



Hanoi, 20 December 2022

INTERNAL MEMO

No: IM_01-2023

Subject: Public holidays and organizing the annual leave for Linagora Vietnam employees in 2023

The purpose of this document is to inform Linagora Vietnam employees about the official public holiday and organization of annual leave in 2023, details as follows:

A/ Public holiday in 2023

Public holiday	Number of paid days off under labor code	Total days off included weekend	Note
New Year 01 January	1	3 From Saturday 31 December 2022 to Monday 2 January 2023	Take compensation on Monday 2 January 2023
Lunar New Year 5 days of Tet	5	7 From Friday 20 January 2023 to Thursday 26 January 2023 (Lunar calendar: 29 Dec 2022 to 5 Jan 2023)	
Hung Kings Festival 10 March of Lunar calendar (29 April)	3	5 From Saturday 29 April 2023 to Wednesday 3 May 2023	Take compensation on Tuesday 2 & Wednesday 3 May 2023
Reunification Day & International Labor Day 30 April & 1 May			
National Day 2 September and the day before or after 2 September	2	4 From Friday 1 September 2023 to Monday 4 September 2023	Take compensation on Monday 4 September 2023
TOTAL	11		

Under labor code, foreign employees working in Vietnam are entitled to 01 day off on National Day and 01 day off on traditional new year day of their country, in addition to the public holidays specified above.

B/ Organizing the annual leave in 2023**1. Number of paid leave days**

Linagora Vietnam employees working for full 12 months are entitled to 14 paid days of annual leave. For employees working less than 12 months, the number of leave days is proportional to the actual working time of the year.

2. Modality

For the effective management and work coordination, employees are requested to submit a leave request at least one week in advance.

The annual leave of 2023 must be used in 2023. Unused annual leave days will not be transferred to the following year and cannot be paid in money.

Exceptional cases need to be approved by management line and General Manager.