan B (someone to assist whom you can trust) if things do not work out as planned?
- Do you know your rights as a human being and as a domestic worker and how to claim them?

## Before accepting the job:

- Make sure you have a **firm job offer** preferably in writing and detailed indications of your conditions of work (duties, wages, hours, etc).
- If possible, **meet or call your potential employer** and discuss all the details of your conditions of work; **DO NOT BE AFRAID OF ASKING QUESTIONS.**
- Ask for a **written contract** and only sign when you are happy with all the conditions
- If possible, having a **bank account** in your name to keep your earnings would be helpful.
- If your job requires that you travel away from your home, make certified **copies of all your documents** and leave them in a safe place at home.
- **Take copies of your official documents** (ID, work certificates, birth certificate, diplomas, etc) and useful telephone numbers with you if you need to travel far to take your job.
- **Inform someone you trust** of your place of employment and the particulars of your employer.



- If you have secured a job through an **employment agency**, check with the Zimbabwean Ministry of Public Service, Labour & Social Welfare whether this agency is legally registered in Zimbabwe;
- **Employment agencies and Government Employment Services are NOT allowed to charge you any fee** to offer you employment or to deduct any amounts from your salary during employment;
- You can visit the Ministry of Public Service, Labour and Social Welfare offices or the Zimbabwe Domestic Workers Union (ZDAWU) offices for **information on conditions of employment**.



### Useful information:

- **Zimbabwe Ministry of Public Service, Labour & Social Welfare:**  
**+263 703871 / 705151 | [www.mpslsw.gov.zw](http://www.mpslsw.gov.zw)**

# 3. YOUR BASIC RIGHTS

## AS A HUMAN BEING IN ZIMBABWE

### Which Human Rights are guaranteed in Zimbabwe?

In Zimbabwe, Human Rights are guaranteed by the **Constitution of Zimbabwe** adopted in 2013, in particular in its **Chapter 4: Declaration of Rights**. Here is a summary:

- Life** You have the right to life.
- Human Dignity** Your dignity must be respected and protected.
- Labour Rights** You have the right to safe, fair and safe labour practices and standards, a fair and reasonable wage, to fully paid maternity leave for at least three months
- Slavery, Servitude and Forced Labour** Slavery, servitude and forced labour are not allowed. You cannot to be forced to work either for a fixed period of time or permanently
- Non Discrimination** You cannot be discriminated against.
- Equality** You should be treated fairly and in the same way as other human beings. This also includes equal remuneration for work of similar work.
- Freedom and Security of the Person** You cannot be detained without trial, tortured or punished cruelly. Domestic violence is not allowed.

- Privacy** You cannot be searched or have your home or possessions searched without the proper procedures being followed by the police.
- Freedom of Conscience** You can believe and think whatever you want and can follow the religion of your choice or not follow any provided you do not infringe on the right of others.
- Political Rights** You can support the political party of your choice. You are free to join a trade union.
- Movement** You can go and live anywhere in Zimbabwe.
- Just Administration Action** Actions by the government and the judiciary must be fair. You have the right to a fair and just process through institutions such as the judiciary
- Right to Basic Health Care  
(for citizens and permanent residents)** Everyone has the right to basic health care from all public hospitals. Basic generally means if your life is endangered or if you are in need of health care related to a communicable disease.

These rights apply to Zimbabwean and Non Zimbabwean nationals with permanent residence in Zimbabwe. They also apply to domestic workers.

## What can I do if my rights have been violated?

- Seek help and protection from someone I trust
- Seek redress from the police at your nearest police station
- Seek protection and assistance from human rights organisations
- Report and protect myself
- Consult a trade union



### Useful numbers:

- Police services
- Medical emergency
- Legal Resources Foundation

777 777

995

333 707

## 4. YOUR RIGHTS

### AS A DOMESTIC WORKER IN ZIMBABWE

#### Is domestic work protected and regulated in Zimbabwean law?

Yes, domestic work is regulated by:

- The **Labour Act [28:01] 1984** (Act 16 of 1985) as amended,
- The First and Second Schedules of Statutory Instrument 126/2011 set out the latest **minimum wages and allowances** for accommodation, lights, transport, food, and water.

