

Work Regulations for National University Corporation the University of Osaka Staff

Note: The document below is an English translation of the University Work Regulations, originally composed in Japanese. The English version of the Work Regulations has been provided merely as a reference for international researchers and employees. Therefore, it should not be considered an official employment contract. Please note that any and all official employment contracts are concluded solely on the basis of the Japanese version of the Work Regulations.

Chapter 1: General Provisions

(Purpose)

Article 1: The purpose of these regulations shall be to define paragraphs pertaining to work-related issues for Employees employed by National University Corporation the University of Osaka (hereafter referred to as "The University") such as work conditions and duties in accordance with the regulations stated in Article 89 of The Labor Standards Law (Law No. 49 of 1947, hereinafter referred to as "The LSL").

(Scope)

Article 2: These regulations shall apply to the following categories of Employees employed by The University as a full-time staff, except for those who are employed for a fixed-term. (hereinafter referred to as "Employee(s)").

2. Employment and dismissal of academic staff, and other human resources-related paragraphs shall be defined by these regulations, as well as the Special Personnel Regulations Pertaining to Academic Staff of National University Corporation the University of Osaka.

(Relationship with Laws and Ordinances)

Article 3: All matters not prescribed within these regulations and/or all other related and attached regulations shall be determined in accordance with the LSL, National University Corporation Law (Law No. 112 of 2003: hereinafter referred to as "National University Law") and other relevant and pertinent laws and ordinances.

(Adherence to Regulations)

Article 4: The University and Employees shall observe these regulations in good faith.

Chapter 2: Personnel Affairs

Section 1: Employment

(Employment)

Article 5: Employees shall be employed based on a process of competitive examination and selection.

2. Persons wishing to apply for employment as Employees shall submit the following to The University:

- (1) Curriculum Vitae (in the format prescribed by The University).
- (2) Other documentation requested by The University.

(Clear Indication of Labor Conditions)

Article 6: Persons considered for employment as Employees shall be sent written notice of the matters pertaining to the following labor conditions: a clear indication of other labor conditions shall be made verbally or in writing.

- (1) Matters relating to salary.
- (2) Matters relating to the workplace and the content of work to be performed.
- (3) Matters relating to the duration of validity of the labor agreement.
- (4) Matters relating to starting and finishing times of work, work in excess of the prescribed working hours, break times, holidays, and leaves.
- (5) Matters relating to retirement (including reasons for dismissal).

(Application Documents)

Article 7: Persons employed as Employees (excluding those to whom The Salary Regulations for National University Corporation the University of Osaka Staff Subject to Annual Salary System apply, described in Paragraph 3) shall submit the following documents to The University promptly after employment:

- (1) Written pledge.
 - (2) Residence Certification .
 - (3) Commute Route and Transportation Registration Form .
 - (4) Other documents requested by The University.
2. In cases of failure to submit the documents, or in cases where said documents are incomplete, employment may be withdrawn.
 3. In cases where changes occur in the content recorded in documents submitted in accordance with Items 2 through 4 of Paragraph 1, said changes shall be promptly reported and registered.

(Assumption of Post)

Article 8: Employees shall assume the assigned posts promptly after employment. However, this shall not apply in cases where there are unavoidable circumstances, such as relocation of residence, with the prior approval of The University. In such cases, the date for the assumption shall be no later than 1 week after employment.

(Posting of Employees)

Article 9: The positioning of Employees shall be determined by The University based on factors such as necessity and the suitability of Employees posted.

(Probation Period)

- Article 10: Employees shall be subject to a probation period of 6 months of starting the first day of employment. The University may however, based on a determination of necessity, reduce or extend said probation period.
2. In cases where the Employees fall under any of the following categories during the probation period, the University may dismiss or refuse their employment after the probation period expires.
 - (1) Poor work record.
 - (2) Physical or mental illness.
 - (3) Other acts or lack of aptitude as Employees.
 3. The provisions of Paragraph 3 of Article 21 shall apply mutatis mutandis in cases where an Employee during the probation period (excluding those whose probation period has not yet reached 14 days) is dismissed based on the provisions of the preceding Paragraph, or where the employee is not hired permanently upon the expiration of the probationary period.
 4. The provisions of Article 22 shall apply mutatis mutandis in cases where an Employee during the probation period is dismissed based on the provisions of Paragraph 2, or where the Employee is not hired permanently upon the expiration of the probationary period.
 5. The period of probation shall be included in the calculation of the total number of years of employment.

