



## 2 Employment contracts and working conditions

### 2-2 Working conditions

#### (1) Working hours and break times

As a general principle, working hours are considered to be no more than eight hours a day, 40 hours a week. Break times are not included in these hours of work, but hours of preparation before work and clearing up afterwards, as long as these are done under the instruction of the employer, are considered to be part of working hours.

It has been determined that when working hours exceed eight hours, workers are entitled to a break time of longer than one hour in the working hours.

#### (2) Holidays and annual paid leave systems

Under the Labor Standards Law, workers are entitled to at least one holiday a week or four holidays over a four-week period.

In addition to these prescribed holidays, as a general principle there exists the annual paid leave system whereby workers are entitled to paid leave on a day when they want to take a holiday (receiving their compensation for the day when they are on holiday); under this system, if the worker has worked continuously at a company for six months since starting and has worked at least 80% of the working days during this time (days when they have to come to work), he or she can take a minimum of 10 days paid leave; following this, more paid leave can be taken according to the number of years that the worker has worked at his or her workplace.

Workers whose prescribed working days are relatively few such as part-time employees can also take paid leave according to the number of their working days. However, the prescribed days of paid leave are subject to change should they cause inconvenience to the business; it is better, therefore, to discuss this beforehand with the person you report to at work.

#### (3) Compensation (salary, bonuses, etc.)

The entire sum of the compensation for work must be paid directly in currency to working person in question on a fixed, determined day once a month.

Regarding the amount of compensation, the minimum amount determined varies depending on the type of employment and the region. If the compensation you are paid falls below the minimum compensation amount, not only must your employer pay you the difference, but he or she may also be subject to penalties.

The minimum compensation amount is also applicable to part-time employees. Please enquire at your nearest Labor Standards Supervision Office.