

# Paid leave (Yuukyuu) rules will change on January 2021

## The grant date will change

The grant date will change according to the date you started working.



The calculation dates will be the 1<sup>st</sup> and 16<sup>th</sup> only

E.g.

If you started working on Sep. 12<sup>th</sup>, start date will be accounted as Sep. 1<sup>st</sup>

If you started working on Oct. 25<sup>th</sup>, start date will be counted as Oct. 16<sup>th</sup>



Grant date

If you started working on:

1<sup>st</sup> to 15<sup>th</sup> ⇒ it will be granted on the 1<sup>st</sup> of the grant month

From 16<sup>th</sup> to the end of the month ⇒ it will be granted on the 16<sup>th</sup> of the grant month

## Paid leave expiration

### Expiration date of the remaining days

The number of days left or the expiration date of paid leaves granted before January 15<sup>th</sup> 2021 will not change

### Expiration after leaving Techno Service

If there's a period longer than 1 month after leaving Techno Service, your remaining paid leave days will expire.

※ 1 month is understood as the period of 2 time cards without a working contract

## Important point

From April 2019, all workers who have been granted 10 or more paid leave days,

**“Must use at least 5 days of paid leave within 1 year”**

## ● FAQ

Q

### Why did it change?

In accordance to the Labor law changes, we changed the paid leave system to make it easier for our employees to use their paid leaves.

A

Q

### What will change with the paid leaves I already have?

#### ➤ For those who are currently working

If you continue working after January 2021, your next paid leave grant date will be changed.

The quantity of paid leaves you currently have will not be changed. (Valid for 2 years from the date of grant)

#### ➤ Those who finished work before 2020/12/31

If you don't start working again by January 31<sup>st</sup> 2021, your current paid leave days will expire.

#### ➤ Those who will finish work after 2021/1/1

If there's a period longer than 1 month between jobs, your remaining paid leave days will expire.

※ Please use it by the end of your current job.

Q

### How many paid leave days will I receive?

A

It depends on how long you have worked and how many days you have worked per year. For more information, please check the Staff support page.

## ● For other inquiries

Check the Paid leave corner on the staff support page for more information, send us your questions on the contact us or contact your job agent directly.

## ● How to book the paid leave

### Step 1 Contact the person in charge at your workplace

When taking paid leave, please inform the Person in charge at your working place (Leader) in advance when you will take the leave, inform your Job agent (Tanto) of the date too.

### Step 2 Making the request

Access the staff support page and make your request→

[https://www.hatarakunavi.net/service/do/tsg\\_support\\_top\\_en](https://www.hatarakunavi.net/service/do/tsg_support_top_en)



Staff support page