Section 2: Assessment

(Work Performance Assessment)

Article 11: The work performance of Employees shall be assessed.

Section 3: Promotion

(Promotion)

Article 12: Employee promotion shall be based on comprehensive assessment and the performance assessment described in the preceding Article.

Section 4: Personnel Changes

(Personnel Changes)

- Article 13: The University shall order the relocation, supplementary assignment, and transfer of Employees (hereinafter referred to as "personnel changes") in accordance with work-related circumstances.
2. Employees shall not refuse personnel changes without a valid reason.
 3. Terms and provisions for Employees subject to transfer orders (except the cases defined in the following item) shall be detailed separately.
 4. Matters pertaining to the salaries and working hours of Employees assigned to work overseas centers

shall be handled according to the circumstances of each overseas location, taking into consideration their salary conditions, local laws, and circumstances. This regulation (including relevant regulations) shall not apply.

5. Employees subject to relocation or transfer orders shall return all equipment, documents, and other commodities in their possession and complete all procedures with respect to their successors by the prescribed date, and they shall report details to the head of the department where they belong.
6. The provisions of Article 8 shall apply mutatis mutandis in cases where the Employee is ordered to transfer within The University or return to the University from the temporary assignment.

(Treatment of administrative post)

Article 13-2: Of all Employees in administrative or supervisory work (refers to administrative post as defined in Paragraph 1, Article 25 of Salary Regulations for National University Corporation the University of Osaka Staff), the Director of the nursing department of the University of Osaka Hospital shall be demoted if he/she is assigned to any post (excluding that to which the basic salary table is applied differently) other than the said post after the expiration of his/her term of office.

(Reassignment of Employee reaching age 60)

Article 13-3: Notwithstanding the provisions in Paragraph 1, Article 13, Employees other than Administrative Staff and researchers may be reassigned to a designated position on April 1 following the date they turn 60. They may also be assigned concurrent duties as needed. However, this shall not apply to Employees deemed essential to the University.

Section 5: Leave of Absence

(Leave of Absence)

Article 14: Employees to whom any of the following apply shall be assigned a leave of absence:

- (1) Employees requiring extended leave due to physical or mental illness.
 - (2) Employees subject to criminal prosecution would interfere with the normal implementation of assigned duties.
 - (3) Employees whose life or death or whereabouts cannot be determined as a result of natural calamities such as floods or fires.
 - (4) Employees engaged in academic investigative research recognized as bearing relationship to the work of said Employees (including guidance relating to investigative research) or work for a public or government body.
 - (5) Other special cases recognized as necessary by The University.
2. The preceding shall not apply to Employees undergoing probation period.
 3. In addition to the terms and provision of this section, all other matters relevant to leaves of absence shall be defined separately.

(Duration of Leave of Absence)

Article 15: The duration of periods of leave of absence granted for the reasons detailed in Paragraph 1 of the preceding Article (excluding periods of leaves of absence granted for the reasons detailed in Item 2, Paragraph 1 of the same Article) shall, as a basic rule, be determined for each individual leave of absence within a period of no longer than 3 years. In cases where the period of leave of absence is less than 3 years, extension shall be possible up to a period not exceeding 3 years from the date when the leave of absence begins.

2. Concerning the duration of absence of leave for the reasons detailed in Item 1, Paragraph 1 of the preceding Article, in cases where an Employee takes another leave of absence within 1 year after of returning to work due to the same illness or injury or an illness or injury recognized as being caused by it, the leave periods shall be counted cumulatively, unless the University deems it particularly necessary.
3. The duration of leave of absence for the reasons stated in Item 2, Paragraph 1 of the preceding Article shall be equivalent to the period during which the relevant case is undergoing court proceedings. In case, however, where said period is in excess of 2 years, the duration of leave of absence shall be 2 years.

(Reinstatement)

Article 16: In cases where the reasons for the leave of absence stated in Item 1 of Article 14 cease to be valid

during the Employees on leave of absence shall be reinstated promptly.

2. The provisions of the preceding Paragraph shall not preclude disciplinary action under Article 37 against an Employee on leave for reasons described in Item 2, Paragraph 1 of Article 14, until the grounds for the leave cease to exist.

