



Employment and Labor

Chapter 9 provides important information relating to labor standards including employment and job training. In addition, information is provided on employment insurance and industrial accident compensation insurance as well as maternity leave before and after childbirth, and childcare leave.

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01 Employment and Vocational Training

1. Employment

Employment opportunities for foreign residents vary according to type of visa. Married immigrants who have entered Korea under marriage migrant visa (F-6) are allowed to seek employment in Korea.

※ To check your visa status, please contact Hi Korea (www.hikorea.go.kr, ☎1345).

Your first step before seeking employment should be to discuss the need for employment, type of work desired and usage of salary with your immediate family members.

(1) Job Centers

You can obtain information on employment for foreigners (married immigrants, etc.) by visiting your local Employment Center, Women Resources Development Center, Foreign Workforce Support Center, or Support Center for Multicultural Families.

Classification	Descriptions
Employment Center	These centers (83 branches nationwide as of August 2013) are representative job placement institutes run free of charge by the State. Korean and foreign jobseekers can inquire at job centers to learn about job openings at companies of interest or to receive career counseling. Company interviews are also held through the center until the jobseeker finds a job.
Job Information Center	These local agencies provide free information on job opportunities. Job information centers are located at most city halls and county offices. The centers will help you find a job close to your residence.
Women Resources Development Center	These comprehensive job placement support institutes for women focus mainly on job placement and training. Most of the programs are provided free of charge, but some may require a small fee.
Foreign Workforce Support Center	These non-governmental organizations assist foreign workers in dealing with employment issues in Korea.
Multicultural Family Support Center	These centers offer job opportunities and cultural programs for multicultural families.

(2) Use of the Internet

Married immigrants can use the Internet to aid in their search for employment. Most organizations operating employment services for married immigrants manage websites, so users can search for jobs from home via the Internet.



Seoul Global Center (global.seoul.go.kr)

This website is operated by the City of Seoul and provides information related to fairs and job seeking, and employment support to foreigners in Korea, in English and Chinese.



WorkNet (www.work.go.kr)

This employment portal site is run by the Ministry of Employment and Labor via the Korea Employment Information Service. It provides employment information as well as other job information such as career paths and occupational training. It uses big data analysis on an individual's experience, education and training, license information, etc., to recommend the best job for the job seeker. The job seeker can apply to the recommended posting directly online. Other services provided on the website include the online occupational psychology test, job information, educational information, and career counseling to help job seekers to make the correct career decision.



Employment & Welfare Plus Center (www.workplus.go.kr)

The Employment & Welfare Plus Center runs various career guidance programs such as short-term group counseling programs, special lectures on employment, and a 'career guidance program for married immigrant women (WiCi)' to encourage their employment, improve their job seeking skills, and provide welfare and financial services. It also provides companion service where a staff member accompanies a marriage immigrant who finds it difficult to visit a company for an interview.



Women's Resource Development Center (www.vocation.or.kr)

This center provides various job training programs, vocational training, and counseling for working women, and serves as a comprehensive job placement support institution for women.

Job Information Centers of Cities and Guns Local governments

This center operates free job brokerage organizations. Please refer to the websites of local governments for more information.

2. Vocational Training

Vocational training is a system that helps people who hope to open a business or work at a company to acquire technologies and skills. Foreigners can apply if they have a history of insured qualification, but married immigrants can receive support without this history.

- Employment Center (www.work.go.kr/jobcenter)
- The Ministry of Employment and Labor Counseling Center (☎1350 without area code)
- Career capability development information network of the Ministry of Employment and Labor (www.hrd.go.kr)

(1) Nae-il-bae-um Card System

The system helps students to receive proper training by issuing them with a career capability development account (Nae-il-bae-um Card) to support training for the unemployed who need it.

(2) Eligibility for support

The unemployed over the age of 15 who has applied for a job at employment center, etc., marriage immigrants and immigrated youth over the age of 15 in their family, small business owners (provided the business period has been more than one year, and the annual sales amount is less than KRW 150 million), high school seniors not going to college, and university/college graduate candidates, etc.

