

## FACT SHEET

### Standard Working Hours in Selected Places

#### 1. Introduction

1.1 The purpose of this fact sheet is to provide the Panel on Manpower with information on the standard working hours in Finland, France, Ireland, Japan, Malaysia, Singapore, South Korea, Taiwan, the United Kingdom and the United States.

#### 2. Standard working hours in selected places

2.1 The selected places have all specified in their legislation or statutory documents standard working hours which range from 35 hours per week to 48 hours per week. The maximum weekly working hour is longest in the United Kingdom and Malaysia (48 hours per week) and shortest in France (35 hours per week). The **Table** below provides information relating to standard working hours in the selected places.

**Table – Standard working hours in selected places**

	<b>Finland</b>	<b>France</b>	<b>Ireland</b>	<b>Japan</b>	<b>Malaysia</b>	<b>Singapore</b>	<b>South Korea</b>	<b>Taiwan</b>	<b>The United Kingdom</b>	<b>The United States</b>
Standard working hours	Eight hours per day and 40 hours per week.	35 hours per week.	48 hours per week. <sup>1</sup>	Eight hours per day and 40 hours per week.	Eight hours per day and 48 hours per week.	Eight hours per day and 44 hours per week.	Eight hours per day and 40 hours per week.	Eight hours per day and 84 hours every two weeks.	For workers aged 18 and over, 48 hours per week.  For workers aged 16 and 17, eight hours per day and 40 hours per week.	40 hours per week.
Maximum overtime hours allowed	Up to 138 hours within a period of four months, and up to 250 hours during a calendar year. The yearly maximum can be exceeded with at most 80 hours on the basis of a local agreement.	Up to 220 hours per year. This limit may be exceeded with a collective agreement between the employer and employee.	No specification on the maximum overtime hours allowed. The actual working hours may fluctuate considerably as long as the average working hour per week is not more than 48 hours over four, six or 12 months (depending on circumstances).	Up to two hours per day for jobs which may cause harm to health.	Up to four hours per day except under special occasions.	Up to 72 hours per month.	Up to four hours per day and 12 hours per week <sup>2</sup> .	Up to four hours per day and 46 hours per month.	The maximum 48 hours per week regulation has already accounted for overtime hours, but the limit may be exceeded with an agreement signed by the employee.	No limit.

<sup>1</sup> The 48-hour maximum average working week may be averaging balanced out over a 4-month (for employees generally), 6-month (for employees whose works are subject to seasonality), or 12-month (for employees who enter into a collective agreement with their employers which is approved by the Labour Court) period depending on the circumstances.

<sup>2</sup> The maximum overtime hours per week can be extended to 16 hours during the first three years when the 40-hour workweek is implemented.

Table – Standard working hours in selected places (cont'd)

	Finland	France	Ireland	Japan	Malaysia	Singapore	South Korea	Taiwan	The United Kingdom	The United States
Overtime pay rate	One and a half times of the regular rate of pay for the first two hours and double for any extra hours.	Each hour of overtime is payable at 10% to 50% higher than the regular hourly rate, depending on the cumulative total overtime hours worked.	No statutory obligation on employers to pay employees higher rates for overtime works. Employees at least receive normal hourly rate of pay for overtime, and certain sectors of employment may have higher rate of pay. The policy may be decided by the employer and agreed as part of the employees' terms and conditions of employment or through collective agreements between employers and employees.	No lower than the rate stipulated by Cabinet Order within the range of no less than 25% and no more than 50% over the normal wage per hour or per day.	One and a half times of the regular rate of pay.	One and a half times of the regular rate of pay.	One and a half times of the regular rate of pay. <sup>3</sup>	For less than two hours, at least an additional one-third of the regular hourly rate. For two to four hours, at least an additional two-thirds of the regular hourly rate. For special occasions such as accidents or other unexpected matters, the employee should be paid two times of the regular hourly rate.	No minimum statutory levels of overtime pay, but the typical rates are one and a half times of the regular rate of pay for weekdays and Saturday mornings; and double for Saturday afternoon, Sunday and public holidays.	One and a half times of the regular rate of pay.

<sup>3</sup> The rate of extra pay for the first four hours of overtime worked can be lowered from 50% to 25% during the first three years when the 40-hour workweek is implemented.

