General Survey on Working Conditions (2012)

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. **Retirement age systems**
   (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.

5. Wage system

1. Overtime work means working hours that employees are forced to work beyond the statutory working hours (8 hours per day, 40 hours per week)

2. Achievement evaluation system refers to a system that 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).

3. Yearly wage refers to a method of determining wages by year