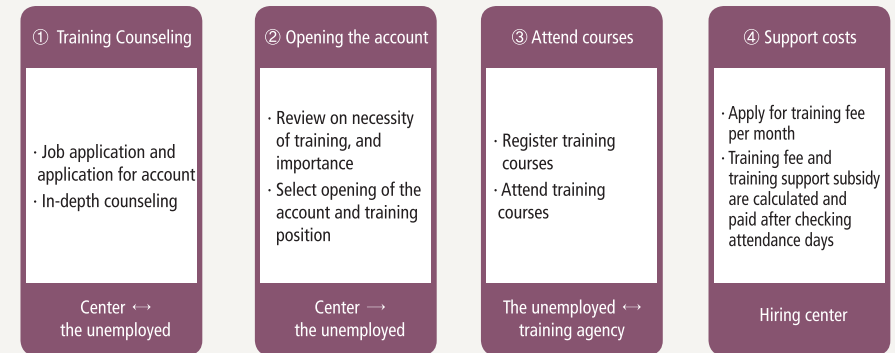
(3) Description

- ◎ **Maximum support** : Supports 20%~95% of the actual training costs up to a maximum of KRW 2 million per person (Trainee pays the remainder directly.)
 - Participants of type 2 in the employment success package receive 30%~95% of the actual training costs whereas type 1 participants receive the whole amount of training or 90% of the amount up to a maximum of KRW 3 million.
 - The entire training costs are refunded to those who paid for it themselves and maintained their career for more than 6 months by working or starting business in the same job position within 6 months of the date of training completion (the early employed, and graduates).
 - When a student attends 80% of the training days (per month), up to an additional KRW 116,000 is paid monthly.
- ◎ **Expiration date** : 1 year from account issuance date
 - If the applicant does not participate in training within 6 months from opening the account, the account is suspended and the remaining amount is forfeited. (However, if the reason for not participating was due to employment, etc., the amount may be re-used within the effective period). If re-applying for the account, the previous support limit will be reduced by 50%.

(4) Supported training courses

- ◎ **Account-qualified training courses recognized and announced by the Ministry of Employment and Labor**
 - Courses are recognized and announced as account-qualified training courses by the Minister of Employment and Labor through review during training course applied by the training institution. Search on the job training portal HRD-Net (<http://www.hrd.go.kr>) to attend training courses selected and negotiated by trainees and counselors of the employment center.

(5) Application procedure



(6) Other Job Training Services

- For married immigrant women, in addition to Nae-il-bae-um card system training conducted through employment insurance, other free or paid vocational training programs are available at Women Resources Development Center (www.vocation.or.kr), Women's Community Center, etc.
- Not all agencies offer job training services for married immigrant women and female foreigners; consult your nearest center before visiting.
- Further details are available at multicultural family support centers and related organizations.

Major Issues Related to Labor

The companies with 10 or more full-time employees should allow employees to read work regulations freely. The work regulations include their own policies and regulations regarding working hours, designated breaks, safety, and sanitation. It is the employee's responsibility to learn about these policies when looking for a job.

1. Labor Standards Law

The Labor Standards Law was enacted to guarantee and improve the basic livelihood of workers and to promote the balanced development of the national economy by setting the standards for labor terms.

(1) Employment Contracts

Employment contracts are signed agreements addressing important items such as wages earned, working time, rest, day-off, vacations, etc.; the contents of the contract must be made in a written form between parties concerned.

(2) Applicable Range of the Labor Standards Law

- Applicable to all companies or businesses that regularly employ five or more workers
- Partially applicable to businesses or companies that regularly employ four or fewer workers
- Salaries are to be paid directly on the date agreed upon, in full and in cash and at least once per month
- Additional salary may be paid to employees who work overtime, at night, or on holidays
- Employees can report violations of the Labor Standards Act (such as failure to receive wages or retirement benefits physical assault by employers or managers, forced overtime without the employee's consent, etc.) to the regional employment and labor administration and the labor improvement promotion department. (Customer counseling center ☎1350)

(3) Delays in Salary Payments

- ☉ Delayed payment of wage means a business owner does not pay wage on the regular designated date and in this case, an employee can make a report to the competent local labor office.
- ☉ When a related case is accepted by the local labor office, officials investigate the employee and the employer. The employee can deal with the case more rapidly by preparing various materials (wage account, wage receipt, employment contract) to prove his or her argument.

☉ Procedure

- ① Counseling and submission of statements (Civil Service Center of local offices of education)
- ② Report to the Labor Office and due diligence
- ③ Due diligence
- ④ Order for corrective actions given to employer after due diligence
- ⑤ If employers refuse to rectify the situation, the case may be sent to the court for prosecution

(4) Layoffs

Under the Labor Standards Act, for a lay-off by the employer to be valid, there should be a justifiable reason; without it, the employer cannot lay off the employee. An employee who has been dismissed without a justifiable reason can apply to the competent local labor committee for intervention, and if it is determined to be an unfair lay-off, he/she can go back to work. The application must be made within 3 months after the date of lay-off.