#### Who is a domestic worker?

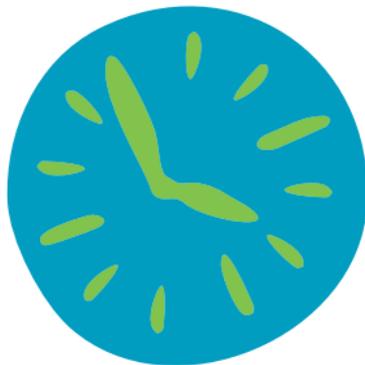
The following provisions are taken from these laws and regulations. They apply to all **domestic workers** understood as persons employed *“in any private household to render services as a yard/garden worker, cook/housekeeper, child minder, qualified sick persons-minder or disabled/aged-minder, irrespective of whether or not the place of employment is in an urban or rural area”* (Labour (Domestic Workers) Employment Regulations, 1992).

#### How much time should a domestic worker work?

##### Normal hours (excluding overtime):

A domestic worker shall NOT be made to:

- work more than **49 hours a week**
- work **beyond seven o'clock** on any evening unless s/he consents to do so, provided s/he does not reside with the employer



## A domestic worker is entitled to:

A meal-break of at least thirty minutes, a lunch-break of at least one hour and a tea-break of at least fifteen minutes during the day.

## How much should a domestic worker be paid?

The minimum wage that can be paid to a domestic worker is set by law. It is explained in the table below. Employers may decide to pay them at a higher rate but NOT less.

**Minimum wages** (for full-time workers, i.e. 49 hours per week; with effect from 1/10/2011; First Schedule):

Grade	Minimum Wage			
	Monthly US\$	Weekly US\$	Daily US\$	Hourly* US\$
Grade 1: Yard / Garden worker	85,00	19,60	3,60	0,45
Grade 2: Cook/Housekeeper (with or without grade 1 duties)	90,00	20,79	3,80	0,48
Grade 3: Child-minder or disabled/aged minder (with or without grade 1 or grade 2 duties)	95,00	21,94	4,00	0,50
Grade 4: Disabled/aged minder with Red Cross Certificate or similar qualification (with or without grade 1,2, or grade 3 duties)	100,00	23,10	4,20	0,53

*\*The hourly applies for each hour worked, and any part of an hour worked must be remunerated as a complete hour.*

## What is overtime and how should it be paid?

The employer shall pay the domestic worker for time worked outside normal hours. This is 'overtime'. It should be paid at the following rates:

- For any hour (in excess of 15 minutes) during the week, at one and a half time the normal rate;
- For any hour (in excess of 15 minutes) on a day off, at double the normal rate;
- For any hour (in excess of 15 minutes) on a public holiday, at one and a half time the normal rate if the public holiday falls on a week day, or at double the normal rate if on a week-end or normal day off.

## Allowances:

In addition to wages, domestic workers who do NOT reside on the premises of their employer are entitled to the following monthly allowances:

### Monthly minimum allowances

(With effect from 1/10/2011; Second Schedule; in US\$):

Accommodation . . . . .	50,00
Transport . . . . .	26,00
Lights . . . . .	5,00
Fuel . . . . .	5,00
Water . . . . .	5,00



Domestic workers **who RESIDE on the premises of their employer** are entitled to free lodging, free water for basic domestic needs in or about the area of the premises, free lights and free fuel for cooking or, if no water, lights or fuel are provided, to the minimum allowances specified above.

## Rest periods:

Domestic workers are entitled to:

- At least one and half days off each week at least twenty-four hours of which shall be continuous;
- Provided that where the domestic worker's or employer's religious belief requires that a particular day be a nonworking day, the domestic worker may make up the required hours of work on any other mutually acceptable day.

## Leave:

Domestic workers are entitled to:

- **One calendar month of paid leave for every year worked,** accruing at the rate of two and a half days a month;
- Can only proceed on accumulated leave during the first year of employment with the employer's consent;
- Wages should be paid prior to the domestic worker proceeding on leave;
- Request to take cash instead of their accumulated leave days;
- Be paid outstanding accumulated leave cash upon termination of contract.



