

## DEK Technologies Vietnam Leave Policy

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### 1 Purpose

To clearly define how all forms of leave can be used within DEK Technologies Vietnam while still ensuring that the customers' expectations are always exceeded.

DEK Technologies Vietnam encourages a good work life balance.

### 2 Effective Date

This version of the policy is effective from the 22<sup>nd</sup> September 2022.

### 3 Principles

The valid leave types at DEK Technologies Vietnam are:

- Annual Leave
- TOIL Leave
- Public Holidays
- Bereavement Leave
- Parental Leave
- Maternity Leave
- Wedding Leave
- Sick Leave
- Menstruation Period Leave
- Leave without Pay

Deliveries take higher priority than leave, and leave can be changed or cancelled without any problem.

The number of Annual leave days available to staff each calendar year follows the labour laws of Vietnam.

When taking leave in multiple of 4 hours, Annual Leave must be used before any TOIL.

The policy is designed to encourage a good and healthy work life balance.

## 4 Policy

All applications for leave should be first approved by the team, then LM and HR.

All applications for leave should be given with as much prior notice as possible.

Any leave related to health issues or personal tragedy should be approved.

A leave application that does not violate this policy or directly impact the ability to deliver what is promised to the customer should be approved.

### 4.1 Annual Leave

The calculation of the number of Annual Leave days available starts from the first day of the member joining. The number of available days is calculated pro-rata based on the joining date. For example, if you join 1st of July you will have 6 days available (1 annual leave day for each month).

At the start of each Solar New Year, the members Annual Leave days are immediately available to use; however, they are earned on a monthly basis.

After five years of service the total number of Annual Leave days available to a member is:

- The number of days as specified by the labour laws of Vietnam
- Plus, one additional day provided by the company

After ten years of service the total number of Annual Leave days available to a member is:

- The number of days as specified by the labour laws of Vietnam
- Plus, three additional days provided by the company

The years of service count starts from the members first day at DEK Technologies Vietnam.

Annual Leave can only be taken in multiple of 4 hours as specified by the labour laws of Vietnam.

Annual Leave must be used before any TOIL leave.

Annual Leave cannot be sold for TOIL hours.

Annual Leave cannot be used during Training/ Probation period as specified by the labour laws of Vietnam.

At the end of the year, any remaining Annual Leave will be automatically used to remove negative TOIL (if any).

No Annual Leave days can be carried forward to the next year.

Any unused Annual Leave days will be paid out at the end of the year and that payment will be taxed according to the labour laws of Vietnam.

### 4.2 TOIL Leave

Please refer to the DEK Technologies Vietnam TOIL Policy [1].

#### 4.3 Public Holidays

All public holidays declared by the labour laws of Vietnam are recognised:

- Calendar New Year Holiday (1 day)
- Lunar New Year Holidays (5 days)
- Victory Day (1 day)
- International Labour Day (1 day)
- National Day (2 days)
- King Hung's Anniversary (1 day)

Members working overseas (in-country) on assignment will follow public holidays in the country assigned (and not their home country).

#### 4.4 Bereavement Leave

Three days of Bereavement Leave is available when a death of any immediate family occurs (Spouse, Parent (including in-law) and Child).

Any unused Bereavement Leave cannot be saved for a later date.

#### 4.5 Parental Leave

For male members, Parental Leave is available.

The length of leave will follow the labour laws of Vietnam:

- 5 working days for natural birth
- 7 working days for cesarean

Any unused Parental Leave cannot be saved for a later date.

#### 4.6 Maternity Leave

Maternity Leave, an unbroken period of leave, taken during or after pregnancy. A maximum of up to 6 months is available for the birth of one child. As according to the labour laws of Vietnam, one additional month is added per additional child; i.e. 7 months maximum total for twins, 8 months maximum total for triplets etc.

Upon returning to work and until the child is 1 year old, the legal work day can be taken as 7 hours instead of 8 hours.

Any unused Maternity Leave cannot be saved for a later date.

#### 4.7 Wedding Leave

Wedding Leave of 3 days is available to individuals for their own wedding.

Wedding Leave of 1 day is available for the wedding of your child.

Any unused Wedding Leave cannot be saved for a later date.

#### 4.8 Sick Leave

Sick Leave can only be used when a claim will be made against Social Insurance for sickness (your own sickness or your children's sickness according to the labour laws of Vietnam).

Sick Leave can only be taken for full work days as specified by the labour laws of Vietnam; i.e. Sick Leave cannot be taken for partial days.

During pregnancy the female member is entitled to 5 days of sick leave for maternity health check as according to the labour laws of Vietnam.

When the sick leave being claimed is due to your own personal sickness, DEK Vietnam will support you by paying the difference between the Social Insurance payout and your salary.

#### 4.9 Menstruation Period Leave

Menstruation Period Leave is available in menstruation period, and can only be used by female members.

The length of Menstruation Period Leave will follow the labour laws of Vietnam:

- Daily break of 30 minutes which will be included in working time.
- At least 3 working days per month

Any unused Menstruation Period Leave cannot be saved for a later date.

#### 4.10 Leave Without Pay

Leave Without Pay is available in special circumstances, and can only be used after all other leave options have been exhausted.

The use of Leave Without Pay is not encouraged, and it can only be taken in multiples of 8 hours.

Leave Without Pay means:

- Hours are not paid for
- Those hours are removed from the 13month calculation

## 5 Responsibilities

Members must get approval from their team (represented by the Scrum Master) before taking time off, and send email to the team, LM, and HR with details about the time off BEFORE the time off is taken.

All leave must be submitted by the member in the time reporting system.

HR must keep an accurate record of all leave owed and taken and produce a monthly report for record keeping.

## 6 Reference documents

[1] DEK Technologies Vietnam TOIL Policy