

Working Foreign Residents'

Labor

Handbook

Basic Labor Law
and Consultation
Booths to Know

City of
Kitakyushu

● Introduction ●

Here, we present basic information on labor laws you'll need to know as an international student or other foreign resident working full- or part-time in Japan in Q&A format.

Be sure to look over this booklet before starting work or should any issues arise while working.

Consultation booths available for when trouble occurs are also presented at the end.

*Information presented is accurate as of March 1, 2020.


Please note that information may change due to subsequent changes to the law.

*This booklet can be downloaded from the Kitakyushu Work General Information Office employment information website run by the City of Kitakyushu.

(<https://www.shigotomarugoto.info/>)



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01 Labor Contracts

A labor contract is a promise to exchange work for hire based on mutual consent between the worker and the company regarding working conditions (the content of the contract).

Q



I've received an informal job offer from Company A. Is there anything I should be aware of before I start working?

A

A working relationship starts once the worker and the company enter into a labor contract.

When entering into a labor contract, be sure to thoroughly check the conditions under which you'll be working, such as working hours, wages, and paid leave.



Explicit Working Conditions

When hiring workers, companies are obliged to make working conditions explicit. The working conditions that must be written explicitly are below. If the specified working conditions differ from the actual working conditions, workers may terminate the contract immediately.

Mandatory Specified Conditions	
*Conditions that must be explicitly written (7 is for part-time workers only)	
1	Labor contract period
2	Criteria for renewing labor contracts with fixed periods
3	Workplace and job description
4	Start and end times, whether or not there is overtime work, break times, days off and paid leave
5	Methods for determining, calculating, and paying wages, wage deadlines and payment periods
6	Matters regarding resignation (including reasons for dismissal)
7	Whether or not there are raises, severance pay, and bonuses

Relative Specified Conditions	
*Items that must be specified if certain conditions are met	
1	Which workers are eligible for severance pay and matters concerning the decision, calculation, and payment of severance pay as well as the payment period
2	Matters concerning extraordinary wages and bonuses
3	Matters concerning food expenses, work supplies, and other costs to workers
4	Matters concerning safety and hygiene
5	Matters concerning vocational training
6	Matters concerning disaster compensation and aid for off-the-job illness or accident
7	Matters concerning awards and punishments
8	Matters concerning leaves of absence

One Point Lesson

By entering into a labor contract, the company is obliged to pay wages specified in the labor contract, while the worker is obliged to work according to company orders.

For consultation and inquiries on cases like this → **P29** ①

An informal job offer is an “employment contract reservation”. For example, a labor contract that starts after graduation that a student enters into while still in school (new graduate contract).

When, depending on circumstances, the company discards this informal job offer and refuses to hire, this is called rescinding a job offer

Q



The company told me they were rescinding my job offer due to company circumstances.

A

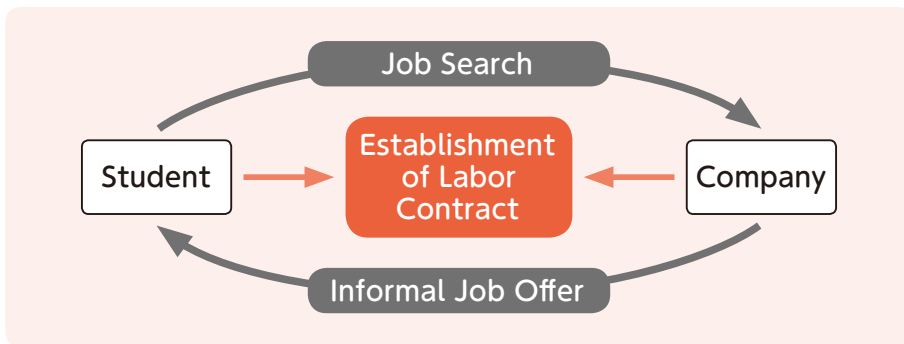
If by “employment offer” it is understood that a labor contract has already been established, rescission of that offer (terminating the contract) is invalid without a justifiable reason according to common social sense.



What is an Employment Offer?

When the company makes an employment offer, and you have received an invitation to attend the entrance ceremony or have submitted a pledge, it is understood at that point in time that you have **established a labor contract**, which the company reserves the right to terminate.

Although they are not yet working, the status of those who have received employment offers should not be viewed as fundamentally different from those who have entered into regular employment.



Situations Where Job Offers May Be Rescinded (Examples)

- The candidate was unable to graduate from school
- The candidate was unable to obtain the necessary licenses or qualifications
- The candidate became unable to work for health reasons
- What was written in the resume differs from actuality

Rescission of a job offer may be deemed legitimate if there is an objective and justifiable reason, as listed above.

One Point Lesson

There have been cases where a residence visa for work was not granted despite the candidate having received a job offer, or was not granted in time for the candidate to join the company, so be sure to prepare as early as possible.

For consultation and inquiries on cases like this → **P29** ①

03 Rules of Employment

Rules of Employment are a rule book on company rules regarding worker wages, working hours, and other working conditions, created by the company based on worker opinions and comments.

Q



The company hasn't shown us the Rules of Employment. Are we allowed to see them?