## Maternity leave:

Provided they can produce a **medical certificate confirming pregnancy**, female domestic workers are entitled to:

- At least 98 days paid maternity leave;
- **All other normal benefits and gratuities**;
- Paid maternity leave shall not exceed 3 times with respect to her total service with one employer;
- Employers **may NOT** dismiss female domestic workers because they are pregnant. If they do, it should be reported to a Labour Officer (see section on disagreement with employer)
- 1 hour or 2 half hours per day extra rest time to feed a suckling child should be granted, in addition to normal breaks.



## Sick leave:

Domestic workers are entitled:

- To be given time to **see a doctor** should they feel sick;
- To **90 days sick leave with full pay** and another **90 days sick leave with half pay**, thereafter the employer may terminate the contract in accordance with the Labour Act.[28.01]

## What is the minimum age to be a domestic worker?

In terms of the Labour Act, the minimum age for a person to sign a work contract is **16 years**.

16+

## Is the employer allowed to deduct money from wages?

Employers are **NOT allowed** to make deductions to a domestic worker's wages, **except**:

- If the worker is **absent without justification** on a working day (deduction per day of absence);
- For any **contributions to insurance policies**, pension funds and medical-aid in agreement with the worker (by written stop-order);
- For any amount which an employer is compelled by law or legal process to pay;
- For **goods purchased by or services rendered or money lent** to a domestic worker by his/her employer and **NOT** exceeding 25% of gross wages;
- For **contributions to trade unions** dues (by written stop-order).

## Are piece-work, task-work or work on a ticket system permitted?

No, none of these forms of work are permitted.

## Is it legal to confiscate your identity documents?

No, confiscation of your ID, passport and personal documentation either by a private employment agency or your employer is **NOT PERMITTED**.

## Are domestic workers allowed to join trade unions?

Yes, a domestic worker is free to join a trade union.

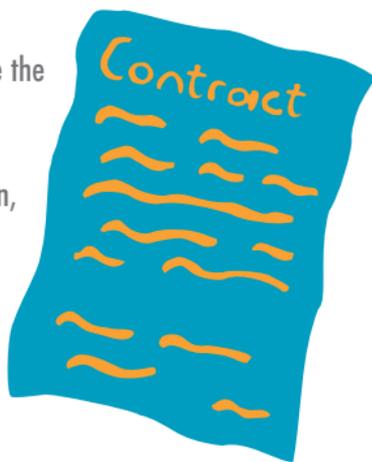
## Protective clothing

- The employer shall supply, free of charge, uniforms or other suitable protective clothing to the domestic worker **if he/she is exposed to harsh working conditions.**
- The clothing becomes his/her property three months after the issue of the clothing if the worker is responsible for mending, washing or otherwise maintaining such clothing.
- If not, a worker who fails to return clothing is liable for the cost of replacing such clothing and the employer may recover such amount from wages due to the domestic worker.

## Are domestic workers entitled to a work contract?

By law, employers **MUST** provide the domestic worker with a **written contract** where they will specify:

- the nature of the contract;
- the grade;
- rate of pay and when it will be paid;
- the free use of water for normal domestic use;
- the period of notice required to terminate the contract of employment;
- the hours of work;
- the details of any bonus and accommodation, transport and lights allowances;
- the benefits during sickness;
- vacation leave.



## Payment of wages and wage-slips

Every employer must pay wages, allowances, and due bonuses **weekly or monthly**, within three days of the due date.

Every remuneration should be accompanied by a **wage-slip** bearing the name of the worker, the number of hours worked, grade, allowances, deductions, net amount received, and period covered.

## What is notice?

Should the employer or the domestic worker want to terminate the contract, they need to notify the other party when termination will be effective. Contracts **may NOT be terminated without due notice**. Both employer and worker need to give **at least three month's notice** to the other party, except if the domestic worker has an emergency.

