

General Survey on Working Conditions (2010)

Definitions of Major Terms

1. Regular working hours

Working hours from opening time to closing time with rest time deducted, as specified in office regulations.

2. Weekly day off system

(1) Weekly one day off or weekly one and a half day off

a. Weekly one day off refers to a system where employees have weekly one day off (for example, every Sunday is off).

b. Weekly one and a half day off refers to a system where employees have weekly one day off and almost half day off (for example, Sunday is off and Saturday afternoon is off every week).

(2) Some type of weekly two days off

a. Perfect weekly two days off refers to a system where employees have weekly two days off.

b. System where employees have less than two days off every week refers to a system weekly two days off three times a month, weekly two days off every two weeks, and weekly two days off once a month.

(3) System where employees have more than two days off every week refer to such as a system some type of weekly three days off.

3. Annual vacation with pay

(1) Annual vacation with pay refers to vacation specified in Labor Standards Law, Article 39.

(2) Grant day is the number of holidays actually given to the worker in that year or fiscal year, excluding balance brought forward from the previous year.

(3) Acquired day is the number of holidays actually used by the worker in the given period.

4. Wage system

(1) Wage form

- a) Fixed amount system means a method of determining basic pay by a certain period of time (hours, days, week, or months) worked.
- b) Piecework wage system means a method of determining wages in accordance with the piece.
- c) Hourly wage means the determination of wages by time (excluding part-time workers).
- d) Daily wage means determination of wages by day.
- e) Monthly wage

Monthly wage with deduction due to absence, etc. refers to the so-called “monthly payment of accumulated daily wages” where the monthly basic wage is determined, but the days (hours) when the worker did not work are calculated and deducted from the monthly basic wage. Monthly wage with no deduction due to absence, etc. refers to a system where the monthly basic wage is determined and fixed, regardless of the actual working days (therefore, the absent days) of the month.

- f) Yearly wage means a method of determining wages by year.

(2) Revision of wage system

- a) Increase in wages corresponding to job contents such as job duties, job kinds refers to increase in wages which are decided by evaluating the value of work, such as the level of importance, difficulty and responsibility, according to the content of work, namely, job duties and job kinds.
- b) Increase in wages corresponding to job duties refers to increase in wages which are decided according to employees' ability to perform their job duties.
- c) Increase in wages corresponding to achievement and performance refers to increase in wages which are decided by evaluating employees' performance or achievements for a certain period.
- d) Decrease in allowance and incorporation in basic wages refers to reducing the wage sources of various allowances, which are paid to employees personally or uniformly, and incorporating them into basic wages.
- e) Decrease in retirement allowance and incorporation in basic wages refers to the practice of scaling back retirement allowances that will be paid to workers in the future and increasing monthly wage allocations during employment.
- f) Contraction of basic wages and expansion of weight of bonus means that in the case of yearly wages, holding down basic wages while increasing the weight of bonus, which is aimed at reflecting achievement more accurately.

- g) Introduction of wage table refers to the new introduction of a wage table (a list that clearly shows basic wage amounts and basic wage raises). This does not include revisions.
- h) Revision or introduction of ranking workers according to their function refers to cases where the definition of function-based ranking, corresponding positions, or criteria for promotion have been revised or newly introduced in the function-based ranking system (a system which sets appropriate ranks according to the stage of development in employees' ability to perform job function and determines promotion and wages based on these ranks).
- i) Revision or introduction of yearly wage refers to cases where a yearly wage system (a wage form in which the total amount of basic wage paid to an employee is decided based on factors, such as the evaluation of his/her achievement and performance for one year, and basic wage for the year is presented in a lump sum) has been revised or newly introduced.
- j) Abolition of regular wage increases refers to the abolition of systems that regularly increase basic wages of workers that have worked for a specific period of time and meet certain conditions. It does not include advancement and promotion, pay raises in line with promotion, etc.
- (3) Achievement evaluation system evaluates labour value (level of contribution) against workers' achievements and output based on a fixed method (e.g., method that establishes evaluations criteria [for example, three-step evaluation, five-step evaluations, etc] for individual evaluation components, selects the classification of these criteria, and then indicates or ranks performance).
- (4) Allowance is paid in the name of commuting allowance or housing allowance or others as the sum that supplements the base salary and is characterized by the nature (a) that it is paid only if payment conditions are met and (b) that it is not the base for computing bonus, etc. Allowances as used in this survey exclude the sums that are paid specifically such as non-schedule wage or bonus.

5. Compulsory retirement system

- (1) Employment extended system refers to a system that maintains the compulsory retirement age as is but continues employment of people who have reached the age without forcing them to retire.
- (2) Re-hiring system refers to a system that has persons who have reached the compulsory age temporarily retire and then re-hires them.