

VGBC'S LEAVE AND HOLIDAYS POLICY

Annual leave

Staff and interns are entitled to annual leave. For VGBC's staff, the entitlement is subjected to individual contract. For VGBC's interns or fulltime volunteers, the entitlement is 1 day per month during the internship/volunteer service.

Staff entitlement to annual leave is expired on the 28th February of the subsequent year and cannot be exchanged for cash.

In case staff/intern wish to take leave for less than 2 days, he/she will have to notify and get approval from his/her direct supervisor at least 1 week in advance.

For longer leave, staff will have to notify and obtain approval at least 2 WEEKS in advance. To facilitate work allocation and arrangement, staff is recommended to notify his/her direct supervisor of leave plan as soon as he/she finalises the plan.

Sick leave

In case staff /intern are sick, he/she will need to inform his/her direct supervisor either by phone or email. If staff/intern are sick and required to have inpatient treatment for more than 2 days, he/she is requested to submit doctor's certificate for his/her sick leave.

The sick leave with doctor's certificate will be considered as sick leave with pay. If staff /intern fail to submit the certificate, his/her sick leave will be deducted either from his/her salary (if applicable) or his/her annual leave balance.

Holidays

Staff and interns are entitled to all public holidays as defined in the Vietnamese Labour Code including the following days:

- Calendar New Year Holiday: one day (the first day of January of each calendar year)

*Vietnam Green Building Council
a program of Green Cities Fund, Inc*

- Lunar New Year Holidays: four days (the final day of the old year and the first three days of the new Lunar year)

- Victory Day: one day (the 30th day of April of each calendar year)

- International Labour Day: one day (the 1st day of May of each calendar year)

- National Day: one day (the 2nd day of September of each calendar year)

- King Hung Anniversary Day: one day (the 10th day of the March of each Lunar year)

Where the public holidays referred to above coincide with a weekly day off (i.e. Saturday, Sunday), staff and interns will be entitled to take the following day off also.

Leave without Pay

VGBC staff can be granted with leave without pay in special circumstances. Staff are requested to discuss and get approval from the Executive Director at least 1 month in advance. However, approval for your request for leave without pay is subject to work allocation, work plan and VGBC's activities.

VGBC's staff on probation period are not entitled to take leave.

Leave without pay is applicable when staff has exhausted their annual leave and sick leave only.

Late for work & Absences

If staff/intern are going to be late for work, please communicate with his/her supervisor or Admin Officer before the official working hour time and/or no later than 1 hour when working time started.

Any staff/intern/volunteer who is unable to come to the office is required to notify either by phone or email his/her direct supervisor or the Executive Director or Admin Officer of the reason for his/her absence. The notification must be done before the official working hour time and no later than 1 hour when working time started.

For interns/volunteers who fail to report their absence, VGBC will terminate their internship/volunteer service immediately.