Notice of termination of contract may **NOT** be given to a domestic worker when the worker is on sick leave or on annual leave.

## Record of service

A domestic worker whose services are terminated for any reason whatsoever may request and shall be granted a record of service from the employer.

## What is termination of contract?

- Termination of contract is when you no longer work for your employer, either because you have decided to resign or because your employer has notified you of his/her decision to terminate your contract.
- The employer may pay for notice by paying a domestic worker full wages and allowances for, and in place of, the period of notice.

## What should the employer pay upon termination of contract or if the domestic worker dies?

If the domestic worker has completed 5 or more years of continuous service on termination of such employment and if the employer has not contributed into a pension scheme, and irrespective of the circumstances of such termination, the employer **MUST** pay the worker a gratuity of not less than the amount derived by multiplying the number of completed years of continuous service by the appropriate percentage, as set out in the Third Schedule, of the worker's current monthly wage on termination.

Length of service Years	Percentage of monthly wage on Termination of Employment
5-10	15%
11-20	20%
21-30	25%
31-40	30%
41-50	35%

*Example: You earn 100 US\$ monthly and you have been employed 8 years. Your gratuity is:  $8 \times 15\%$  of 100 = 120 US\$.*

If a domestic worker who has completed five or more years of continuous service dies, the gratuity should be paid to his/her remaining family (spouse or children).

## Protection from violence

Domestic workers are also protected from economic, physical, sexual, emotional and verbal abuse from their employer through the Domestic Violence Act.

## What if the domestic worker disagrees with the employer?

- If the domestic worker's rights are not respected and feels he or she is abused or exploited (e.g.: You are not paid overtime; you are not given paid annual leave), the worker may contact a Labour Officer.
- The Labour Officer must attempt to resolve the dispute by conciliation and if successful, must record the settlement in writing.
- If the dispute is not resolved the Labour Officer shall make a draft ruling on the matter and apply to the Labour Court for its approval.
- The judgement in the Labour Court can be appealed against in the Supreme Court.
- You can seek also help from trade unions and rights organizations.



## 5. WHO CAN HELP?

### USEFUL CONTACTS FOR DOMESTIC WORKERS

#### **Zimbabwe Ministry of Public Services, Labour, and Social Welfare**

9<sup>th</sup> Fl., Kaguvi Bdg, Cnr. Central Ave. / 4<sup>th</sup> St, Harare  
+263 4 703871 / 705151 | [www.mpslsw.gov.zw](http://www.mpslsw.gov.zw)

#### **The Legal Resources Foundation**

16 Oxford Rd, Avondale, Harare  
+263 (4) 333 707 | [www.lrfzim.com](http://www.lrfzim.com)



#### **Zimbabwe Domestic and Allied Workers Union (ZDAWU)**

##### **Head office**

Suite 4; Cannon House, 88 Kaguvi St, Harare  
+263 4 753 912 / +263 77 2 482909 / +26



##### **Bulawayo Branch**

Office No. 10C, H.M.A. Centre,  
12<sup>th</sup> – 13<sup>th</sup> Ave., Bulawayo  
+263 71 2 534977

##### **Chinhoyi Branch**

2<sup>nd</sup> Fl., Dilimitis Flat,  
6 Magamba Way, Chinhoyi  
+263 77 4 628316

##### **Masvingo Branch**

No. 2, Rekai Tangwena St, Masvingo  
+263 77 5 217876

##### **Kadoma Branch**

Office No. 4, Revie House,  
40 Union Ave., Kadoma

## Zimbabwe Congress of Trade Unions (ZCTU)

[www.zctu.co.zw](http://www.zctu.co.zw)



### Head Office

2<sup>nd</sup> & 3<sup>rd</sup> Fl. Gorlon House, 7 Jason Moyo Ave.