(5) Working Hours

- For businesses with more than 5 workers regulated by the Labor Standards Act, standard working hours per week cannot exceed 40 hours excluding break time, and working hours per day cannot exceed 8 hours excluding break time.

(6) Breaks

- A thirty-minute break is given for every 4 hours of work, and a 1 hour break is given for every 8 hours of work.
- Employees are free to use their breaks as they wish, but will be unpaid during the break period.

(7) Overtime, Night Work, and Holiday Work

- Extended working hours is defined as working more than 40 hours per week, or 8 hours per day.
- Night work refers to work that takes place between 22:00 and 06:00.
- Holiday work refers to work that takes place on national and contractual holidays.
- Pay for overtime and night work is set at 1.5 times the regular wage.
- Holiday work within 8 hours is set at 1.5 times the regular wage, and holiday work exceeding 8 hours is set at 2 times the regular wage. (Law revised on March 20, 2018)
- Extended work hours are allowed up to 12 hours per week if both parties agree.

(8) Shifts

- Companies that require production facilities to be run 24 hours a day divide their employees into two or three teams to work in shifts.

- Some factories make arrangements whereby their employees rotate day and night shifts on a weekly basis.
- Others group their employees into shifts on a permanent basis.

2. Minimum Wage System

This is the minimum amount of money that the government requires employers to pay to employees.

- This applies to all businesses with one or more employees.
- As of 2020, the minimum wage is KRW 8,590 per hour and KRW 68,720 per day.
- The minimum wage applies to all labor workers under the Labor Standards Law.

⦿ Payment System

- Salary contracts can be based on hourly, weekly, monthly, or yearly pay.
- Generally, employees working in the manufacturing industry are paid on a monthly basis, while those working in the construction industry are paid on a daily basis. Employees with hourly working contracts have their pay calculated by the hour, but most employees are paid on a monthly basis.
- It is important to keep a record of your working hours and check that you are receiving the correct amount of money from your employer. Some companies keep timecards in order to maintain accurate time records.

3. Workers Retirement Benefit Guarantee System

Employees who have worked for one year or more can receive severance pay

- Only employees working in accordance with the Labor Standards Act will qualify for severance pay.
- There is no severance pay granted to employees who work less than 15 hours per week.
- If employees work in the same business for one year or more, they may receive severance pay.

4. Salary Compensation System

Employees who are unable to receive wages or retirement benefits after retirement due to the bankruptcy of the employer are guaranteed the following:

- Salary for the final three months of work: from the planned retirement date or the date of actual retirement
- Benefits for leave for the final three months of work: Benefits for leave for the final three months of work, from the planned retirement date or the date of actual retirement
- Retirement benefits for the last three years of work: Legal retirement benefits for three years retroactive from the date of retirement (regular wages for 90 days)

03 Employment Insurance

Companies pay an employment insurance premium with a certain amount from monthly remunerations of business owners and employees, preparing for unemployment. Employees who lose their jobs can receive unemployment from their employment insurance and are eligible for job training. Business owners with employment insurance can receive assistance when taking corrective actions to maintain their staff or to provide job training.

1. Social Insurance

- A Korean national employee is automatically signed up for social insurance programs (national pension, health insurance, employment insurance).
- A foreign resident without Korean nationality may choose whether or not he or she wishes to apply for social insurance, but they are generally encouraged to do so.
- Insurance fees are deducted from the worker's salary and transferred to the Korean Institute for Social Insurance.

2. Unemployment Benefits

For employees who lose their jobs, employment insurance provides benefits for a certain period of time to help employees overcome financial difficulties and seek new employment.

- Unemployment benefits should not be viewed as compensation for unemployment or the return of employment insurance premiums.
- Unemployment benefits serve as an incentive for active job seeking
- The unemployed can not apply for unemployment benefits after 12 months have lapsed since their last day of work.

(1) Qualifications

Those who meet the qualifications below may apply for unemployment benefits.

- In the case of working over 180 days in terms of insured unit period (basis of counting days for paying remuneration) for 18 months before retirement at a business protected by employment insurance
- Employees who have been forced to quit

- Those who have lost their job, but are actively seeking gainful employment. (Those who have voluntarily quit their job or have been fired for just cause can not apply for unemployment benefits.)