Section 5 –2: Dispatch

(Dispatch)

Article 16-2: When Employees (except the persons to whom any of the following items apply) engages in work of international organizations or foreign governmental organizations at their request for the purpose of international cooperation, (only when approved by The University. Hereinafter referred to as "Dispatch") the rules of this Section shall be applied:

- (1) Employees undergoing periods of probation as prescribed in Article 10, Paragraph 1.
- (2) Employees taking leave of absence as prescribed in Article 14, Paragraph 1.
- (3) Employees subject to suspension from work as prescribed in Article 37, Paragraph 2, Item 3.
- (4) Employees subject to transfer as prescribed in Article 13, Paragraph 1.

2. In addition to the provisions of this Section, necessary matters pertinent to dispatches shall be defined separately.

(Period of Dispatch)

Article 16-3: The periods of dispatch as per the preceding Article shall be set forth to the extent of no longer than 3 years as a basic rule. In cases where the period of dispatch is less than 3 years, extension shall be possible up to a period not exceeding 3 years from the date when such dispatch starts.

(Reinstatement)

Article 16-4: When the period of dispatch in the preceding Article expires or when the dispatch is no longer necessary even before such period expires, Employee shall be promptly reinstated to the work of the University.

Section 6: Retirement

(Retirement)

Article 17: Employees falling under any of the following categories shall be deemed to have retired from The University on the date prescribed in said categories:

- (1) When the Employee reaches retirement age, the first 31 March following the date of reaching retirement age.
- (2) When the Employees dies: The date of death
- (3) When the Employee submits application for retirement: The date approved by the University as the date of retirement
- (4) When the Employee has been appointed to the Board of Trustees: The day before the date of appointment.
- (5) When the Employee renews the Employee's contract: The day before the first day of employment under the new agreement.
- (6) When the Employee stands as candidates for public office: The date of submission of said candidacy.

(Retirement for Personal Reasons)

Article 18: In cases where Employee tends to retire for personal reasons, said Employee shall submit to The University a request for retirement no later than 30 days prior to the scheduled date of retirement. However, this shall not apply in cases where the University has given special approval.

(Retirement Age)

Article 19: The retirement age for Employees shall be 65

2. Notwithstanding the preceding, The University may determine retirement ages different to the preceding in cases of Employees deemed eligible for special consideration by The University.

(Re-employment, etc.)

Article 20: Notwithstanding the provisions of the preceding Article, Employees who retire after March 31 in which

they turn 60 in accordance with Item 3, Article 17 (excluding Administrative Staff and Researchers) may be re-employed for a fixed term in consideration of the purpose of the Law Concerning Stabilization of Employment of Older Persons (Act No. 68 of 1971), which obligates business operators to secure employment opportunities corresponding to the motivation and abilities of the elderly. However, the preceding shall not apply if it is difficult to re-employ a retired employee due to an unavoidable managerial or business reason.

2. Notwithstanding the main clause of the preceding paragraph, a person who falls under any of the numbers of Paragraph 1 of the following article and whose employment relationship with The University is difficult to be maintained, or a person who falls under any of the numbers of Item 2 of the following article, shall not be re-employed.
3. For Academic Staff and Researchers may be employed beyond the prescribed retirement age, in accordance with the terms defined separately.

Section 7: Dismissal

(Dismissal)

Article 21: Employees falling under any of the following categories and subsequent determination of the difficulty of maintenance of an employment relationship with The University shall be dismissed. In cases, Employees not fully meeting the criteria cited below may, however, be subject to demotion, downgrading or salary cuts.

- (1) Employees with a poor work record.
 - (2) Employees with mental or physical impairment that interferes with the execution of duties or those unable to cope with said mental or physical impairment.
 - (3) Employees on leave of absence for the reasons stated in Item 1 through 3 and 5 of Paragraph 1 of Article 14 in cases where the reason for said leave of absence fails to be resolved or become invalid with the duration of leave of absence determined in accordance with the terms and provisions of Article 15.
 - (4) Employees otherwise lacking the necessary qualifications or suitability to fulfill the implementation of duties.
 - (5) Cases in which dismissal is deemed unavoidable for administrative or work-related reasons.
2. Employees falling under any of the following categories shall be dismissed:
 - (1) Employees sentenced to prison terms.
 - (2) Employees forming or joining political parties or other groups that advocate through violence the destruction of the national constitution of Japan or the government formed under the auspices of said constitution.
 3. In cases of dismissal in accordance with the terms and provisions of Paragraph 1, The University shall either give notice of intent thirty days prior to said dismissal, or shall, in accordance with the terms and provisions of Article 12 of the Labor Standards Law, make payment equivalent to the average remuneration for a period of 30 days. The prior notification shall, however, be shortened in accordance with the numbers of days for which average remuneration is paid.
 4. In cases of dismissal, demotion, downgrading or salary cuts in accordance with the terms and provisions of Paragraph 1, the member of Employees subject to such measures shall be accorded an opportunity to appeal as defined separately.

