

You should know

Basic knowledge for Working



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Characters

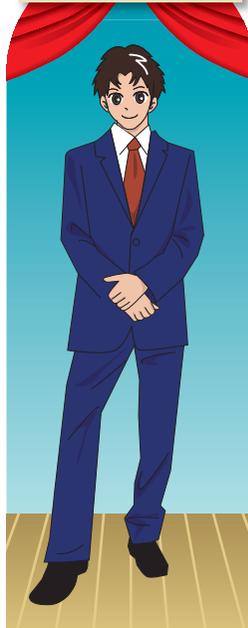
Furukawa Chief
(Section Chief,
Yasuda's supervisor)



Kato san
(Senior employee)



Yasuda
(new employee)



Sato san
(Labor and Social
Security Attorney)



1

What it means to work in a company



[Entrance ceremony]
(a man)
Sincere congratulations on entering our company. I hope that you will work hard every day as a working person from now on.

[General Affairs Section]
(Furukawa Chief)
This is Mr Yasuda. He is a new member of the general affairs section.
Ms Kato, you are his trainer, OK? Please improve his skill.

(Yasuda)
Hello, nice to meet you.

(Kato san)
In the general affairs section, we have many responsibilities. For example; engagements, salary calculations, welfare, equipment management, preparation for stockholders meetings, and so on.
However, we leave some tasks up to Ms Sato. She is Labor and Social Security Attorney for this company. She is in charge of procedures for social and labor insurance and human resources management.

(Sato san)
My name is Sato and I am a Labor and Social Security

Attorney. Nice to meet you, Mr Yasuda.

I also work as a trainer for freshmen. So please feel free to ask me any questions!

(Yasuda)

Ms Sato, please tell me what kind of ability is required for a working person?

(Sato san)

Do not act only according to instructions, it is said three skills are the most important. First, ability to take a step forward. Second, ability to think over. Third, ability to work as a team.

I will train you strictly, so please look forward to it!

That's a little scary...

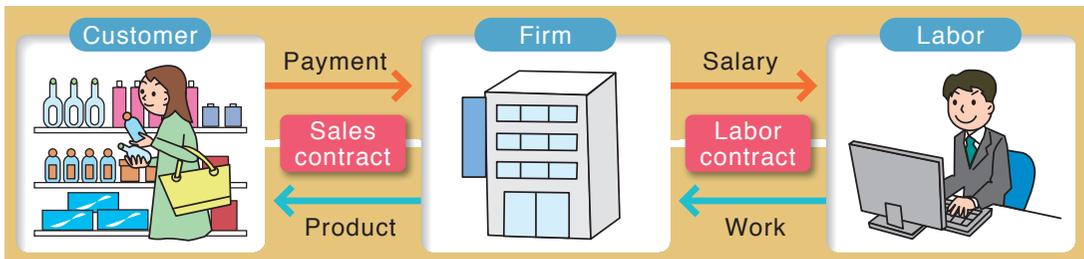
In this section, let's look at what it means to work in a company.



佐藤社労士

● What it means to work in a company

As you can see the figure below, a company makes a contract with the employee and pays a salary for his work. This is what it means to work in a company. Because of the contract, employee has a duty to work honestly for a company. On the other hand, the company has a duty to pay a salary to the employee under the terms of the deal.



You must keep the regulations because working in a company related to the promises to live in a society. In case of violation, there will be consequences. Therefore, before you become a working person, there are important things to learn; the importance of “working”, the common sense needed, and the sense of responsibility toward your work.

● Typical life of a working person

Next, let's take a look at typical life of company employee. After you enter a company, you spend about 8 hours working per day. It's similar to the time you spend in school.

If we divide one day (24 hours) into 3 parts, we will use each part like this: First, for working, Second, for sleeping and adjusting our clothes, and third, for meals, commuting and leisure. When you are awake, you spend half the time for working. So, you better have a profitable working time. It may be not until you start working that you realize why you must work. However, if you can find your own meaning, it will make your life meaningful!

◆ From new hire to retirement, the timeline of a working person

Next, let's take a look at the timeline between entering a company and retirement.



● **Before entering the company** In the case of high schoolers, after looking at job offers, they are introduced by the school. A typical flow looks like this: apply, take the written exam, group discussion, individual interview.

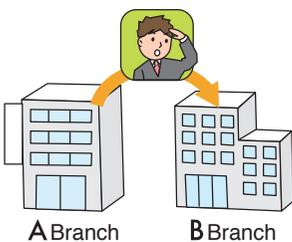
Afterwards, if both the company and the individual agree, a confirmation from the company is issued. A naitei is the initial agreement from the company to hire you.



● **Entering the company** After confirming working conditions, you promise to work with sincerity by signing a contract and entering the company. After you enter, many companies will hold a training session. In order to see your ability and skills, there may be normally a three-month trial period.



● **Salary raise** Typically, after a year, there is a review. Depending on your performance in the company, your salary may increase or decrease. If your duties increase, you may receive a raise or a promotion. This is dependent on the company's human resource management.



● **Transfer** There are some cases where you may stay in one place or department until your retirement, but in order to train talent, the company may send you to different departments for experience. There are cases where you may change locations or even head to another company.



● **Retirement/ Discharge** The typical case now is to work until a certain, standard age and then quitting. This is usually called retirement age and once you pass the age, you retire. At this time, some companies will pay you pension funds. (Retirement Payment)

Alternatively, there are some people that do not work until retirement and switch companies halfway. Or, the company asks them to leave. This is called being discharged and there are many reasons: economy, the employee's actions, lack of skills, illness.

◆ Essential Skills for working in a Japanese Company

Let's study about the skills needed when you work for a Japanese company.

● Fundamental skills for worker

Fundamental skills for worker consist of 3 abilities with 12 sub-factors:

3 abilities: "To step forward", "To work as a team" and "To think critically".

The Ministry of Economy, Trade and Industry suggests employees to obtain such fundamental skills in order to work well in a workplace with diverse people. By changing the environment surrounding companies and its young employees, including basic academic abilities and special expertise, it is more important than ever to include the fundamental skills in the training process to promote full potentials of young people.

Fundamental Skills of a Worker [3 abilities with 12 sub-factors]

Ability to step forward (ACTION)

~Be one step ahead, tackle the problem with no fear of failure~



Independence: Waiting for instructions is not a good mindset, find by yourself what to do and work on it.

Influential: Don't work alone, work with others to achieve the shared goals.

Action: Find your objectives by yourself and persevere until the end even if there are failures down the road.

Ability to think critically (THINKING)

~Critical thinking when in doubt~



Identification: Identify the current problem and look for a possible solution.

Planning: Find out the required time, money and effort according to the proposed solution.

Creativity: Ability to create new ways of doing things without being affected by traditional methods.

Ability to work as a team (TEAMWORK)

~Work together for the shared goals in a team~



Expression: Express your ideas/opinions in a way which is easy to understand for others.

Listening: Maintain a comfortable environment for others to express good opinions.

Flexibility: Be open-minded to others, respect everyone's position and understand different opinions.

Awareness: Be aware of your position and role in the workplace in order to act correctly.

Discipline: Behave yourself according to the rules of society and keep promises with others.

Stress Control: Acknowledge the cause of stress and have ways to deal with it.

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The different ways to work



(Yasuda) Part-timer Ms Sakamoto, Dispatched worker Mr.Ota. There are many types of employee here.

(Kato san) Yes, there are also contracted and Arbeit (other type of part-time employees) here too.

(Yasuda) By the way my young brother, a member of a band, told me that he wants to work as a part-timer while pursuing to be a pro performer after graduation.

(Kato san) Ah yes. When working part-time, you can decide when and how long you work to some extent. But your salary is lower and it may be difficult to plan your future.

(Yasuda) I guess if you want to chase your dream, you have to take those risks huh?

(Kato san) But it is great to have dreams and ambitions isn't it?

(Yasuda) I have my own dream too!

(Yasuda) I will work hard from now on, and someday,

i will be sitting in the president's chair!

(Kato san) You just joined in our company! Try to learn your job as general affairs at first, OK?

There seems to be various forms of employment as well.
Let's see what they are!



◆ There are different types of employment?

There are many types of employment, but it can be roughly divided as below. When choosing the type of employments, remember not to think only about the merits and demerits, but also think carefully your future goals and what for you want to work.

Worker (Employed)	Regular employment worker		The typical working style of regular employment. Usually works 8 hours a day, 40 hours a week
	Non-regular employment worker	Part-time	Works less hours per day, less days than general employee
		Contracted employee	Work for a contracted period of time. Usually under 3 years by law.
		Dispatched employee	Registers with a dispatch agency and sent to another company to work at
Unemployed			Personal business owners, entertainers, athletes, farmers, fisherman,...

Column

What is regular employment and non-regular employment?

There is no definition in statute law, but according to Ministry of Health, Labor and Welfare company workers who qualifies next 3 requirements considered as those of "regular employment". Regular employment workers are generally called "full-time employee".

- ① The term of labor contract is not settled.
 - ② Scheduled working hours are full time.
 - ③ Direct employment. (Like dispatched workers employment relationship under the instruction of person who is not the contractual employer (indirect employment ※))
- ※ In the case of worker dispatch, there are cases of employment without a fixed term of labor contract in relation to the dispatching company, but here we refer to indirect employment as the employment relationship and relationship of instruction in the course of employment are different.

(Reference: 2012.3.28 厚生労働省「望ましい働き方ビジョン」)

Those who do not meet any of the above (1) to (3) are classified as "non-regular employees".

● What are the merits and demerits of each employment types?

