LABOUR LAW REPORTING CALENDAR 2020

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- **HOLIDAYS**
  If it falls on weekly days off, employees will be entitled to make up the next day off)
- **MONTHLY REPORT**
- **QUARTERLY REPORT**
- **PERIODIC REPORT IN THE YEAR**

JANUARY

M	T	W	T	F	S	S
			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 1

Lunar New Year 24/01/2020 – 30/01/2020 or 25/01/2020 – 29/01/2020

BEFORE THIS DATE: Annual report on contribution of unemployment insurance premiums (4)

BEFORE THIS DATE: List of employees working overseas and List of employees returning home or having their contract termination (16)

BEFORE THIS DATE: Quarterly report on recruitment assignment and management of foreign employees. (17)

BEFORE THIS DATE: Notice on the changes of the employment (if any). (18)

BEFORE THIS DATE:
- Annual report on labour accident situation at grassroots level (entire year). (1)
- Annual report on occupational health business establishment. (2)
- Annual report on labour safety and hygiene of enterprises. (3)

FEBRUARY

M	T	W	T	F	S	S
				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	

BEFORE THIS DATE: Notice on the changes of the employment (if any). (18)

BEFORE THIS DATE: List of employees working overseas and List of employees returning home or having their contract termination. (16)

MARCH

M	T	W	T	F	S	S
						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: Notice on the changes of the employment (if any). (18)

BEFORE THIS DATE: List of employees working overseas and List of employees returning home or having their contract termination. (16)

APRIL

M	T	W	T	F	S	S
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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			

Commemoration Day 2

Victory Day 30

BEFORE THIS DATE: List of employees working overseas and List of employees returning home or having their contract termination. (16)

BEFORE THIS DATE: Quarterly report on recruitment assignment and management of foreign employees. (17)

BEFORE THIS DATE: Notice on the changes of the employment (if any). (18)

MAY

M	T	W	T	F	S	S
					1	2
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 1

BEFORE THIS DATE: Notice on the changes of the employment (if any). (18)

BEFORE THIS DATE: List of employees working overseas and List of employees returning home or having their contract termination. (16)

BEFORE THIS DATE: Semi-annual report on the change of employment (the first 06 month). (6)

JUNE

M	T	W	T	F	S	S
	1	2	3	4	5	6
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

BEFORE THIS DATE: Notice on the changes of the employment (if any). (18)

BEFORE THIS DATE: Annual report on the recruitment and assignment of Vietnamese employees (06 months) (7)

BEFORE THIS DATE: Semi-annual report on employment service operations. (5)

BEFORE THIS DATE:
- Semi-annual report on outsourced jobs (Applicable to enterprises labour outsourcing services). (8)
- Semi – Annual report on number of selected local employees working overseas. (14)
- List of employees working overseas and List of employees returning home or having their contract termination. (16)

JULY

M	T	W	T	F	S	S
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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: Notice on the changes of the employment (if any). (18)

BEFORE THIS DATE: List of employees working overseas and List of employees returning home or having their contract termination. (16)

BEFORE THIS DATE:
- Semi-annual report on labour accident situation at grassroots level (6 months). (1)
- Semi-annual report on occupational health business establishment. (2)
- Quarterly report on recruitment assignment and management of foreign employees. (17)

AUGUST

M	T	W	T	F	S	S
					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: Notice on the changes of the employment (if any). (18)

BEFORE THIS DATE: List of employees working overseas and List of employees returning home or having their contract termination. (16)

SEPTEMBER

M	T	W	T	F	S	S
			1	2	3	4
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 2

BEFORE THIS DATE: Notice on the changes of the employment (if any). (18)

BEFORE THIS DATE: List of employees working overseas and List of employees returning home or having their contract termination. (16)

OCTOBER

M	T	W	T	F	S	S
			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. (17)

BEFORE THIS DATE: List of employees working overseas and List of employees returning home or having their contract termination. (16)

BEFORE THIS DATE: Notice on the changes of the employment (if any). (18)

NOVEMBER

M	T	W	T	F	S	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

BEFORE THIS DATE: Notice on the changes of the employment (if any). (18)

BEFORE THIS DATE:
- Annual report on the charge of employment (the end of year). (6)
- Annual report on result of training, fostering and improving jobs and professional skills for employees. (9)

BEFORE THIS DATE: List of employees working overseas and List of employees returning home or having their contract termination. (16)

