



## HOLIDAYS & SICK LEAVE

Time for fun, rest, and recuperation

## TYPES OF LEAVE

- **HOLIDAY LEAVE** (nenkyuu 年休)
- **SICK LEAVE** (byoukyuu 病休)
- **OTHER LEAVE**
  - Time in lieu (daikyuu 代休)
  - Special leave (tokkyuu 特休)
  - National Holiday (syukujitsu 祝日)

## HOLIDAY LEAVE (nenkyuu)

- **CONTRACT DETAILS**
  - Between 12 and 20 days
  - Can be taken by the hour (1 day = 7 or 8 hours)
  - Advanced notice is necessary and polite
  - Have a plan B, approval is not guaranteed (don't make reservations until your holiday leave is approved!)
  - Vacation and test times is good!

***NENKYUU IS GOLD!!!***

## SICK LEAVE (byoukyuu)

- **PROCEDURE DETAILS**
  - Check details with your supervisor now!!!
  - Special requirements (doctors note, forms, etc.)
  - Maximum – 20 consecutive days with note
  - Supervisor may be required to accompany you to the doctor, and may visit you at home

***Japanese teachers often take nenkyuu instead of byoukyuu, they may encourage you too!***

## OTHER LEAVE

- **TIME OFF IN LIEU** (daikyuu)
  - Staying late does not entitle you to overtime or daikyuu
  - Given for events that require working at the weekend
- **SPECIAL LEAVE** (tokkyuu)
  - Special situations like bereavement, marriage, etc.
  - Always discuss with supervisor and consult contract
- **NATIONAL HOLIDAYS** (syukujitsu)
  - All staff are entitled to calendar holidays

## IMPORTANT POINTS

- **HOLIDAYS** (nenkyuu)
  - Always discuss with English teachers, supervisor, and kyotou -sensei at least 3 days in advance if possible
  - Avoid using on school events days / visit school days
  - Bringing back a gift (omiyagi) when you travel
  - Be a little discreet, many teachers cannot take holiday
- **SICK LEAVE** (byoukyuu)
  - Know the procedure before taking sick leave
  - Don't use because of hangovers or other stupid reasons

**That's all  
folks!**

Enjoy your time  
in Japan...

Have fun!

Work hard!

Stay healthy!

