

# KNOW YOUR RIGHTS

## Zambia Labour Law Quick Reference

Employment Code Act No. 3 of 2019 | Quick Reference for Workers & Employers

### ■ KEY ENTITLEMENTS AT A GLANCE

Annual Leave	Minimum <b>24 working days</b> per year
Working Hours	Maximum <b>48 hours</b> per week (generally)
Overtime — Weekday	At least <b>1.5x</b> the normal hourly rate
Overtime — Sunday / Public Holiday	<b>2x</b> the normal hourly rate
Maternity Leave	<b>14 weeks</b> on full pay (requires 2 years continuous service; +4 weeks for multiple births; 6 weeks for miscarriage/stillbirth in third trimester)
Paternity Leave	<b>5 working days</b> on full pay (requires 12 months service; taken within 7 days of birth)
Weekly Rest Day	At least <b>1 full day</b> per week
Probation Period	Maximum period disputed — MLSS guidance: <b>3 months</b> ; some legal analyses: <b>6 months</b> . Verify Section 27 of the Act
Sick Leave — Short-term contract	52 working days total: first <b>26 days full pay</b> , next <b>26 days half pay</b>
Sick Leave — Long-term contract	6 months total: first <b>3 months full pay</b> , next <b>3 months half pay</b>
Redundancy/Severance	<b>2 months basic pay × years served</b> (short-term/permanent employees only; long-term contract employees receive gratuity instead)

### ■ MINIMUM WAGE

Governing Orders	Employment Code (General Workers) Order, 2023 & Employment Code (Domestic Workers) Order, 2023 — effective January 2024
Important	Figures are revised periodically. Always verify the current rate with the Ministry of Labour and Social Security before paying or accepting wages.
Official source	mlss.gov.zm   Zambia Government Gazette

### ■ GRATUITY FORMULA

**Gratuity = 25% × Total Basic Salary Earned During the Contract**

Who qualifies?	Employees on <b>long-term fixed-term contracts exceeding 12 months</b> (Section 73, Employment Code Act No. 3 of 2019)
What counts as basic pay?	Basic salary only — housing, transport, and other allowances are generally excluded
Early termination	If a contract ends before expiry (not due to serious misconduct), gratuity is payable on a <b>pro-rata basis</b> for the period actually served

<b>Exemptions</b>	Certain categories (expatriates; some domestic, agricultural, and management employees) may be exempt under SI 48 of 2020 — verify your specific situation
<b>Worked example</b>	$K6,000/\text{month} \times 24 \text{ months} = K144,000$ total basic pay → $25\% \times K144,000 = \mathbf{K36,000}$ gratuity
<b>Redundancy note</b>	Long-term contract employees receive <b>gratuity</b> on redundancy, NOT severance pay. Short-term/permanent employees receive <b>2 months basic pay per year served</b> as severance (Section 54)
<b>Not paid gratuity?</b>	File a complaint at the nearest Labour Office

## ■ NOTICE PERIODS (Illustrative Guide)

Length of Service	General Minimum Notice
Less than 3 months (probation)	At least 2 weeks (verify in contract)
3 months to 2 years	Generally at least 1 month
More than 2 years	Generally at least 3 months

*These are illustrative figures based on the general structure of the Employment Code Act No. 3 of 2019. Verify exact notice periods for your contract type and sector.*

## ■ LABOUR OFFICE & OFFICIAL CONTACTS

<b>Ministry of Labour &amp; Social Security (MLSS)</b>	mlss.gov.zm   Provincial Labour Offices nationwide
<b>Industrial Relations Court (IRC)</b>	Via MLSS — handles unfair dismissal and employment disputes
<b>NAPSA (National Pension Scheme Authority)</b>	napsa.co.zm   Verify your contributions and withdrawal options
<b>NHIMA (National Health Insurance)</b>	nhima.co.zm   Verify deduction rates and coverage
<b>Employment Code Act (full text)</b>	parliament.gov.zm   zambialii.org
<b>Legal Aid Board of Zambia</b>	Free or subsidised legal assistance for qualifying individuals

**Important Disclaimer:** This quick reference is for educational purposes only and does not constitute legal advice. Labour laws, statutory instruments, and minimum wage figures in Zambia are subject to change. Always verify current provisions with the Ministry of Labour and Social Security or a qualified Zambian labour lawyer before acting on this information. **Last reviewed: May 2026.**