

Request for paid-leaves Policy

Updated in Sep 2023

More detail about some leave types:

1. Personal - Wedding:

- No deductions from annual leave;
- Maximum 3 days off;
- Need to notify Ops team and your Leader.

2. Personal - Emergency:

- No deductions from annual leave;
- Maximum 3 days off;
- Need to notify to Ops team and your Leader;
- Applies only to force majeure cases:
 - Personal: must be hospitalized for severe effects that can be life-threatening;
 - Family deaths: including your parents, parents-in-law, adopted parents, your children, adopted child.

How are you today? Are you feeling well? If you don't feel well 🤒, you might need to take a break!

Question: how many days off I can take and still receive full salary? 🤔

1. Public holidays: following national policies of the country where you are based 🇻🇳 🇺🇸

2. Getting married: 3 days. 💍 Wohoo! Congrats!

3. Your children getting married: 1 day! 🧑🏻 🧑🏻 Hopefully we will be there with you on your happy day!

4. Emergencies: by definition are unexpected. They can range from natural disasters, terrorist events, accidents, family deaths, hospitalization and any other unexpected situation. Labor law allows 3 days off. If an unexpected emergency occurs please contact your manager as soon as possible if you will be unavailable or unable to work. This will allow your manager to confirm your safety and reassign any critical work during your absence. If you need any more days or just want someone to talk to, don't worry just talk to us.

5. 12 annual paid-leave days/ year on your first year. And then after the first year:


- Starting from 2nd year, you will have 1 more paid leave => totally 13 paid leaves
- Starting from 3rd year, you will have 2 more paid leave => totally 15 paid leaves
- Starting from 4th year, you will have 3 more paid leave => totally 18 paid leaves
- Starting from 5th year, you will have 4 more paid leave => totally 22 paid leaves (1 full month away from work 😞)

Those leaves are there to create room for other activities outside of what we love doing and actually spend most time doing: creating software products. We would love to see you making use of those days to create a happy and meaningful life. You can:

- Be with your family and beloved one
- Go off-line and travel. Experience new places
- Lock yourself in a room and learn new skills (tê xuống hang found bí kíp và luyện công)
- Take full-time training courses for a couple of weeks (and any courses that help you improve your skills, we are happy to support you on cost!)
- Or simply just play video game and sleep for 3 days...

If you have never taken long leave before in your career and don't know how to start, here's a suggestion:

1. Plan ahead, things like travel, and picking up skills will be much more fun if we do a bit of research in advance. Pick the right season, right course, suitable pricing, etc...
2. Inform your teammates and your leader about your plan in advance. We all have responsibility with our team. Please make sure you:
 - Inform your peers 1 week in advance if you are going to take 2-3 days' leave
 - Inform 2 weeks in advance if it's more than 3 consecutive days of leave
 - Find a backup person, and brief them so that they can cover you on those days. We wouldn't want you to be disturbed while you are diving in the ocean.

 We strongly believe that having breaks to refresh will help you have a healthy, productive and sustainable lifestyle. We encourage you to take at least one long leave per year.

And every year we will reset the leave days count and start again on Jan 1st.

So please make sure you have your great break times through out the year. Don't leave it till December and all of a sudden all CoderPushers register for 2 weeks Christmas leave. We will not have enough backup person and Harley and Long will die. We can allow you 1-month roll over to next year. So you can use unused leaves up until Jan the next year, but no more! 😊

How to Request Day-off?

- Access to CoderBase: https://www.coderbase.dev/users/sign_in
- Click to [avatar](#) and choose [request leave](#) and fulfill the [new request form](#)

Last but not least: make sure your teammates, manager and backup person know you take day-off

Contact

Enjoy your time! Should you have any question, **Ms. Ha Pham** ha.pham@coderpush.com is more than happy to consult you on this!