

Free of charge

To Overseas Residents Working in Japan

Working  
in Japan with  
Peace of  
Mind

# Do you understand Japan's rules for working?



Japan has a range of laws in effect to protect employees (Labor Standards Act, etc.).

These laws have been adopted to protect full-time employees, temporary agency employees and part-time employees, etc., regardless of the way in which they work. They protect overseas employees in the same way as they protect Japanese employees.

This pamphlet introduces information that overseas residents need to know when working in Japan.

If there is anything you do not understand after reading this pamphlet, please call the consultation services (page 7) with your inquiry.



# 1

## Did you check your Residence Card before starting work?



See the listing for “就労制限の有無 (Employment Restrictions)” ※① on your Residence Card. The work you will be able to do is determined by this listing.

[Residence Card Sample]



“在留資格に基づく就労活動のみ可”  
(Employment only permissible in alignment with the Status of Residence)

You are only permitted to do the work listed in “Status of Residence” ※② on your Residence Card.

“指定書により指定された就労活動のみ可”  
(Employment specified in the certificate of designation only permissible)

You are only permitted to do the work listed in the certificate of designation. (usually attached to your passport).

“就労制限なし”  
(No employment restrictions)

You are permitted to do any work.

“就労不可”  
(Not valid for employment)

You are not permitted to work. You will require “資格外活動許可\*(Permission to Engage in Activity Other than That Permitted under the Status of Residence Previously Granted)\*” if you wish to work. Take a look at the rear of your Residence Card ※③.

\* Check the procedures for receiving “Permission to Engage in Activity Other than That Permitted under the Status of Residence Previously Granted” on the Immigration Services Agency website.

<https://www.moj.go.jp/isa/index.html>

# 2

## Do you understand your working hours, wages, etc.?



Companies are required to advise you of six items of information in writing. Check that the documents you have received contain the following six items without fail. If you are not sure whether these items are mentioned or not, contact your company or someone who understands Japanese.



### Check here!

- ① The dates that the contract starts and finishes.
- ② Whether or not the contract can be extended after it expires. (when the period of employment has been predetermined)
- ③ The place of work and the work you will be doing.
- ④ Working hours, rest periods, days off, etc.
- ⑤ The wages paid, how they are calculated, and when and in what form they will be received.
- ⑥ When the company will inform you that your services are no longer required.  
How much time in advance must you inform the company when you wish to resign from your job.



## ? What is an Employment Contract?

An employment contract is an agreement regarding work concluded between yourself and a company. There are various styles of working available.

① Full-time Employees	Full-time employees who work continually into the future
② Contracted Employees	Employees who work for a predetermined period of time
③ Part-time Employees ( <i>pātotaimu shain</i> )	Employees who work less hours than full-time employees
④ Temporary Agency Employees	Employees who work for temporary worker agencies to which the company is contracted. They receive their wages from their agency.

\* In addition to the above, other styles of working include contract agreement and subcontracting work for which fees (not wages) are paid for work specifically requested. There are no laws in place to protect the workers in these cases.

## ? What are “Rules of Employment (*shūgyō kisoku*)”?

Rules of Employment are the rules that companies establish with regard to work. All companies with ten or more employees always have Rules of Employment. The conditions listed in Employment Contracts must not be worse than the Rules of Employment. Anybody is entitled to see the Rules on Employment on request to the company.

# 3

## Are you receiving your wages correctly?



There are rules in place with regard to the payment of wages that companies must observe.



### Check here!

- ① Wages paid directly to employees in currency (can be transferred to a bank account or pay digitally is also available)
- ② Companies may not deduct any sum apart from the amounts determined by law (tax, insurance) or the amounts that have been agreed upon in advance between the company and its employees (example: cost of meals, work equipment, etc.)
- ③ Wages must be paid once every month on a predetermined day



### What is a Minimum Wage?

This refers to the minimum amount of money paid for one hour's work. The minimum wage is determined independently by each prefecture. Companies are required to pay more than the minimum wage.

The minimum hourly wage in Aichi Prefecture is “1,027 yen” since October 1, 2023.

However, there are certain jobs for which the minimum wage is higher than this.

The rate is decided every year, so check the Aichi Labour Bureau website for further details.

[https://jsite.mhlw.go.jp/aichi-roudoukyoku/pamphlet\\_form/\\_121784.html](https://jsite.mhlw.go.jp/aichi-roudoukyoku/pamphlet_form/_121784.html)



### What is an Allowance for Absence from Work?

Companies are required to accept responsibility for paying you at least 60% of your wages when you are absent from work due to a reason attributable to the company. This is known as the “Allowance for Absence from Work”.



### How much wages do you receive?

Companies are required to inform employees of the details pertaining to their wages in writing (the sum of the wages and the required deductions).

Check the wage slip received from the company.



# 4

## Do you understand the rules pertaining to working hours, etc.?



Working hours are predetermined by law in the following manner.

