

# LABOUR LAW CALENDAR 2018

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- PUBLIC HOLIDAYS (1)  
(If a holiday falls on a weekend, employees are entitled to take the following day off as compensation)
- MONTHLY REPORTS
- QUARTERLY REPORTS
- ANNUAL REPORTS

## JANUARY

MON	TUE	WED	THU	FRI	SAT	SUN
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**BEFORE THIS DATE:** Quarterly report on recruitment, assignment and management of foreign employees (16)

**BEFORE THIS DATE:** Notice on the changes of the employment (if any) (19)

**BEFORE THIS DATE:** Annual report on labour accident situation at grassroots level (2)

**BEFORE THIS DATE:** Annual report on occupational health business establishment (3)

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**BEFORE THIS DATE:** Annual report on labour safety and hygiene at premises (4)

**BEFORE THIS DATE:** Annual report on prevention and occupational diseases (5)

## FEBRUARY

MON	TUE	WED	THU	FRI	SAT	SUN
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CONTENT BY:  
**PP**  
DESIGNED BY:  
**VNIHR**

1. Article 176 of the Labour Code No. 32/2015/QL-ND-CP; foreign employees are also entitled to 7 (7) additional day for their countries' traditional public holiday, and 7 (7) additional day for their countries' national day.  
2. Article 114 of Decree No. 39/2015/CP; the report must be submitted to the province or Department of Labour, Trade Union and Social Affairs (DOLTAU).  
3. Article 15 of Circular No. 32/2017/TT-BTST; the report must be submitted to local medical facilities at district level.  
4. Article 12 of Circular No. 32/2017/TT-BTST; the report must be submitted to DOLTAU and Health Department.  
5. Article 27 of Law on Occupational Safety and Hygiene; the report must be submitted to DOLTAU.  
6. Article 6.2 of Circular No. 32/2017/TT-BTST; the report must be submitted to Labour - Trade Union and Social Affairs Offices at district level or DOLTAU (for enterprises located at industrial/urban area).  
7. Article 22 of Circular No. 32/2017/TT-BTST; applicable to enterprises providing vocational training services only and the report must be submitted to DOLTAU and Ministry of Labour - Trade Union and Social Affairs (MOLTAU) (Sector Activity Department).  
8. Article 6.2 of Circular No. 32/2017/TT-BTST; applicable to service enterprises providing welfare services and the report must be submitted to DOLTAU and MOLTAU (Department of Occupational Safety).  
9. Article 4.2 of Circular No. 32/2017/TT-BTST; applicable to enterprises providing occupational safety and the report must be submitted to DOLTAU and MOLTAU (Department of Occupational Safety).  
10. Article 4.2 of Circular No. 32/2017/TT-BTST; applicable to enterprises providing labour safety and hygiene training services only and the report must be submitted to DOLTAU and MOLTAU (Department of Occupational Safety).  
11. Article 42.4 of Decree No. 32/2015/CP; applicable to work under observation specifically only, and the report must be submitted to MOLTAU of the local professional Department.  
12. Section 4. of Circular No. 32/2017/TT-BTST; applicable to service enterprises and non-profit state organizations providing welfare services (especially, \*\*\*\*) applicable to enterprises providing vocational training services, and a organization or individuals making offshore investment and the report, the visit must be submitted to MOLTAU (Department of Occupational Safety).  
13. Article 4.2 of Decree No. 32/2015/CP; applicable to businesses and production establishments and the report must be submitted to DOLTAU or provincial level Department.  
14. Article 3.2 of Decree No. 32/2015/CP; applicable to employees and investors whose contractors signed labour contracts with foreign employees and the report must be submitted to DOLTAU.  
15. Article 12 of Circular No. 32/2017/TT-BTST; the notice must be submitted to the local Employment Service Centers.  
16. MOLTAU; employees must state the following details:  
- According to Article 4.1 of Circular No. 32/2017/TT-BTST; enterprises must report the usage of workers within the 15-day - Trade Union and Social Affairs Office at district level or DOLTAU (the enterprises located at industrial/urban area and the local professional Department).  
- According to Article 17 of Circular No. 32/2017/TT-BTST; enterprises must state the employment contract within 10 days from the day of its operation.  
- According to Article 11 of Circular No. 32/2017/TT-BTST; enterprises must notify their quantity of employees in the local Labour Introduction Centers within 30 days from the day of operation.  
- According to Article 8.2 of Circular No. 32/2017/TT-BTST; employees which decrease at least 50 employees must promptly notify the employment service centers where their head offices are located for consultancy and support.