A

Companies are obliged to inform workers of the Rules of Employment and must allow all workers to browse them freely.



Regulations for Rules of Employment

Obligation to Create Rules of Employment and Notify the Labour Standards Office	Companies with ten or more full-time workers must create Rules of Employment and notify the Chief of the Labour Standards Inspection Office
Obligation to Listen to Workers	Companies must listen to the opinions of the labor union and labor representatives regarding the creation of and modifications to the Rules of Employment
Obligation to Inform	Companies must listen to the opinions of the labor union and labor representatives regarding the creation of and modifications to the Rules of Employment

Items Written in the Rules of Employment

Mandatory Items (Items That Must Be Written)

- Start time, end time, break time, days off, paid leave, etc.
- Matters regarding wages and wage increases
- Matters regarding resignation (including reasons for dismissal)

Conditional Items (Items That Must Be Written When Decided Upon)

- Matters regarding severance pay
- Matters regarding extraordinary wages (excluding severance pay) and minimum wage
- Matters regarding food expenses, work supplies, and other costs to workers
- Matters regarding safety, hygiene, and vocational training
- Matters concerning disaster compensation and aid for off-the-job illness or accidents
- Matters concerning awards as well as the types and extent of punishments

Optional Items (Items the Company May Write of Its Own Volition)

- Matters regarding company discipline and prohibitions
- Matters regarding bereavement and leave of absence
- Other working conditions not stipulated under the law

One Point Lesson

If a company has 10 or more workers at any given time, Rules of Employment must be created for all workers, including contract workers and part-time workers.

For consultation and inquiries on cases like this → **P29** ①

Working Hours refers to the actual time spent working excluding breaks, and refers not only to the time the worker is actually engaged in labor, but to any time the worker spends under command of the company in a working capacity.

Q

**Are working hours set under labor laws?
Are morning assemblies and telephone calls during lunch breaks included in working hours?**

A

Working hours are, in principle, 8 hours a day, 40 hour a week. Time spent at institutionalized morning meetings, waiting for work when given instructions to do so, and cleaning up after work also counts as working hours.



Legal Working Hours

Law stipulates that workers cannot be forced to work more than **8 hours a day, 40 hours a week** excluding breaks. When exceeding legal working hours, companies must pay increased wages. (See p. 12)

Modified Working Hours System

Under certain set conditions, companies can make workers work more than 8 hours a day or 40 hours per week, **so long as the average number of working hours per week does not exceed 40 hours** for a set period of time.

- ① Monthly Modified Working Hours System
- ② Annual Modified Working Hours System
- ③ Weekly Modified Working Hours System
- ④ Flex Time System

Discretionary Labor System

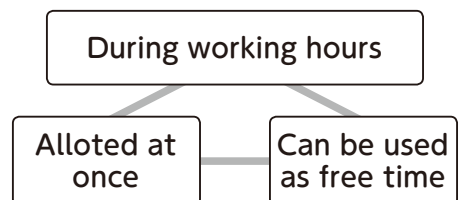
This allows the company to deem that the worker has worked a set number of hours in cases where recording and managing time is difficult, such as when work is performed outside the company, or when workers are given discretion to engage in specialized tasks or management.

- ① Labor performed outside the workplace
- ② Specialized discretionary labor
- ③ Management discretionary labor

Breaks

Companies are obliged to give workers at least **45 minutes of break time when one day's working time exceeds 6 hours**, and at least **60 minutes of break time when it exceeds 8 hours**. The following three rules apply to break times.

Three Rules for Break Times



One Point Lesson

When a company makes its workers work beyond legal working hours, it must enter into an Agreement on Overtime and Holiday Work (“Article 36 Agreement”) and submit this to the Labour Standards Inspection Office.

For consultation and inquiries on cases like this → **P29** ①

05 Days Off & Paid Leave

Days Off are defined as days where there is no obligation to provide labor.

Paid Leave is a system that exempts workers from providing labor on contractual working days.

Q



How many days of paid annual leave can I take?

A

The number of Days Off and Paid Leave days are stipulated by law.

Workers must have one day off a week, or four days off in a period of four weeks.

The number of days of annual paid leave is determined by the number of years of continuous service.



Days Off

Companies must give workers **at least one day off a week** or **at least four days off in a period of four weeks**.

Paid Leave

Companies must give paid leave to all workers who have **worked continuously for at least 6 months** and have **at least an 80% work attendance rate**.

Employers are obliged to let workers granted 10 or more days of annual paid leave to take five days of paid leave per year.

In principle, they are not allowed to ask the reason why the worker is taking paid leave, and must let them take paid leave freely at any time except for under special circumstances.

However, the company may change the day of paid leave to a different day should it interfere with the normal operation of the company.

