

Globalization Partners provides employer of record services for customers that want to hire employees and run payroll without first establishing a branch office or subsidiary in Guinea. Your candidate is hired via Globalization Partners' Guinea PEO in accordance with local labor laws and can be onboarded in days instead of the months it typically takes. The individual is assigned to work on your team, working on your company's behalf exactly as if he or she were your employee to fulfill your in-country requirements.

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Our solution enables customers to run payroll in Guinea while HR services, tax, and compliance management matters are lifted from their shoulders onto ours. As a Global PEO expert, we manage employment contract best practices, statutory and market norm benefits, and employee expenses, as well as severance and termination if required. We also keep you apprised of changes to local employment laws in Guinea.

Your new employee is productive sooner, has a better hiring experience and is 100% dedicated to your team. You'll have peace of mind knowing you have a team of dedicated employment experts assisting with every hire. Globalization Partners allows you to harness the talent of the brightest people in more than 185 countries around the world, quickly and painlessly.

Guinea is located in West Africa on the Atlantic Ocean and borders Sierra Leone and Guinea-Bissau, among other countries. French is the official language of Guinea, but 24 other

languages are also commonly spoken. Over 13 million people live in Guinea.

When negotiating terms of an employment contract and offer letter with an employee in Guinea, it may be useful to keep the following in mind:

### **Employment Contracts in Guinea**

Fixed-term contracts may not exceed two years. If the employee continues after 2 years, the contract will switch to an indefinite term contract.

It is legally required to put a written employment contract in place in Guinea, in the local language, which spells out the terms of the employee's compensation, benefits, and termination requirements. An offer letter and employment contract in Guinea should always state the salary and any compensation amounts in Guinean francs rather than a foreign currency.

### **Working Hours in Guinea**

The work week in Guinea is 48 hours.

### **Holidays in Guinea**

Guinea celebrates 11 national holidays:

- New Year's Day
- Easter Monday
- Labour Day
- Africa Day
- Lailat al-Qadr
- Eid al-Fitr
- Assumption of Mary
- Eid al-Adha
- Independence Day

- The Prophet’s Birthday
- Christmas Day

### **Vacation Days in Guinea**

Employees are generally eligible to accrue paid leave at a rate of 2 1/2 days per month worked.

### **Guinea Sick Leave**

Employees are generally entitled to up to 26 weeks of paid sick leave.

### **Maternity/Paternity Leave in Guinea**

Female employees are entitled to 14 weeks of paid maternity leave.

There is no statutory paternity leave in Guinea.

### **Health Insurance in Guinea**

Guinea has a fee for use community-based healthcare system.

### **Termination/Severance in Guinea**

Employers may terminate employees for “personal reasons” including ineptitude, ill health, or misconduct. The employer must summon the employee to an interview with at least 5 days notice by registered letter and must include the reasons for wanting to dismiss the employee. The employer must wait 2 days after the interview before dismissing the employee. Such dismissal must be made by hand-delivered letter within three days of the interview. Unless the employee is dismissed for serious misconduct, she or he is entitled to the following notice on dismissal:

- operational staff: 2 weeks

- supervisors and foremen: 1 month
- middle managers and similar: 3 months

Reductions in staff due to economic reasons must go through the trade union.

At the expiration of a fixed-term contract, the employee is eligible for severance pay of 5% of the total wages for the contracted period.

Employees under an indefinite term contract who have completed at least 12 months of service are generally entitled to receive severance pay of at least 50 hours worth of wages for hourly workers and 25% of one month's wage for monthly paid workers.

## **Paying Taxes in Guinea**

Employers must contribute 18% of payroll to social security while employees contribute 5%.

*This information is provided as generally accepted information and is not intended as advisory services.*

## **Why Globalization Partners**

Establishing a branch office or subsidiary in Guinea to engage a small team is time-consuming, expensive and complex. Guinean labor law has strong worker protections, requiring great attention to detail and an understanding of local best practices. Globalization Partners makes it painless and easy to expand into Guinea. We can help you hire your candidate of choice, handle HR matters and payroll, and ensure that you're in compliance with local laws, without the burden of setting up a foreign branch office or subsidiary. Our Guinea PEO and [Global Employer of Record](#) solution provides you peace of mind so that you can focus on running your company.

If you would like to discuss how Globalization Partners can provide a seamless employee

leasing or PEO solution for hiring employees in Guinea, please [contact us](#).