So far, we have learned about the differences of employment types, in this section, we will explore the merits and demerits of each. Of course, it will be different depends on the specific companies, so this should only be treated as a general guideline.

	Merit	Demerit
Regular employment worker	<ul style="list-style-type: none"> ◇High salary with bonuses ◇Stable job security, stable future life. ◇Will be delegated with important tasks. 	<ul style="list-style-type: none"> ◇There are cases of long overtime work. ◇Responsibility comes with stress
Part-time	<ul style="list-style-type: none"> ◇Flexible working hours. 	<ul style="list-style-type: none"> ◇No bonuses or very little. ◇Lower salary compared to regular or even temporary employees. ◇Unstable, low job security. ◇With unimportant tasks.
Contracted	<ul style="list-style-type: none"> ◇Flexible working hours and tasks. ◇Chance of regular employment if perform well. 	<ul style="list-style-type: none"> ◇Low job security, unstable employment.
Dispatched	<ul style="list-style-type: none"> ◇Higher hourly wages than part-time. ◇Chance to gather expertise and experience for one's career. ◇Flexible working hours 	<ul style="list-style-type: none"> ◇None or low bonuses. ◇Lower salary. ◇Short contract period (up to 3 years)
Self-employed, company president etc	<ul style="list-style-type: none"> ◇Do work at your own paces. ◇In many cases, you earn much more money than being employed. ◇You can quit anytime since there is no retirement age. 	<ul style="list-style-type: none"> ◇No insurances/benefits ◇Heavy responsibility. ◇Income might be unstable

「Workstyle reform」 in an ageing society with low birthrates

Our country is experiencing a declining birth rate and an ageing society. The needs of workforce are becoming diverse, such as declining of workforce and the need of balancing work with childcare and nursing care.

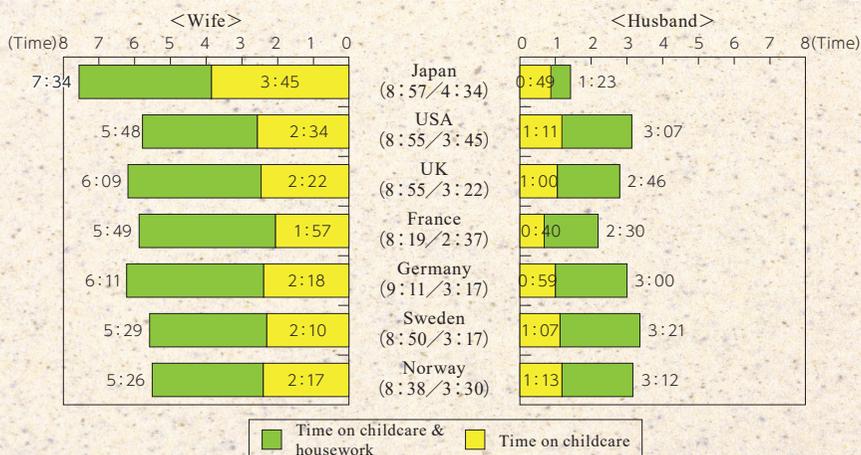
This is why the government is implementing workstyle reform, so that we can create a society where people can choose a variety of working style according to their individual circumstances, and also each worker can have a better outlook for the future.

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The burden of childcare and housework

According to survey done by the Ministry of Internal Affairs in 2018, among the couples with children under the age of six wives spend more time per day on childcare than husbands. It can be said that for husbands the improvement of work-life balance is needed by shortening their working hours, as well as participating actively in housework and childcare at home.

Housework and childcare time of couples with children under 6 years old (per day, international comparison)



- (備考) 1. 総務省「社会生活基本調査」(平成28年)、Bureau of Labor Statistics of the U.S. "American Time Use Survey" (2018)及びEurostat "How Europeans Spend Their Time Everyday Life of Women and Men" (2004)より作成。
 2. 日本の値は、「夫婦と子供の世帯」に限定した夫と妻の1日当たりの「家事」、「介護・看護」、「育児」及び「買い物」の合計時間(週全体平均)。
 3. 国名の下に記載している時間は、左側が「家事・育児関連時間」の夫と妻の時間を合わせた時間。右側が「うち育児の時間」の夫と妻の時間を合わせた時間。

(出典:男女共同参画白書令和2年版)

Lets think!

- What is a working environment where women can still be actively engaged even after they get married or have a child?
- Let's share our views on the increasing number of foreign workers in workplace.
- What kind of systems and support do we need to be able to balance work and treatment for illness?
- What is necessary to build a society where elderly people over 65 can continue working?

3

Let's take a look at wage and details



-The first payday-
 (Yasuda) Yay. I have been waiting for payday!
 (Yasuda) Wow that's quite a lot.

(Yasuda) I wonder what should I spent it on. I want this, I want that...

(Kato san) I don't like to say, but from next month you need to pay more amount of deduction.

(Yasuda) Eh? Why is that?

(Kato san) Look at your salary statement closely. Health insurance and pension frames are blank, aren't they? These are paid later and the deduction will start from next month.

(Yasuda) Really... I did feel like I lose something.

(Man) By the way, you also have to pay resident tax starting next year.

(Kato san) Social insurance and taxation are important for society and those are supported by ourselves.

(Yasuda) But, if I hold so much money, I want to spend it.

(Man) Then how about signing for zaikai savings*? The company will keep and save the money for you.

(mom) I'll keep it for you!

(Yasuda) The company will give it back for sure right?

(Kato san) OF COURSE!!

There are a lot of deduction from the salary. Have you ever wondered why a large amount of money is deducted from your salary this much? That is because the country and the company need to guarantee their employees' wellbeing.



◆A salary statement consists of three parts

Generally, there are three main parts in the salary statement:

“attendance and absence”, “Salary”, and “deductions”.

● Example of a salary statement in detail (Assuming for workers in Tokyo)

勤 怠		支 給 額		控 除 額		
		項 目	金 額	項 目	金 額	
出勤日数	20	基本給	170,000	法定控除	健康保険	9,870
有給日数	0	職務手当	0		厚生年金保険	18,300
欠勤日数	0	家族手当	0		雇用保険	626
特別休暇	0	住宅手当	20,000		所得税	3,620
		通勤交通費	12,000		住民税	7,500
		時間外手当	6,645		法定控除計	39,916
時間外勤務時間	残業時間			その他の控除	一般財形	10,000
	休出日数				組合費	500
	休出時間					
遅刻・早退	深夜残業			その他の控除計	10,500	
	遅早回数			控除額合計	50,416	
	遅早時間			差引支給額	158,229	
		支給額	208,645			

◆What are “Attendance and Absence”?

In the “attendance and absence” part, the numbers of working day, absent days, paid leave, working hours, overtime hours etc. are written. The wage payment is determined based on this part.

◆What is “Salary”?

The payment amount is calculated based on the “Attendance and Absence” part. It is recommended that you know the details of the allowance calculation. However, it is noteworthy that it depends on the companies or working method, whether each allowance will be provided or not.

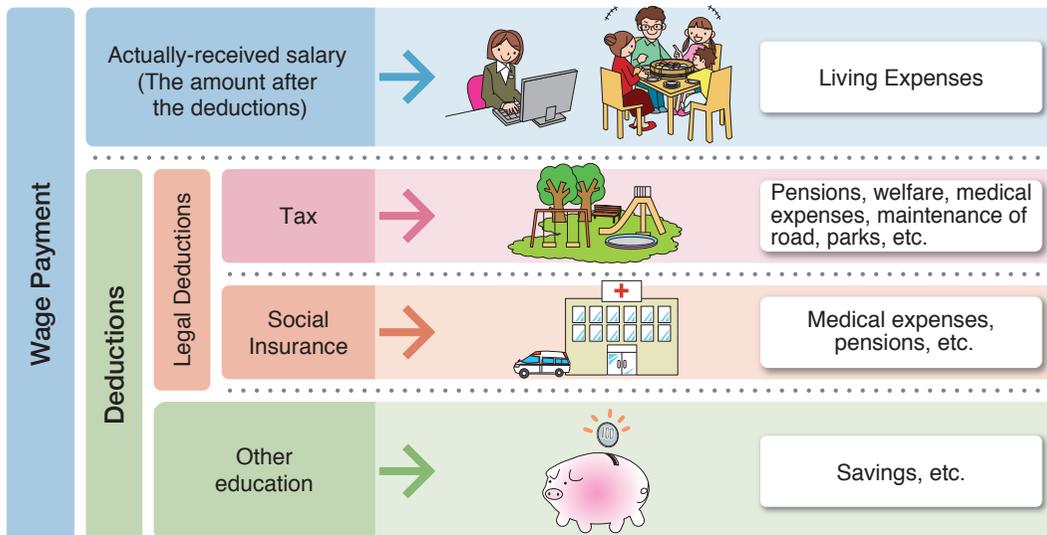
- Basic salary: Payment amount excluding the allowances.
- Job allowance: Given to those employees in the responsible position, such as a chief or a director.
- Family allowance: Given to those employees that have family responsibility (married or having children).
- Housing allowance: Given to those employees when buy or rent a house.
- Overtime allowance: Given to those employees who work overtime/outside of the company office hours.

◆ What is the “Deductions” part?

Deduction part is the money that is taken from the salary calculated earlier. The salary one will earn is the amount of payment after these deductions. You may wonder why there is a need for the deductions from your salary after you have worked so hard. Let’s take a look at the details of the deductions together.

● What is the deduction amount used for?

