Form No.9 (related to Article 17)　　　　　　　　　　　　　　　　Report of agreement on overtime work/working on holidays

|  |  |  |
| --- | --- | --- |
| Kind of business | Name of the business  | The location (phone number) of the business |
|  |  |  |
|  | Specific reason that an employer needs to have workers work overtime | Kind of work | The number of the workers（18 years or older) | Scheduled working hour | Working hours which can be extended  | Period |
| Single day | For a fixed period exceeding one day（The initial calculation date） |
|  |  |
| ① The worker who does not correspond to following② |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| ②The worker who works by Working Hours under the One-Year Variable Working Hours System  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Specific reason that an employer needs to have workers work on a holiday |  Kind of work | The number of the workers(18 years or older) | Scheduled holiday | The holiday employer may have work and starting hour and closing hour | Period |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

The conclusion of agreement date:　　　　　　/　　　/　　　/

Name of the labor union which is the person concerned of the agreement, or, the job title and full name of the person who represents the majority of the worker.

 Job title:

 Name:

Election method of the person concerned (in the case of a person representing the majority of the worker) of the agreement　　　（　　　　　　　　　　　　　　　　　　　　　　）

 The date: /　　　/　　　/　　　　　　　　　　　　　 　　 Job title:

Employer

Name　　　　　　　　　　Stamp your seal

Dear Professor Chief labor standards supervisor

Mention knowledge

１　If employer wants workers work overtime or work on holidays, fill out the column of “Class of work” concretely. When it agrees about in health particularly harmful duties about Labor Standards Law 36 Clause 1 proviso, distinguish the duties from other duties, and, fill it out.

２　When employer fill out the column of “Working hours which can be extended”; being as follows.

(1)If employer fill out the column of “Single day” fill in a blank a limit of working hours for single day. The time that employer can extend more than the maximum working hours. It is prescribed Labor Standards Law Article 32 to 5 of Article 32 ,or Article 40.

(2)Fill out the column of “Constant period more than one day （Date from which a period is reckoned）” according to the next instructions. The time that employer can extend more than the maximum working hours. It was prescribed Labor Standards Law Article 32 to 5 of Article 32 ,or Article 40. It is a limit of the time that employer can extend about period within three months and one year more than one day. It was prescribed in an agreement of law Article 36 Clause 1. Fill in all periods set in the top column in the agreement. Please bracket the date from which a period is reckoned. Fill in all periods set in the lower column that limit time about the period each depending on the period.

3.　 Fill out the column ②, the worker who labors by the working hours by 4 rules of Labor Standards Law Article 32 (a target period is limited to a worker laboring by the flex time more than three months).

４　In a column of “The holiday employer may have work and starting hour and closing hour”, fill out the time of starting hour and closing hour working on the holiday. It is the holiday by the rule of Labor Standards Law Article 35 and the day when the employer may have work

５　In the column of “Period”, fill out overtime work, or the period which include the holiday the employer may have work..