■ Number of Days of Annual Paid Leave

Length of Service		6 mo.	1 yr. 6 mo.	2 yr. 6 mo.	3 yr. 6 mo.	4 yr. 6 mo.	5 yr. 6 mo.	6+ yr.
General Workers		10 days	11 days	12 days	14 days	16 days	18 days	20 days
Those working fewer than 30 hours per week (part-time workers, etc.)	5+ days/wk. (217+ days/yr.)	10 days	11 days	12 days	14 days	16 days	18 days	20 days
	4 days/wk. (169-216 days/yr.)	7 days	8 days	9 days	10 days	12 days	13 days	15 days
	3 days/wk. (121-168 days/yr.)	5 days	6 days	6 days	8 days	9 days	10 days	11 days
	2 days/wk. (73-120 days/yr.)	3 days	4 days	4 days	5 days	6 days	6 days	7 days
	1 day/wk. (48-72 days/yr.)	1 day	2 days	2 days	2 days	3 days	3 days	3 days

One Point Lesson

When calculating attendance rates used for calculating bonuses, etc., days where annual leave was taken are counted as having gone to work.

For consultation and inquiries on cases like this → **P29** ①

06 Wages

Wages refers to any and all compensation paid by the company to the worker in exchange for labor, regardless of whether it is called wages, salary, benefits, bonuses, or by any other name.

Q



**Although it's payday,
I've only received part
of my pay and don't
know what to do.**

A

Companies must pay the wages it has promised to pay according to the 5 Rules of Wage Payment.



5 Rules of Wage Payment

- ① **Pay in Currency:** Wages must be paid in cash (bank transfers possible with the worker's consent)
- ② **Pay Directly:** Wages must be paid directly to the workers themselves
- ③ **Pay in Full:** Wages for hours worked must be paid in full
- ④ **Pay at Least Once a Month:** Wages must be paid at least once a month
- ⑤ **Pay on a Set Date:** Wages must be paid on a decided payday

Minimum Wage

Minimum Wage is determined by the prefecture.

Minimum Wage by Region	Applies to all workers and companies
Specified Minimum Wage	Applies to workers employed in specified industries

Increased Wages for Overtime Work

When companies make employees work beyond legal working hours by doing overtime work or working on days off, they must pay workers an appropriately increased wage. This applies to all workers, regardless of their form of employment. (Including part-time and shift work)

Categories	Increased Wage Rates
Time worked beyond legal working hours (overtime work)	Increase of 25% or more
Time worked on legal days off (working on days off)	Increase of 35% or more
Time worked between 10 PM and 5 AM (late-night work)	Increase of 25% or more
Overtime work + late-night work	Increase of 50% or more
Overtime work exceeding 60 hours per month (applies to small to medium enterprises as of April 2013)	Increase of 50% or more

One Point Lesson

Be sure to check that your wages are at minimum wage or higher

For hourly wages	Hourly wage \geq minimum wage (hourly amount)
For daily wages	Daily wage \div working hours per day \geq minimum wage (hourly amount)
For monthly wages	Monthly wage \div average number of working hours per month \geq minimum wage (hourly amount)

For consultation and inquiries on cases like this → **P29** ①



How to Read Pay Statements

Understanding income and expenditures is part of being a working member of society. Make sure you understand the details of the wages you receive each month.

① Attendance [勤怠] (working days/hours)

This contains attendance data. Items written include Working Days, Absences, Tardiness/Early Leave, Special Paid Leave Taken, Paid Leave Taken, Remaining Paid Leave Days, Overtime Work, and more.

② Payment [支給] (money paid to the worker)

This is for the money paid to the worker.

● Basic Salary [基本給]

Basic Salary may be divided into smaller categories depending on company regulations.

Items written here may include Overtime Allowance, Executive Allowance, Qualification Allowance, Housing Aid, and Family Aid.

③ Deductions [控除] (money deducted from wages)

This is the amount of money deducted from wages.

● Health Insurance [健康保険]

To mitigate medical expenses in the event of illness or injury.

● Pension Insurance [厚生年金保険]

For the worker or their family to receive in old age, or due to disability or death.

● Unemployment Insurance [雇用保険]

To provide financial benefits in the event that the worker loses their job for peace of mind and lifestyle stability while they search for a new job.

● Long-Term Nursing Care Insurance [介護保険]

Paid by those over the age of 40. This allows those over the age of 65 and in need of nursing care as well as those over the age of 40 who have dementia or become bedridden due to age-related illness to receive long-term nursing care services.

● Income Tax [所得税]

A monthly deduction based on income. Overpayment or underpayment is adjusted for in the Year-End Tax Adjustment issued in December.

● Residence Tax [住民税]

Calculated and taxed based on the previous year's taxable income. If you resign and remain unemployed, you will have to pay the previous year's residence tax, which can be an enormous burden.

● Other

This displays items such as accumulated property savings and advance deductions for those deducting personal life insurance from their wages.

Ex: For a full-time company employee

給与支給明細書

平成〇〇年〇月分
〇〇〇〇株式会社 〇〇〇〇 殿

① 勤怠	出勤日数	欠勤日数	有給休暇	代休日数	特別休暇	時間外労働	
	20日	0日	2日	0日	0日	5時間	
② 支給	基本給	家族手当	時間外手当	通勤手当	資格手当	総支給額	
	200,000		7,500	12,500		220,000	
③ 控除	健康保険	厚生年金保険	雇用保険	介護保険	社会保険合計	※介護保険の控除は、40歳以上65歳未満	
	11,264	20,130	660	0	32,054		
	所得税	住民税			税額合計	総控除額	
	3,910	7,500			11,410	43,464	
集計	総支給額	総控除額	差引支給額				
	220,000	43,464	176,536				

Net Pay is your basic salary plus any allowances such as **overtime**, minus taxes and other deductions. In other words, this is your "take-home pay".