Box 3549, Harare | +263 4 793 093 / 794 742 / 794 702 | [info@zctu.co.zw](mailto:info@zctu.co.zw)

### Southern Region

No. 464, Hebert Chitepo

Box 516, Masvingo

039 262276 / 266443

[zctusouthernregion@gmail.com](mailto:zctusouthernregion@gmail.com)

**Contact person:** Michael Kandukutu

[Michael.kandukutu@zctu.co.zw](mailto:Michael.kandukutu@zctu.co.zw)

0773275039

### Central Region

Othitis Bdg, No. 72, 6<sup>th</sup> St.

Box 1211, Gweru

054 223312 / 230443

[zctucen@gmail.com](mailto:zctucen@gmail.com)

**Contact person:** Charles Chikozho

[cchikozho@gmail.com](mailto:cchikozho@gmail.com)

0773416434

### Northern Region

No. 9 North Dr. cnr Sleeklink

CBD Chinhoyi

067 24243

**Contact person:** Simon Katsande

[simonkatsande75@gmail.com](mailto:simonkatsande75@gmail.com)

### Eastern Region

No. 14 Jameson St.

Box 503, Mutare | 020 60083 / 61860

[zctueastern@gmail.com](mailto:zctueastern@gmail.com)

**Contact Person:** Tenson Muchefa

[tensonmuchefa@yahoo.com](mailto:tensonmuchefa@yahoo.com)

### Western Region

No. 129B. G Silundika, 14<sup>th</sup> Ave.,

Bulawayo

09 61737 / 882093

[zctubyo2010@gmail.com](mailto:zctubyo2010@gmail.com)

**Contact person:** Dallas Nyandoro

[dchihoro@gmail.com](mailto:dchihoro@gmail.com)

0779311332

### Northeastern Region

2<sup>nd</sup> Fl. Gorlon House, 7 Jason Moyo Ave.

Box 9315, Harare | 2928375

[zctueasternregion@gmail.com](mailto:zctueasternregion@gmail.com)

[teclamasamba@yahoo.com](mailto:teclamasamba@yahoo.com)

0736011865

## Labour Relations Offices in Zimbabwe

### Head Office

- Compensation House, 4<sup>th</sup> St / Central Ave.
- 9<sup>th</sup> Fl. Kaguvi Bld, 4<sup>th</sup>/Central Ave., Harare  
Box 7506, Mvurwi  
04 796451 / 790872

### Harare

Makombe Complex, Block 1, Herbert Chitepo St / Harare St, Harare  
Box Cy 572, Causeway | 04 791005

### Mashonaland Central

- **Bindura**  
308 Ndoda Hondo,  
Old Government Complex,  
Central Ave., Bindura  
Box 330, Bindura | 0271 6460
- **Mvurwi**  
Farm Community Centre, Mvurwi  
Box 260, Mvurwi | 0277 2202

### Mashonaland West

- **Chinhoyi**  
7 Heroes Bdg, Park St, Chinhoyi  
Box 7719, Chinhoyi |  
067 22451 / 23276
- **Karoi**  
Local Government Offices, Karoi  
02642156377
- **Kariba**  
Tea Box Complex, Nyambunga  
02612145053
- **Kadoma**  
Government Complex, Chakari Rd  
068 22209/23681

### Mashonaland East

- **Marondera**  
Government Complex,  
2<sup>nd</sup> / Morris Rd, Marondera  
Box 40, Marondera  
027923329 / 23165 / 25210
- **Chivhu**  
Opp. Chivhu Hotel  
Box 105, Chivhu | 056 2757-8
- **Murehwa**  
D.A.'s Complex  
Box 157, Chivhu | 0278 22247
- **Mudzi**  
Government Complex

## Labour Relations Offices in Zimbabwe ctd.

### Matabeleland North

- **Bulawayo**  
Mhlahlandlela Government  
Complex, Basch St / 10<sup>th</sup> Ave.,  
Bulawayo  
Box 956, Bulawayo  
09 63711 / 63714
- **Hwange**  
Nssa Compensation House,  
Mukwa Dr., Hwange  
Box 164, Hwange | 0281 32740

### Matabeleland South

- **Gwanda**  
New Government Complex, 1<sup>st</sup> Fl.,  
3<sup>rd</sup> Ave., Gwanda  
Box 261, Gwanda  
0284 22388 / 22347 / 22655
- **Beitbridge**  
Migrant Resource Centre,  
Beitbridge  
0286 23683 / 3682
- **Plumtree**  
Legal Advice Centre, Plumtree

