

# 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