AICPA & CIMA
Together as the Association of International Certified Professional Accountants

EMPLOYEE BENEFITS SUMMARY - BOTSWANA

Benefit	What you receive
Statutory Leave	**Annual Leave** Employees are entitled to 20 days of paid annual leave per calendar year. Annual leave for new hires and leavers will be pro-rated. The balance of the annual leave days may be accumulated year by year, but such leave must not be accumulated for longer than 3 years immediately after the end of the period in respect of which leave was first accumulated. Refer to the *Annual Leave Policy* for more information. **Sick Leave** Employees are entitled to 20 days of paid sick leave per calendar year. Refer to the *Sick Leave Policy* for more information. **Hospitalisation Leave** Effective **1 July 2026**, employees who are admitted to a medical facility are entitled to 20 working days of paid hospitalization leave per calendar year. Refer to the *Sick Leave Policy* for more information. **Maternity Leave** Effective **1 July 2026**, pregnant employees are entitled to 14 weeks of maternity leave, comprising 12 weeks at full pay and 2 weeks at 70% pay. Refer to the *Maternity Leave & Adoption Leave Policy* for more information.
Non-Statutory Leave	**Marriage Leave** Effective **1 January 2024**, employees are entitled to 3 days of paid marriage leave to be taken within 1 month of the registration or the wedding ceremony. Refer to the *Marriage Leave Policy* for more information. **Childcare Leave** Effective **1 January 2024**, employees are entitled up to 5 working days of paid childcare leave per year in respect of an emergency involving a child/foster child/adoptive child up to the age of 18 that is related to their care, health or education. Refer to the *Childcare Leave Policy* for more information. **Adoption Leave** Effective **1 July 2026**, an employee who is the adoptive parent of a child under the age of 2 is entitled to 12 weeks of paid adoption leave. Refer to the *Maternity Leave & Adoption Leave Policy* for more information.
Global Leave	**Compassionate Leave** Employees are entitled to 5 days of paid compassionate leave to make the arrangements and attend the funeral following the death of an immediate family member. Refer to the *Compassionate Leave (KL & Regions) Policy* for more information. **Study and Exam Leave** Employees are entitled to take up to 6 days of study and exam leave per academic year (subject to the Manager's approval) when undertaking courses that are sponsored by the Association.

AICPA & CIMA
Together as the Association of International Certified Professional Accountants

Benefit	What you receive
Global Leave	**Volunteer Day** Employees are entitled to 2 days of paid leave per year to take part in volunteer work (subject to the Manager's approval) for eligible organizations. Refer to the *Volunteer Time Off Policy* for more information. **Time Off for Fertility Treatment** Employees are entitled to take up to 5 days of paid leave in one year for an employee to undergo fertility treatment. Refer to the *Time Off for Fertility Treatment Policy* for more information. **Pregnancy Loss** Employees who have been affected by a pregnancy loss (including partners and those with a surrogate mother) are entitled to paid time off, in line with the compassionate leave (KL & Regions) policy. Refer to the *Pregnancy Loss Policy* for more information. **Sabbatical Leave** Eligible employees with more than 12 months' continuous service are entitled to request unpaid sabbatical leave. Sabbatical leave is subject to a minimum period of 6 weeks and a maximum period of 12 months. Refer to the *Sabbatical Leave Policy* for more information. **Paternity/Relevant Parent Leave** Effective **1 January 2024**, employees who are the "relevant parent" are entitled to 10 consecutive working days of paid paternity/relevant parent leave for the birth/adoption of a child. Effective **1 July 2026**, employees who are fathers may be granted paternity leave for the remaining period of maternity leave if the mother is incapacitated, falls ill or dies following the birth of their child. Refer to the *Paternity/Relevant Parent Leave Policy* for more information.
Global Working Guidance	**Menopause** The Association provides guidance for employees and managers to enable them to be able to support employees who are experiencing menopause-related symptoms. The Association provides a safe working environment for all employees and therefore will ensure that adjustments and additional support are available to those experiencing menopause symptoms. Refer to the *Working Guidance on Menopause* for more information.
Life Insurance	The Group Life insurance coverage is solely for employees, which includes total permanent disability (TPD) effective **1 June 2024**. Life Insured Amount - 2 x annual salary. TPD Insured Amount - 2 x annual salary.
Workman Compensation Insurance	This provides for compensation for employees for injuries suffered or occupational diseases contracted in the course of employment, or for death resulting from such injuries or diseases and for matters incidental and connected to the foregoing.