### Midlands

- **Gweru**  
New Government Complex Bdg,  
10<sup>th</sup> St, Ground Fl.  
Box 680, Gweru  
054 225017-9 / 222288
- **Zvishavane**  
87 Robert Mugabe Way,  
Government Complex, Ground Fl.  
Box 216, Zvishavane | 051 2616
- **Kwekwe**  
Cnr 4<sup>th</sup> St / Nelson Mandela Way,  
Old Police Camp  
Box 310, Kwekwe | 055 22641
- **Gokwe**  
Government Complex Ground Fl.  
Box 6035, Gokwe | 059 2464

## Labour Relations Offices in Zimbabwe ctd.

### Manicaland

- **Mutare**  
Government Complex,  
R Mugabe Way, Mutare  
Box 84, Mutare  
02064428 / 60243
- **Chipinge**  
Government Bdg, Moodie St  
Box 303, Chipinge | 0227 2042562
- **Rusape**  
Local Government, Nyabadza Ave.  
Box 209, Rusape | 0225 2052343

### Masvingo

- **Masvingo**  
New Government Complex, Simon  
Mazorodze Ave., Block 2, Masvingo  
Box 20, Masvingo  
039263476 / 63555
- **Chiredzi**  
Old Mutual House, 2<sup>nd</sup> Fl.,  
Suite No. 1, Chilonga Dr., Chiredzi  
Box 195, Chiredzi  
031 2214 / 3282
- **Gutu**  
Old Gutu RBC Bdg, Gutu  
030 2716
- **Mwenezi**  
G & N Clinic, Mwenezi  
Box 2006, Rutenga | 014 251

## 5. SENDING MONEY HOME

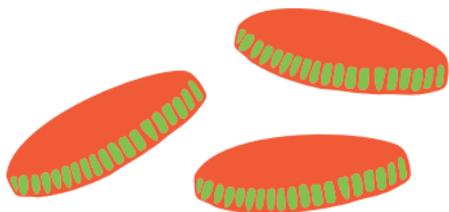
- There are different ways of sending money back home. Sending money back with someone may not be safe. Here are other possibilities you can use.
- If you have a bank account, you may transfer money into your relative's account. There may be costs attached to transfers. You need to check with your bank. You can normally use your debit card to draw cash from any ATM across the country.
- Some available money transfer services are: Ecocash, Telecash, One Wallet, etc.
- Sending money safely is not the only aspect you should consider. How your money is utilised is also important. Some organizations can assist you with learning how to plan a household budget, find a reliable money saving scheme, save for the education of your children, to build a house, to buy land, or to plan for your old age.



**DISCLAIMER:** The institutions and organisations supporting this booklet do not in any way endorse the brands cited on this page. Brands are only cited for information purposes. Indications provided on this page should be checked at the time of transaction as they are subject to change.

## Useful resources:

- **Bankers Association of Zimbabwe**  
14177 Gunhill Avenue Gunhill / P.O. Box 10521, Harare  
744686 / 744987





**EMPLOYMENT CONTRACT  
FOR  
DOMESTIC WORKER**

**INSTRUCTIONS:** Employer and Employee should negotiate the terms of this contract to reach an agreement. Two copies will be signed, one to be kept by the Employer and the other by the Employee

This contract, made on \_\_\_\_\_ (date) between:

Name of employer: \_\_\_\_\_

Address: \_\_\_\_\_

Cellphone: \_\_\_\_\_ Identity Number: \_\_\_\_\_

and

Name of employee \_\_\_\_\_

Address \_\_\_\_\_

Identity Number: \_\_\_\_\_ Cellphone: \_\_\_\_\_

Has the following terms of employment:

