



Phuoc & Partners



2024

LABOUR LAW REPORT

CALENDAR



Unit A5.01F – A6.01F, Block A – Paris Hoang
Kim Apartment Building – 31 Street No.1, An
Khanh Ward, Thu Duc City, Ho Chi Minh City



info@phuoc-partner.com



www.phuoc-partner.com

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				

New year's Day: 01/01/2024

February

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			

Lunar New Year : 08/02/2024 – 14/02/2024

March

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

April

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					

Hung Kings Commemoration Day: 18/04/2024
Victory Day: 30/04/2024

May

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		

International Labour Day: 01/05/2024

June

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

July

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				

August

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	

September

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						

National Day: 02/09/2024 – 03/09/2024

October

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			

November

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	

December

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					

Year / JAN / FEB / MAR / APR / MAY / JUN / JUL / AUG / SEP / OCT / NOV / DEC / Legal Basis

Legend:

■ TET & PUBLIC
HOLIDAYS

(If it falls on weekly days off, employees
will be entitled to make up the next day
off)

■ MONTHLY REPORT

■ FIRST 6 MONTH AND
FULL YEAR REPORT

■ PERIODIC REPORT
IN THE YEAR



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MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED
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



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2024
02

Year / JAN/ February / MAR / APR / MAY / JUN / JUL / AUG / SEP / OCT / NOV / DEC / Legal Basis

Legend:

**TET & PUBLIC
HOLIDAYS**

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off)

MONTHLY REPORT

**FIRST 6 MONTH AND
FULL YEAR REPORT**

**PERIODIC REPORT
IN THE YEAR**

FEBRUARY

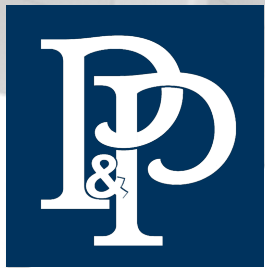


Notice on the changes of the
employees⁽¹⁸⁾

03

Lunar New Year: 08/02/2024 – 14/02/2024

THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU
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



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2024
03

Year / JAN / FEB / March / APR / MAY / JUN / JUL / AUG / SEP / OCT / NOV / DEC / Legal Basis

Legend:

TET & PUBLIC HOLIDAYS
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MONTHLY REPORT

FIRST 6 MONTH AND FULL YEAR REPORT

PERIODIC REPORT IN THE YEAR



Notice on the changes of the employees⁽¹⁸⁾

03

MARCH

FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	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



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2024
04

Year / JAN / FEB / MAR / April / MAY / JUN / JUL / AUG / SEP / OCT / NOV / DEC / Legal Basis

Legend:

TET & PUBLIC HOLIDAYS
(If it falls on weekly days off, employees will be entitled to make up the next day off)

MONTHLY REPORT

FIRST 6 MONTH AND FULL YEAR REPORT

PERIODIC REPORT IN THE YEAR



Notice on the changes of the employees⁽¹⁸⁾

03

Hung Kings Commemoration Day: 18/04
Victory Day: 30/04

APRIL

MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE
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



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2024
05

Year / JAN/ FEB/ MAR/ APR/ May/ JUN/ JUL/ AUG/ SEP/ OCT/ NOV/ DEC/ Legal Basis

Legend:

■ TET & PUBLIC HOLIDAYS

(If it falls on weekly days off, employees will be entitled to make up the next day off)

■ MONTHLY REPORT

■ FIRST 6 MONTH AND FULL YEAR REPORT

■ PERIODIC REPORT IN THE YEAR



Notice on the changes of the employees⁽¹⁸⁾

03

International Labour Day: 01/05

MAY

WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI
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



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2024
06

Year / JAN/ FEB / MAR / APR / MAY / June / JUL / AUG / SEP / OCT / NOV / DEC / Legal Basis

Legend: ■ TET & PUBLIC HOLIDAYS (If it falls on weekly days off, employees will be entitled to make up the next day off) ■ MONTHLY REPORT ■ FIRST 6 MONTH AND FULL YEAR REPORT ■ PERIODIC REPORT IN THE YEAR

SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	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

■	Notice on the changes of the employees ⁽¹⁸⁾	03
■	Semi-annual report for 2024 on the use of employees ⁽⁷⁾	05
■	Semi-annual report for 2024 on employment operation ⁽⁶⁾ services	20
■	Semi-annual report for 2024 on the operation of labour outsourcing ⁽⁹⁾	

JUNE



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2024
07

Year / JAN/ FEB / MAR / APR / MAY / JUN / July / AUG / SEP / OCT / NOV / DEC / Legal Basis