As you can see from the figure below, the deduction part is divided into two parts: legal and other deductions. Legal deductions are then separated into two categories: tax and social insurance. This money will be used to support you and your family. In short, the company helps you to do some required legal procedures and pay bills for you on your behalf.



● What is “Tax”?

People are familiar with consumption taxes, which you pay when you buy goods or services. There are income tax and resident tax (municipal tax) which are deducted directly from your salary. Income tax is the tax that is paid to the country, while, the resident tax is paid to local government or municipalities where you live. Taxes are then allocated to many parts. Apart from what people usually think of, which are medical expenses, pensions, and, welfares, taxes are also used to provide the society with parks, roads, schools, etc.

● What is “Social Insurance”?

Just imagine if you or your family get sick or injured, lose your job, or life, it would cause a lot of troubles. Moreover, it is even scarier since we cannot predict when these situations will happen to

us. Thus, to help people who are in need due to those unexpected events, there is so called "social security system". To finance the social security system, a part of the deducted amount from salary of everybody is used for such as health insurance, welfare pension insurance, employment insurance, and long-term care insurance (for people over 40 years old).

◆ Checkpoints when you receive a salary statement

Please check the salary statement using checkpoints provided below, when you receive it for the first time.

● About "minimum wage"

The amount of salary varies depending on your job category. But then, is it alright to accept your salary as low as possible? The answer is "NO!". In order to protect the wellbeing of working people, "minimum wage" is determined by laws in which more than the minimum amount of salary must be paid by a company. The minimum amount is different from prefecture to prefecture, and also varies depending on work contents. Here is a table showing minimum wages for each prefecture.

Let's check your salary statement when you receive it next time

Minimum hourly wage per prefecture (yen)

Hokkaido	889	Ishikawa	861	Okayama	862
Aomori	822	Fukui	858	Hiroshima	899
Iwate	821	Yamanashi	866	Yamaguchi	857
Miyagi	853	Nagano	877	Tokushima	824
Akita	822	Gifu	880	Kagawa	848
Yamagata	822	Shizuoka	913	Ehime	821
Fukushima	828	Aichi	955	Kochi	820
Ibaraki	879	Mie	902	Fukuoka	870
Tochigi	882	Shiga	896	Saga	821
Gunma	865	Kyoto	937	Nagasaki	821
Saitama	956	Osaka	992	Kumamoto	821
Chiba	953	Hyogo	928	Oita	822
Tokyo	1,041	Nara	866	Miyazaki	821
Kanagawa	1,040	Wakayama	859	Kagoshima	821
Niigata	859	Tottori	821	Okinawa	820
Toyama	877	Shimane	824		

(October, 2021)

4

What to confirm before entering a company



[Ad] Harsh-working-environment Company
Suicide because of long working hour
Depression due to daily criticisms

(Kato san) Good morning!

(Yasuda) What does it mean by “harsh working environment”?

(Kato san) Mainly a company forced employees long working hour or “service overtime”.

(Kato san) Apparently in some companies, things like power and sexual harassment become daily phenomenon.

(Yasuda) How about our working environment here? Is it bad?

(Kato san) What are you talking about?! Hey!

(Kato san) Right! It is relevant for us, General affair’s office to make educational actions about working environment .

(Kato san) Sato sensei! What causes troubles between the the employer

and employee?

(Sato san) The main trouble that we often observe is that the discrepancy between the working conditions expected before starting employment and during the actual work. Mutual agreement on wages and working hour could improve employee’s work effectiveness. Creating an environment in which you all can work well is also a task for the General Affairs’ Office of the company.

(Yasuda) I’m fired up!

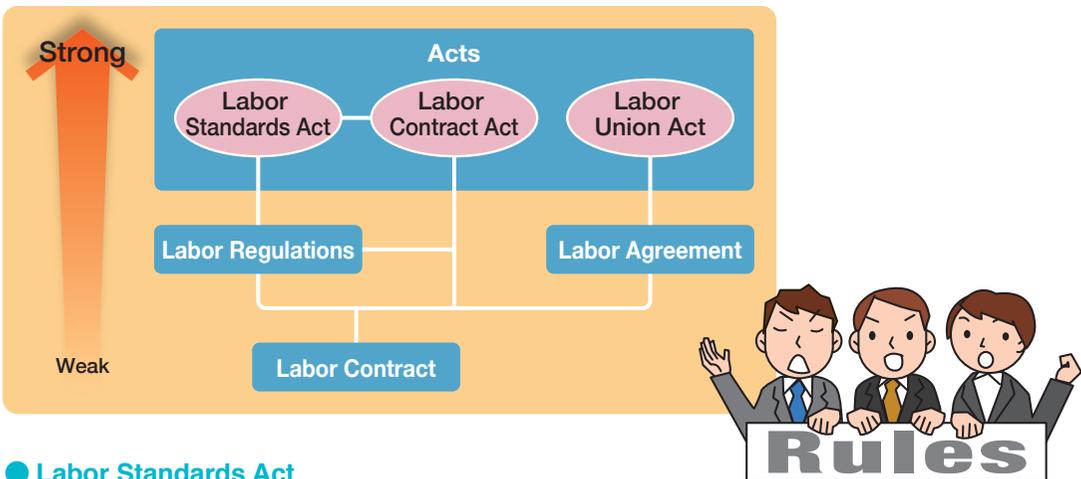
(Kato san) Don’t try too hard that you burn out yourself!!

◆ How working rules are decided

So far you have read about the working conditions. So, when you and your employer agree with the labor contract, do you have to work under any conditions, for example working for 24 hours continuously? The rules that both employees and employers must follow will be explained below.

● Overall Working Rules

As seen below in the figure, labor contract is at the bottom of the hierarchy tree. So, in order to make a labor contract, it must be followed by the rules bound by the “Labor Regulations” and the “Labor Standards Act”. In other words, the strength of strictness, as illustrated by the left branch, follows this order: labor standards act > work regulations > labor contract.



● Labor Standards Act

Labor Standards Act, which is the law that both employees and employers must follow; it aims to protect employees from working in poor working conditions. As shown below, since the Labor Standards Act outlines the minimum working condition standards, the labor regulations and labor contract must be set with a conditional level better than the minimum level. Therefore, the notification of working conditions is the written form of the “explicit statement of working conditions” that is prescribed by the Labor Standards Act.

(Principle of Working Conditions)

- **Article 1** Working conditions shall be those which should meet the needs of employees whose lives can be satisfied for worthy of human beings.
- **2** The standards for working conditions fixed by this Act are minimum standards. Accordingly, parties to labor relationship shall not reduce working conditions with these standards as an excuse and, instead, should endeavour to raise the working conditions.

(Determination of Working Conditions)

- **Article 2** Working conditions should be determined by the employees and employers on an equal relationship basis.
- **2** The employees and employers shall abide by collective labor agreements, labor regulations and labor contracts, which shall discharge their respective duties faithfully.

● **Labor Contract Act**

Labor contract Act is a law that was passed in 2008 in response to the increase of complication between employers and employees regarding working conditions. The Labor Contract Act provides more rigorous and robust rules than Labor Standards Act to forestall working condition problems.

(Purpose)

Article 1 The purpose of this Act is to contribute to achieving stability in individual labor relationships, while ensuring the protection of employees, through promoting reasonable determination of or changes to working conditions, by providing for the principle of agreement, under which a labor contract shall be established or changed by agreement through voluntary negotiation between an employee and an employer, and other basic matters concerning labor contracts.

● **Labor Regulations**

Work regulations are rules for working in individual companies distinctively. In the case that there are more than 10 employees including part-timers, the company is obliged to submit its work regulations to the Labor Standards Inspection Office. It does not limit only to the important and obvious points such as wages and working hour, but it also includes for instance prohibits of sexual and power harassment policy (somewhat similar to school’s policy). If both employers and employees abide to work regulations, workplaces can become safe and pleasant.

● **Labor Regulations Example**

(Working Hours and Rest Periods)

The total working hours shall be 40 hours per week and 8 hours per day.

The start and end times of work and rest periods shall be as follows:

Start and End times of work	Duration of Break
Start: 9:00 AM	From 12:00PM to 01:00PM
End: 6:00 PM	



(Prohibition of Power Harassment)

Employees are prohibited from any activities of power harassment, such activities or relationships in the work environment.

(Prohibition from using company computers and phones for personal use)

Employees are prohibited from using workplace phones and computers for personal purposes.

◆ Checkpoints

The following section covers the important points in the labor contract concerning working hours, rest periods, rest days, and etc. You should double-check these points in order to work comfortably, before you enter a company.



● Working Hours

Working hours are time that a person spends on working. The Labor Standards Act, states that the working hours shall not exceed 40 hours per week or eight hours per day (this is known as "statutory working hours"). Any employer that requests to exceed these statutory hours has to enter into an agreement in accordance to Article 36 of the Labor Standards Act in advance with a labor union or employee representative ("36 Employee-Employer Agreement"), and overtime payment is necessary.

● Rest Periods

An employer shall provide workers with at least 45 minutes of rest periods during working hours exceed 6 hours, and at least one hour in the case of working hours exceed 8 hours. The rest period is based on three principles:



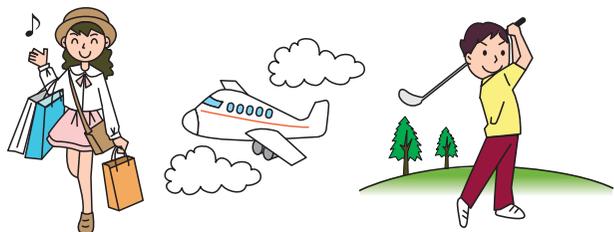
1. An employer must grant employees rest periods during working hours
2. The rest periods set forth in the preceding paragraph shall be provided to all workers at the same time.
3. An employer shall permit workers to use the rest periods as stipulated above freely.