DECEMBER

M	T	W	T	F	S	S
	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: Notice on the changes of the employment (if any). (18)

BEFORE THIS DATE: Annual report on the recruitment and assignment of Vietnamese employees (annually). (7)

BEFORE THIS DATE:
- Annual report on employment service operations. (5)
- Annual report on technical inspecting on occupational safety. (11)
- Annual report the result of labour safety and hygiene training service. (12)
- Annual report on the result of working environment observation. (13)

BEFORE THIS DATE:
- Annual report on outsourced jobs (Applicable to enterprises labour outsourcing services). (8)
- Annual report on number of selected local employees working overseas. (14)
- Annual report on provision of labour overseas. (15)
- List of employees working overseas and List of employees returning home or having their contract termination. (16)

BEFORE THIS DATE: Annual report on technical inspecting on occupational safety, labour safety and hygiene training and working environment observation of enterprises. (10)

PHUOC & ASSOCIATES

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01. Article 24.1 Decree No. 39/2016/NĐ-CP, the report must be submitted to the Department of Labour, War Invalids and Social Affairs.
02. Article 10 Circular No. 19/2016/TT-BYT, the report must be submitted to Medical facilities of districts/provincial cities.
03. Article 10.2 Circular No. 07/2016/TT-BLĐTBXH, the report must be submitted to the Department of Labour, War Invalids and Social Affairs and the Department of Health.
04. Article 20.7 Decree 28/2015/NĐ-CP, the report must be submitted to the Department of Labour, War Invalids and Social Affairs
05. Article 6.2 Circular No. 07/2015/TT-BLĐTBXH, (applicable to employment service enterprise), the report must be submitted to the Department of Labour, War Invalids and Social Affairs.
06. Article 6.2 Circular No. 23/2014/TT-BLĐTBXH, the report must be submitted to the Division of Labour, War Invalids and Social Affairs or Department of Labour, War Invalids and Social Affairs.
07. Article 5.1 Circular No. 16/2015/TT-BLĐTBXH, (applicable to non-profit representative offices of foreigner enterprise), the report must be submitted to the Employment service centre.
08. Article 20.2 Decree No. 29/2019/NĐ-CP, (applicable to enterprises labour outsourcing services) the report must be submitted to the Department of Labour, War Invalids and Social Affairs.
09. Article 60.2 of Labour Code No. 10/2012/QH13, (applicable to employers) the report must be submitted to the Department of Labour, War Invalids and Social Affairs.
10. Article 40.1 Decree 44/2016/NĐ-CP (applicable to business and production establishment) the report must be submitted to the Department of Labour, War Invalids and Social Affairs and the Department of Health.
11. Article 44.2 Decree 44/2016/NĐ-CP, (applicable to technical inspecting organization of occupational safety) the report must be submitted to the Ministry of Labour, War Invalids and Social Affairs and the Department of Labour, War Invalids and Social Affairs.
12. Article 44.3 Decree 44/2016/NĐ-CP, (applicable to enterprise providing labour safety and hygiene training service) the report must be submitted to the Ministry of Labour, War Invalids and Social Affairs and the Department of Labour, War Invalids and Social Affairs.
13. Article 44.4 Decree 44/2016/NĐ-CP, (applicable to working environment observation organization) the report must be submitted to the Ministry of Health or the Department of Health.
14. Section VI.2.c Circular No. 21/2007/TT-BLĐTBXH, (applicable to service enterprise providing workforce overseas) the report must be submitted to the Ministry of Labour, War Invalids and Social Affairs and the Department of Labour, War Invalids and Social Affairs.
15. Section VI.2.b VI.2.h and VI.2.k Circular No. 21/2007/TT-BLĐTBXH, (applicable to service enterprise and non-profit state organizations providing workforce overseas and applicable more to enterprises winning or receiving contracts, and organization or individuals making offshore investment) the report must be submitted to the Ministry of Labour, War Invalids and Social Affairs.
16. Section VI.2.a, VI.2.e Circular No. 21/2007/TT-BLĐTBXH, (applicable to service enterprise and non-profit state organizations providing workforce overseas) the report must be submitted to the Ministry of Labour, War Invalids and Social Affairs.
17. Article 5.3 Decree 11/2016/NĐ-CP (applicable to investors whose contractors sign labour contracts with foreign employees) the report must be submitted to the Department of Labour, War Invalids and Social Affairs.
18. Article 16.2 Circular No. 28/2015/TT-BLĐTBXH, the notice must to the Employment Service Centres