

Preferential measures under the preferential treatment system for immigration control, using a points-based system for highly-skilled foreign professionals

Employment Contract

Name		Job Description	General house working / Baby sitting / Care giving / Other ( )	
Term of Employment	From: To:	Working System	Commuting / Live-in Work days: (Sun / Mon / Tue / Wed / Thu / Fri / Sat)	
Hours of Work and Rest Periods	Hours of Work From: To: Rest Periods:  minutes	Place of Work		
Wage	Basic Wage	Monthly:      yen	Other Benefits	Overtime compensation:      yen
		( Hourly:      yen Daily:      yen Monthly:      yen )		( )      yen
				( )      yen
Leave (paid and unpaid etc)				
Payment of Wages etc	(Payment Due) Daily / Weekly on:      / Monthly on: (Method) Cash / Bank transfer			
In kind benefits/costs borne by employee	Yes / No			
	Food costs	No charge	yen/month / Other ( )	
	Accommodation	No charge	yen/month / Other ( )	
	( )	No charge	yen/month / Other ( )	
	( )	No charge	yen/month / Other ( )	
	( )	No charge	yen/month / Other ( )	
Burden of return journey expenses	(Where accompanied by a domestic worker employed for 1 year or more prior to entering Japan, and so on) Return journey expenses incurred by the employee in the event of discharge, expiry of employment contract or expiry of duties are to be borne by the employer.			
End of employment (including prior notice period required to renew or end contract)				
Other				

Employer

Address

Name (Latin characters)

Date

Place of signing

Tel

(Signature)

Employee

Name (Latin characters)

Date

Place of signing

(Signature)

### Explanatory Notes

1. When contracting, it should be confirmed that the employee fully understands and accepts the working conditions.
2. When selecting an item from a list, circle the appropriate item in each column.
3. According to the public notice of the Ministry of Justice, a monthly amount of 200,000 yen or greater shall be paid as the basic wage element of “wages.”
4. Clarify any performances in kind or costs borne by the employee in “Performances in kind / costs borne by employee” section. Where costs are borne by the employee, consent for the details thereof should be obtained from the employee and the amount should be appropriate and not exceed the actual expense.
5. “Burden of return journey expenses”: Where accompanied by a domestic worker employed for 1 year or more prior to entering Japan (or where applicable under Article 2(f) of the public notice of Ministry of Justice No.126 (\*)), the employee will accompany the highly-skilled foreign professional when he or she departs Japan. Return journey expenses of the employee should be fully borne by the employer. Read the following before entering details of return journey expenses on the contract.

a. Domestic workers under Article 2 (f) of the public notice of Ministry of Justice No.126

When the employer finishes work in Japan and returns, the domestic worker should also return. Return journey expenses in this event should be borne by the employer.

In addition, in the event the employee is discharged or comes to the end of his or her employment contract, the domestic worker shall return promptly, without seeking employment as a domestic worker under another employer. Return journey expenses in this event should be borne by the employer.

b. Domestic workers under Article 2 (g) of the public notice of Ministry of Justice No.126

When the employer finishes work in Japan and returns and the domestic worker also returns, it is suggested that such return journey expenses are borne by the employer.

In addition, in the event that the employee is discharged or comes to the end of his or her employment contract, the domestic worker shall return promptly unless seeking employment as a domestic worker under another employer. It is suggested that return journey expenses in this event are borne by the employer.

(\*) A public notice which designates the activities listed in the second row (limited to those parts in item d) of table (5) in Appended Tables 1 of the Immigration Control and Refugee Recognition Act pertaining to highly-skilled foreign professionals as provided for in Article 7 (1) (ii) of the same act (MOJ Public Notice No.126, of March 30th, 2012).