

Guiding Principles for Agreement between Worker and Employer on Wage Payment Dates and Wage Payment

- I. In accordance with the purpose of International Labor Organization Conventions and Recommendations, and the relevant provisions of the Labor Standards Act (hereinafter referred to as the Act), the wage period is required to be fixed and shall not be too long. Any employer that has received the service provided by the worker shall promptly settle and pay the wages. The wage period agreed upon by both the worker and the employer shall not exceed one month. Moreover, the wage payment date shall not be too long from the expiry of the wage period to allow the workers to be able to maintain their living needs. Hence, the Guideline is formulated to ensure the rights and interests of workers receiving wages.
- II. Paragraph 1 of Article 23 of the Act states that “Except as otherwise agreed to by the parties to a labor contract or when wages are paid in advance on a monthly basis, wages shall be paid on a regular basis at least twice a month,” which is requiring that the date of payment shall be clearly stipulated. Except for pay in advance, even if there is a special agreement, the frequency of payment shall not be less than once a month.
- III. Reasonable Range of Wage Payment Dates Agreement
 - (I) Both the worker and the employer shall clearly agree upon the wage period and the wage payment date in the labor contract. If the wage payment date is 15 (or more) days later than the expiry of wage period, the local competent authority shall immediately assist the business entity in adjusting the wage payment date forward.
 - (II) If the original wage payment date agreed before the Guideline taking effect is earlier than the fixed date specified in the preceding Paragraph, such agreement shall prevail, and the employer shall not unilaterally

change or postpone such date.

(III) The local competent authority shall carry out investigations and promotions within its jurisdiction, and assist business entities in progressively adjusting the wage payment date forward year by year according to the schedule set out in the table below.

Number of employed workers \ Time	500 or more	250-499	100-249	99 or less
End of 2023	10 days	10 days		
End of 2024			10 days	10 days
End of 2025	5 days			
End of 2026		5 days	5 days	7 days

IV. For payment of overtime wage and double wages for working on holidays in accordance with Articles 24, 39 and 40 of the Act:

- (I) If a single wage payment date is agreed upon, the wage shall be paid on the nearest wage payment date after the fact of working occurs or paid in conjunction with the wage of the current month.
- (II) If there is an additional wage payment date or another wage period agreed upon, the frequency of payments shall not be less than once a month, and the wage shall be paid within 15 days upon the expiry of the wage period.

V. Where the employer has allowed the worker to receive regular wages in accordance with Paragraph 1 of Article 23 of the Act, if the worker and the employer have separately agreed upon quarterly, semi-annual, or annual settlement and the payment of specific bonuses and allowances, the payment

date may be subject to their specific agreement which, however, shall be reasonable.

VI. The method of payment when the wage payment date falls on a holiday

- (I) For paying wages by financial institution remittance, an appointment for wage remittance may be made in advance, and the payment may be scheduled for holidays.
- (II) For paying wages in cash may be paid in advance; if unable to do so, the wages shall be paid no later than the originally agreed wage payment date, which cannot be postponed arbitrarily.