Useful Information

Eligibility for Employment Insurance

Any worker who is employed by a business with one or more employees is automatically insured, but the eligibility of foreigner workers is subject to the reciprocity principle.

(2) Unemployment Benefits

- Amount of Unemployment Benefits = 50% of the average salary before retirement x number of days (maximum amount per day: KRW 66,000, minimum amount per day: 90% of the minimum wage)
* Minimum amount: As of January 2019, the amount is 60,120 won based on the fixed working hours of 8 per day (54,216 won for those who left work in 2018)
- Number of days of unemployment benefits: The number of days of unemployment benefits ranges from 90 to 240, and is based on the age of the employee at the time of dismissal and the duration of the employment insurance subscription.

Number of days of unemployment benefits (number of days of benefits)

Age and Duration of Subscription	Less than 1 Year	1-3 Years	3-5 Years	5-10 Years	Longer than 10 Years
30 or Younger	90 days	90 days	120 days	150 days	180 days
30-50	90 days	120 days	150 days	180 days	210 days
50 or older and the disabled	90 days	150 days	180 days	210 days	240 days

※ Full age at time of dismissal

(3) Application Process

If you are dismissed from your current place of employment, register yourself as a jobseeker at the WorkNet site, and take your ID card to your local employment center to apply for unemployment.



At the employment center, fill out and submit an application for unemployment benefits.



You will be notified whether or not your application has been approved within 14 days.
(Rejection notices are delivered in writing)



To be registered as unemployed, visit your local job center on the designated dates, which are set at one-week to four-week intervals.



Submit the following to the employment center: status of unemployment for the acknowledged duration of unemployment, and proof of job seeking activities
(Submit resumes, job interviews, etc.)

3. Employment Insurance for Business Owners

(1) Subscription Method

Voluntary subscription (in case one intends to be insured)

(2) Applicants

One-person businessmen or independent businessmen who have employed less than 50 employees with their names on the certificate of business registration and the registered date is within past 5 years

- Businesses that does not apply by the Employment Insurance Act (non-corporate farming, forestry, fishery, small construction, domestic services of less than 5 employees) and non-occupied owners cannot apply.
- Independent businessmen who started business after 65 years of age can apply when limited to employment stability-vocational ability development scheme

(3) Insurance Premiums and Unemployment Allowances

- Insurance premium: selected base remuneration × insurance premium rate (employment stability-vocational ability development scheme: 0.25%, unemployment allowance: 2%)
- unemployment allowance: selected base remuneration × 50%

Monthly insurance premium and job-seeking allowance based on the base remuneration

(Unit: KRW)

Division	1st grade	2nd grade	3rd grade	4th grade	5th grade	6th grade	7th grade
Base remuneration	1,820,000	2,080,000	2,340,000	2,600,000	2,860,000	3,120,000	3,380,000
Monthly premium	40,950	46,800	52,650	58,500	64,350	70,200	76,050
Monthly unemployment allowance	910,000	1,040,000	1,170,000	1,300,000	1,430,000	1,560,000	1,690,000

(4) Benefits

- (Unemployment allowance) grants assistance of 50% of selected base remuneration (KRW 91~169 monthly) to job seekers for 90-180 days in case of unintentional shut-down and paid employment insurance for 24 months before shut-down.

Division	Policy Period (Insured Period)			
	1-3 years	3-5 years	5-10 years	Over 10 years
Payment Period	90 days	120 days	150 days	180 days

- (Vocational ability development) Supports training cost through Nae-il-bae-um Card System*
- * Nae-il-bae-um Card System: Supports partial training cost for one year starting the day of opening the account up to 2 million won

04 Industrial Accident Compensation Insurance

1. Industrial Accidents

The Industrial Accident Compensation Insurance claims a premium from the business owners to protect workers from industrial disasters, and the fund is paid to employees instead of the owner. In principle, it applies to all businesses and companies that hire workers. If a worker is injured in the course of work, he or she must apply to the Korea Labor Welfare Corporation, and accident compensation wages may be provided following a review.