1. Employment will start on \_\_\_\_\_ (date)

**2. Place(s) of work**

(a) Address: \_\_\_\_\_

(b) Live-in  Live-out

**3. Household information**

Household members include: No. of adults \_\_\_\_\_ No. of children \_\_\_\_\_

Are there disabled people? \_\_\_\_\_

Are there pets? \_\_\_\_\_

**4. Job description**

The duties of the domestic worker are:

\_\_\_\_\_  
\_\_\_\_\_

5. Grade \_\_\_\_\_

### 6. Work schedule

Monday            Begin \_\_\_\_\_ Break \_\_\_\_\_ End \_\_\_\_\_

Tuesday          Begin \_\_\_\_\_ Break \_\_\_\_\_ End \_\_\_\_\_

Wednesday       Begin \_\_\_\_\_ Break \_\_\_\_\_ End \_\_\_\_\_

Thursday          Begin \_\_\_\_\_ Break \_\_\_\_\_ End \_\_\_\_\_

Friday            Begin \_\_\_\_\_ Break \_\_\_\_\_ End \_\_\_\_\_

Saturday          Begin \_\_\_\_\_ Break \_\_\_\_\_ End \_\_\_\_\_

### 7. Wages

The Employer will pay the Employee the following wages:

\$ \_\_\_\_\_ per month / per week / per day / per hour (circle the applicable)

Pay period: Daily  weekly  bi-weekly  monthly

Time payment of full remuneration at the end of agreed pay period. Pay slip will be provided indicating amount paid and date of payment.

### 8. Overtime

The Employer will pay all hours worked in addition to the ordinary daily schedule:

During the week (One and a half normal rate)

On Sunday or public holiday (Double the normal rate)

### 9. Monthly minimum allowances

In addition to wages the employer will pay to the workers who don't reside on the premises of the employer the following monthly allowances:

#### Monthly minimum allowances

Accommodation . . . . . 50,00

Transport . . . . . 26,00

Lights . . . . . 5,00

Fuel . . . . . 5,00

Water . . . . . 5,00

Domestic workers who reside on the premises of their employer will be provided free lodging, free water for basic domestic needs in or about the area of the premises, free lights and free fuel for cooking.

If no water, lights or fuel are provided, the Employer will pay the minimum allowances specified above.

### **10. Weekly leave:**

Entitlement: One and half days off each week at least twenty-four hours of which shall be continuous.

### **11. Vacation leave**

Entitlement: A total of one calendar month per year with full pay except for allowances. Wages should be paid prior to the domestic worker proceeding on leave.

Occasional vacation leave may be agreed between the domestic worker and the employer, which must be deducted from the total leave entitlement.

### **12. Sick leave**

Entitlement: A total of 90 days with full pay and another 90 days with half pay.

### **13. Maternity leave**

- a. Duration: 98 days
- b. The employee must provide a medical certificate that indicates the expected date of delivery
- c. The Employer must continue to pay remuneration and all other normal benefits and gratuities
- d. The Employer may not dismiss the worker because she is pregnant
- e. The domestic worker has the right to return to her employment at the end of maternity leave without reduction of salary or benefits
- f. The domestic worker is entitled to 1 hour or 2 half hours per day extra rest time to feed a suckling child, in addition to normal breaks.
- g. The domestic worker is entitled to up to 3 times of paid maternity leave with respect to her total service with one employer;

#### 14. Termination and notice period

- a. Three months notice should be provided by the Employer or the Domestic Worker who want to terminate the contract
- b. The domestic worker may terminate the contract without notice if he/she has an emergency
- c. The employer may pay for notice by paying a domestic worker full wages and allowances for, and in place of, the period of notice.
- d. The Employer may not give a notice of termination when the domestic worker in on maternity leave, sick leave or vacation leave.
- e. If the domestic worker has completed 5 or more years of continuous service, the Employer must pay the worker a gratuity on termination of such employment, according to the following rate:

Length of service Years	Percentage of monthly wage on Termination of Employment
5-10	15%
11-20	20%
21-30	25%
31-40	30%
41-50	35%

- e. If a domestic worker who has completed five or more years of continuous service dies, the gratuity should be paid to his/her remaining family (spouse or children).

Employer's signature

Employee's signature

Date

Date

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