Working hours stipulated by a company's rules of employment is called "Prescribed Working Hours"; it could also be less than 8 hours. The relationship between the statutory, the prescribed, and the actual working hours are shown the figure below.



● Rest Days

Employees are entitled to at least one day off a week, or at least 4 days off during a four-week period; this is known as "Statutory Days Off". Any employer that asks its employees to work on days off must pay wage at an increased rate.



● Overtime Payment

The minimum overtime payment rate is set forth legally as in the table below:

Overtime Categories	Rate of Increase	
	Work in excess of statutory working hours	Less than 45 hours
More than 45 hours		More than 25% ¹
More than 60 hours		50% ²
Work late at night (between 10 p.m. and 5 a.m.)		25% ³
Weekends and Holidays		35% ⁴

1 Labor and management must strive to shorten the hours and determine the >25% payment rate. (Duty to make efforts)

2 This rate does not apply to small and medium enterprises → (Extension period: until March, 2023)

3 More than the statutory working hours must be paid at 50% rate of increase.

4 Late-night work must be paid at the 60% rate of increase.

● “Service” Overtime

If an employee works more than statutory working hours, the employer must pay extra for overtime works. However, due to effects on their evaluations, some people choose to do “Service” overtime which is to stay and work or to take work home after they punch out their time card. Sometimes, the “Service” overtime also refers to situation when the employee punches the time card out correctly, but the employer does not see it as an overtime work and does not pay extra at rate of increase. The Ministry of Health, Labour, and Welfare demands employers to clarify their employees’ working hours, and does not tolerate any “service” overtime.

Column

Part-timer is also an employee!
~ Let's discuss if you find anything unusual ~

Because it is a part-time job, are you being treated unreasonably? For example, “If you leave this job, go find a replacement!” or “If you cannot reach the sale quota, you must pay for it by yourself!” Based on the Labor Law, the Labor Standards Act applies equally to part-timers and full-timers as regular company workers. Even after starting work, it is important to recognize the sense “abnormality”. During your temporary or full-time work, if you think that there is something unusual, you should talk to people around you or experts (Contact when you’re in troubles illustrated in P46) as soon as possible.

The boxes below are things that you may hear from or be demanded to do by your superiors or boss during your work. Please check the boxes below if you encounter them:

<input type="checkbox"/> Not being paid for overtime work <input type="checkbox"/> Cannot quit the job if one cannot find a replacement <input type="checkbox"/> Too much responsibilities <input type="checkbox"/> Forced to pay for broken dishes <input type="checkbox"/> Is not allowed to take leave during exam period	<input type="checkbox"/> Badly mistreated by other employees <input type="checkbox"/> Being sent work without instruction <input type="checkbox"/> No compensation for work-related injuries <input type="checkbox"/> No rest period
--	---

If there are any part-time related issues that you wish to know in details, please go to the homepage [Japan Federation of Labor and Social Security Attorney's Associations HP]



5

What to do when wanting to take a break



(Sato san) Good morning. I brought the documents for Ms. Kato today.

(Yasuda) Oh, unfortunately Ms. Kato is on leave right now, she told me to accept documents on her behalf.

(Sato san) I see, Ms. Kato told me that she will take a paid holiday to go on a vacation to Germany, right?

(Yasuda) Ms Sato, what is a paid holiday?

(Sato san) It is when you still receive a salary even though you are absent from work. The number of days is decided by the law known as the Labor Standards Act. Let's say for Germany, it is possible to get 6 weeks of paid holidays from the company.

(Yasuda) Wow, 6 weeks' holidays?!

(Sato san) In Japan, the low acquisition rate of paid holidays has become a problem. If all you do is work, you will face hindrance in your life. It is important to have work life balance.

(Yasuda) So resting is important!

(Yasuda) Ms. Sato said that work-life balance is important, so please give me a paid holiday tomorrow.

(Furukawa Chief) You must know, you cannot take paid holiday until you have joined the company for at least 6 months

Annual paid holidays can be used as such times. Let's confirm what is the system for the annual paid holidays.



◆What is Salary, when you are absent from your work

There are days when you have no choice but to take leave from work, such as hospital visits, weddings, funerals, and so on. Or, there are also times when you want to travel to refresh yourself. For those days, will you not be paid if you are absent from work? Here, we will explain the arrangements for a leave from work.

● What is annual paid holiday?

Mr. Suzuki is a regular employee in his 3rd year at the company. He is planning to travel overseas with his parents a week to show them his gratitude. What is the best way to notify his company? And, can he receive a salary during that period?



In such a case, you can take a leave if you make an annual paid leave notification to the company, and also receive the salary during that period. However, please be aware that there are certain requirements for taking annual paid holidays.

• Requirements for annual paid holidays

Paid holiday is a worker's right that is stipulated in Page 16 of the Labour Standards Act, thus you can take a leave regardless of the type of work. According to the Labour Standards Act as shown in the table below, the more years of continuous employment with the company will be, the more days of annual paid holidays the employee will obtain. However, if you do not work for at least 80% of all working days, you cannot get any annual paid holidays.

Years of continuous employment	6 months	1 year 6 months	2 years 6 months	3 years 6 months	4 years 6 months	5 years 6 months	6 years 6 months and above
Days of annual paid leave granted	10 days	11 days	12 days	14 days	16 days	18 days	20 days

As a general rule, annual paid leave should be granted to workers at the time they request for their physical and mental refreshment. However, the rate of employees taking the paid leave has been low due to the concerns about colleagues and hesitation in requesting, and promoting the use of annual paid leave has become an issue. For this reason, the Labor Standards Act has been amended, and since April 2019, all companies have been obligated to determine 5 days out of total annual paid leave days for the workers who are granted over 10 days of annual paid leave.

Mr. Tanaka has been working as a part-timer for 2 years. When he heard that his friend is going on holiday overseas, he wanted to go too and discussed it with his company. And then he was told that “There is no annual paid holidays for part-timers, so you will not be paid during your holiday.”
Is it true that there are no annual paid holidays for part-timers?



There are companies which regard part-timers as employees without paid leave. However, all employees have rights to take a leave and holidays, and of course a salary will be paid. In the case of part-time employees or part-time jobs, the number of working days and hours varies according to the company, so you should check with the company you work for.

● What is maternity, postpartum and menstrual leave?

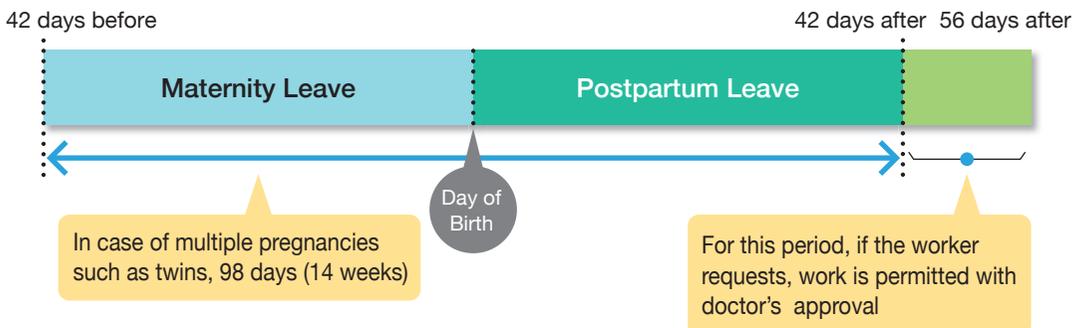
Mrs. Watanabe is a regular employee in her 3rd year at the company. She got married last year and has become pregnant. Mrs. Watanabe likes her workplace and wants to continue working after giving birth. Additionally, because of the household situation, Mrs. Watanabe would like to work as much as possible before and after giving birth. Can she work as much as she wishes to? And can she receive a salary while absent from work?



If a female worker who is expected to give birth within 42 days (6 weeks) wishes to, the company must give a maternity leave (within 98 days in the case of twins and etc.). Additionally, for 56 days after giving birth (8 weeks), the worker cannot be allowed to work even if she wishes to work (postpartum leave). If 42 days (6 weeks) after giving birth has passed and the worker wishes to work, she can only be allowed to work in jobs that have been certified for having no hindrance by doctor's diagnosis.

Furthermore, if there is a request from female workers who have extreme difficulty to work on menstrual days, the necessary number of days of menstrual leave will be given.

Whether it is maternity, postpartum and menstrual leave, companies do not need to provide any salary. However, in the case of maternity and postpartum leave, it is given that an amount equivalent to 2/3 of the salary will be paid by the health insurance.



● What is childcare leave and nursing care leave?

Mrs. Watanabe has given birth safely and originally thought about returning to the company immediately, but because there is no spot in the childcare center to put her child in, until there is a spot available, she has taken leave from work. It is not clear when there will be a spot in the childcare center. Is it possible for her to receive a salary while absent from work?



When the 56th day of postpartum leave is over, childcare leave can be acquired until the child becomes 1 year old (2 years old in certain cases). Childcare leave can be acquired by both the father and the mother, and if both parents acquire it, it can be acquired for one year before the child become 1 year and 2 months old. Depending on the type of work, there are cases where childcare leave cannot be acquired, so please be aware of it. In addition, when one affected family member has a condition that requires nursing care at all times, workers can take long-term nursing care leave up to 93 days. (Can be divided into a maximum of 3 times). For childcare leave or nursing care leave, companies do not have to pay the salary. However, from the start to the 180th day of child care leave 67% of salary is paid, after 180 days 50% of salary is paid; for nursing care leave, an amount equivalent to 67% of the salary is paid by the employment insurance.



