

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.

SEVERANCE PAY

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).

SCHOOL YEAR

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

PERSONAL DAYS

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.

COMPASSIONATE LEAVE

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

PROFESSIONAL DEVELOPMENT DAYS

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

MATERNITY & PATERNITY LEAVE

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.



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