### ① Working hours

- A maximum of eight hours per day, and 40 hours per week

### ② Rest Periods

If the number of hours you work in one day are

- Longer than six hours: At least 45 minutes rest periods
- Longer than eight hours: At least one hour rest periods

### ③ Days off

- At least one day per week or at least four days per four weeks

### ④ “Annual Paid Leave” (Paid Leave)

This refers to people who have worked for a company continuously for six months since starting work and who have attended work at least 80% of the total working days (the same applies to temporary agency employees and part-time employees). Wages can be received during this vacation time.

Companies are now required to ensure that employees who are entitled to at least ten days of Paid Leave take five days paid leave per annum.



# ?

## What is “Overtime Work (*zangyō*)” and “Agreement 36 (*saburoku kyōtei*)”?

Work that exceeds the number of working hours predetermined by the company is known as “Overtime Work”. When employees are ordered by the company to work for longer than the number of hours stipulated by law, it is necessary for an agreement for this to be concluded between the company and the employee. This is known as “Agreement 36”.

[Overtime Rules] In Principle: Within 45 hours per month and 360 hours per annum

Exceptions: During extremely busy periods, all of the following rules must be observed.

① Within 720 hours per annum    ② Less than 100 hours per month    ③ Within an average of 80 hours over a period of several months

④ Overtime work hours exceeding 45 hours per month are permitted only six times per annum

# ?

## How much is paid for working overtime, on days off, and at night?

• Wages will increase as follows.

① Overtime working hours that exceed the normal 8 hours per day or 40 hours per week	1.25-times or more
② Overtime working hours that exceed 60 hours per month	1.5-times or more
③ Working hours on days off	1.35-times or more
④ Working hours at night (22:00 to 05:00)	1.25-times or more

# 5

## Has the company dismissed you for no valid reason?



Companies cannot dismiss employees at will.

If you are experiencing problems, contact the consultation services immediately (page 7)!



### ① “Dismissal (*kaiko*)”

The act of a company ordering you to resign is known as “dismissal”.

Companies are not allowed to dismiss employees without a justifiable\* reason. Make sure the company explains the reasons for dismissal, and make sure that the reasons for dismissal are provided in a written document.

Companies are required to provide you with at least 30 days notice when dismissing you as a basic principle, or pay you at least 30 days wages in lieu.

\* A reason that is obviously valid from anybody’s point of view

### ② “Termination of Contract (*yatoidome*)”

The company deciding not to renew a contract when the predetermined period of work has expired is known as “Termination of Contract”.

If your contract has been renewed several times up until now, there are cases in which a company is unable to terminate a contract.

If your contract has been renewed at least three times up until now or if you have worked continually for more than one year, the company is required to inform you of its intention to terminate the contract at least 30 days prior to the expiration of the contract.



## What is “Resignation Encouragement (*taishoku kanshō*)”?

If the company tells you that it wants you to resign, this is known as “Resignation Encouragement”. Whether you leave the company or not is your decision, so tell them straight if you have no intention of resigning.



## Points to note when voluntarily resigning from the company

- Employees for whom the period of work is not predetermined
  - Submit notice of your resignation by the day stipulated in the Rules of Employment (two weeks in advance if this is not stipulated).
- Employees for whom the period of work is predetermined
  - It is not possible to resign midway through the predetermined period as a basic principle. Consult with the company if you have a valid reason for resigning.

# 6

## Are you being harassed by anybody in the workplace?



First of all, consult with the person in charge of the workplace or a company consultant. If the harassment continues after this, contact the consultation services (page 7).



### For example

- You are being physically harassed.
- You are being verbally harassed.
- You are being intentionally ostracized.

If you are being subject to any unpleasant situations like the above, there are cases in which the company bears responsibility.



### Points to note when being subject to harassment

Save all memos, e-mails, SNS posts and anything else that indicates the “who”, “when”, “how” of the harassment.

# 7

## Do you understand the “Accident Insurance (*rōsai hoken*)” that can be used when you are injured or become ill because of your work?



If you are injured or fall ill while at work (also injured, etc., on your way to or on your way home from work), it is possible to receive the cost of treatment and your wages for the days you are unable to work from “Industrial Accident Compensation Insurance” (Accident Insurance).

For details on the required procedures, contact the Aichi Labour Bureau’s Labor Consultations for Foreign Workers or Labor Standards Inspection Office.

- You will not have to pay hospital fees. You may be asked to pay the fee by the hospital, but this sum will be refunded to you at a later date.
- If you are injured or fall ill as a result of your work and have to take leave of absence, the company will pay 60% of your wages for the first three days.
- From the fourth day of your leave of absence, the Accident Insurance will pay 80% of your wages.



### Points to note when visiting the hospital

Explain to the doctor or nurse that you received the injury while at work and wish to use the Accident Insurance (*rōsai hoken*).