◆ Other types of leave

All the holidays stated above are based on laws and regulations, but depending on the company, there may be cases when a variety of holiday systems are set. For example, Congratulations and Condolence Leave for weddings and funerals, birthday leave, wedding anniversary leave, citizen judge (lay judge) leave, etc.



6

What to do when issues occur at work



*at the high school alumni association/ high school reunion party

(Wada): I'm so tired.

(Yasuda) Oh, hey look! Wada finally came.

(Yasuda and Friends) eh? what happened, you seem quite down.

(Wada) The company I've just started, has too many days of overtime work. It's so bad that I am going back home every day taking only the last train. For example, even yesterday, I had to stay overnight at the company for work.

(Wada) Not to mention the fact that during the trial period, they told me that I'm not going to be paid for all the overtime work hours.

(Yasuda) Though they must pay you for your overtime work, even if it's during the trial period.

(Friend) That's our "director", he knows the rules!

(Yasuda) I am suspecting that the reason why your overtime work is that much, because of the bad working conditions at the workplace.

(Wada) Maybe it is so, but

before taking any action, I guess I should ask for an advice and discuss it with someone first.

(Yasuda) Well, since you've got no choice, I'll help you out!

(Friend) Hey man, let him ask a professional advisor for an advice.

Not getting paid for overtime work? Can't get your legally provided working days off? Getting unjustly fired or dismissed? etc... When an employee gets in trouble with the company, what should one do? Here we'll look at possible solutions to the issues that could occur at your workplace.

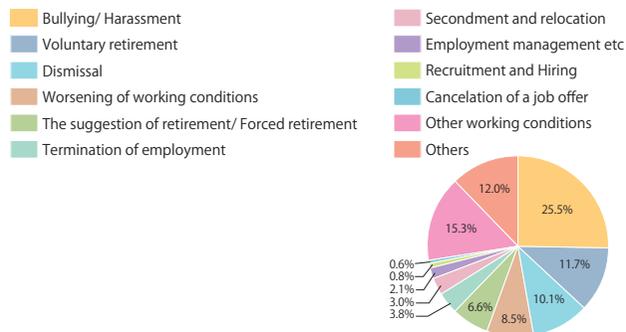


◆The number of troubles at the workplace is increasing

According to the Ministry of Health, Labor and Welfare in the year of 2019 (Reiwa 1st), at the general labor advice centers around all over the country, the number of cases reported and related to issues occurring at the workplace had been 1,180,000 cases in that year.

Well then, here we will discuss what are the main sources of the troubles at the workplace usually and if you find yourself ever in a similar situation, we'll tell you how to deal with it in this chapter.

● Types of cases related to issues that occur at the workplace



● Case 1 - Dismissal

Saito worked as a part-timer for a company with 10 employees. When he got to work, his boss suddenly called him into his room and asked him to quit the company, due to bad financial performance of the company. Therefore, even if it was a part-time job, could the boss ask him to leave the company in such a short notice and any possibilities to complain about this?



Dismissal means unilaterally termination of a labor contract (see page 15) from the company's side. Anyone who would find himself laid off in a similar situation would find themselves under difficult circumstances. For this reason, there are laws such as the Labor Standards Law, in order to protect the rights of the workers, as in the case of dismissal handling. And these laws apply not only to the full-time workers, but to the part-time workers as well.

1. In labor contracts where the working period is not fixed, without rational, or socially acceptable reasons all dismissals are considered legally invalid. (As stated in the Labor Contract Act).
2. In labor contracts of working periods of 6 months to 1 year, an employer cannot dismiss an employee, without an evidence of a major offense.

3. In case a company dismisses its workers, without a prior notice given at least 30 days in advance, the company must pay the wage of a worker equivalent to 30 or more days' worth of labor.

● Case 2 – Unpaid overtime work

Yamada-kun works a lot and leaves his office only around 11pm. According to the official working hours from 9am till 6pm and all his additional working hours should be counted as an overtime work and be paid accordingly. In total he did 80 hours' worth of overtime work, but he only gets paid for 20 hours. When confronted the general affairs office of his company, they told him that “they have a system of paying only for overtime work worth of no more than 20 hours”. Naturally a question arises “is such system valid?”



As we have studied about working hours and extra wages on pages 18 and 19, in fact overtime work must be paid and it is guaranteed by the law. Therefore, in this case above such reactions are not only invalid, but also they are illegal. They must pay for the 80 hours' worth of overtime work. Sadly, it is actually true that such practices among the companies exist. On the other hand, if you find your overtime paid work is limited and need to work unpaid, your work motivation may be worn out. If you ever find yourself working for such a company, as a result with such conditions, you are under risk of dying from overwork, getting a mental illness or getting other medical conditions.

● Case 3 – Bullying/Harassment

Ichikawa-kun works at a company with 100 employees. He is assigned to the 1st sales division. The manager of his division is a very strict/mean person, who would constantly yell and shout at him in public, saying mean things like “I wish you would die soon”, “I can't wait for you to quit the company” etc... So, are there any laws that stop or prevent this kind of behavior from your fellow company workers?



Companies have an obligation to ensure the safety and health of their employees and provide them a comfortable working environment. Since April 2020, companies have been obliged by the law (Act on Comprehensive Promotion of Labor Measures) to take measures to prevent power harassment in the workplace (for small and medium-sized companies, from 2022).

Bullying and harassment targeting an employee, such as power harassment and sexual harassment as described above, must be handled by the company to solve the problem. It would be good if you can solve the problem by consulting with your trusted supervisor, but if it seems difficult, please consult with the counseling organizations introduced in the following pages.

[Power harassment]

Power harassment occurs when bosses in the workplace conduct acts of “violence” towards their subordinates.

Although the cases vary and it could be applied to a case between a regular employee and a dispatched employee, and a case against employees in a partner company. Other cases include power harassment from a subordinate to his manager.

[What is sexual harassment?]

Sexual harassment at workplace is occurred when a co-worker conducts sexually motivated acts towards another co-worker against his/her will. Just like power harassment it can happen between managers and subordinates, vice-versa and even with business partners. This harassment is not limited to direct contacts, but asking out on dates and meals is also considered a sexual harassment.

◆What can be the solutions against troubles at workplace?

When issues cannot be solved through talking at the workplace, what measures shall we take? An effective way to solve the problem would be going to the court, but it takes too much of your precious time and money. Therefore, this section will introduce what kind of measures are available to you.

● Let's ask for a counseling!

In case of a trouble at your workplace, what kind of solutions are there available for you? Here, we will introduce you to a counseling specialized agency for free, instead of worrying about it all on your own.

1. **Labor and Social Security Attorney's Total Working counsel** – is a consultation office operated by the Labor and Social Security Attorney Association. The offices are located in all 47 prefectures and metropolitans nationwide.
2. **General labor consultation corner** – is a consultation office created by the ministry of health, labor and welfare. The offices are located in all 47 prefectures and metropolitans nationwide.
3. **Japan Judiciary Support Center (Legal Terrace)** - counsels not only on labor law and workplace related problems, but also on other general cases related to law.



● What to know about the procedure for a solution

It would be best, if you could solve the problem after the counseling. However, there are instances that the issue had not been solved even after the counseling. For these instances specifically we'd like to introduce you to a certain organization.

1. **Dispute Resolution Committee** - is an institution created by the Ministry of Health, Labor and Welfare for conflict resolutions, operated by people experienced in labor law conflict resolutions. And has an office in all 47 prefectures and metropolitans.
2. **Labor Conflict Resolution Center** – is a center operated by a group of government qualified lawyers from the Labor and Social Security Attorney Association, that serves as an institution for proposing conflict resolutions between the workers and the companies.



7

What to do when you are sick or hurt and need to visit hospital



(Yasuda) When I get the bonus, I would like to go to Hawaii.
(Kato san) With your girlfriend? I am so jealous.

(Yasuda) It is wrong. I go with my parents.

(Kato san) I heard that the flu epidemic may come. You should take care of your health.
(Kato san) Medical expenses in overseas hospitals are much more expensive than Japanese. You also have to pay for the ambulance fee.

(Sato san) Ms. Kato, you know well about it.

(Yasuda) Ms. Sato!

(Kato san) The cost for appendicitis surgery in Hawaii is 2,500,000 yen. While in Japan, the cost is around 150,000 yen.

(Yasuda) Why medical expenses in Japan are cheap?

(Sato san) Because of the National Health Insurance System in Japan.

(Yasuda) It is so painful, I should suffer..

(Kato and Sato) Don't

suffer!!!

◆ Contents of National Health Insurance System

So far, it is explained about the structure of the National Health Insurance System. Let's study about how the benefits work in cases of diseases, injuries, giving birth and passing away (Using the case study of the Kenpo Association).

● When you get diseases or injured...

If you get diseases or injured and receive medical treatments at a hospital, how much you need to pay?



When you get diseases or injuries and receive medical treatments at a hospital and you show your insurance card to the counter of the hospital, you have to pay 30% of the medical expenses. The other remaining 70% of the expenses will be covered by the insurance.

● When you give birth...

When you give birth, how much can you receive from the insurance?



[Maternity Leave]

During maternity leave, if you do not receive any salary from your company, you will be paid two thirds of your salary by the insurance. The period is 42 days before the birth date and 56 days after the birth date.

* Families being nourished are excluded.