(Restrictions on Dismissal)

Article 22: Notwithstanding the terms and provisions of Paragraphs 1 and 2 of the preceding Article, Employees shall not be dismissed within any of the periods defined hereunder. Item 1 shall not, however, apply in cases where the injury or illness in question persists 3 years after commencement of treatment and compensation is paid in accordance with Article 81 LSL, including instances where compensation is deemed to have been paid in accordance with Article 19 of the Workers' Accident Compensation Insurance Law (Law No. 50 of 1947; hereinafter referred to as "WACIL"), or in cases where approval of government bodies has been received in accordance with Paragraph 2, Article 19 of The LSL.

- (1) Period of Leave of absence for the purpose of medical treatment caused by injuries or illness in the course of work and a period of 30 days after said leave of absence.
- (2) Pre/post maternity leave prescribed in Article 65 of The LSL and a period of 30 days after said leave.

(Obligations and Responsibilities of Retirees)

Article 23: Employees retiring or dismissed from The University shall promptly return all equipment, documents

and other articles in their possession and, in cases where said Employees bear duties and responsibilities in respect of The University, shall, furthermore, complete such duties and responsibilities prior to the date of retirement.

2. Employees intending to retire from The University shall complete procedures for the handover of responsibilities and duties to their successor by the date prescribed and shall submit a report of said completion to their immediate managers .

(Certificate of Retirement)

Article 24: Employees either retiring or dismissed from The University (including Employees scheduled for dismissal) may request certification of all or part of the following items. Such certification shall be promptly issued to such Employees upon receipt of said request.

- (1) Period of employment.
- (2) Classification of duties and position.
- (3) Salary.
- (4) Reason for retirement (reasons for dismissal).

Chapter 3: Salary

(Salary)

Article 25: The salary for Employees shall be specified separately.

Chapter 4: Duties

(Devotion to Duties)

Article 26: Employees shall be aware of the communality of the mission and duties of a national university prescribed in the National University Corporation Law and shall implement their duties with fairness and in good faith, demonstrating devotion to said duties.

2. Employees shall not offend against the interests of The University.

(Attitude toward Duties)

Article 27: In the implementation of duties, Employees shall observe all rules and regulations defined both by laws and ordinances and The University and shall follow orders given by their immediate manager.

2. Employees shall constantly strive to develop skills, improve efficiency and work procedures and, in sense of mutual cooperation, shall make every effort to ensure that work is carried out in a proper and appropriate manner.
3. Heads of departments shall show proper respect for the Employees under their charge and shall make every effort to provide guidance and training, demonstrating by example the implementation of duties.

(Prohibition of Acts Leading to Disrepute)

Article 28: Employees shall refrain from any of the following acts.

- (1) Acts that may bring the honor of The University into disrepute or any other acts that may lead to a loss of trust.
- (2) Acts that may disrupt the order, discipline or rules of The University.

(Duty to Protect Privileged Information)

Article 29: Employees shall not disclose or allow to be leaked any confidential information coming into the possession of said Employees during the course of the performance of duties. The preceding shall not, however, apply in cases where Employees give testimony as witnesses or experts in accordance with the law and with the express permission of The University.

2. The preceding Paragraph shall remain in force even after the retirement or dismissal of Employees.

(Distribution/Posting of Documents, Convening of Meetings)

Article 30: In cases where Employee carries out distribution of documents or drawings within the grounds or facilities of The University (hereinafter referred to as "university grounds and facilities"), said Employee shall ensure that such distribution shall not interfere with the normal execution of work and duties.

2. Distribution of documents or drawings in the preceding paragraph falling under any of the following categories

shall be prohibited.