* Korea Workers' Compensation & Welfare Service website – Media room – Brochure - for foreigners – Comwel working for workers

(1) Tips to Remember in the Event of an Industrial Accident

- To apply for industrial accident compensation, the worker must apply directly to the Korea Worker's Compensation and Welfare Service (☎1588-0075) or visit a counseling organization for help.
- Early treatment is very important if an industrial accident occurs. Victims must consult with an expert for diagnosis and treatment. In the event of finger loss, the victim must visit a hospital that provides fingertip joining operation services.
- A worker may still apply for compensation for an industrial accident caused by his or her own error, provided that the accident occurred while he or she was working.
- Accident insurance premium can be transferred only to the account in the name of the very person. So workers who receive treatment after an industrial accident must immediately open a bank account if they have not done so already.
- During treatment for an industrial accident, a company cannot fire a worker or force deportation. There are cases in which foreigners are illegally deported or the family of a victim of an industrial accident is not properly compensated due to foreign workers' unfamiliarity with the law. Victims of industrial accidents must immediately consult with a counseling organization so that they are fully informed of their rights.

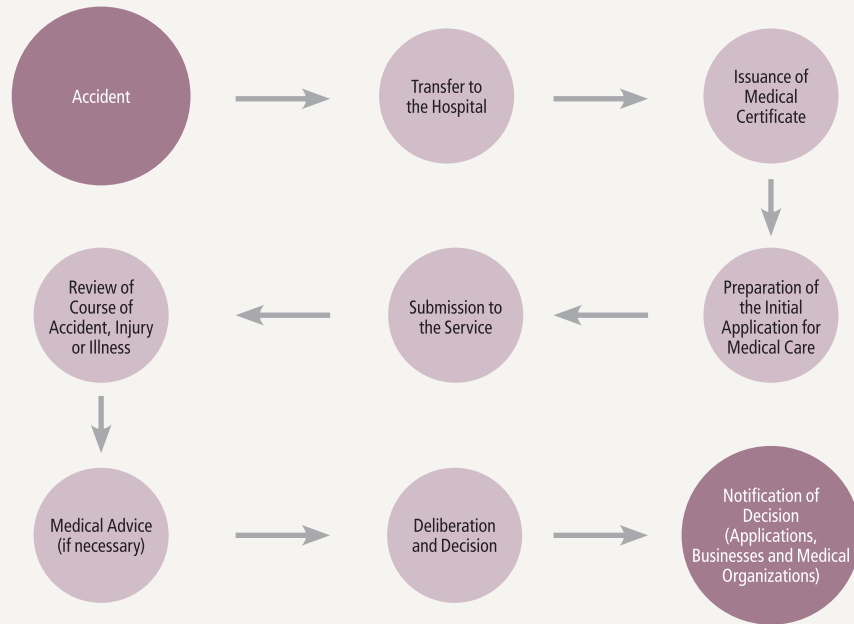
(2) Qualifications

Businesses or employees of affiliated businesses governed by the Industrial Accident Compensation Insurance Act can apply for compensation in the case of injury, illness, disability, or death while on the job.

(3) Preparation of Documents

When filling out the application form for medical care expenses, you should record the content and date of accidents in detail and correctly. If the worker gets treated at a medical institution for industrial accidents, the medical institution can prepare the documents on his or her behalf.

(4) Compensation Procedure



(5) Types of Compensation for Industrial Accidents

Items	Descriptions
Medical care expenses	Cash benefits for treatment of diseases or injury provided through a medical organization until the victim has recovered
Temporary incapacity benefits	70% of the average income is provided daily to protect the livelihood of injured workers and their families during the recovery period

Injury and disease compensation pension	If a worker receiving medical care expenses has grade 1 to 3 of grave medical condition and has been under medical treatment for 2 years or more, this pension is provided instead of leave payment.
Disability allowance	Allowances paid according to the severity of disability when a disability occurs as a result of an industrial accident/treatment for an industrial accident
Personal care benefits	Benefits paid to those qualified for sick leave benefits who used medically necessary personal care services after treatment
Occupational rehabilitation benefits	Benefits for employers who maintain employment or conduct rehabilitation training or adaptation training for beneficiaries of disability benefits, individuals who require occupational training when they have a grade 1 to grade 12 disability and are getting treated, or who have a grade 1 to grade 12 disability and are receiving disability benefits
Allowances to surviving family-funeral service expenses	Funeral service expenses and allowances provided to surviving family for the basic living security of the surviving family in the event of the death of an employee

2. Basic Safety Rules

The first step for the prevention of industrial accidents is to keep your work space and surrounding areas clean and organized. Hallways should be kept clear, and floors should be checked on a regular basis to ensure they are not slippery. The following are basic safety rules that can be applied to every workplace.