CHECK! What is a Tax Withholding Statement?

A Tax Withholding Statement is a document that contains the amount of wages paid to the worker by the company that year and the amount of taxes the worker paid. This document may be necessary for tax returns (determining income tax amount) and reemployment, so be sure to keep it in a safe place.

CHECK! Working Rules That Must Be Followed

Wages may be reduced or you may be demoted according to the Rules of Employment if you do not follow the company's basic rules or act in ways that disrupt company order. This is referred to as **Disciplinary Action**.

Just as companies must follow the rules, you, the employee, must also follow certain rules (rules of the workplace).

[Working Rule Violations]

- Repeated tardiness
- Leaving the workplace without permission
- Taking company equipment out of the workplace
- Leaking company secrets, etc.

*Source: "Is This Possible? Useful Labor Law Q&A Comic Series" by the Ministry of Health, Labour and Welfare

Resignation means terminating the labor contract at the worker's request.

Age-Based Retirement is retirement due to reaching an age specified in the Rules of Employment, etc.

Q



**I'd like to resign.
When should I tell
my company?**

A

Workers without a set working period may quit at any time if they notify the company of their resignation, in principle, two weeks prior.

However, if there are reasonable provisions stipulated in the Rules of Employment, then you must follow those procedures.



Types of Resignation

Resignation for Personal Reasons	Expressions of intent from the worker, such as a letter of resignation
Resignation with Consent	Agreements made between the worker and the company
Resignation After Completion of Contract	Resignation due to the end of a contract period for contract employees and part-time workers with fixed working periods
Age-Based Retirement	Resignation once a worker has reached a specified age

Resignation Procedures

Check the resignation procedures prescribed in the company's Rules of Employment.

There are certain documents, etc. you must receive from and return to the company when resigning.

What to Receive from the Company	<ul style="list-style-type: none"> ● Separation Notice for unemployment insurance ● Pension handbook ● Unemployment insurance card ● Proof of resignation, etc.
What to Return to the Company	<ul style="list-style-type: none"> ● Tax Withholding Statement ● Health insurance card ● Company ID card ● Company badge ● Business cards, etc.

Retirement Age

Mandatory retirement ages established by companies must not be under 60 years of age.

To ensure stable employment until the age of 65, companies must take one of the following measures (measures for securing employment for the elderly).

1	Raise the retirement age to 65
2	Introduce continuous employment until the age of 65 (available in principle to all who want it)
3	Abolish age-based retirement

One Point Lesson

Part-time workers or contract employees with fixed contract periods cannot resign prior to the completion of their contract without an inevitable reason.

For consultation and inquiries on cases like this → **P29** ①

08 Dismissal

Dismissal is when the company unilaterally ends the labor contract and forces the worker to quit, regardless of the worker's intent.

Q



My company suddenly told me, "Your performance is poor, so as of today you are dismissed." I'm not convinced.

A

Dismissals without objective, rational reasons or that violate dismissal restrictions are considered invalid.

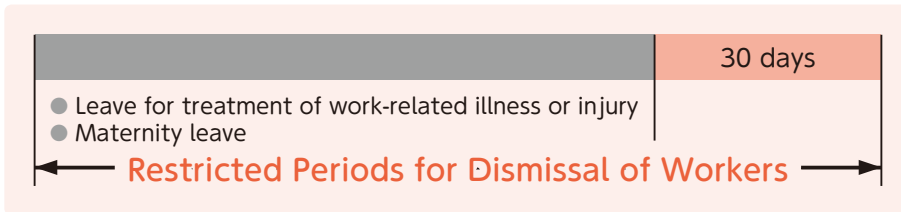


Abuse of Dismissal Rights

Dismissals without a clear reason or that overstep social bounds are abuses of dismissal rights and considered invalid.

Restricted Periods for Dismissal of Workers

Companies cannot dismiss workers **during periods of leave for treatment of work-related illness or injury, during maternity leave, or within 30 days** after either of these.



Notice of Dismissal

When dismissing workers, companies must provide notice at **least 30 days prior**. If advance notice is not given, a minimum of 30 days' worth of average wages must be paid as dismissal allowance.

Types of Dismissal

Ordinary Dismissal	When performance is unsatisfactory and has no room for improvement despite having provided instructions, or when the worker is unable to work for long periods of time due to health issues
Disciplinary Dismissal	When worker dishonesty or misconduct is significant
Layoffs	When the reason for dismissal is not because of the worker, but for management reasons on the company side ("restructuring")

*It is counted as a dismissal when the company unilaterally suspends labor contracts that have a fixed period but were renewed several times as the norm, despite having giving the expectation that the contract would be renewed.

One Point Lesson

Beware that if you submit a "Letter of Resignation for Personal Reasons" despite having been fired, you may be at a disadvantage when it comes to receiving unemployment insurance, even if your company recommends it.

For consultation and inquiries on cases like this → **P29** ①

Worker's Compensation Insurance is a system in which the government provides benefits on behalf of the company in the event of injury, illness, or death while on the job (work accident) or while commuting to work (commuting accident).

