ZEDRA Local Country Guide Employee Leave Administration

Vietnam

Reports

The ZEDRA Leave Administration global service will provide a real-time account of all authorised/reported leave/absence via the system & app. A monthly output of all local Leave's will be provided on/by the agreed date on the Leave Management calendar. These are available in English language:

- Annual Leave (Nghi phép nám)
- Public Holidays
- Sick Leave
- Prenatal Examination Leave
- Maternity Leave
- Post-maternity Recuperation Leave
- Paternity Leave
- Adoption Leave
- Child Sickness/Care Leave
- Carer's Leave
- Personal Leave
- Compassionate Leave
- Pregnancy Loss Leave
- Work-related Injury/Occupational Illness Leave
- Military (Conscription) Leave
- Training/Study/Exam Leave
- Charity/Volunteering Leave
- Sabbatical Leave
- Unpaid Leave

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Country Specific Commentary

Leave and absence categories may vary according to local legislation, applicable collective bargaining agreements and individual employer policies.

Additional country-specific leave categories or arrangements may apply and can be incorporated into the Global Absence Management service where required, subject to the agreed scope of services.

Vietnam recognises specific personal and family-related leave arrangements, including absences associated with marriage, bereavement, prenatal examinations and childcare sickness. Certain categories may require separate recording under the applicable labour and social insurance framework.

Local System Functionality

The standard Leave Administration module can be supplemented with the Time module offering some Time Entry/Exit recordings at an additional charge.

Additional Services

It is possible that additional local services may be required in specific local countries to support the global standard operating model. Below is a list of additionally chargeable services for your consideration:

- Time Module.
- Leave benchmarking study.

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