- (1) Documents or drawing that may interfere with the normal implementation of the work of The University.
 - (2) Documents or drawings to which the terms and provisions of Article 28 apply.
 - (3) Documents or drawings that infringe upon public order and standards of decency.
 - (4) Any other documents or drawings that may interfere with the work of The University.
3. Documents or drawings posted by Employees in university grounds and facilities shall be posted in the places designated with permission obtained from The University in advance.
 4. Provision of Paragraph 2 shall apply to documents or drawings posted in accordance with the preceding paragraph.
 5. Employees shall refrain from non-work-related meetings, speeches or to broadcasts on campus without the permission of The University.

(Prevention of Harassment)

Article 31: Employees shall not engage in any harassment prescribed in Article 2 of the Regulations for the Prevention of Harassment at the University of Osaka.

2. In order to ensure and maintain a satisfactory workplace environment, The University shall implement measures aimed at the prevention of acts of harassment prescribed in the preceding paragraph.

(Outside Assignments)

Article 32: Employees wishing to undertake outside assignments must obtain prior permission from The University in accordance with separate relevant regulations.

(Employees Ethics)

Article 33: Employees shall conform to Regulations Pertaining to the Code of Ethics of National University Corporation the University of Osaka in the performance of duties.

Chapter 5: Working Hours, Holidays and Leave

(Working Hours, Holidays and Leave)

Article 34: The working hours, public holidays and leave for Employees shall be in accordance with Regulations Pertaining to Working Hours, Holidays and Leave for National University Corporation the University of Osaka Staff.

Chapter 6: Training

(Training)

- Article 35: Employees shall make every effort to participate in training aimed at cultivation of personality and acquisition of the knowledge and skills necessary for the performance of duties.
2. In order to achieve the preceding, The University shall, in accordance with separate regulations, provide Employees with opportunities for training in a manner that will not interfere with the performance of work and duties as defined separately.
 3. With the aim of improving knowledge and skills necessary in the performance of duties, Employees shall conform to instructions to participate in training.

Chapter 7: Awards

(Awards)

Article 36: Awards shall be bestowed upon Employees falling under any of the following categories.

- (1) Employee who has made great contributions toward improvements in efficiency.
- (2) Employee who has made special contributions toward the prevention or suppression of disasters or accidents.
- (3) A long-serving Employee to whom any of the categories under Article 2 of Regulations Pertaining to Continued Service Awards for National University Corporation the University of Osaka Staff applies.
- (4) Employee who has made meritorious contributions worthy of commendation that serve as an example to other Employees.

Chapter 8: Punitive Measures

(Punitive Measures)

Article 37: Employees who fall under any of the following categories shall be subject to punitive measures.

- (1) Employee taking leave without permission or valid reason who fail to respond to demands to resume duties.
 - (2) Employee neglecting their duties by frequent absence, tardiness and leave work early without valid reason.
 - (3) Employee who causes damage to The University either intentionally or through gross negligence.
 - (4) Employee committing criminal acts such as theft, embezzlement or infliction of bodily harm
 - (5) Employee involved in defamatory acts that damage the fame, honor or trust of The University.
 - (6) Employee causing disruption in the order, rules or regulations of The University.
 - (7) Employee who has intentionally falsified their resumes.
 - (8) Employee committing acts of harassment prescribed in paragraph 1, Article 31.
 - (9) Employees who violates other laws, ordinances or rules and regulations of The University, or who has committed acts falling under any of the preceding paragraphs.
2. The following punitive measures may be taken against offending Employee and shall be proportionate to the severity of the offence defined in the preceding paragraphs.
- (1) Admonition: in cases of minor infringements, the offending Employee shall submit a written apology and shall be issued a warning.
 - (2) Salary cuts: in cases of relatively minor infringements, the offending Employee shall submit a written apology and shall be subject to partial reduction in salary. A single salary cut shall not, however, exceed 1 half of the average salary for 1 day as defined in Article 12 of the LSL, and the total shall, furthermore, not exceed one-tenth of the salary paid for 1 term.
 - (3) Suspension: in cases of infringements deemed to be more serious in nature than a minor infringement, the offending Employee shall submit a written apology and shall, furthermore, be suspended from work without pay for a period of 1 day or more and not more than 1 year.
 - (4) Dismissal under instruction: in cases of infringements of a sufficiently serious nature to render continued employment difficult, where, however, extenuating circumstances exist, the offending Employee shall be dismissed after being advised to tender their resignation.
 - (5) Punitive dismissal: in cases of infringements of a sufficiently serious nature to render continued employment difficult and no extenuating circumstances exist, the offending Employee shall be summarily dismissed without warning. This provision shall also apply to offending Employee who fails to act on advice to tender resignation as detailed in Item 4.
3. The regulation defined in Paragraph 4 Article 21 shall apply in cases of punitive measures taken in accordance with the items. This shall not apply, however, in cases of punitive measures taken against Employees within a probation period in accordance with the terms and provisions of Paragraph 1, Article 10.
4. The regulation defined in Article 22 shall apply mutatis mutandis when punitive measures are taken in accordance with the terms and provisions defined in Items 4 and 5, Paragraph 2 of this Article.

