

NOTICE

(FOV24-GDN-00000023)

Date: 12th Sep 2024.

To: All of employees

Ref.: Calendar 2025, the number of monthly standard paid day and base working time of year.

Please kindly be informed revise calendar 2025, the number of monthly standard paid day and base working time of year: refer the attached file.

Ngày: 12/09/2024.

Gửi: Tất cả nhân viên

V/v: Lịch làm việc năm 2025, số ngày hưởng lương chuẩn cho tháng và giờ công chuẩn cơ sở trong năm.

Xin thông báo Lịch làm việc năm 2025, số ngày hưởng lương chuẩn cho tháng và giờ công chuẩn cơ sở cho năm: chi tiết xem lịch đính kèm.

General Director



KAJII TATSUKI

Fujikura Fiber Optics Vietnam
CALENDAR - 2025

Jan

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1 2/12	2 3	3 4	4 5	5 6
6 7	7 8	8 9	9 10	10 11	11 12	12 13
13 14	14 15	15 16	16 17	17 18	18 19	19 20
20 21	21 22	22 23	23 24	24 25	25 26	26 27
27 28	28 29	29 1/1	30 2	31 3		

Feb

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1 4/1	2 5
3 6	4 7	5 8	6 9	7 10	8 11	9 12
10 13	11 14	12 15	13 16	14 17	15 18	16 19
17 20	18 21	19 22	20 23	21 24	22 25	23 26
24 27	25 28	26 29	27 30	28 1/2		

Mar

Mon	Tue	Wed	Thu	Fri	Sat	Sun
31 3					1 2/2	2 3
3 4	4 5	5 6	6 7	7 8	8 9	9 10
10 11	11 12	12 13	13 14	14 15	15 16	16 17
17 18	18 19	19 20	20 21	21 22	22 23	23 24
24 25	25 26	26 27	27 28	28 29	29 1/3	30 2

Apr

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1 4/3	2 5	3 6	4 7	5 8	6 9
7 10	8 11	9 12	10 13	11 14	12 15	13 16
14 17	15 18	16 19	17 20	18 21	19 22	20 23
21 24	22 25	23 26	24 27	25 28	26 29	27 30
28 1/4	29 2	30 3				

May

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1 4/4	2 5	3 6	4 7
5 8	6 9	7 10	8 11	9 12	10 13	11 14
12 15	13 16	14 17	15 18	16 19	17 20	18 21
19 22	20 23	21 24	22 25	23 26	24 27	25 28
26 29	27 1/5	28 2	29 3	30 4	31 5	

Jun

Mon	Tue	Wed	Thu	Fri	Sat	Sun
30 6						1 6/5
2 7	3 8	4 9	5 10	6 11	7 12	8 13
9 14	10 15	11 16	12 17	13 18	14 19	15 20
16 21	17 22	18 23	19 24	20 25	21 26	22 27
23 28	24 29	25 1/6	26 2	27 3	28 4	29 5

Jul

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1 7/6	2 8	3 9	4 10	5 11	6 12
7 13	8 14	9 15	10 16	11 17	12 18	13 19
14 20	15 21	16 22	17 23	18 24	19 25	20 26
21 27	22 28	23 29	24 30	25 1/6	26 2	27 3
28 4	29 5	30 6	31 7			

Aug

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1 8/6	2 9	3 10
4 11	5 12	6 13	7 14	8 15	9 16	10 17
11 18	12 19	13 20	14 21	15 22	16 23	17 24
18 25	19 26	20 27	21 28	22 29	23 1/7	24 2
25 3	26 4	27 5	28 6	29 7	30 8	31 9

Sep

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1 10/7	2 11	3 12	4 13	5 14	6 15	7 16
8 17	9 18	10 19	11 20	12 21	13 22	14 23
15 24	16 25	17 26	18 27	19 28	20 29	21 30
22 1/8	23 2	24 3	25 4	26 5	27 6	28 7
29 8	30 9					

Oct

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1 10/8	2 11	3 12	4 13	5 14
6 15	7 16	8 17	9 18	10 19	11 20	12 21
13 22	14 23	15 24	16 25	17 26	18 27	19 28
20 29	21 1/9	22 2	23 3	24 4	25 5	26 6
27 7	28 8	29 9	30 10	31 11		

Nov

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1 12/9	2 13
3 14	4 15	5 16	6 17	7 18	8 19	9 20
10 21	11 22	12 23	13 24	14 25	15 26	16 27
17 28	18 29	19 30	20 1/10	21 2	22 3	23 4
24 5	25 6	26 7	27 8	28 9	29 10	30 11

Dec

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1 12/10	2 13	3 14	4 15	5 16	6 17	7 18
8 19	9 20	10 21	11 22	12 23	13 24	14 25
15 26	16 27	17 28	18 29	19 30	20 1/11	21 2
22 3	23 4	24 5	25 6	26 7	27 8	28 9
29 10	30 11	31 12				

Calendar 2025
from 1st Jan 2025 to 31st Dec 2025

Month	Total day/month	Total Holidays	Sunday	Non-working day	Compensation	National
Jan	31	12	4	2	1	5
Feb	28	7	4	2	0	1
Mar	31	9	5	4	0	0
Apr	30	8	4	2	0	2
May	31	9	4	2	2	1
Jun	30	10	5	3	2	0
Jul	31	7	4	3	0	0
Aug	31	9	5	3	1	0
Sep	30	8	4	2	0	2
Oct	31	7	4	2	1	0
Nov	30	9	5	4	0	0
Dec	31	8	4	3	1	0
Total	365	103	52	32	8	11

Pay period for 2025 is recorded
from 21st Dec 2024 to 20th Dec 2025

Pay period	Total day/month	Sunday	Non-working day	Compensation	National	Working day	Standard days of a working month
Jan	31	5	3		1	22	26
Feb	31	4	3	1	5	18	26
Mar	28	4	3			21	24
Apr	31	5	3		1	22	26
May	30	4	1	2	2	21	24
Jun	31	4	3	2		22	25
Jul	30	5	4			21	25
Aug	31	4	3			24	27
Sep	31	4	2	1	2	22	26
Oct	30	5	2	1		22	24
Nov	31	4	3			24	27
Dec	30	4	3	1		22	25
Total	365	52	33	8	11	261	305

Approved by General Director



KAJII TATSUKI

Date: 12th Sep 2024

Remark:

- Payroll period is recorded from 21st of the previous month to 20th of the current month
- Base of working hours/year: **2240** hours
- Monthly standard day of a year: **23.33** days
- 12 Jun~15 Jun: Company trip. NS & Shift 2 & Shift 3 of **11** Jun will be off
- 31 May: compensate for NS & shift 2 & shift 3 of **11** Jun

Revision history

Preparing Date	Person	Version	Description		Reason	Requester
			Old Content	New Content		
12 th Sep 2024	Hienntm	1		Issue Notice		GD