Working Rule

1. Rule Leave/Late-in/Late-Out Request

1.1 Email for RVC Leader and cc all manager

Subject	[INF][BV-RVC][R-CAR_XX][yy-mm-dd][Leave] Name - ID
To	RVC Leader, BV Leader, BV Manager, RVC Manager
cc	RVC member , group member BV
Body	**Dear Manager, Leaders,** I would like to register a leave request with following information _table below_ **Dear BV Manager/Leaders,** Please help to consider my request. **Dear RVC Managers/Leaders,** I hope to receive your acknowledgement. Thanks for your consideration, NAME

Requestor:	NAME
Team:	PJ NAME
Leave date:	yy-mm-dd
Duration (format: #h or #d):	Example 1d , 1.5h , 0.5d (Morning)
Leave type:	Paid-leave/Late-in/Late-out
1. Reason:	
2. Impact:	
3. Countermeasures:	Phone: xx MsTeam:xx

Example:

Subject	[INF][BV-RVC][R-CAR_ISP][2022-11-14][LEAVE] HUYNH HUU TAI - 1812096
To	uy.nguyen.xh@renesas.com; Bui Viet Hung <hung.bui-viet@banvien.com.vn>; Huynh Trung Bac <bac.huynh-trung@banvien.com.vn>; Vu Phan <vu.phan.xw@renesas.com>; nguyen.nguyen.ym@renesas.com
cc	Thien Dinh <thien.dinh.xd@renesas.com>; tuan.han.te@renesas.com; Dat Nguyen <dat.nguyen.xh@renesas.com>; long.hoang.jc@renesas.com; bv-rvc-rcar-soc <bv-rvc-rcar-soc@banvien.com.vn>

Body	Dear Manager, Leaders, I would like to register a leave request with the following information	
	Requestor:	**HUYNH HUU TAI**
	Team:	R-CAR_ISP
	Leave date:	2022-11-14
	Duration (format: #h or #d):	1 day
	Leave type:	Paid leave
	1. Reason:	Family issue.
	2. Impact:	No impact
	3. Countermeasures:	1. Recovery plan: I will carry my laptop and resolve any issue. 2. Contact in emergency cases - Cellphone: 0908961894 - Team : MS Team – tai.huynh-huu@banvien.com.vn - Email: tai.huynh-huu@banvien.com.vn

Dear BV Manager/Leaders,
Please help to consider my request.
Dear RVC Managers/Leaders,
I hope to receive your acknowledgement.

Thanks for your consideration,
HUYNH HUU TAI

1.2: Submit HRM Ban Vien

- Access link: https://hcm.banvien.com.vn/login
- After access link choose Leave -> Apply ->Submit.
- Wait Leader/PM confirm. If after 1d leave request unconfirmed please reminder to the leader.

1.3: Leave Request Approvals

- Project Lead : 1 day
- PM/EM/AM: Up to 1 day

2. Rule Request OT

Work flow

Step 1:

If you received request OT from RVC then you need cc mail request OT for BV Leader.

Step 2:

BV Leader will email for PM/HR BV request OT for member

Step 3:

After PM BV approve request , HR will calculate working days

Fill OverTime Tracking

Access link:

https://banviencorp.sharepoint.com/:x:/s/BV_RVC/EZaOrxEDPWlHjavcuMA9MMEBGfWXHuh22FEEptNrEcJoxw?e=4%3AXFYzlG&at=9

Fill in more timelog WFH if your WFH:

**https://banviencorp-my.sharepoint.com/:x:/g/personal/hung_bui-viet_banvien_com_vn
/Ed_6ro57gt1NvK08BES5bh8B47f7hzkJvlUNKWkcCIKTOQ?e=bCv2LG&isSPOFile=1**

Example:

Subject	[MMP][RIVP] OT request Oct 09 2022 - PHAN THANH DUY
To	Huynh Trung Bac <bac.huynh-trung@banvien.com.vn>
CC	Nguyen Nhat Tuyen <tuyen.nguyen-nhat@banvien.com.vn>; HR Dept <hr@banvien.com>; Chu Quoc Khanh <khanh.chu@banvien.com.vn>