Q

I got injured on the job. Do I have to pay for my own treatment?

A

Worker's compensation insurance covers injuries sustained on the job. Different kinds of compensation can be received through payment into worker's compensation insurance, meaning there is no need for you to pay.



Major Forms of Compensation and Payment

Not only full-time employees, but all workers, including contract employees, temporary staff, part-time workers, and shift workers, are eligible.

Medical Compensation	When medical treatment is necessary for an injury or illness sustained by the worker on the job
Compensation for Suspension of Business	When a worker cannot go to work due to a work-related illness or injury
Disability Compensation	When physical disabilities remain after a worker experiences a work-related illness or injury
Bereavement Compensation	When a worker dies on the job (paid to the family of the deceased)
Funeral Expenses	When a worker dies on the job (paid to the persons holding the funeral)
Injury and Sickness Compensation	When a work-related illness or injury of a worker does not heal even after one year and six months has passed since the start of treatment and still falls under illness or injury

Eligibility for Benefits

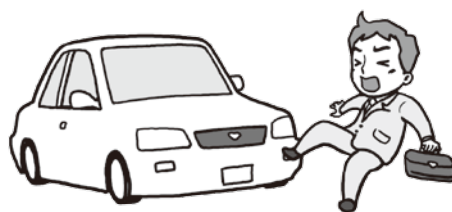
● Work Accidents

If a worker experiences an illness or injury on the job, this is a work accident, and benefits will be provided through worker's compensation insurance. The following two requirements must apply to be covered:

On the Job	The illness or injury occurred while under the control and management of the company
Work-Related	There is a causal relationship between work and the illness or injury

● Commuting Accidents

Pays compensation for an injury or illness suffered using "reasonable routes and methods" when commuting, that is, commutes to or from work using ordinary routes and modes of transportation. This is regardless of the mode of transportation, such as whether a person was walking or taking the bus.



One Point Lesson

When visiting the hospital, be sure to tell them that your illness or injury is work-related.

For consultation and inquiries on cases like this → **P29** ①

10 Unemployment Insurance & Social Insurance

The insurance system is designed to protect the livelihoods of workers so they can receive benefits in a variety of situations, such as when they are unable to work due to unemployment, injury, or illness.

Q



The company employing me said they have no unemployment or social insurance. Am I really unable to enroll in an insurance plan?

A

Companies are obliged to enter into unemployment insurance and social insurance. Even those who are not full-time employees may enroll if they meet the requirements.



Unemployment Insurance

The system provides benefits so that, when a worker loses their job, they can search for a new job without worrying about how to make ends meet while unemployed.

Applicable Workplaces	Workplaces hiring even just one worker
Insurance Premiums	A fixed rate according to wages decided on between the worker and the company
Major Benefits	Job seeker benefits, job search benefits, education and training benefits, continued employment benefits (childcare/nursing care leave benefits, etc.)

Social Insurance (Health Insurance)

This system provides the necessary medical benefits and allowance should the worker or their dependents experience non-work-related illness, injury, death, or should they give birth.

Applicable Workplaces	Incorporated workplaces hiring even just one worker Individually-owned workplaces hiring five or more workers at all times
Insurance Premiums	The worker and the company each pay half of an amount determined according to wage
Major Benefits	Treatment benefits, illness allowance, maternity benefits, high-cost medical expense benefits

Social Insurance (Welfare and Pension Insurance)

A system that pays pension or a lump sum when a worker grows old, becomes disabled, or dies.

Applicable Workplaces	Incorporated workplaces hiring even just one worker Individually-owned workplaces hiring five or more workers at all times
Insurance Premiums	The worker and the company each pay half of an amount determined according to wage
Major Benefits	Old-age pension, disability pension, survivors' pension

One Point Lesson

There are systems in place to prevent double payment or failure to pay insurance to foreign residents within Pension Insurance, such as Social Security Agreements and lump-sum payments when leaving the country, so be sure to check with your local pension office.

For consultation and inquiries on cases like this → P29②, P30③

Laws such as the Labor Standards Act and the Equal Opportunity Act have been established so that working men and women can balance both work and family life.

Q



When I applied for leave so I could go for a prenatal visit, my boss told me, “Perhaps you should quit.”

A

Unfavorable treatment due to pregnancy, childbirth, prenatal/postnatal leave, or childcare leave is known as “maternity harassment” and is prohibited.



Support for Work-Life Balance

A variety of systems are in place to enable companies to support work and family life (pregnancy, childbirth, childcare, nursing care, etc.) balance to create a work environment that makes it easy for workers to continue working.

