



일본에서 취로하여 안전하고 쾌적한 생활을 보내기 위해 일본의 노동법이나 직장생활 습관 등을 아는 것은 매우 중요한 일입니다. 이 E 노동과 연수에서 기본적인 지식·정보를 손에 넣어 쾌적한 근로생활을 보냅니다.

1 일 찾기

일본에서 일을 찾을 때에 필요한 것이 재류자격입니다. 우선 당신의 재류자격을 확인하고 나서 직장을 찾읍시다.

1-1 일을 찾다

(1) 일본의 고용사정

일본과 외국의 직장에서의 습관 중 가장 큰 차이는, 유감이지만 계약서를 주고받지 않는다는 경우가 많다는 점입니다만, 트러블을 방지하기 위해서 취직하기 전에 노동조건에 대해 충분히 확인하는 것이 중요합니다.

계약서를 주고받지 않는 경우라도 고용주로부터 노동조건을 명확히 한 서면을 교부받는 것이 바람직합니다. 또한, 후생노동성이 작성한 노동조건 통지서(영어, 포르투갈어, 스페인어, 중국어, 한국어, 타갈로그어, 인도네시아어, 베트남어의 8개 국어)를 활용하는 것이 중요합니다.



샘플	Notice of Employment 労働条件通知書																		
To: _____ 殿	Date: _____ 年月日 Company's name _____ 事業場名称 (ローマ字で記入) Company's address _____ 所在地 (ローマ字で記入) Telephone number _____ 電話番号 Employer's name _____ 使用者職氏名 (ローマ字で記入)																		
I. Term of employment 契約期間	Non-fixed, _____ Fixed (From _____ to _____) 期間の定めなし 期間の定めあり (年 月 日 ~ 年 月 日)																		
II. Place of employment 就業の場所																			
III. Contents of duties 従事すべき業務の内容																			
IV. Working hours, etc. 労働時間等	I. Opening and closing time: 始業・終業の時刻等 (1) Opening time (_____) Closing time (_____) 始業 (時 分) 終業 (時 分) [If the following systems apply to workers] [以下のような制度が労働者に適用される場合] (2) Irregular labor system, etc.: Depending on the following combination of duty hours as an irregular (_____) unit work or shift system. 変形労働時間制等; (_____) 単位の変形労働時間制・交代制として、次の勤務時間の組み合わせによる。 <table border="0" style="width: 100%;"> <tr> <td style="border-left: 1px solid black; padding-left: 5px;">Opening time (_____)</td> <td style="padding-left: 20px;">Closing time (_____)</td> <td style="padding-left: 20px;">(Day applied: _____)</td> </tr> <tr> <td style="border-left: 1px solid black; padding-left: 5px;">始業 (時 分)</td> <td style="padding-left: 20px;">終業 (時 分)</td> <td style="padding-left: 20px;">(適用日 _____)</td> </tr> <tr> <td style="border-left: 1px solid black; padding-left: 5px;">Opening time (_____)</td> <td style="padding-left: 20px;">Closing time (_____)</td> <td style="padding-left: 20px;">(Day applied: _____)</td> </tr> <tr> <td style="border-left: 1px solid black; padding-left: 5px;">始業 (時 分)</td> <td style="padding-left: 20px;">終業 (時 分)</td> <td style="padding-left: 20px;">(適用日 _____)</td> </tr> <tr> <td style="border-left: 1px solid black; padding-left: 5px;">Opening time (_____)</td> <td style="padding-left: 20px;">Closing time (_____)</td> <td style="padding-left: 20px;">(Day applied: _____)</td> </tr> <tr> <td style="border-left: 1px solid black; padding-left: 5px;">始業 (時 分)</td> <td style="padding-left: 20px;">終業 (時 分)</td> <td style="padding-left: 20px;">(適用日 _____)</td> </tr> </table> (3) Flex time system: Workers determine opening and closing time. フレックスタイム制; 始業及び終業の時刻は労働者の決定に委ねる。 [However, flex time: (opening) from _____ to _____ ; (ただし、フレキシブルタイム (始業) 時 分から 時 分、 (closing) from _____ to _____] (終業) 時 分から 時 分、 Core time: from (opening) _____ to (closing) _____] コアタイム 時 分から 時 分)	Opening time (_____)	Closing time (_____)	(Day applied: _____)	始業 (時 分)	終業 (時 分)	(適用日 _____)	Opening time (_____)	Closing time (_____)	(Day applied: _____)	始業 (時 分)	終業 (時 分)	(適用日 _____)	Opening time (_____)	Closing time (_____)	(Day applied: _____)	始業 (時 分)	終業 (時 分)	(適用日 _____)
Opening time (_____)	Closing time (_____)	(Day applied: _____)																	
始業 (時 分)	終業 (時 分)	(適用日 _____)																	
Opening time (_____)	Closing time (_____)	(Day applied: _____)																	
始業 (時 分)	終業 (時 分)	(適用日 _____)																	
Opening time (_____)	Closing time (_____)	(Day applied: _____)																	
始業 (時 分)	終業 (時 分)	(適用日 _____)																	
	(4) System of deemed working hours outside workplace: Opening (_____) Closing (_____) 事業場外みなし労働時間制; 始業 (時 分) 終業 (時 分)																		
	(5) Discretionary labor system: As determined by workers based on opening (_____) closing (_____) 裁量労働制; 始業 (時 分) 終業 (時 分) を基本とし、労働者の決定に委ねる。																		
	○Details are stipulated in Article (_____), Article (_____), Article (_____) of the Rules of Employment 詳細は、就業規則第 条-第 条、第 条-第 条、第 条-第 条																		