Body	Dear Mr. Bac,
	
	Cc All
	
	I'd like to request work OT on **Oct/09/2022 for Phan Thanh Duy**:
	
	- **Reason:**
	  - Support cover RIVP LDE IT test release v3.7.0 V3H/V3M
	
	- **Plan for OT**:
	  - 8:30 – 17:30, Sunday (**Oct 09, 2022**)
	- **Expected result after OT:**
	  - Build and repair environment for RIVP LDE sample app and IT test app for V3H/V3M
	  - Executed RIVP LDE sample app for V3H/V3M
	  - Executed RIVP LDE IT test app for V3H/V3M: API test, regression test, multi stream test, rate control test, error test, performance test
	- **Requestor Info:**
	
	    Team: RCAR/MMP_RIVP
	
	    Leader: RVC/Thanh Vu
	
	    Requestor: Phan Thanh Duy
	
	    ID: 2106082
	
	Please approve my request.
	
	Best Regards,
	
	Hung Bui

3. Rule Weekly report

Information

Every Monsday(Ban Vien) and Thursday (RVC)

Ban Vien (Monday):

- Update report to confluence
- Link : Weekly reports

RVC (Thursday):

Send mail report end day :

Example:

Subject	[BV-RVC][ADAS-MMP] Weekly report <week>/<yyyy> - <Name>
To	RVC Leader, BV Leader, RVC Manager
cc	All team member

Body	Dear ABC_XYZ
	I would like to send you a report for week XX (xx/xx/xxxx –xx/xx/xxxx) of my task:
	===
	[TOPIC]
	Understand overview about Yocto. **(delayed 0D)** **(Progress: 80% -> 90%)** **[D/L: xx/xx/xx]**
	Understand overview about GStreammer. **(delayed 0D)** **(Progress: 90% -> 100%)** **[D/L: xx/xx/xx]**
	Build Yocto on Linux PC. **(delayed 0D)** **(Done)** **[D/L: xx/xx/xx]**
	Build GStreamer on Linux PC. **(delayed 0D)** **(Done)** **[D/L: xx/xx/xx]**
	[Project Tasks or Activity - Status]
	===============================
	1. Task 1: understand overview about Yocto, Gstreamer and can upgrade Gen3 GStreamer development into new version (v1.18.2)
	- D/L: xx/xx/xxxx
	- Status: **On-time**
	- Detail:
	+ Build Yocto on Linux PC **(Done)**.
	+ Build GStreamer on Linux PC **(Done)**.
	+ Read documents for GStreamer (**Done**).
	+ Read documents for Yocto. (0 % -> 40%)
	-Issue: N/A
	[Action Items]
	===============================
	1. Understand overview about Yocto, Gstreamer and can upgrade Gen3 GStreamer development into new version (v1.18.2) (Continuous).
	- D/L: xx/xx/xxxx.
	1. Study build and setup environment build Yocto OS on laptop RVC.
	- D/L: xx/xx/xxxx.
	1. Investigate source code porting new version for GStreamer.
	- D/L: xx/xx/xxxx.

	Best regards,
	Name

4. Rule WFH

4.1: Member infor with EM via MS team

4.2: Member submit proposal email to EM, cc DH/COO/Director of Region, vi subject [BV-RVC][<project>][WFH]

1. Email to **Bac Huynh, CC Khanh Chu, Vu Thinh, Huy Do**
2. EM reply email -> approve or deny

4.3: IF OK   WFH and submit HCM

Example:

Subject	[BV-RVC][SOC-SW][WFH] Name - ID
To	Huynh Trung Bac <bac.huynh-trung@banvien.com.vn>
CC	Chu Quoc Khanh <khanh.chu@banvien.com.vn>; Do Xuan Huy <huy.do-xuan@banvien.com.vn>; Vu Thinh <thinh.vu@banvien.com.vn>

Body	Dear Manager,
	I would like to register a WFH request with the following information

Requestor:	Name
Team:	PJ Name
WFH date:	yy-mm-dd
Duration (format: #h or #d):	1 Day
Reason:	Reason

Please help to consider my request.

Thanks for your consideration,
Name