



2 Employment contracts and working conditions

It is important to confirm personally your employment contract and working conditions before you are employed.

2-1 Employment contracts

(1) What are employment contracts?

An employment contract is a contract exchanged between you and your employer concerning working conditions (conditions for working). When you sign a hiring contract, your employer will give you a written contract which clarifies the working conditions such as compensation (salary) and working hours (please refer to [Notice of Employment Conditions \(rodo joken tsuchisho\), 1-1 \(1\)](#)).

For example, if the amount of salary to be paid is not put in writing but is merely decided verbally, should this fail to be paid as per the conditions at a later date, problems could result due to the lack of proof. The contract should include the working conditions in as much detail as possible.

In the event that the contract is written in Japanese, be sure to confirm the contents by, for example, having it translated into Japanese.

(2) Working conditions which must be stated in writing

The working conditions which must be stated are as follows.

- The period of the employment contract
- The place where the job will take place, and the job description
- The hours of starting and finishing work, whether work will exceed the working hours that have been decided upon, break times, holidays and leave
- Determination of salary, calculation of salary, method of payment of salary, cut-off date and period of payment, and matters relating to promotion
- Matters relating to resignation

In the event that your company has "employment regulations (company-determined rules), which sets out working conditions or code of practice) you need to confirm its contents.