[Giving birth]

When giving birth after at least 4 months of pregnancy, you will receive 420,000 yen of Childbirth allowance.

** Families being nourished are paid 420,000yen in the form Childbirth Allowance for family.

● When you get injured and cannot work,

If you get injured and cannot work, how much you will receive from the health insurance?



If cannot work because of injuries, and you do not receive any salary from your company, 4 days after your work absence, you will be paid two thirds of your salary in form of Injury and sickness allowance by the insurance.

The applied period is for 1 and a half year of not working days to be covered by the insurance.

* Families being nourished are excluded.

● Somebody passes away...



When somebody passes away, this person's family will be paid 50,000 yen in the form of burial fee allowance.

Moreover, in the case that this person does not have a family, the person who organizes the burial will be paid up to 50,000 yen in the form of burial fee allowance.

* Families being nourished are paid 50,000yen in the form of burial fee allowance.

● When your medical expenses become too high...



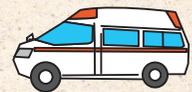
When you are hospitalized and get surgery, the medical expenses may become too high. With same person and same medical institution, when the certain amount of medical expenses in one month (calculated from the first day to the last day) exceeds, the refund of the exceeding amount known as high-priced medical expenses can be asked.

Column

How much can be the cost for using an ambulance or a helicopter?

For using ambulance, how much do you have to pay? The answer is free. However, recently there is an increasing number of the 119 calls in order to ask an ambulance. Therefore, there is a debate that if it is not urgent situation, the ambulance fee should be charged. In case that a person has suffered cardiopulmonary arrest, measurement and transportation should be carried out as soon as possible to save that person from death. For the ambulance to be used by the people who is urgently in need, we should try to refrain from asking an ambulance if you are not really in urgent situation. How about using a helicopter? To order the supports by police, self-defense force or mountain guards for the purpose of distressing, the cost is free (There is also cases that a fee is charged).

However, there is an increase in the number of irrational accidents during hiking in recent years, the accident can be supported by a helicopter for mountain rescue, there is debate that the ambulance fee should be charged. There are some cases that private rescue teams and private helicopters are use when mountain hiking's accidents happen. In these cases, the cost may be very high.



8

What to do when you are hurt at work



(Kato san) Yesterday, it seems like Mr. Hara from Sales division fell down from the station stairs and fractured his bone on his way from work.

(Yasuda) Wait, in that case, what happens to the medical bills or household bills when he cannot work?

(Kato san) It's OK. There is Industrial Accident Compensation Insurance (IACI) for supports.

(Yasuda) It covers not only accidents at the workplace, but also during the commuting to the work?

(Kato san) Yes, the commuting will be covered.

(Furukawa Chief) Hi, every one!

(Furukawa Chief) Hey, Yasuda, would you like to go to Karaoke with me?

(Yasuda) Yes, I would be happy to accompany you!

(Kato san) Be careful, because it will be not covered by IACI if you get injured on the way to Karaoke.

(Kato san) By the way, Chief Furukawa tends to

keep the microphone all the time..., so be careful.
(Yasuda) It is more than a disaster...

When you get hurt during work, or have an illness due to work, you receive certain benefits from the Industrial Accident Compensation Insurance (IACI). Furthermore, getting hurt on the way to work also enable you to utilize such an insurance scheme. In this chapter, let's take a look at the benefits surrounding the IACI.



◆ Scheme of the Industrial Accident Compensation Insurance (IACI)

In pages 28 to 31, we studied how in cases of illnesses or injuries, you can utilize the health insurance to pay only 30% of the expenses of your medical treatment costs. However, this health insurance does not cover the treatment costs for the injuries at work. Does this mean that you have to pay the whole medical treatment costs, when you get hurt at work? In this section, let's study the "IACI", a system that can be utilized when you are injured at or whilst on the way to work.

● Can "IACI" be used by everyone who works?

Mr. Saito works part-time in a kitchen at a restaurant. Whilst working, the oil frying the potatoes spilled and led him get a burn injury on his leg. The injury would take three weeks to treat. When he asked the manager for help, the manager said "your position is just a part-time, so you should use the health insurance of your father". Even if it is an injury during his work, aren't there any guarantee for his medical costs?



In principle, work related injuries (Employment Injuries) allow you to use the scheme of the IACI which pays for your whole medical costs. This is instead of the usual case with the health insurance which covers your bills only 30 percent. If a company hires even just one worker, the company has a duty to insure the employee, and it doesn't matter whether or not the worker is a part-timer, and all workers should be covered by the IACI. Thus, the case above is illegal and the costs should be paid through the IACI. In fact, the worker himself does not have to pay for his medical treatment bills. In addition, the IACI's fee must be paid fully by the company, thus the employee does not have to pay.

However, whether it is applicable for a case with the IACI, it is depending on...

- 1) if the workplace is danger-prone or accident prone
... Frying potatoes is danger prone to be burn-injured from spilling oil
- 2) if the work was instructed to do by the company/workplace
... Instructed to do kitchen work, and was frying potatoes

Let's study about the skills needed when you work for a Japanese company.

● Is the IACI for accidents on the way home?

Mr. Yamada was heading towards the train platform on the way home after a day of work. He fell down the stairs and broke his leg. Will the medical costs be covered by the IACI, when it happens during commuting on a way to his home.



There is a common misunderstanding that the IACI is only applicable within the workplace, however, it is applicable for injuries occurring whilst commuting as well. This is called “Commuting Accidents” which can be applied to...

- 1) round trip from house to workplace
- 2) transfer from one workplace to another
- 3) transfer from home at workplace to home for one’s family



It is also significant that the route used to commute is used to go to work regularly. In cases when the commute route is not followed properly such as going off track or taking action that is unrelated to the commuting, even if one would go back to the original route, in principle the accident cannot be recognized as it happens during the commuting. However, as an example, if an action such as the situation below is taken, then if afterwards the usual route is taken, it can be recognized as a commuting accident.

- purchase of daily used goods or any actions such like so
- Exercising the right to vote or any actions such like so,
- Receiving medical attention at a hospital or a clinic, or actions like so
- Place to receive job training

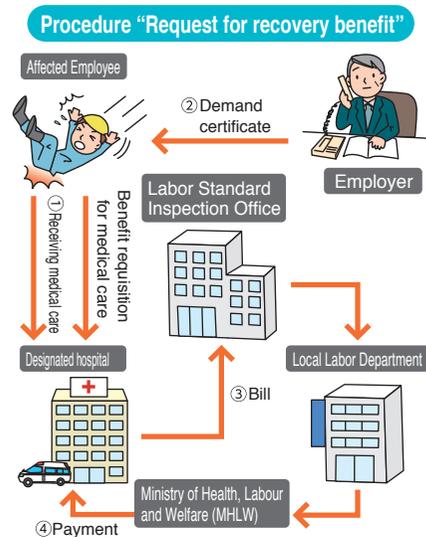


◆ Contents of the IACI

So far, it is explained how the IACI works. Now, let’s study what sort of benefits follow when an accident occurs during work or commuting.

● If you get hurt...

In the case of Employment Injuries and Commuting Accident, if you receive medical treatments at a designated hospital or clinic, you are able to receive medical treatments for free. This is called Medical Care Benefits. The flow chart to the right shows the steps taken for this benefit.



● If you cannot work due to an injury

How much will be supported through the IACI when you are unable to work due to an injury?



When you are unable to work due to an injury, thus losing your wages, there is temporary disability benefits from the fourth absent day from work. This will be 60% of your daily wage and additional 20% as special paid care. Thus, it will in total make up around 80% of your bill.

● If your injury is permanent,

How much can you receive if your injury turns out to be permanent?



In case when your injury unfortunately becomes permanent, depending on the severity of your injury, a fixed amount will be supplied called permanent disability benefits.

- 1) If injury is severe: depending on the level, it would be your daily wage multiplied by 313 days to 131 days worth of pension. (paid separately six times a year)
- 2) If injury is light: depending on the level, it would be your daily wage multiplied by 503 to 56 days' worth of pension. (paid just once)

● If you pass away,

If during work or commuting for work you pass away, what will your family receive?



If you happen to pass away due to a work related injury, your family will be able to receive survivor benefit, where your remaining family members who live within your household, will be supplied depending on the size of family. For example, for a family with four or more people, you can receive pension equivalent to your daily wage multiplied by 245 days. If it is a case of just one person, it would be 153 days worth of pension.

Column

Mental Health

The IACI does not cover only narrowing down to injuries. Some people may become depressed due to human relationships at work, amount of work or issues related to work and life that creates an unbalance in themselves emotionally. Recently, these emotional or mental health issues are increasingly related to the IACI. Mental health, otherwise emotional physiological health is relevant in order to work productively. If there are any problems at work or connecting with people, be sure to ask for help or advice from your work peers or the places down below instead of dealing it on your own.

- **Japanese labor counseling center:** free phone calls for consultation
- **Kokoro no Mimi (The ear to your heart):** Information site for mental health related issues

9

What to do when you lose your job



(Yasuda) I have heard that Mr. Yamamoto is resigning.
(Kato san) Yes, it is correct. He will go back to his parents' home to take care of them.

(Yasuda) It may be difficult for him to find a new job there. How could he manage his living costs.

(Sato san) For such a case, there is an employment insurance scheme to get a financial support.

(Sato san) I came here to get the retirement documents for Mr. Yamamoto.

(Sato san) After the retirement until his reemployment he can get such a support.

(Yasuda) I see. If I quit the job, there will be a support!

(Kato san) There are requirements. In the case with your own reason, you need to be registered more than 1 year. So, you are not yet available.

