



Para trabalhar no Japão e viver de forma segura e confortável, é muito importante conhecer as leis trabalhista japonesas e os costumes nos locais de trabalho. Procure obter conhecimento e informações básicas através deste capítulo E Trabalho e Estágio, a fim de que você possa trabalhar com satisfação.

1 A procura de emprego

Na hora de procurar emprego no Japão, é necessário ter o visto de permanência adequado. Antes de procurar um emprego confirme a sua situação de permanência.

1-1 Procurando um emprego

(1) As circunstâncias de emprego no Japão

A maior diferença entre o Japão e os países estrangeiros no que diz respeito aos costumes no local de trabalho é que infelizmente no Japão muitas vezes não se celebra um contrato de trabalho. Todavia, para evitar problemas posteriores, é muito importante confirmar suficientemente as condições de trabalho antes de aceitá-lo.

Mesmo quando não se celebra um contrato, é desejável que peça ao empregador algum documento em que constem claramente as condições de trabalho. É importante utilizar o Comunicado das Condições de Trabalho (em 86 línguas, a saber, inglês, português, espanhol, chinês, coreano, tagalo, indonésio e vietnamita) elaborado pelo Ministério da Saúde, do Trabalho e do Bem-Estar.



Amostra

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>		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 _____)
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(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																			
(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																			



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 ○ 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 ()) その他の休暇 有給 ()) Unpaid ()) 無給 ()) ○ 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: 50%; margin: 10px auto;"></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:)



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 () 一毎月 日、() 一毎月 日

5. Pay day: () of every month; () of every month
 賃金支払日 () 一毎月 日、() 一毎月 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

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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)