다언어생활정보



E 노동과 연수

▶ E 노동과 연수 의 TOP 으로

2. Rest period () minutes 休憩時間 () 分
3. Presence of overtime work (Yes: No:) 所定時間外労働の有無 (有 , 無)
V. Days off 休日 · Regular days off: Every (), national holidays, others () 定例日: 毎週 曜日、国民の祝日、その他 () · Additional days off: () days per week/month, others () 非定例日: 週・月当たり 日、その他 () · In the case of irregular labor system for each year: () days 1年単位の変形労働時間制の場合一年間 日 <input type="checkbox"/> Details are stipulated in Article (), Article (), Article () of the Rules of Employment 詳細は、就業規則第 条~第 条、第 条~第 条
VI. Leave 休暇 1. Annual paid leave: Those working continuously for 6 months or more, () days 年次有給休暇 6か月継続勤務した場合→ 日 Those working continuously up to 6 months, (Yes: No:) 継続勤務6か月以内の年次有給休暇 (有 , 無) → After a lapse of () months, () days か月経過で 日 2. Other leave: Paid ()) 有給 ()) Unpaid ()) 無給 ()) <input type="checkbox"/> Details are stipulated in Article (), Article (), Article () of the Rules of Employment 詳細は、就業規則 第 条~第 条、第 条~第 条
VII. Wages 賃金 1. Basic pay (a) Monthly wage () yen (b) Daily wage () yen 基本賃金 月給 (円) 日給 (円) (c) Hourly wage () yen 時間給 (円)、 (d) Payment by job (Basic pay:) yen; Security pay: () yen 出来高給 (基本単価 円、保障給 円) (e) Others () yen その他 (円) (f) Wage ranking stipulated in the Rules of Employment 就業規則に規定されている賃金等級等 <div style="border: 1px solid black; height: 30px; width: 100%;"></div> 2. Amount and calculation method for various allowances 諸手当の額及び計算方法 (a) (allowance: yen; Calculation method:) (手当 円/ 計算方法:) (b) (allowance: yen; Calculation method:) (手当 円/ 計算方法:) (c) (allowance: yen; Calculation method:) (手当 円/ 計算方法:) (d) (allowance: yen; Calculation method:) (手当 円/ 計算方法:)

다언어생활정보



E 노동과 연수

▶ E 노동과 연수 의 TOP 으로

3. Additional pay rate for overtime, holiday work or night work
 所定時間外、休日又は深夜労働に対して支払われる割増賃金率

(a) Overtime work: Legal overtime ()% Fixed overtime ()%
 所定時間外 法定超 ()%, 所定超 ()%、

(b) Holiday work: Legal holiday work ()% Non-legal holiday work ()%
 休日 法定休日 ()%, 法定外休日 ()%、

(c) Night work ()%
 深夜 ()%

4. Closing day of pay roll: () of every month; () of every month
 賃金締切日 () - 毎月 日、() - 毎月 日

5. Pay day: () of every month; () of every month
 賃金支払日 () - 毎月 日、() - 毎月 日

6. Method of wage payment ()
 賃金の支払方法 ()

7. Deduction from wages in accordance with labor-management agreement: [No: Yes: ()]
 労使協定に基づく賃金支払時の控除 (無, 有 ())

8. Wage raise: (Time, etc.)
 昇給 (時期等)

9. Bonus: [Yes: (Time and amount, etc.); No:]
 賞与 (有 (時期、金額等), 無)

10. Retirement allowance: [Yes: (Time and amount, etc.); No:]
 退職金 (有 (時期、金額等), 無)

VIII. Items concerning retirement
 退職に関する事項

1. Retirement age system [Yes: () old; No:]
 定年制 (有 (歳), 無)

2. Procedure for retirement for personal reasons [Notification should be made no less than () days before the retirement.]
 自己都合退職の手続 (退職する 日以上前に届け出ること)

3. Reasons and procedure for the dismissal:
 解雇の事由及び手続

[]

○ Details are stipulated in Article (), Article (), Article () of the Rules of Employment
 詳細は、就業規則第 条-第 条、第 条-第 条

IX. Others
 その他

・ Joining social insurance [Employees' pension insurance; Health insurance; Employees' pension fund; other: ()]
 社会保険の加入状況 (厚生年金 健康保険 厚生年金基金 その他 ())

・ Application of employment insurance: (Yes: No:)
 雇用保険の適用 (有, 無)

・ Others
 その他

[]

Employee (signature) _____
 受け取り人 (署名)