Pregnancy & Childbirth

- **6 weeks of prenatal leave** can be taken (14 weeks for twins or more)
- Companies cannot have employees work within **8 weeks after giving birth**
*Workers may return to work 6 weeks after giving birth at their own request and with a doctor's permission
- Companies must establish measures so that workers can follow work restrictions and other orders by doctors and attend prenatal visits.
- Companies must give easier work to pregnant women who request it
- Companies must not make pregnant workers work overtime, on days off, or late at night if the worker herself requests it

Childcare

- In principle, childcare leave can be taken **until the child is 1 year old** (2 years old under certain conditions) → **Available for both men and women**
- When both parents take childcare leave, they may do so for up to one year each until the child reaches 14 months of age
- Female workers can take **childcare time of at least 30 minutes twice a day until their child turns 1 year old.**

Nursing Care

- Nursing care leave can be taken for a maximum of **93 total days** per target family member
*Can be taken for each condition requiring constant care

One Point Lesson

You can request childcare leave regardless of the size of the company, the industry your work in, or your gender (certain requirements apply). Check beforehand if taken a long leave of absence will affect the period of stay for your visa. Additionally, financial support such as the Childbirth Lump Sum (overseas births eligible as well) and the Childbirth Allowance is also available.

For consultation and inquiries on cases like this → **P30 ④**

Part-Time Labor is defined as work in which the weekly working hours are shorter than that of regular workers (full-time employees). Those working shorter hours than regular workers, including shift workers, part-time workers, and temporary staff, are considered part-timers under the Part-Time Labor Law.

Q



Is there a significant different in the way part-time and full-time employees are treated?

A

While the difference in wages and workload may be different, discriminatory treatment of part-time workers is prohibited if the content of their work and HR policy is the same as regular workers.



Part-Time Labor Law

A law created to ensure fair treatment of part-time workers and improve the employment environment amid the increasing role of part-time workers in workplaces. It makes the following mandatory for companies.

Explicit Working Conditions	Issue and explain documents in the same manner done for regular employees
Prohibition of Discriminatory Treatment	If the job description and presence or scope of staffing is the same as regular employees, then they must be treated the same
Education and Training	Provide the necessary training and education to perform duties
Use of Employee Benefit Facilities	Able to use the break room and other facilities
Encourage Full-Time Employment	When recruiting full-time staff, notify part-time workers of the job listing

Insurance for Part-Time Workers

Insurance Types	Eligibility
Worker's Compensation Insurance	<ul style="list-style-type: none"> ● All workers
Unemployment Insurance	<ul style="list-style-type: none"> ● More than 20 hours of regular working hours per week ● Estimated employment of 31 days or more
Social Insurance	<p>[Rules]</p> <ul style="list-style-type: none"> ● The working hours for one day or one week are approximately 3/4 of the regular working hours for workers engaged in similar work at the same workplace ● The working hours for one month are approximately 3/4 of the regular working hours for workers engaged in similar work at the same workplace <p>As of October 2016, part-time workers who meet the following 5 requirements are eligible for social insurance coverage.</p> <ul style="list-style-type: none"> ● More than 20 hours of regular working hours per week ● Estimated employment of a year or more ● Monthly wages of ¥88,000 or more (annual income of ¥1,060,000) ● Not a student ● Working for a company with at least 501 employees <p>As of April 2017, even those working for companies with 500 or fewer employees may enroll in social insurance if an agreement between labor and management is reached.</p>

One Point Lesson

If part-time workers meet the requirements, they may also take annual paid leave and childcare/nursing care leave.

For consultation and inquiries on cases like this → P30 ④



Things to Watch for When Doing Shift Work

Those with a status of residence such as Student or Dependent who have obtained permission to work outside their visa type and are engaged in shift work may only work up to 28 hours per week. Working beyond these hours is a violation of the law, and you may not only have your visa renewal or change rejected, but you may be deported for working illegally. Also, for those working two or more jobs, be aware that this limit of 28 hours applies to the total of all part-time jobs you hold.

Even as a shift worker, you work under an employment contract with your employer and have rights as a worker. Check the following points, and if you think something is suspicious about your job, do not struggle alone but rather try to solve the problem using one of the consultation booths at the Labor Standards Inspection Office.

7 Points to Know Before Starting Shift Work

- Check working conditions before starting your job.
- Wages must, in principle, be paid in full, monthly, on a designated date.
- Even shift workers must be paid overtime allowance.
- Even shift workers can take paid leave if they fulfill the requirements.
- Even shift workers can use Worker's Compensation Insurance if they are injured on the job.
- Even shift workers cannot be dismissed based on company whims.
- If you're not sure, consult with the general labor section of the Labor Standards Inspection Office.

*Source: "7 Things to Know Before Starting Shift Work" by the Ministry of Health, Labour and Welfare



Different Kinds of Harassment

In recent years, we often hear the word “harassment” used in a variety of situations.

The definition of harassment is “aggressive pressure or intimidation”. Here, we will describe several typical examples.

- **Sexual Harassment**

Sexual conduct toward a worker, where their response may bring them disadvantage or make the work environment uncomfortable.

- **Power Harassment**

Using one’s dominant status in the workplace, such as position or connections, to cause someone mental or physical distress.

- **Maternity Harassment**

Firing or otherwise treating someone in a way that is disadvantageous due to pregnancy, childbirth, or childcare, causing mental and physical distress.

- **Moral Harassment**

Ethically problematic conduct that affects human dignity.

- **Job-Hunt Harassment (to end job hunting)**

Companies forcing students who have been given informal job offers by the company to stop their job search.

