

## Vietnam

### Fixed Term Contracts

Fixed-term contracts are permitted in Vietnam. There is a 3-year (36-month) maximum, but no minimum. It can only be renewed once. Both employer and employee must inform the other 30 days in advance of terminating a fixed-term contract. In some cases, it may require longer notice.

### Probationary Periods

Probationary periods are permitted in Vietnam. The maximum duration allowed is 60 days. However, in some cases, it may be longer. During the probationary period, either party can terminate the contract with 3 days' notice, but without any compensation.

### Holidays

Workers in Vietnam recognize 11 paid public holidays. If the holiday falls on the weekend, it is recognized on the next working day. Work performed on a public holiday is payable at 300%.

### Vacation

Workers are entitled to 12 days of paid vacation per year. Accrued but unused leave carries over from year to year and is payable at termination.

### Sick Leave

Sick leave is payable by the government for 30 to 60 days depending upon length of service. A medical certificate is required.

### Working Hours

A standard workweek is 8 hours per day and 48 hours per week. If night work is to be performed, it should be stated in the contract and limited to 8 hours per day to avoid premium payments.

### Overtime

Overtime is considered any hours worked above the standard workweek. It is payable at 150% if worked on a weekday or 200% if worked on a weekend. In all cases, overtime cannot exceed 12 hours per day, 40 hours per month, and 200 hours per year.

### Mandatory Bonuses

A 13th-month payment is not mandatory in Vietnam, but it is customary.

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### Termination

Termination requires good cause and at least 45 days' written notice. If the Worker has been employed for more than 12 months, they may be entitled to severance. When due, severance must be at least 50% of the Worker's monthly wage (calculated based on gross earnings in the preceding six months) multiplied by the years of service.

### Resignation

Workers are required to observe the same notice requirements as employers.