

HR DEPARTMENT	REVISION 00	DATE EFFECTIVE 26 September	PROCEDURE No. HR-018
EDUCATION SPONSORSHIP		WRITTEN BY	APPROVED BY

I - POLICY

A- For Managerial level

Conditions:

- Working period with ABC : at least 24 months
- Annual PMP rating : Effective up
- The course(s) contents must be relevant to the job assigned
- Recommended by Department Head and approved by Mancom
- Commit to work for ABC at least 3 years after getting sponsorship. If staff fails to get certificate of graduation or resigns within 3 years the sponsored he/she must reimburse the full amount of sponsorship unless General Director approves for him/her not to reimburse or reimburse just part of the amount.

Sponsorship: maximum 240,000,000 VND . Actual amount to be approved by General Director

B. For supervisory levels

Conditions:

- Working period for ABC : at least 24 months
- Annual PMP rating : Effective and at least one time Excellent or Outstanding
- Considered and confirmed by Mancom as Key Retain
- The course(s) contents must be relevant to the job assigned
- Commits to work for ABC at least 3 years after getting sponsorship. If staff fails to get certificate of graduation or resigns within 3 years the sponsored he/she must reimburse the full amount of sponsorship unless Mancom approves for him/her not to reimburse or reimburse just part of the amount.

Sponsorship: maximum 10,000,000 VND. Actual amount to be approved by Mancom

C. For lower-level staff

Only training provided , no education sponsorship

II- PROCEDURE

- 1-Every year, after annual PMP, Mancom will discuss to select KEY RETAIN staff
- 2-HR Manager will communicate and explain to Key Retain staff about this policy

HR DEPARTMENT	REVISION 00	DATE EFFECTIVE 26 September	PROCEDURE No. HR-018
EDUCATION SPONSORSHIP		WRITTEN BY	APPROVED BY

3-Managers and staff satisfying all the conditions may apply for an education sponsorship with the course outlines and cost attached

4-Mancom discusses to approve the application

5-Staff signs obligation form

6-ABC pay sponsorship to staff or to the education organization based on the policy and the actual school fee proved by legal invoice .

III- FORMS:

-Application

-Engagement form