- **Racial Harassment**

Improper speech, conduct, or behavior related to a specific race, ethnicity, or nationality. Making someone work in poor working conditions or below minimum wage set by the nation or by Fukuoka Prefecture because they are foreign is illegal.

Solving These Problems

- **Talk to the Company**

While showing your refusal of this kind of behavior is important, do not try to solve the problem alone, but rather consult immediately with the HR department or a superior you trust and request a company response. If your company has a union, you can also discuss it with them.

- **When the Company Doesn't Respond**

Government consultation booths are available for when the company fails to respond or you would like to speak with someone outside the company. A professional advisor will help you solve the problem.

Labor-Related Governmental Consultation Booths

① General Labor Issues and Worker's Compensation Insurance Consultation Booths

Administration	Name	Address	Telephone Number (Available Days/Times)	
Ministry of Health, Labour and Welfare	Kitakyushu East Labor Standards Inspection Office	13-26 Otemachi, Kokurakita-ku	561-0881 ^{*1}	
	Kitakyushu East Labor Standards Inspection Office, Moji Branch	1-18 Kitagawamachi, Moji-ku	381-5361 ^{*1}	
	Kitakyushu West Labor Standards Inspection Office	1-5-10 Kishinoura, Yahatanishi-ku	622-6550 ^{*1*2}	
	Labour Standards Advice Hotline^{*3} (telephone consultation only)			
		Language	Available Days	Available Times
		Japanese	Mon - Sun (every day)	0120-811-610
		English		0120-531-401
		Chinese		0120-531-402
		Portuguese		0120-531-403
		Spanish	Tue,Thu-Sat	0120-531-404
		Tagalog	Tue/Wed/Sat	0120-531-405
		Vietnamese	Wed/Fri/Sat	0120-531-406
		Myanmar	Wed/Sun	0120-531-407
		Nepali		0120-531-408
		Korean	Thu/Sun	0120-613-801
		Thai		0120-613-802
	Indonesian	0120-613-803		
	Cambodian(Khmer)	Mon/Sun	0120-613-804	
	Mongolian		0120-613-805	

*1: Interpreters are available with advance reservation: English (Tue, 2nd & 4th Thu: 092-411-4862), Chinese (Mon/Thu: 092-761-5607), Vietnamese (Tue/Thu: 622-6550) (9 AM - 4 PM)

*2: Vietnamese interpreters available on Tue/Thu (Foreign Workers Consultation Area) (9 AM - 4 PM)

*3: Telephone-only consultations regarding general labor issues (excludes consultation on worker's compensation insurance)

② Unemployment Insurance and General Job Search Consultation Booths

Administration	Name	Address	Telephone Number
Ministry of Health, Labour and Welfare	Hello Work Kokura	1-11 Hagizakimachi, Kokurakita-ku	941-8609 ^{*1}
	Hello Work Kokura Moji Branch Office	1-18 Kitagawamachi, Moji-ku	381-8609 ^{*1}
	Hello Work Yahata Kurosaki Ekimae Government Office Building	Com City 6F 3-15-3 Kurosaki, Yahatanishi-ku	622-5566 ^{*1}
	Hello Work Yahata Wakamatsu Branch Office	1-14-12 Honmachi, Wakamatsu-ku	771-5055 ^{*1}
	Hello Work Yahata Tobata Government Branch Office	Well Tobata 8F 1-6 Shioimachi, Tobata-ku	871-1331 ^{*1}
	Fukuoka Employment Service Center for Foreigners^{*2}	Elgala Office 12F 1-4-2 Tenjin, Chuo-ku	092-716-8608 ^{*2}

*1: Interpretation via telephone available in 13 languages during consultation hours (English, Chinese, Korean, Portuguese, Spanish, Tagalog, Vietnamese, Nepali, Indonesian, Thai, Cambodian, Myanmar, Mongolian)

*2: Consultations on general job searches only (excludes consultation on unemployment insurance)

English interpreter available Mon/Wed/Fri (10 AM - 12 PM, 1 PM - 3:30 PM), Chinese interpreter available Mon/Thu (10 AM - 12 PM, 1 PM - 4:30 PM)

③ Social Insurance (Health Insurance/Welfare Pension Insurance) Consultation Booths

Administration	Name	Address	Telephone Number
Japan Pension Service	Kokurakita Pension Office	13-3 Otemachi, Kokurakita-ku	583-8340 ^{*1}
	Kokuraminami Pension Office	1-8-6 Shimosone, Kokuraminami-ku	471-8873 ^{*1}
	Yahata Pension Office	1-5-5 Kishinoura, Yahatanishi-ku	631-7962 ^{*1}

*1: Interpretation services are available in 10 languages during consultation hours (English, Chinese, Korean, Portuguese, Spanish, Tagalog, Vietnamese, Nepali, Indonesian, Thai) (9 AM - 5 PM)

④ Work-Life Balance Support and Part-time Labor Law Consultation Booth

Administration	Name	Address	Telephone Number
Ministry of Health, Labour and Welfare	Fukuoka Labor Bureau, Work Environment & Equality Division, Guidance Section	Fukuoka National Government Building Annex 4F 2-11-1 Hakataekihigashi, Fukuoka	092-411-4894