Table – Standard working hours in selected places (cont'd)

	Finland	France	Ireland	Japan	Malaysia	Singapore	South Korea	Taiwan	The United Kingdom	The United States
Relevant statutory documents (Year of enactment)	<i>The Hours of Work Act (1996).</i>	<i>Employment Code (Code Du Travail) (1964.)</i>	<i>Organisation of Working Time Act (1997).</i>	<i>Labour Standards Act (1947).</i>	<i>Employment Act (1955).</i>	<i>Employment Act (1968).</i>	<i>Labour Standards Act (1953).</i>	<i>Labour Standards Act (1984).</i>	<i>Working Time Regulations (1998).</i>	<i>Fair Labour Standards Act (1938).</i>
Latest amendments related to standard working hours	–	2000 <sup>4</sup>	1998 <sup>5</sup>	–	–	–	2004 <sup>6</sup>	2000 <sup>7</sup>	2002 <sup>8</sup>	–
Responsible authorities	Ministry of Employment and the Economy.	Ministry of Labour.	Department of Enterprise, Trade and Innovation.	Ministry of Health, Labour and Welfare.	Ministry of Human Resources.	Ministry of Manpower.	Ministry of Employment and Labour.	Council of Labour Affairs, Executive Council.	Enforcement is split among different authorities including Health and Safety Executive, and local authorities.	Department of Labour.

<sup>4</sup> The 35-hour workweek came into effect on 1 January 2000 for businesses with more than 20 employees, and on 1 January 2002 for businesses with 20 employees or less as well. The previous provision was 39 hours per week.

<sup>5</sup> The new maximum average working week was enforced on 1 March 1998.

<sup>6</sup> The 40-hour workweek has been brought into force in stages since 1 July 2004. The first stage was introduced to workplaces with 1 000 or more employees on 1 July 2004, the second stage for workplaces with 300 to 1 000 employees on 1 July 2005, the third stage for workplaces with 100-300 employees on 1 July 2006, the fourth stage for workplaces with 50-100 employees on 1 July 2007, the fifth stage for workplaces with 20-50 employees on 1 July 2008, and the last stage will be introduced to workplaces with 5-20 employees on 1 July 2011. The original provision was 44 hours per week.

<sup>7</sup> The standard working hours was reduced to 84 hours every two weeks in 2000 with effective on 1 January 2001. The original provision was 48 hours per week.

<sup>8</sup> The regulation on maximum working time for young workers (aged 16 and 17) was added in 2002.

Table – Standard working hours in selected places (cont'd)

	Finland	France	Ireland	Japan	Malaysia	Singapore	South Korea	Taiwan	The United Kingdom	The United States
Exemption of coverage	<ul style="list-style-type: none"> <li>Seafarers;</li> <li>household workers; and</li> <li>workers employed in road transport and bakeries.</li> </ul>	<ul style="list-style-type: none"> <li>Management personnel who are free to organize their own work (such as executives); and</li> <li>non-management employees working off the premises (such as sales representatives and maintenance technicians).</li> </ul>	<ul style="list-style-type: none"> <li>Defence forces;</li> <li>Garda Siochana (Irish police);</li> <li>junior hospital doctors;</li> <li>employees who work at sea;</li> <li>employees who can control their working hours; and</li> <li>family employees working on a farm or a private house.</li> </ul>	<ul style="list-style-type: none"> <li>Persons engaged in cultivation of lands or breeding of animals;</li> <li>persons in positions of supervision or management, or handling confidential matters; and</li> <li>persons engaged in intermittent labour.</li> </ul>	<ul style="list-style-type: none"> <li>Employees engaged in works which by nature involves long hours of inactive or stand-by employment.</li> </ul>	<ul style="list-style-type: none"> <li>Seamen;</li> <li>domestic workers;</li> <li>persons employed in a managerial, executive or confidential position; and</li> <li>persons whom the Minister may, from time to time by notification in the Gazette, declare not to be employees for the purposes of the Act.</li> </ul>	<ul style="list-style-type: none"> <li>Businesses or workplaces which employ only relatives living together or less than five employees;</li> <li>domestic workers;</li> <li>cultivation of arable land, reclamation work, seeding and planting, gathering or picking-up or other agricultural and forestry work;</li> <li>livestock breeding, catch of marine animals and plants, cultivation of marine products or other cattle-breeding, sericulture and fishery business;</li> <li>surveillance or intermittent work; and</li> <li>any other work prescribed in the Presidential Decree.</li> </ul>	<ul style="list-style-type: none"> <li>If the application of the Act will genuinely cause undue hardship to the business entities involved due to the factors relating to the types of management, the administration system and the characteristic of work involved; and</li> <li>if the business entity belongs to the lines of business or work designated and publicly declared by the Central Competent Authority.</li> </ul>	<ul style="list-style-type: none"> <li>Sectors that are subject to different rules;</li> <li>employees agreeing to changes or to opt out of working time limit under certain circumstances; and</li> <li>employees who can generally decide when to do their work and how long they work because of the nature of their jobs (such as senior managers).</li> </ul>	<ul style="list-style-type: none"> <li>Executive, administrative and professional employees (including teachers and academic administrative personnel in elementary and secondary schools);</li> <li>outside sales persons;</li> <li>persons in certain computer-related occupations;</li> <li>farm workers employed by anyone who used no more than 500 man-days of farm labour in any calendar quarter of the preceding year; and</li> <li>casual babysitters and persons employed as companions to the elderly or infirm.</li> </ul>

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