AICPA & CIMA
Together as the Association of International Certified Professional Accountants

Benefit	What you receive
Medical Aid Scheme	Effective **1 March 2024**, employees and their dependents (spouse & 3 children) are entitled to a medical aid scheme with the following benefits: Inpatient & Outpatient Services – Up to P1,200,000. Hospitalisation Benefit – Up to P500,000. 100% for any event costing above P30,000. Dental Services Benefit – Up to P200,000 per family for normal dentistry. P10,000 for specialized dentistry (inlays, crowns, bridgework, metal-based dentures, periodontics, prosthodontics and orthodontics). Optical Benefit – Up to P4,680 for spectacles/contact lenses. Orthoptistry P1,600 per family per annum. Over the Counter Medical Services Benefit – Up to P8,600 for Overall Medicine Limit. Maternity Cover Benefit – Normal birth covered up to P9,072. Caesarean section covered up to P20,245. Professional fees covered under Medical Practitioners up to P200,000. Dread Disease Cover Benefit – P500,000 dread disease cover for 11 conditions. Chronic Diseases Cover Benefit – Chronic medications (NCDs) P15,000 per beneficiary per annum. Psychiatric P15,000 per beneficiary per annum. Alcoholism and Drug Addiction P20,000 per family. Refer to the *'Benefits' webpage* on the Source for more information.
13th Payment	Permanent employees' annual salary is disbursed in 13 payments, with the 13th payment made together with the December salary.
Business Travel Insurance	Employees who are required to travel by air on a single or annual trip for business purposes are eligible for Business Travel Accident Insurance. Please contact your Regional Travel Manager for details. Refer to the *Global Travel & Expense Policy* for more information including names of Regional Travel Managers.
Learning and Development	The Association provides reimbursement for short courses, professional memberships, certification and CIMA qualification, subject to the Manager's recommendation and Corporate Learning and Engagement team's final approval. Refer to the *'Learn' webpage* for more information.
Membership Fees	**Association Membership Fees** The Association employees who meet the criteria for membership are invited to join at no cost. Whether the employee is a CIMA student or a member or a CPA, working towards their license or working in finance and technical functions, the employee can enjoy all the member benefits, as a benefit of employment. If an employee is already a member, the Association will cover their membership fees at the next renewal invitation. **Professional Membership Fees** The Association will fund payment of up to 2 professional membership subscription fees per annum (this excludes the AICPA/CIMA/NCACPA memberships). These must be relevant to the employee's role. Membership of recognized professional bodies is paid for and subject to approval from the local departments.

AICPA & CIMA
Together as the Association of International Certified Professional Accountants

Benefit	What you receive
Summer Fridays	The Association currently observes "Summer Fridays", where employees are allowed and encouraged to take a half day on the final day of their work week during the nine-week period of "summer" (usually between 1st July and 31st August). If employees want to take a full day off on a Friday, then they only need to use a half day of annual leave/paid time off to do so. While Summer Fridays are not contractual or guaranteed, the Association understands the value of employees having the additional time to be with families and rest from work, so will aim to offer the same or a similar initiative going forward if it continues to be of value to employees and the organization.
Employee Assistance Program	The Association offers all employees and their family members a global Employee Assistance Program (EAP) that provides free, comprehensive and confidential well-being support and resources. Key features of the service: • No cost to you. • Available 24 hours a day, 7 days a week, 365 days a year. • Access to 8 counselling sessions per person, per issue, per year. • Confidential counselling. • Independent, impartial source of support. Refer to the *'Benefits' webpage* for more information.

This is an informational guide for employees and candidates for employment and is subject to change at any time without prior notice. It is not intended to create, nor will it be construed to form, a contract between the Association and any one or all of its employees or candidates for employment. This form contains summaries of the policies, programs and benefit plans. It does not provide complete details of benefits, coverages, or policies. The exact terms and conditions of the benefits are governed by Benefit Plan Documents. Any differences between this form and the plan documents are not intended, but if any differences are found to exist, the documents will govern. The Association reserves the right to modify, amend or revoke any employee benefits at any time.

© 2019 Association of International Certified Professional Accountants. All rights reserved.