Other Consultation Booths

⑤ Visa Status Consultation Booths

Administration	Name	Address	Telephone Number (Available Days/Times)
Immigration Services Agency of Japan	Fukuoka Regional Immigration Bureau, Kitakyushu Branch Office	Kokura Government Office 5-1 Jonai, Kokurakita-ku	582-6915 (9 AM-12 PM, 1 PM-4 PM)
	Foreign Residents Information Center	(telephone consultation only)	0570-013904 ^{*1} (8:30 AM - 5:15 PM)
Fukuoka Administrative Scrivener's Association	Free Consultations for Foreign Residents	Kitakyushu International Association Com City 3F 3-15-3 Kurosaki, Yahatanishi-ku	643-5931 ^{*2} (2nd Sat 1 PM - 4 PM)

*1: Available in English, Korean, Chinese, and Spanish

*2: Interpretation in English and Chinese available with reservation

⑥ Technical Intern Consultation Booth (telephone counseling)

Administration	Name	Supported Languages	Telephone Number (Available Days/Times)
Organization for Technical Intern Training	Mother Tongue Consultation Center	Vietnamese	0120-250-168 (Mon-Fri: 11 AM - 7 PM, Sun: 9 AM - 5 PM)
		Chinese	0120-250-169 (Mon/Wed/Fri: 11 AM - 7 PM, Sun: 9 AM - 5 PM)
		Indonesian	0120-250-192 (火・木曜: 11~19時)
		Tagalog	0120-250-197 (火・土曜: 11~19時)
		English	0120-250-147 (火・土曜: 11~19時)
		Thai	0120-250-198 (木・土曜: 11~19時)
		Cambodian	0120-250-366 (Thu: 11 AM - 7 PM)
Myanmar	0120-250-302 (Fri: 11 AM - 7 PM)		

⑦ Foreign Resident Lifestyle Consultation Booths

Administration	Name	Address	Telephone Number
City of Kitakyushu	Information Center for Foreigners	Kitakyushu International Association Com City 3F 3-15-3 Kurosaki, Yahatanishi-ku	080-6445-2606 ^{*1} (Mon-Fri: 9:30 AM-4 PM)
		1-1 Otemachi, Kokurakita-ku 2F Kokurakita Ward Office	080-5278-8404 ^{*1} (Mon-Fri: 9:30 AM-12 PM, 1 PM-4 PM)

*1: Interpretation via telephone/videophone available in 21 languages (Japanese, English, Chinese, Korean, Vietnamese, Tagalog, Nepali, Thai, French, Spanish, Indonesian, etc.)

● Status of Residence List ●

(Source: Immigration Services Agency)

Status of Residence Where Work Is Permitted (with Restrictions on Activities)

Status of Residence	Examples
Diplomat	Ambassadors and ministers of a foreign government and their families
Official	Employees of a foreign government and their families
Professor	College professor
Artist	Composer, artist, writer, etc.
Religious Activities	Missionary assigned by a foreign religious organization
Journalist	Reporter or photographer of foreign press
Highly Skilled Professional	Highly-skilled human resources in accordance with the points' system
Business Manager	Manager or administrator of a company
Legal/Accounting Services	Lawyer, public accountant, etc.
Medical Services	Physician, dentist, registered nurse, etc.
Researcher	Researcher at a government-related institution or company
Instructor	Language instructor at a senior or junior high school
Engineer/Specialist in Humanities/ International Services	Engineer such as of mechanical engineering, interpreter, designer, language instructor at a private company, etc.
Intra-Company Transferee	Transferee from an office abroad
Nursing Care	Certified Care Worker
Entertainer	Actor, singer, professional athlete, etc.
Skilled Labor	Chef of foreign cuisine, sports instructor, etc.
Specified Skilled Worker ^(Note 1)	Workers in specified industries ^(Note 2)
Technical Intern Training	Technical interns

Note 1: As of April 1, 2019

Note 2: Nursing care, building cleaning, molding materials, industrial machinery manufacturing, electrical/electronic and IT industry, construction, shipbuilding, automobile maintenance, aviation, accommodations, agriculture, fishing, food and drink manufacturing, restaurant industry (by Cabinet decision, December 25, 2018)

Status of Residence Based on Personal Relationship or Status (without Restrictions on Activities)

Status of Residence	Examples
Permanent Resident	Those granted permanent resident status
Spouse or Child of Japanese National	Spouse, biological child, or child adopted by a Japanese national
Spouse or Child of Permanent Resident	Spouse or biological child of permanent resident or special permanent resident born and living in Japan
Long-Term Resident	Third-generation Japanese, stepchild of a foreign spouse, etc.

Work Permitted Depending on the Designated Activity

Status of Residence	Examples
Designated Activities	Domestic staff of a diplomat, etc., working holiday

Status of Residence Where Work Is Not Permitted (*)

Status of Residence	Examples
Cultural Activities	Researcher of Japanese culture
Temporary Visitor	Tourist or conference participant
Student	Student at a Japanese language school, vocational school, university, etc.
Trainee	Trainee
Dependent	Spouse or child who is a dependant of a residing foreign national

*Work within a certain range may be permitted if permission to engage in activity other than that permitted under current status of residence is obtained.

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