Legend:

 TET & PUBLIC HOLIDAYS

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 MONTHLY REPORT

 FIRST 6 MONTH AND FULL YEAR REPORT

 PERIODIC REPORT IN THE YEAR



Notice on the changes of the employees⁽¹⁸⁾

03



Semi-annual report for 2024 on labour accident situation at the grassroots level ⁽²⁾



Semi-annual report for 2024 on occupational health of business establishments⁽²⁾

05



Semi – annual report for 2024 on the use of foreign employees⁽¹²⁾

JULY

MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED
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



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2024
08

Year / JAN/ FEB/ MAR/ APR/ MAY/ JUN/ JUL/ **August**/ SEP/ OCT/ NOV/ DEC/ Legal Basis

Legend:

 TET & PUBLIC
HOLIDAYS

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Notice on the changes of the
employees.⁽¹⁸⁾

03

AUGUST

THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
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



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2024
09

Year / JAN/ FEB/ MAR/ APR/ MAY/ JUN/ JUL/ AUG/ September / OCT/ NOV/ DEC/ Legal Basis


Legend:

 TET & PUBLIC
HOLIDAYS

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Notice on the changes of the
employees⁽¹⁹⁾

03

National Day: 02/09/2023 – 03/09/2023

SEPTEMBER

SUN MON TUE WED THU FRI SAT SUN MON TUE WED THU FRI SAT SUN MON TUE WED THU FRI SAT SUN MON

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



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2024
10

Year / JAN / FEB / MAR / APR / MAY / JUN / JUL / AUG / SEP / October / NOV / DEC / Legal Basis

Legend:

 TET & PUBLIC HOLIDAYS

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 PERIODIC REPORT IN THE YEAR



Notice on the changes of the employees⁽¹⁸⁾

03

OCTOBER

TUE WED THU FRI SAT SUN MON TUE WED THU FRI SAT SUN MON TUE WED THU FRI SAT SUN MON TUE WED THU FRI SAT SUN MON TUE WED THU

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




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2024
11


Year / JAN/ FEB/ MAR/ APR/ MAY/ JUN/ JUL/ AUG/ SEP/ OCT/ November/ DEC/ Legal Basis

Legend:

 TET & PUBLIC HOLIDAYS

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Notice on the changes of the employees.⁽¹⁸⁾

03

NOVEMBER

FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
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



Year / JAN / FEB / MAR / APR / MAY / JUN / JUL / AUG / SEP / OCT / NOV / **December** / Legal Basis

PERIODIC REPORT IN THE YEAR

DECEMBER

Statutory reporting filing deadlines may be submitted **before** the date stated in the LABOUR LAW REPORT CALENDAR. Some reports are applied to conditional business lines or only required when relevant factors arise. Enterprises should take note to take the initiative to submit those reports appropriately and on-time reports.