- Work after considering the risk factors in the related work
- Turn off the power before cleaning, or any repair, and maintenance work
- Wear working clothes while working; do not smoke or eat on the work site.
- Do not wear cotton gloves when working with a rotating machine
- Wear protective gear, such as safety hat and shoes.
- Wear protective glasses when working in an area with particulates and dust during cutting, using machines, etc.
- Harmful materials should be classified and stored in a designated location by type.

- Wear a protective mask (gas mask) when using organic solvents like cleansers and adhesives.
- Always be aware of the location of the nearest exit.
- Always be aware of the location of the first-aid kit and the fire extinguisher.
- Check all safety and hygiene messages such as prohibition-warning-instruction-information, etc.
- Wash your hands before eating.

3. Safety-Sanitation Signs to Remember

1

Prohibition

No entry	No thoroughfare	No vehicle thoroughfare	Do not use	No passengers
No smoking	No flames	Do not move objects		

2

Warning

Inflammable substances	Acidic substances	Explosive substances	Toxic substances	Corrosive substances
Radioactive substances	High voltage	Hanging objects	Falling objects	High temperature
Low temperature	Floor may be slippery	Laser beams	Carcinogens, mutagens, biohazards, toxins, respiratory system irritants	Hazardous location

3

Instruction

Wear goggles	Wear a gas mask	Wear a dust mask	Wear a face guard	Wear a safety helmet
Wear earplugs	Wear safety boots	Wear safety gloves	Wear a safety suit	

4

Information

Green cross	First aid	Stretcher	Washing station	Emergency exit
Emergency exit on left	Emergency exit on right	Emergency instruments		

05 Maternity Leave Before or After Childbirth, and Childcare Leave

Employees who are pregnant are eligible for maternity leave before or after childbirth. Parents can also take advantage of the childcare leave system (reduced working hours during infant care) when raising children under 6 years of age.

1. Maternity Leave Before or After Childbirth

(1) Qualifications

- Any female employee working at a business with more than 1 worker regulated by the Labor Standard Act can request and go on maternity leave regardless of type of labor contract (permanent position, temporary position, etc.)

(2) Period of maternity leave before or after childbirth

- For regular deliveries, employees may apply for 90 days of leave around the due date or the date of childbirth.
- Employees must use 45 days of the leave or more post delivery.
 - ※ ① When a worker has experienced an abortion or a stillbirth; ② when a worker is 40 years old or older; or ③ when a worker has submitted a medical certificate of a medical organization documenting the risk of an abortion or a stillbirth, the worker may take the 44-day leave which is available before delivery at the early stage of pregnancy.
- Pre-birth and post-birth maternity leave is granted to employees of certain businesses; the leave expires if the employment contract expires during the leave.
 - ※ Women who give birth to two children or more at a time (twins, etc.) receive 120 days' perinatal maternity leave. The period of leave after delivery must be 60 days or longer.

(3) Wages during maternity leave before or after childbirth

- During perinatal maternity leave, perinatal maternity leave salary will be provided.
- Major corporations provide 100% of the employee's regular pay for the first 60 days, and the remaining 30 days are paid through unemployment insurance (maximum KRW 2 million per month)
- In the case of prioritized target businesses of support (small and medium-sized business), the salary for 90 days' leave will be paid by unemployment insurance (up to KRW 2 million per month), with the company paying the difference between regular wages and perinatal maternity pay for the first 60 days.
- ※ Major conglomerates pay 100% of the regular wages for 75 days in the case of multiple births (twins, etc.); the salary for the remaining 45 days will be provided by the unemployment insurance (up to KRW 2 million per month). In case of small and medium-sized companies, the unemployment insurance provides perinatal maternity pay for 120 days (up to KRW 2 million per month).

(4) How to apply for wages during maternity leave before or after childbirth

- ☉ Workers who intend to receive wages during maternity leave must get a confirmation document from their company and submit it along with a maternity pay application to their local employment center.
- ☉ Necessary Documents
 - Documents received from the company: confirmation of maternity leave, payroll, document that can confirm wages such as copy of employment contract, etc.
 - Documents received from the homepage of the Ministry of Employment and Labor, or Employment Center: application form for maternity leave

2. Miscarriage or Stillbirth Leave

(1) Qualifications

- In principle, leave due to miscarriage or stillbirth is given only for natural miscarriages, and the period of leave differs according to the term of the pregnancy.
- In accordance with the Labor Standards Law, a female employee who is employed by a business with one or more employees may apply for leave, regardless of her type of employment contract (regular workers and part-time workers).