(Reprimands)

Article 38: In addition to the cases cited in the preceding Article, for the purposes of ensuring strict performance of duties and maintaining discipline, Employees may, where deemed necessary, be subject to reprimands, cautions(severe) or cautions (hereinafter referred to as “reprimands”).

(Compensation for Damages)

Article 39: Employees causing damages to The University either deliberately or negligently, in addition to punitive measures or reprimands, defined in Article 37 and the preceding Article, may be liable for compensation for said damage in part or in whole.

Chapter 9: Safety and Health

(Measures for the Maintenance of Safety and Health)

Article 40: In accordance with The Industrial Safety and Health Law (Law No. 57 of 1972) and other relevant and pertinent laws and ordinances The University shall implement measures to ensure the promotion of the

health of Employees and the prevention of hazards (including necessary preventative measures pertaining to hygiene: hereinafter referred to as "safety and health maintenance measures").

2. Employees shall observe the laws and regulations pertaining to maintenance of safety, health and hygiene, comply with orders and instructions relating to the same issued by the superiors and shall cooperate with safety and health maintenance measures implemented by The University.
3. In addition to the provisions of preceding 2 paragraphs, safety and health maintenance measures shall be in accordance with the Safety and Health Management Regulations of the University of Osaka.

(Education Pertaining to Safety and Health)

Article 41: Employees shall undergo training and education pertaining to safety and health conducted by The University.

(Measures for Emergencies and Disasters)

Article 42: Employees discovering a fire or other emergencies, or circumstances that may lead to such emergencies, shall take emergency measures, promptly contact their immediate manager or other relevant Employees, follow the instructions issued by said manager or Employees, and make every effort to minimize consequent damage.

(Rules to be Observed Relating to Safety and Health)

Article 43: In order to maintain safety and health in The University, Employees shall observe the matters indicated as follows:

- (1) Employees shall follow the instructions and orders issued by their immediate manager relating to safety and health.
- (2) Employees shall, at all times, ensure cleanliness by maintaining order and tidiness in the workplace and shall make every effort to ensure heightening standards of fire prevention and hygiene.
- (3) Without permission from the University, Employees shall not move safety and hygiene equipment or devices, fire-extinguishing equipment or other equipment designated to prevent hazards or shall also not enter areas where such equipment or devices are located.
- (4) Employees shall exercise caution with respect to machinery in operation.
- (5) Employees are allowed to smoke only in areas where ashtrays are provided, and also shall properly dispose of cigarette butts.
- (6) Employees shall use protective and safety equipment when its use is stipulated, and shall not engage in any acts that may affect its efficacy.

(Medical Examinations, etc.)

Article 44: Employees shall undergo a medical examination at the time of employment and once a year on a regular basis. Additionally, where necessary, extra medical examinations shall be conducted, targeting the entire group of Employees or a part thereof.

2. In addition to medical examinations prescribed in the preceding paragraph, Employees engaged in work with the potential for harm or injury as defined by laws and ordinances shall be subject to special medical examinations.
3. In addition to medical examinations prescribed in preceding two paragraphs, Employees shall be subject to periodic examinations (Stress check test) (hereinafter, together with the periodic medical examinations prescribed in preceding two paragraphs, collectively referred to as the "Medical Examinations, etc." in the following paragraph) once a year on a regular basis to identify the level of mental stress that Employees are under.
4. In cases where deemed necessary based on the results of the Medical Examinations, etc., Employees may be subjected to such measures as work prohibition or restriction of working hours for the purposes of maintenance of the health of said Employees.
5. Employees shall not fail to undergo the medical examinations prescribed in Paragraphs 1 and 2 without valid reason, and shall not refuse to comply with the measures detailed in the preceding paragraph.