(Sato san) And the support can be only for a year.

(Yasuda) I see, I need to work more...

(Furukawa Chief) Hey Yasuda, You want to quit the job?

(Yasuda) Noooooo.

When you quit a company or are fired by the company, is there any guarantee for you? Here, let's take a look at benefits such as unemployment insurance.

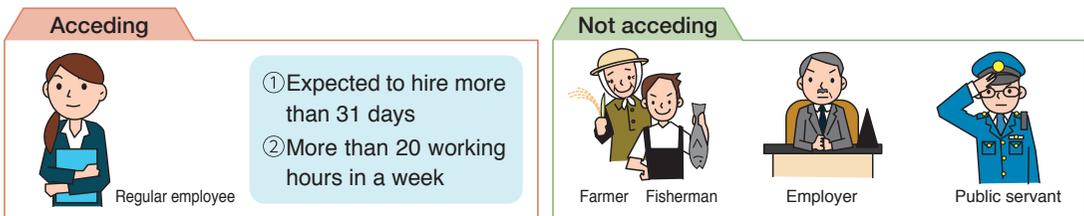


◆ Structure of Unemployment Insurance

Due to the circumstances of the company, suddenly you need to quit your job and it is not yet decided where you can work for... Until the next job will be decided, you may be worrying about how you are going to get by or how you are going to support your family. Here, let's study about the unemployment insurance system, where you can receive living support in such cases.

● If employed, can anyone join the unemployment insurance?

The system of unemployment insurance has been a favour for employees, by supporting people in unemployment and covering partially course fees of a skill-up training for work. If employed, everyone is joining such a system? Please take a look at figures below.

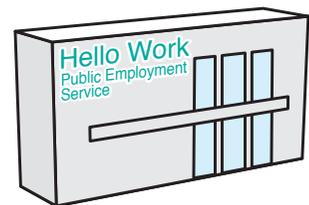


● How much does it cost for the unemployment insurance?

The unemployment insurance premium is divided into two parts: a part which a worker himself pays and the other part which the company covers. In general, the rate of unemployment insurance premium is 9 over 1000 (in which 3 is from himself, 6 is from the company - as of 2020). In fact, it is more complicated, let's say if your first salary is 200,000¥, then 600¥ will be deducted from your salary.

● What is Hello Work?

Hello Work is an organization established by the Ministry of Health, Labour and Welfare to introduce job vacancy to the people who are looking for a job. Hello Works (officially Public Employment Security Office) are located over 500 regions nationwide and you can even find out a job information online. In order to receive the basic allowance which will be explained later, a procedure at Hello Work is necessary as well.



◆ Contents of the Unemployment Insurance

We learnt the structure of unemployment insurance so far. Now, it is explained the contents of what you can receive from the unemployment insurance in practice.

● Guarantee during unemployment ---Basic allowance

Basic allowance supports living during unemployment, after the retirement from the company and in the process of job search. Basic allowance is a system for a fixed period, in which you can get 50-80% of your previous salary. However, please be aware of the following two conditions in order to receive it.

1. Even if you go to Hello Work, hunt for a job with a proactive will and have the ability to work again at any time and despite the efforts of himself and Hello Work, one can be in a state of unemployment.

Therefore, if you are in any conditions below, you are ineligible to receive the basic allowance:

- When you cannot find a job immediately due to illness or injury
- When you cannot get a job immediately due to pregnancy, childbirth or childcare
- When you retire at the retirement age and plan to rest for a while
- Being devoted to housework due to marriage and unable to get a job immediately



2. Last two years before the day of quitting, the period of joining the unemployment insurance must be more than total 12 months. However, if bankruptcy or dismissal is the reason for the resignation, it is possible if the employment insurance subscription period is more than total 6 months within last one year from the resignation day.

The amount of daily basic allowance is calculated as follows: by dividing the wage of last six months before leaving the company by 180 (daily wage), the basic allowance is approximately 50 to 80% of the daily wage (45-80% for 60 to 64 years old). Currently the amount of daily basic allowance is decided by age categories to have a maximum limit. Also, the days of receiving the daily basic allowance depend on age, years of continuous employment, reasons of leaving and so on.

Basic Daily Allowance

(August 1, 2021)

Under 30	6,760 Yen
30 ~ 45	7,510 Yen
45 ~ 60	8,265 Yen
60 ~ 65	7,096 Yen

Needed days for Benefits

(Excluded people difficult to work)

	Less than 1 year	1 ~ 5 years	5 ~ 10 years	10~20 years	More than 20 years
All	-	90 days		120 days	150 days

● Procedure for the reception of the basic allowance

I. Resignation

Upon resignation, you need to receive a certificate of unemployment from the company.



II. Go to Hello Work

On top of applying for the job hunting, you have to submit the certificate of unemployment and get the approval on recipient qualification. After confirming the next day of visit to Hello Work (unemployment recognition day), the certificate of eligibility will be issued in order to receive the basic allowance.



III. Job hunting activity

In order to recognize the unemployment, the results of job search activities (documents for application, receiving occupational introduction from Hello Work and private employment referral expert, taking employment interview and etc.) during the period from the last recognition date to the next recognition date will be needed. If there is no will to find a job, the allowance will not be granted.



IV. Recognition of Unemployment · Reception of the Basic Allowance

If you go to Hello Work on the designated unemployment recognition day and get the results of job search activities confirmed, basic allowance for 4 weeks before recognition day can be provided. Days and amount of reception can vary depending on each condition.



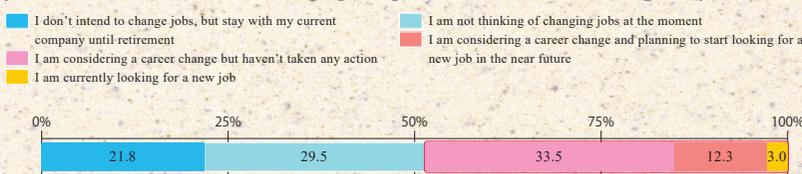
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The views on changing job

According to the Japan Management Association's "2019 Survey of younger employees in their first six months and second year at work", around half of younger employees in their first six months and second year are considering or looking for changing their jobs.

At a survey conducted by Mynavi "New employee attitude survey on job change (Nationwide 2020 new graduate employees)", the top reasons why they don't think they will stay with the company they joined until retirement were "Because I want to change my working style to suit my life stage" (38.1%) and "Because I want to advance my career by changing jobs (35.8%)".

There is a growing awareness that people don't stay with the same company, but prefer to change jobs when they need. The career view on changing companies to suit one's life stage may be establishing.



(出典：一般社団法人日本能率協会「2019年度入社半年・2年目若手社員意識調査結果」)

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What to do when you age



(Kato san) Manager Nakajima will retire in the coming month. So please prepare for the documents, personnel reallocation and his farewell party as well.

(Yasuda) Sooo much?

(Kato san) Personnel issues will be handled by Ms Sato.

(Kato san) Ms. Sato, please take care of it.

(Sato san) OK, it will be reparation for his health insurance and employees' pension insurance.

(Yasuda) Oh Ms. Sato, you know well about pension system.

(Sato san) What do you want to know?

(Yasuda) For our generation the pension payment can be just a waste, isn't it?

(Sato san) There are a lot of negative news about the pension system, that's correct. However, the pension system can only be broken down, if the whole country system will be broken. Please be relieved that every generation will be supported by the system for

sure.

(Yasuda) In the internet it said there are many people who don't pay.

(Sato san) No no, only 5 % for the pension system.

(Kato san) Don't trust such information easily.

Pension scheme is an important system for our society hence it needs to be maintained for the people in the future. Let's study about the mechanism of the scheme and what kind of benefit it includes.



◆ Structure of The Pension Scheme

Do we still get a pension in the future? Is there no problem if we do not pay? Everyone may have different images towards the pension scheme.

Here, let's study about why there is a pension scheme, and how much of pension you will get in the future.

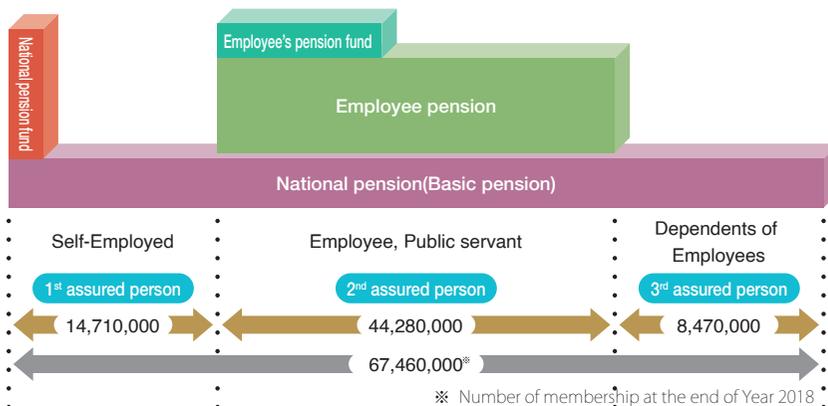
● What for is there a Pension scheme?

Imagine the case when you get old, get injured either mentally or physically, the breadwinner of the family passed away... etc. In any of those cases we would not be able to get a stable salary and live in peace. In Japan, generally there is a pension scheme for the whole nation, which is called “Kokuminkainenkin” (Universal Pension Coverage), so people will be able to live by helping each other when they get old or injured/ill and so on.



● How does the pension scheme work?

The Japanese pension scheme is relatively complex. It can be divided into three sections from the No.1 insured to No. 3 insured like diagrams below. It depends on their occupation and work style. It will be explained here about two points: everyone joins the National Pension, additionally employees in a company and public servant need to join Employee Pension at the same time.



