

Employment contracts



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An employment contract is a contract stating the working conditions between each employee and their employer.

The employer must state in writing working conditions such as pay and working hours, etc. of the employee and give this to him/her.

Trouble can occur when only a verbal contract is made since there is no evidence of pay terms. It is therefore important to obtain a written contract with as many details as possible.

If the contract is written in Japanese, have it translated into your native language and check the contents.

Details which must be stated in an employment contract

- (1) The term of the working contract
- (2) The standard about contract renewal when there is a fixed term on the contract
- (3) Place of work and work content
- (4) Work starting time and finishing time, the possibility of work outside the specified work hours, rest time, holidays, vacations, etc.
- (5) Pay terms, how it is calculated and method of payment, when it is to be paid, information about pay increases
- (6) Details about retirement

If a company has fixed working regulations, ask to show its 'Work Regulations' (Shugyo Kisoku) and check the contents.

Enquiries Hyogo Labor Bureau Inspection Division, Foreign Workers Consultation Corner
(Hyogo Rodo Kyoku Kantoku Ka, Gaikokujin Rodosha Sodan Corner) 0570-001-702
Consultation Language: Chinese

Himeji Labor Standards Inspection Office, Foreign Workers Consultation Corner
(Himeji Rodo Kijun Kantokusho, Gaikokujin Rodosha Sodan Corner) 079-224-8181
Consultation Language: Vietnamese

For details, please search from MHLW website below.(Available in multiple languages)
<https://www.check-roudou.mhlw.go.jp/soudan/foreigner.html>

Nishinomiya Labor Standards Inspection Office 0798-26-3733
(Nishinomiya Rodo Kijun Kantoku Sho)

Note For details, ask a person who understands Japanese to enquire for you.