

Working Hours 8:30-17:00
 (Lunch Time) 12:00-13:30

Weekend Holiday: Sat · Sun

| | DATE | DAY | Holiday | Remarks |
|----|--------|------|---|----------------------|
| 1 | 1-Jan | Mon | New Year's Day Holiday 元日 | Lao/Japanese Holiday |
| 2 | 2-Jan | Tue | New Year's Day Holiday 年始休暇 | Japanese Holiday |
| 3 | 3-Jan | Wed | New Year's Day Holiday 年始休暇 | Japanese Holiday |
| 4 | 23-Feb | Fri | Emperor's Birthday 天皇誕生日 | Japanese Holiday |
| 5 | 8-Mar | Fri | International Women's Day 国際女性の日 | Lao Holiday |
| 6 | 15-Apr | Mon | Lao New Year Holiday ラオス正月 | Lao Holiday |
| 7 | 16-Apr | Tue | Lao New Year Holiday ラオス正月 | Lao Holiday |
| 8 | 17-Apr | Wed | Substitution for Lao New Year Holiday ラオス正月振替休日 | Lao Holiday |
| 9 | 18-Apr | Thur | Substitution for Lao New Year Holiday ラオス正月振替休日 | Lao Holiday |
| 10 | 1-May | Wed | International Labour Day 労働者の日 | Lao Holiday |
| 11 | 22-Jul | Mon | Substitution for Lao Women's Union Day 女性同盟設立記念日振替休日 | Lao Holiday |
| 12 | 12-Aug | Mon | Substitution for Mountain Day 山の日振替休日 | Japanese Holiday |
| 13 | 17-Oct | Thu | The End of Buddhist Lent 安居明け | Lao Holiday |
| 14 | 18-Oct | Fri | Vientiane Boat Racing Festival ボートレース祭 | Lao Holiday |
| 15 | 15-Nov | Fri | Thatluang Festival タートルアン祭 | Lao Holiday |
| 16 | 2-Dec | Mon | Lao PDR National Day ラオス建国記念日 | Lao Holiday |
| 17 | 30-Dec | Mon | Year End Holiday 年末休暇 | Japanese Holiday |
| 18 | 31-Dec | Tue | Year End Holiday 年末休暇 | Japanese Holiday |

total : 18 days