1	Report on labour accident situation at the grassroots level	Article 24.1 Decree No. 39/2016/NĐ-CP	the report must be submitted to <i>the Department of Labour, War Invalids and Social Affairs ("DOLISA") of where the head office is located.</i>
2	Report on occupational health of business establishments	Article 10 Circular No. 19/2016/TT-BYT	the report must be submitted to <i>the Medical facilities of districts/provincial cities and health management units of ministries and sectors, in case labour establishments are under the management of ministries and sectors</i>
3	Report on labour safety and hygiene	Article 10.2 Circular No. 07/2016/TT-BLĐTBXH	the report must be submitted to <i>the DOLISA and the Department of Health (Direct submission or fax, post, email).</i>
4	Report and statistics on occupational disease prevention and control **	Article 37.2 Law on Occupational Safety and Hygiene No. 84/2015/QH13	the report must be submitted to <i>the Department of Health (See more in the noted section)</i>
5	Report on contribution of unemployment insurance	Article 32.7 Decree No. 28/2015/NĐ-CP	the report must be submitted to <i>the DOLISA.</i>
6	Report on employment services operation	Article 13.5 Decree 23/2021/NĐ-CP	the report must be submitted to the directly managing agency and to <i>the DOLISA of where the head office is located (Applicable to enterprises operating employment services).</i>
7	Report on the use of employees	Article 4.2 Decree No. 145/2020/NĐ-CP	the report must be submitted to <i>the DOLISA on the National Public Service Portal or submitted by paper if it cannot be submitted on the National Public Service Portal; and notify the district-level Social Insurance agency, where head office, branch, representative office are located; and inform the management board of the industrial zones, economic zones for following up (if the employees working in the industrial zones, economic zones).</i> the report must be submitted to <i>the Organisations competent to recruit and manage Vietnamese employees (Applicable to foreign organisations and individuals in Vietnam that employ Vietnamese employees).</i>
8	Report on the recruitment and use of Vietnamese employees	Article 26.3.b, Article 22.1.b Decree No. 152/2020/NĐ-CP	the report must be submitted to <i>the President of the People's Committee of the province, the DOLISA where the head office is located. In case the enterprise has an operation in other provinces, the report shall be submitted to the DOLISA of those provinces (Applicable to enterprises operating labour outsourcing services).</i>
9	Report on the operation of labour outsourcing	Article 31.2 Decree No. 145/2020/NĐ-CP	the report must be submitted to <i>the labour-specialised agency of the People's Committee at the provincial level. (see more in the notes section below)</i>
10	Report on the results of training, retraining and improvement of vocational qualifications and skills **	Article 60.2 of Labour Code No. 10/2012/QH13	
11	Report on technical inspection on occupational safety; labour safety and hygiene training and working environment observation of enterprises	Article 45.3a. Decree 44/2016/NĐ-CP	the report must be submitted to the <i>DOLISA (Applicable to production and business establishments).</i>
12	Report on the result of working environment observation	Article 45.3b Decree 44/2016/NĐ-CP	the report must be submitted to <i>the Department of Health (Applicable to business and production establishments).</i>
13	Report on technical inspection operation	Article 44.2 Decree 44/2016/NĐ-CP amended by Article 1.21 of Decree 140/2018/NĐ-CP	the report must be submitted to <i>the Ministry of Labour, War Invalids and Social Affairs ("MOLISA") and the DOLISA where the head office is located and where it has an operation, the competent agencies issuing certificates of eligibility for inspection activities, and at the same time send an email to the MOLISA at antoanlaodong@molisa.gov.vn (Applicable to technical inspecting organisation of occupational safety).</i> the report must be submitted to <i>the MOLISA and the DOLISA, and at the same time send an email to the MOLISA at antoanlaodong@molisa.gov.vn (Applicable to the enterprise providing labour safety and hygiene training services).</i>
14	Report on the operation of labour safety and hygiene training	Article 44.3 Decree 44/2016/NĐ-CP amended by Article 1.25 of Decree 140/2018/NĐ-CP	the report must be submitted to <i>the Ministry of Health or the Department of Health, and at the same time send an email to the Ministry of Health at baocaoytld@moh.gov.vn (Applicable to the working environment observation organisation).</i>
15	Report on the result of operating environment observation	Article 44.4 Decree 44/2016/NĐ-CP	the report must be submitted to <i>the Department of Overseas Labour (MOLISA); (Applicable to Vietnamese service enterprise, organisations, and individuals making offshore investment, business units sending Vietnamese workers to work abroad and enterprises sending workers to train and improve vocational qualifications and skills abroad)</i> the report must be submitted to <i>the DOLISA, (applicable to investors whose contractors sign labour contracts with foreign employees).</i>
16	Report on sending Vietnamese employees working overseas	Article 15.1 Circular 21/2021/TT-BLĐTBXH	
17	Report on the use of foreign employees	Article 5.3, Article 6.1 Decree 11/2016/NĐ-CP	
18	Notice on the changes of the employees	Article 16.2 Circular No. 28/2015/TT-BLĐTBXH	the notice must be sent to the Employment Service Center where the head office of the employer is located.

****Of notes** At the time of the release of the LABOUR LAW REPORT CALENDAR, there is no new detailed guidance on the time of submission for this report.

Legal Basis

Year / JAN / FEB / MAR / APR / MAY / JUN / JUL / AUG / SEP / OCT / NOV / DEC

Legend:

 TET & PUBLIC HOLIDAYS

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 PERIODIC REPORT IN THE YEAR



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- A Business Approach to Legal Service

CONTACT US

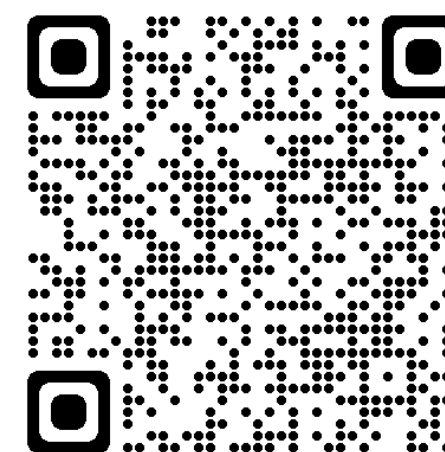


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