

Encouraging Workers to Take Annual Paid Leave

Wage Division

Labour Standards Department Osaka Labour Bureau

Labour Standards Law stipulates Annual Paid Leave System.

An employer shall grant annual paid leave to workers who have served continuously for 6 months or more whenever they want. The minimum number of days of annual paid leave granted and the wage due to workers who have reported for work at least 80 % attendance of total working days in their continuous service are as follows;

Regular workers (other than workers with fewer working days)

Continuous service years	0.5	1.5	2.5	3.5	4.5	5.5	6.5 or more
Granted days-off	10 days	11 days	12 days	14 days	16 days	18 days	20 days

The days of annual paid leave granted for workers with fewer weekly working days

(workers with 4 fixed working days or less and less than 30 hours per week)

Working days per week	Working days per year	Granted days-off for continuous service years						
		0.5	1.5	2.5	3.5	4.5	5.5	6.5 or more
4 days	169-216 days	7 days	8 days	9 days	10 days	12 days	13 days	15 days
3 days	121-168 days	5 days	6 days	6 days	8 days	9 days	10 days	11 days
2 days	73-120 days	3 days	4 days	4 days	5 days	6 days	6 days	7 days
1 day	48-72 days	1 day	2 days	2 days	2 days	3 days	3 days	3 days

If company's normal operations would be prevented by the requested paid leave holidays, the company is allowed to change them to another season. If an employer makes the contract with a portion telling that workers cannot request their annual paid leave, such portion shall be invalid.

Can I get my wage during the period of my paid leave?

The employer shall, in accordance with rules of employment or the equivalent, pay either of followings;

The amount of wages that would normally be paid for working the fixed working hours.

The average wage

However:

When there is a labor-management written agreement that provides for the payment for the period of a sum equivalent to the daily amount of standard remuneration provided for under the Health Insurance Law, such agreement shall be complied with.

For relieving fatigue mentally and physically and promoting a comfortable lifestyle:

Let's take annual paid leave.

It is suggested putting the rest of annual paid leave holidays in the pay slip in order to let employees know how many holidays are left

Pre-determined Annual Paid Leave

When an employer, pursuant to a labour-management written agreement, has made a stipulation with regard to the season in which paid leave will be granted, the employer may grant paid leave in accordance with such stipulation for portion of paid leave in excess of 5 days (this includes the number of carried over leave days).

This kind of paid leave can be granted all at once by shutting down the whole enterprise, operating a group shift system, allowing individual leave under an organized table of annual paid leave and the like.

Annual Paid Leave (Holidays)

Q1: What is Annual Paid Leave?

In Japanese, Annual Paid Leave is called “Nenkyu” or “Yukyu”. The Labour Standards Law stipulates the annual paid leave system, in which the minimum number of days of annual paid leave and others are provided.

Q 2: Does my company have the system?

Yes. Regardless of the size, all workplaces are obliged to have the system. Workers can take annual paid leave whenever they want.

Q 3: Am I eligible for getting regular attendance allowance though I take annual paid leave?

Yes. The Law stipulates the employers must not give disadvantageous treatment such as decrease of wage to workers who have taken annual paid holidays.

Q 4: Can I have annual paid leave just before my resignation?

Yes. A company is allowed to change the requested leave day to another period of time, if the company's normal operations would be prevented by the requested leave, but not to change the day after the day of workers' resignation.

Q5: I am a part-timer. I am working in the same workplace for 3 years renewing my contract every 2 month. Am I eligible for having annual paid leave?

Yes. When you are admitted to be employed continuously for more than 6 months, annual paid leave holidays are granted to you depending on the continuous service days calculated from the first day of being hired.

If your fixed working days are less than other workers', you have to take fewer annual paid holidays.

Q6: Is the prescription in the annual paid leave system?

Yes. Unused paid holidays can be added to the following year's holidays.

Unused ones are cancelled if beyond the date (with 2 years).

If you have any questions, please contact: Working Hours Division Labour Standards Department Osaka Labour Bureau: 06-6949-6494 or Labour Standards Inspection Offices in Osaka