

Outline of the Working Hours Recommendation

○ Points of the Working Hours Recommendation

Working hours should be changed to 7 hours, 45 minutes per day; 38 hours, 45 minutes per week. (To be enforced on April 1, 2009)

- Working hours should stably be in balance between public and private sector. Working hours in the private sector are shorter by about 15 minutes per day, about 1 hour, 15 minutes per week than in the public sector.
- It is essential to maintain their administrative services and to prevent an increase in administrative costs. It is necessary to make efforts for further improving public service efficiency.

Shortening working hours will contribute to work-life balance.

(Details)

The present working hours are 8 hours per day, 40 hours per week. At the 2007 NPA Report on Public Employee Personnel Management, the NPA expressed that the NPA would like to recommend a revision of the working times based on recent trend concerning prescribed working hours in the private sector, in 2008.

1. Prescribed Working Hours in Private Sector

- Because working hours are one of the fundamental working conditions, just as remuneration, it is essential to be in balance with the private sector. It is necessary for the NPA to understand that working hours are the basis of business management and to grasp the trend of prescribed working hours in the private sector.
- The NPA has surveyed the prescribed working hours in deskwork and management department (Targeting Approx: 50 or more employees on an enterprise-wide basis and 50 or more employees on an establishment-wide basis).
- According to this year's survey, working hours in the private sector were 7 hours, 45 minutes per day; 38 hours, 49 minutes per week. Working hours in the private sector stably changed from 2004 to 2008; the average working hours were 7 hours, 44 minutes per day; 38 hours, 48 minutes per week. Compared with national public civil servant, it is stably shorter by about 15 minutes per day, about 1 hour, 15 minutes per week.
- In many private enterprises, prescribed working hours were established in 15-minute increments because of the convenience for working hours management.

2. Maintaining Administrative Services

- It is essential to maintain their administrative services and to prevent an increase in

administrative costs.

- For each Office and Ministry, it is possible to cope with this shortening of working hours without influence on the execution of business, based on the present budget and fixed number of personnel, by the rationalization and efficiency improvement of services, and the review of work schedules.
- It is necessary for each employee to make efforts for further improving public service efficiency by reviewing how to enforce each duty.

3. Work-Life Balance

- Shortening working hours will widely contribute to work-life balance, for example, being involved in family life and community activities.

4. Revision of Working Hours

- It is advisable to revise working hours to 7 hours 45 minutes per a day, 38 hours 45 minutes per a week.
- Accompanied with the above revision of working hours, it is necessary to revise the working hours of seafarers, re-employed part-time employees, childcare part-time employees, fixed-term part-time employees and fixed-term researchers.
- The shortened working hours shall be implemented from April 1, 2009.