(2) Duration of Stillbirth and Miscarriage Leave

- ☉ Progressive protection leave is granted according to term of pregnancy at time of miscarriage or stillbirth.

- Within 11 weeks of pregnancy: up to 5 days of protection leave is granted from the date of miscarriage or stillbirth.
- 12-15 weeks of pregnancy: up to 10 days of protection leave is granted from the date of miscarriage or stillbirth.
- 16-21 weeks: 30 days from the date of stillbirth or miscarriage
- 22-27 weeks: 60 days from the date of stillbirth or miscarriage
- Week 28weeks~: 90 days from the date of stillbirth or miscarriage

(3) Allowances for Stillbirth and Miscarriage Leave

- The same standards are applied to allowances for stillbirth and miscarriage leave as those for maternity leave.
- Large corporations pay allowances for the initial 60 days of the leave, and the employment insurance pays allowances for the final 30 days of the leave (maximum KRW 2 million per month).
- For employees of small and medium-sized corporations, the employment insurance pays allowances for 90 days of the leave (maximum KRW 2 million per month).

(4) How to apply for wages during leave due to miscarriage or stillbirth

- Workers who intend to receive wages during the leave must get a confirmation document from their company, and submit it along with an application leave and a copy of medical records of the miscarriage or stillbirth to their local employment center.

3. Parental Leave

Workers can take a leave of absence for a year to raise a child or children ages 8 or younger, or in the second grade of elementary school.

(1) Qualifications

- Both male and female workers can apply for parental leave if they have worked for the same company for more than six months, and they have a child 8 years or younger in age, or in the second grade of elementary school.
- Childcare leave is aimed at preventing male and female employees from quitting their jobs due to lack of childcare and to help them maintain a healthy work-life balance.

(2) Duration of Childcare Leave

- The maximum duration of childcare leave is one year.

(3) Childcare Leave Allowance

- Maternity leave is not paid, however, to lessen the burden of filing the maternity and to take care the child adequately living expenses, maternity leave salary is provided from the employment insurance.
- * First 3 months: 80% of the monthly regular wage (maximum KRW 1,500,000, minimum KRW 700,000), next 9 months: 50% of the monthly regular wage (maximum KRW 1,200,000, minimum KRW 700,000)
 - ※ When both the mother and father take parental leave for the same child, 100% of the average monthly wage of the second user (usually father) will be the childcare allowance (maximum: KRW 2.5 million) (Childcare leave bonus system for the father).
- Other than childcare leave allowances, incentives are provided to employers (KRW 300,000 per month for companies subject to preferential support) as well as alternative employment subsidies (KRW 800,000 per month (KRW 1,200,000 for takeover period, KRW 300,000 for large companies).
 - ※ Additional KRW 100,000 is given to companies subject to preferential support when an employee takes a childcare leave for the first time within the companies (Incentive No. 1)

(4) How to Apply for Childcare Leave Allowance

- ① Submit your application for childcare leave allowance to the business proprietor 30 days prior to taking leave.
- ② Workers who intend to receive allowances during childcare leave must get written confirmation from their company and submit it along with an application to their local employment center.
- ③ Necessary Documents
 - Documents received from company: confirmation document for childcare leave, payroll document that can confirm wage such as employment contract (copy), etc.
 - Documents received from homepage of the Ministry of Employment and Labor or Employment Center: application form for childcare leave

4. Working Hour Reduction during Childcare Period

- Workers with children who are 8 years old or younger or in 2nd or lower grade of elementary school can reduce their working hours to 15-30 hours per week during the childcare period.

(1) Subjects

- Both male and female workers can apply for reduced working hours if they have worked for the same company for more than six months and have a child 8 years old or younger who has not yet entered elementary school.

- Reduction of working hours during the childcare period aims to improve employees' work-life balance, ensure career stability and progression, increase company loyalty, and prevent a decline in the quality of work.

(2) Usage period

- Reduced working hours can be applied for up to a year. However, if you have unused parental leave period, you may add it to your reduced hours for up to two years.

