

# BUSAN FOREIGN SCHOOL

The American International School of Busan, South Korea



*Embracing Diversity,  
Striving for Excellence*

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## BENEFITS PACKAGE FOR FOREIGN HIRES

### PROFESSIONAL DEVELOPMENT

New teachers will receive **1,500,000 (KRW)** to be used for school-approved professional development per year.

### HOUSING PROVIDED

A private, rent-free, furnished apartment is provided. All housing for new hires will be a **2 or 3-bedroom apartment** within a 10 minute walk to campus.

### AIRFARE ALLOWANCE

The employee will be given **3,500,000 (KRW)** (given in three installments) as an airfare allowance during their initial 2-year contract. The initial **1,000,000 (KRW)** will be paid upon arrival to Korea. The second airfare allowance of **1,000,000 (KRW)** will be paid at the end of the first school year. The third and final payment of **1,500,000 (KRW)** will be paid upon completion of the two year contract. Per subsequent year signed with BFS after the initial two year contract **1,500,000 (KRW)** airfare allowance will be given at the end of each school year (June). Airfare allowance is increased in case of school approved dependents.

### SHIPPING REIMBURSEMENT

New staff will be provided with the following amounts available for reimbursement of shipping costs upon presentation of receipts: **500,000 (KRW)** plus an additional **100,000 (KRW)** per school-approved dependent.

### SETTLING-IN ALLOWANCE

The employee will be reimbursed **500,000 (KRW)** when arriving in Korea plus an additional **100,000 (KRW)** per school-approved dependent. This will constitute reimbursement for any costs associated with preparing documents for gaining a work visa as well as provide "cash on-hand" for any items that the employee wishes to purchase. The employee pays no additional costs for visas once they have arrived in South Korea.

### DEPENDENT'S FREE ATTENDANCE

Children of teaching staff may attend BFS free of charge.

### SCHOOL LUNCH PROVIDED

Lunch is provided to all staff each school day. Lunch is also provided when staff is on school-related activities.

### NATIONAL & SUPPLEMENTAL HEALTH INSURANCE

Busan Foreign School will provide a comprehensive medical plan through Korea National Health. The employee and the employer will each contribute 50% to this plan.

Staff are also provided with a **supplemental emergency insurance program** paid for by BFS. This program offers coverage while outside of Korea on both personal and school-related business.

### RETIREMENT PENSION

Per Korean law, employees will contribute a percentage (approximately **4.5%**) of their salary to the Korean pension system. This amount is also matched by the employer, resulting in approximately **9%** of monthly salary accrual per month as retirement pension. The employee is eligible to withdraw his or her pension when permanently leaving Korea.

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## SEVERANCE PAY

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The employee will accrue an amount equal to **8%** of each base monthly salary as severance pay. The employee must be employed by BFS at least one full year to be eligible to receive a severance payout. Severance is paid at the end of each contract period (Roughly equivalent to one additional month's pay per year).

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## SCHOOL YEAR

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Vacation days are determined according to the official school calendar. Teachers will generally work **190 days**, of which around **180 are student contact days**.

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## PERSONAL DAYS

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The employee has **5 days** of paid personal days each school year. In addition, for any unused personal days they employee will be paid **80,000 (KRW)** per day up to a maximum of **400,000 (KRW)** at the end of the academic year.

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## COMPASSIONATE LEAVE

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The employee is allowed **5 days** of paid compassionate leave each full school year.

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## PROFESSIONAL DEVELOPMENT DAYS

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The employee has **3 days** for paid leave in relation to professional development that has been approved by the school.

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## MATERNITY & PATERNITY LEAVE

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Female teachers are entitled to a **three-month paid leave** for the purposes of child birth.

Spouses are entitled to up to **15 days of paid leave** and up to **15 more days of unpaid leave** for their spouse's childbirth.

