

Decision No 188/1999/QĐ - TTg dated 17 September 1999
By Prime Minister

On applying working week of 40 hours

Prime Minister

Pursuant to the Law on the organization of the Government dated 30 September 1992,
Pursuant to the Labour Code dated 23 June 1994,
Pursuant to Decree No 195/CP dated 31 December 1994 by the Government elaborating provisions and providing guidance for the enforcement of relevant stipulations of the Labour Code on time of work and time of rest,
At the proposal of the Minister of the Ministry of Labour, Invalids and Social Affairs and the Minister of the Ministry of Health.

Decides

Article 1. From now on a 40-hour working week of five working days and having Saturday and Sunday off is applied to officers, civil servants and employees working in administrative, non-productive organizations and units, political and socio-political organizations (hereinafter referred to as “units”).

Article 2. Units shall implement the requirements of a 40-hour week with five working days as follows:

- Fulfilling all tasks in guaranteeing quantity, quality and efficiency;
- Strictly implementing the labour discipline;
- Not increasing administrative cost, the personnel and wage fund, except for some special cases in which the wage fund might increase but total cost shall be kept unchanged;
- Ensuring administrative procedures to be timely carried out at the request of organizations and individuals;
- For units operating for continuous 24 hours, an employer shall appropriately arrange and organize work shifts based on the existing personnel as required above;
- For units unable to arrange weekends off due to work characteristics, other working days shall be arranged as days off for the weekend.

Article 3. The Ministry of Labour, Invalids and Social Affairs is responsible for guiding State-owned enterprises, services, administrative and non-productive units run under the State Enterprise Law to comply with the regulations on weekly working hour reduction.

Article 4. Enterprises, business and production establishments of other economic sectors, international and foreign agencies and organizations operating in Vietnam and recruiting Vietnamese employees are encouraged to apply a 40 hour week of five working days.

Article 5. When a 40-hour working week is applied, the level of daily wage paid for extra hours, night shifts, social insurance allowance instead of salary, etc shall be maintained in accordance with the prevailing regulations.

Article 6. This Decision comes into effect on 2nd October 1999.

Article 7. Units having not met the above requirements as regulated in Article 2 shall keep applying a 48 hour working week with 6 working days.

Ministers, leaders of ministerial agencies and governmental bodies, chairpersons of provincial and municipal People's Committees at the central level shall steer the units mentioned above under their administration to develop detailed plans and solutions for the implementation of a 40 hour working week in 2000.

Article 8. Ministries, branches, localities take responsibility for steering and guiding the units under their administration to realize this Decision; collect, classify and make report to the Ministry of Labour and Invalids and Social Affairs.

The Ministry of Labour, Invalids and Social Affairs is in charge of supervising the implementation the 40-hour working week of ministries, branches and localities and making report to the Prime Minister.

The press and broadcasting agencies are responsible for sharing the task of explaining, disseminating the content of this Decision and reflecting the implementation by ministries, branches, localities and establishments in order to timely deal with shortcomings and difficulties that arise.

Article 9. Ministers, leaders of ministerial agencies, governmental bodies, chairpersons of provincial and municipal People's Committees at the central level are in charge of supervising this Decision.

Prime Minister

**Phan Van Khai
(signed)**