(3) Wages during reduced hours for childcare

- During the working hour reduction period, wages are paid by business owner for corresponding working hours, and reduced working hour allowances (1 hour per day: 100% of regular wage (maximum KRW 2,000,000), rest of reduced hour wage: 80% of regular wage proportional to reduced hours) are paid from employment insurance.
- As in childcare leave, government incentives for childcare leave (KRW 300,000 per month (KRW 100,000 for large companies)) and incentives for recruiting temporary employees (800,000 per month (KRW 1,200,000 for takeover period, KRW 300,000 for large companies) are given to employers to encourage the use of the reduced working hours benefit.

(4) How to apply for working hour reduction allowances during childcare period

- ① Workers must apply for working hour reduction 30 days before the reduction in hours is applied.
- ② Workers who intend to receive allowances during working hour reduction period must get written confirmation from their company and submit it along with an allowance application to their local employment center.
- ③ Necessary Documents
 - Documents received from the company: confirmation document for working hour reduction during childcare period, payroll documents that can confirm wage such as copy of employment contract, etc.
 - Documents received from the homepage of the Ministry of Employment and Labor or Employment Center: application form for working hour reduction allowances during childcare period
 - * When workers are pregnant, they can take a leave before or after childbirth. In addition, workers who have a child (or children) ages 8 or younger, or are in the second grade of an elementary school or below, can take a parental leave (working hour reduction during child nurturing period).

5. Maternity Allowance for Those Who Do Not Have Employment Insurance

(1) Purposes

- Support for maternity allowance for 'people with no employment insurance' but earns incomes to protect maternity and support for living after childbirth (Implemented on July 1, 2019) (Applies to marriage immigrants only)

(2) Qualifications

- One-person business operators, special employees, freelancers, and those who do not meet the requirement (180 days) for receiving employment insurance may receive benefits
 - Independent, or joint businessmen who do not have employees (real estate brokers excluded)
 - Workers in special employment and freelancers who have worked for more than three months within the 18 months before childbirth
 - Workers who do not have employment insurance
- Workers who have subscribed to employment insurance but did not meet the requirement of '180 days of employment insurance subscription' for receiving maternity leave before and after childbirth
- Workers of business to which employment insurance is not applied or workers to whom the Employment Insurance Act is not applicable
- Workers who are not subscribers of the employment insurance working at a business where employment insurance is not established

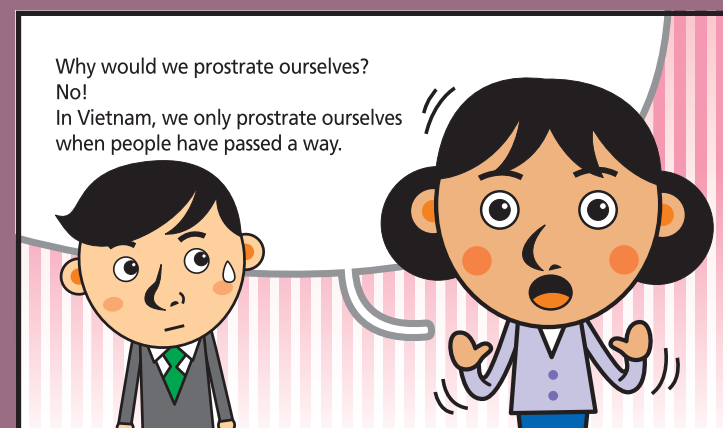
(3) Support Amount and Application Period

- Total of KRW 1,500,000 (KRW 500,000 monthly*3 months). You may apply from the day your child is born to within one year. The support will not be available if you do not apply within this period.

(4) How to apply for Maternity Allowance for Those Who Do Not Have Employment Insurance

- Those who wish to receive maternity allowance may register as a member at the Employment Insurance website (www.ei.go.kr) and apply or visit or mail the application to the employment center at the place of your residence or work.
- Required documentation: birth certificate (certificate of family relationship), documents to prove income, business registration, etc.
 - ※ The employment center may ask for additional verification other than required documents for payment of the maternity allowance.

Different Understanding of 'Bowing' between Korea and Vietnam



Koreans bow (full bow) to an elder person as a formal greeting showing respect. In Vietnam, bowing is usually performed to show respect to the dead, except when bowing for forgiveness or to someone who will never be seen again. It is not easy for Vietnamese to bow in a Korean way, so it requires thoughtfulness and understanding.

For more information on cultural differences between Korea and other countries, please visit the Danuri portal (www.liveinkorea.kr).