

The Items Must Be Included In The Labor Contract

1. Items In The Labor Contract

At the very least, the following must be expressed in accordance with the Labor Standard Law, and in the event these are omitted, it may cause some controversy.

① The purpose of the labor contract

It describes that the employee shall provide the labor and the employer shall compensate for the labor.

② Contract Period

In the event the contract period is necessary, specify this separately.

③ Working hours and working days

On the basis of a 5-day week in general, excluding resting time, 8 hours per day and within 40 hours per week.

④ Working overtime

In the event of overtime work (extension, night, holiday), indicate it in advance.

⑤ Industry and place

Work duty and place of employment.

⑥ Holiday

As in the case with a 5-day work week, Saturdays are non-paid and **legal public holidays** and Labor Day.

⑦ Annual Paid Holidays vacation

Granting annual holidays vacation in accordance with the Labor Standard Law or possibly granting paid holidays vacation that exceed this are possible.

⑧ Wages

Monthly wages and items comprising the wages (**base pay, various extra pay, and aid hourly rate, other payments, any fringe benefits**), wage calculation methods and wage payment days.

⑨ Reason for interim cancellation

⑩ Retirement pay

In the case it is included in the retirement pay in accordance with the Labor Standard Law or in the annual salary, indicate the retirement amount distinctively.

2. Relevant Ordinance

Article 17 of the Labor Standards Law (indication of labor conditions) and Article 8 of the Labor Standards Act (working conditions to be indicated)