### Aichi Prefectural Government Labor Consultation Services (Provides consultations covering all labor issues) [Japanese only]

TEL: 052-589-1405 URL: <https://rodoshien-aichi.jp/soudan/index.html>  
Service Days: Monday to Friday 9 : 30 ~ 18 : 00 Saturday 10 : 00 ~ 17 : 00

© Other consultation services (7 Citizens Affairs Office, etc.) URL: <https://www.pref.aichi.jp/soshiki/rodofukushi/000000053.html>

### Consultation services regarding work (Provide consultations about employment) [Multi-lingual services available]

TEL: 050-5527-0895 URL: <https://www.pref.aichi.jp/soshiki/shugyo/gaikokujinkoyou-career.html>  
Service Days: Monday to Friday 9:00 AM to 5:00 PM (except holidays) Languages Spoken: Japanese, English \* Up until March 31, 2024

For other languages, please call in advance to make an appointment.

### Aichi Multicultural Center (Provides consultations covering all lifestyle issues) [Multi-lingual services available]

TEL: 052-961-7902 URL: <https://www2.aia.pref.aichi.jp/sodan//sodancorner.html> Service Days: Monday to Saturday 10 : 00 ~ 18 : 00  
Languages Spoken: Japanese, English, Chinese, Portuguese, Vietnamese, Spanish, Tagalog/Philippino, Nepal, Indonesian, Thai, Korean, Burmese, Russian, Ukrainian (Mon/Wed/Thu subject to change)

### Aichi Labour Bureau, Labor Consultation for Foreign Workers (Provides consultations covering labor conditions, etc.)

Services	TEL	Languages Spoken (On Service Days)	Service Hours
Inspection Division	TEL: 052-972-0253	English (Tuesday, Thursday), Portuguese (Tuesday to Friday)	9 : 30 ~ 12 : 00
Nagoyanishi Labor Standards Inspection Office	TEL: 052-481-9533	Vietnamese (Thursday)	
Kariya Labor Standards Inspection Office	TEL: 0566-21-4885	Portuguese (Monday, Wednesday, Thursday)	13 : 00 ~ 16 : 00
Toyohashi Labor Standards Inspection Office	TEL: 0532-54-1192	Portuguese (Monday, Wednesday, Friday)	

URL: [https://jsite.mhlw.go.jp/aichi-roudoukyoku/roudoukyoku/gosoudan\\_naiyou\\_madoguchi/soudan03/gaikokujinannai\\_00011.html](https://jsite.mhlw.go.jp/aichi-roudoukyoku/roudoukyoku/gosoudan_naiyou_madoguchi/soudan03/gaikokujinannai_00011.html)

Consultations are also provided by the Labor Standards Inspection Office for people who speak Japanese.

Service Days: Monday to Friday 8 : 30 ~ 12 : 00 13 : 00 ~ 17 : 15

### Ministry of Health, Labor and Welfare Telephone Consultation Service for Foreign Workers (Provides consultations covering labor conditions, etc.)

Languages Spoken	Service Days	Languages Spoken	Service Days
English TEL: 0570-001-701	Monday to Friday	Tagalog TEL: 0570-001-705	Monday to Friday
Chinese TEL: 0570-001-702		Vietnamese TEL: 0570-001-706	Monday to Friday
Portuguese TEL: 0570-001-703		Burmese TEL: 0570-001-707	Monday
Spanish TEL: 0570-001-704		Nepal TEL: 0570-001-708	Monday to Thursday

The consultation days are also available for Korean, Thai, Indonesian, Cambodian, and Mongolian (Khmer). Service Hours: 10 : 00 ~ 12 : 00 13 : 00 ~ 15 : 10

"Hotline for Working Conditions Consultation Service" for use outside of business hours

URL: <https://www.check-roudou.mhlw.go.jp/soudan/foreigner.html>

### Organization for Technical Intern Training, Native Language Consultation (Provides consultations for foreign technical intern trainees)

Languages Spoken	Service Days	Languages Spoken	Service Days
Vietnamese TEL: 0120-250-168	Monday to Saturday	Indonesian TEL: 0120-250-192	Tuesday, Thursday
Chinese TEL: 0120-250-169	Monday, Wednesday, Friday, Saturday	Thai TEL: 0120-250-198	Thursday, Sunday
Philippino TEL: 0120-250-197	Tuesday, Thursday, Saturday	Cambodian TEL: 0120-250-366	Thursday
English TEL: 0120-250-147		Burmese TEL: 0120-250-302	Tuesday

Service Hours: Monday to Friday 11 : 00 ~ 19 : 00 Saturday, Sunday 9 : 00 ~ 17 : 00 URL: <https://www.otit.go.jp>

### Immigration Services Agency Information Center (Provides consultations covering immigration and residence procedures)

TEL: 0570-013904 Service Days: Monday to Friday 8 : 30 ~ 17 : 15 URL: <https://www.moj.go.jp/isa/consultation/center/index.html>