

Clear Statement of Working Conditions



In concluding a labour contract, the employer shall clearly indicate the following matters by issuing a notice of working conditions to the workers.

(Labour Standards Law Article 15)

Contents of working conditions stated in writing to the workers

- ① Period of the labour contract
- ② The standard in case of renewing a labour contract with a definite period(labour contract for a defined period)
- ③ Workplace and work in which workers are to be engaged
- ④ Working hours(e.g., opening and closing times, break times, leave)
- ⑤ Wages(amount of wages, method of payment, closing day for wage calculation and day of payment)
- ⑥ Matters related to retirement(e.g., whether age limit applies, grounds for dismissal)



Notice of Employment
労働条件通知書

To: _____ 殿
Date: _____ 年 ___ 月 ___ 日

Company's name
事業場名称 (ローマ字で記入)

Company's address
所在地 (ローマ字で記入)

Telephone number
電話番号

Employer's name
使用者職氏名 (ローマ字で記入)

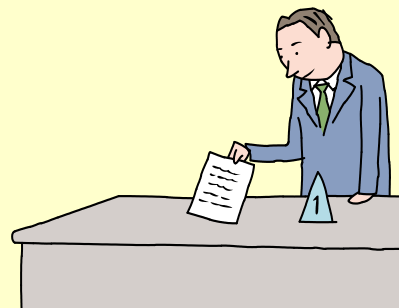
I. Term of employment
契約期間
Non-fixed, 期間が定めなし, Fixed 期間の定めあり (年 ___ 月 ___ 日 ~ 年 ___ 月 ___ 日)

II. Place of employment
就業の場所

III. Contents of duties
従事すべき業務の内容

IV. Working hours, etc.
労働時間等

I. Opening and closing time:
始業・終業の時刻等
(1) Opening time (始業 (時 分)) Closing time (終業 (時 分))



★"One point" of Labour Standards Law is posted on the website of Osaka Labour Bureau.

http://osaka-roudoukyoku.jsite.mhlw.go.jp/hourei_seido_tetsuzuki/roudouKijun_keiyaku/hourei_seido/onepoint.html