● When should we start to pay for the pension?

As we have mentioned above that the pension scheme can be divided into three sections from No.1 insured to No.3 insured. Here, it will be explained about each insured category in more details.



No.1 Insured Person
(Above 20 years old students, Self-employed person Spouse of insured person etc.)



No.2 Insured Person
(Company employee, Public servant)



No.3 Insured Person
(Spouse of No.2 Insured Person)

Type	People who are eligible	Insurance Premium	Payment method
No.1 Insured Person	Other than No.2 and No.3 Insured person and aged 20-60	¥16,610 per month (paying with a person's own expense)(2021)	Paid by payment slip delivered from Japan Pension Service
No.2 Insured Person	Company employees and public servants that are employees of companies where Welfare pension insurance is paid for	In case the salary ¥200,000, (roughly) ¥36,600 *(own expense ¥18,300 company's expense ¥18,300)	The company will deduct from salary or bonus
No.3 Insured Person	Spouse(aged 20-60) that are supported by No.2 Insured Person	None (The Institution that the spouse has to be subscribed will make the payment)	

* Premium rate: 18.300% (since Sep, 2021)
premium: 200,000 × 18.300% = 36,600 yen

● In case of Part Timer, which category are they belong to?

Mr. Tanaka is working 7 hours per day, 5 times in a week as a part timer at the kitchen of a restaurant. In principle, an employee who works 8 hours per day, 5 times in a week will be considered as No.2 Insured person, and it is paid for National Pension and Employee Pension. His manager told him that “as you are a part timer, it is not possible for us to pay for the Employee Pension, so it will be paid only for National Pension”. In case of a part timer, will he be considered as No.1 Insured Person no matter how many hours he works?



The Employee Pension should be automatically provided as long as a person who works for a company which is introduced the Employee Pension scheme for the employees.

The standard of part-timer for the Employee Pension is that the working hours and days must be more than three fourth (3/4) of it for a regular employee. Therefore, in the situation above, the company must pay for Mr. Tanaka as a No.2 Insured Person in the Employee Pension.

Furthermore, in general, these are such companies where Employee Pensions are applied for followings:

- ① Establishment of corporations such as a company or a limited company that employs labor-force on a constant basis
- ② Personal businesses such as a company, a factory etc employs more than 5 labor-force (excluding service industry such as inns)
- ③ Ships for Sailors such as steamships and fishing boats with certain conditions

● What if you cannot pay for the national pension insurance premium?

Mr. Kawamura is a student in his sophomore year at a university and will be on his birthday in September at the age of 20, then the bill for the national pension was sent from the Japan Pension Organization. Mr. Kawamura is living alone, away from his parents. He got injured and could not go to his part time job for a while, it makes his life economically difficult. Hence, he is not able to pay for his pension fee. Will it be possible if he does not pay the insurance premiums until he graduates from university and have a decent life?



As it is explained about the No 1 insured person, in principle, every 20 years old is required to join the national pension system. Even students, and even if they do not work, everybody need still to join it. The misunderstanding concerning the pension system is that the pension system is only relevant when you are old and nothing to do with when we are young. It will be explained it in details later, but the pension can be received not only when we get old but also when we become disabled because of your sickness or injuries.

Though it is an obligation, there are cases where it is impossible to pay for the insurance premiums. Even you cannot pay for the pension fee, you can apply for a system whereby payment of insurance premiums will be extended or exempted. If you register in such a system, even you don't pay for the pension in the moment, you may receive the pension support when you are sick or injured. For such situations, please follow the methodology below.

[Student special exemption system]

There is a system of payment for pension fee regarding students aged 20 or over who has a difficulty to pay for it, called "Student special exemption system."

Target: Students whose income is lower than a certain level (university, junior college, vocational school, etc.)

Estimated income: 1,180,000 yen + number of dependent family members etc × 380,000 yen or less. Application for: Public office (City hall / village office) in charge of national pension

[Exemption and payment postponement of insurance premiums]

In cases where it is difficult to pay for the national pension insurance premiums, there are supporting systems such as Insurance Premium Exemption System and Young Person Payment Extension System. For details, please contact the national pension office in your city or ward office.

◆ Contents of the Pension

So far, it is explained about the structure of the pension system. Now, let's take a look into different kinds of benefits that will be given when you are getting older, injured, or in the time of death.

● The benefits for old-age

The most well-known benefit of the pension is an old-age pension, which your grandparents may receive.



Requirements
for the Pension
Benefits

Being paid over the national pension premium for more than 10 years
* Student special exemption system, full exemption system etc,
Those exempted periods are included into the term of payment.
We cannot receive anything unless it reaches 10 years, therefore,
it is important to pay the fee properly.

● The Benefits when you are disabled

If you are disabled because of a sick or an injury, you are entitled to receive the disability benefits. Here it is explained about the main payment requirements of the Disability Basic Pension in the national pension system.



The main
Requirements
for the Benefits

- ① The disabled person whose payment period of insurance is longer than two-thirds of the subscription period (There are exceptions)
※Including the period of exemption such as “Student special exemption system” for National Pension, or “Full Exemption System”
- ② Person under a Grade 1 or Grade 2 Disability
- ③ After 1 year and 6 months from the first diagnosis (if it got recover during that period, the time it got recover) and you are disabled, or when you become disabled during the period before aged 65.

● The benefits when you pass away

When a person passed away, the survivor pension is paid to a certain family nurtured by that person. Here, it will be introduced about the main payment requirements of the “Basic pension for surviving family” in national pension.

Main Requirements for the Benefits	A person who passed away during the subscription for National Pension and the period of payment for the insurance fee is longer than two-thirds of the subscription period (There are also exceptions) ※Including the period of exemption such as “Student special exemption system” for National Pension, or “Full Exemption System”
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Where to contact when you have concerns

For help, inquiries, or more information, please contact the following offices. In some cases, the contact address may vary depending on where you live, so please check the websites before contacting.

◆ Where to contact if you have troubles at your workplace

● Sougou Roudou Soudannsho [General Consultation Service for Workers] (Conducted by Labor and Social Security Attorney's Association in each prefecture)

-A licensed Labor and Social Security Attorney will give you advice on troubles at your workplace such as dismissals and overtime work.

-0570-064-794 (Navidial)

● Sougou Roudou Soudannsho [General Consultation Service for Workers] (Conducted by Prefectural Labor Bureau)

-A consultant who is specialized in troubles at your workplace such as dismissal, working terms, recruitment and hiring, gender equality, bullying and harassment, sexual harassment will give you advice via phone or appointment.

There are 380 offices in Japan.

◆ Where to contact if you are involved in labor-related disputes

● Support Centre for Resolving Individual Labor-related Disputes by Japan Federation of Labor and Social Security Attorney's Associations

-If there are dispute at your workplace between the manager and worker, a licensed s Labor and Social Security Attorney will take into account the stories of both sides and suggest a way for a peaceful settlement.

-0570-064-794 (Navidial)

● Dispute Coordinating Committees (Prefectural Labor Bureau)

-Disputes between the worker and business manager such as sudden dismissals, decrease in hourly wage may be resolved easily, quickly, and relatively cheaply by the "placement" system of the Dispute Coordinating Committees in the Prefectural Labor Bureau.

◆ Where to contact if you have mental issues due to your workplace

● Kokorono Mimi (The Ear of Heart)

-A portal website established by the Ministry of Health, Labor and Welfare commissioned business aimed at answering basic inquiries from managers, workers and families regarding measures to keep mental health at workplace (including measures to prevent suicide) and to counter overtime work. They will tell you where to contact based on the kind of issue you are dealing with.

The quickest way to resolve your issue is to ask for a professional opinion. There is absolutely no need to solve it all by yourself.



◆Where to contact for inquiries on law and court

● Japan Legal Support Center (Hou Terasu)

-If you are involved in a legal issue and need help, a professional operator will introduce legal systems, consulting services, and organizations depending on your concern. Each prefecture has a regional office of a Legal Support Center (there are four in Hokkaido). You may make a call or appointment at the regional office.

-Call Center 0570-078-374 (PHS is also possible)
03-6745-5600 (IP)

◆Where to contact for consulting about unemployment pay and training

● Hello Work (Public employment security office)

-This is where people apply for the employment insurance can take procedures to receive unemployment payment while they are job hunting after leaving a job due to retirement, bankruptcy, or other personal reasons. Additionally, procedures of employment insurance, employment promotion benefits, education and training benefits may also be conducted here. Each region has its own public employment security office.

◆Where to contact for inquiries about national pension or employment pension

● Pension Consulting Centres at the corner of the streets

-There are 80 places in 41 prefectures where the Japan Federation of Labor and Social Security Attorney's Associations is willing to hear your concerns regarding pension.

● Pension Office

-If you have general inquiries about pensions, please contact the Pension Dial (nenkin daiyaru).

-0570-05-1165 (PHS)

-03-6700-1165 (IP)

-You may also consult the pension office in Japan directly.

Other contacts

-Labor Standards Inspection Office for workers' accident

-National Health Insurance Association and Health Insurance Union for health insurance

-Local Governments for National Health Insurance

What is a Sharoushi?

Sharoushi, labor and social security attorneys, are nationally certified experts in personnel affairs, labor management, and public medical insurance and pension systems, which are closely related to daily life. The attorneys offer advice for business managers and workers about labor issues. In addition, the attorneys give personal explanations of the pension system for anyone who does not understand the system. In support of the people of this nation, Sharoushi serve as close partners.

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