(Work Prohibition)

Article 45: Employees falling under any of the following categories shall be prohibited from working.

- (1) When there is a possibility that the Employees or persons living together, or residing in the neighborhood of said Employees is infected, or suspected of being infected with infectious disease.

- (2) In cases when continuing work may worsen the Employees' illness.
- (3) The existence of circumstances relating to the preceding 2 Items.
2. When Item 1 or Item 2 of the foregoing Paragraph apply, the Employees shall promptly notify the relevant details to their immediate manager and follow the instructions issued by said manager.
3. In addition to the regulations prescribed in preceding 2 paragraphs, necessary measures relating to work prohibition shall be defined separately.

Chapter 10: Business Trips

(Business Trips)

Article 46: When deemed necessary, the University may order Employees to go on business trips.

2. Upon completion of an assigned business trip, Employees undertaking said business trip shall promptly submit a report detailing the relevant information to their immediate manager.

(Travel Expenses)

Article 47: Travel expenses required for the business trips described in the preceding Article shall be determined separately.

Chapter 11: Welfare

(Dormitory)

Article 48: Regulations for usage of dormitory by Employees shall be defined separately.

(Welfare Facilities)

Article 49: For welfare purposes, Employees shall be entitled to make use of the Staff Hall (Machikaneyama Hall).

Chapter 12: Accident Compensation

(Work-related Accidents)

Article 50: Regulations pertaining to Employees who are victims of work-related accidents (work-related injuries, illness, disability or death) shall be determined in accordance with the LSL, The WACIL and The Regulations Pertaining to Work Accident Compensation for National University Corporation the University of Osaka Staff (hereinafter referred to as "Accident Compensation Regulations").

(Commuting Accidents)

Article 51: Commuting accidents (injuries, illness, disability or death relating to commuting) of Employees shall be determined in accordance with The WACIL and Accident Compensation Regulations.

Chapter 13: Retirement Allowance

(Retirement Allowance)

Article 52: Regulations pertaining to retirement allowances for Employees shall be determined in Regulations Pertaining to Retirement Allowance for National University Corporation the University of Osaka Staff.

Chapter 14: In-house Inventions

(In-house Inventions)

Article 53: In the event that Employee creates an in-house invention and The University accepts succession to the rights to said invention, said inventor shall be compensated in accordance with the University of Osaka Regulations Pertaining to Inventions and in cases where said invention is highly significant, it shall be awarded. .

(Reversion of Rights)

Article 54: All implementation rights or copyrights relating to patents or new-device practical application rights pertaining to inventions, proposals or authorship produced in-house by an Employee shall, after the

implementation of the necessary investigations, revert to The University. In cases where, however, The University transfers or allows third-party usage of such rights in part or in whole, the wishes of the Employee subject to this provision shall be respected.

(Exemption)

Article 55: The provisions of Article 8, 12, 13, 13-3, 16-2 through 16-4, and 20, as well as the proviso of Paragraph 1, Article 21, shall not apply to Employees Subject to the Salary Regulations for Designated Administrative Staff of the University of Osaka. (Hereinafter referred to as "Designated Administrative Staff").

Supplementary Provisions

(Date of Implementation)

1. The preceding regulations shall be implemented from 14 April, 2004 and applied from 1 April, 2004.

(Temporal Measures applicable to Date of Retirement)

2. Notwithstanding the provisions of Item 4 of Article 17, Employees assuming the position of university trustee shall be deemed to have retired on the date of assumption of said position.

(Temporal Measures applicable to Retiring Age)

3. Notwithstanding the provisions of Item 1, Paragraph 1 of Article 19, the retiring age for Employees engaged in work relating to security, patrols and surveillance as well as janitors and manual laborers shall be 63.

Supplementary Provision

The foregoing amendments shall be implemented from 19 October, 2005.

Supplementary Provision

The foregoing amendments shall be implemented from 24 July, 2006.

Supplementary Provision

The foregoing amendments shall be implemented from 30 October, 2006.

Supplementary Provision

The foregoing amendments shall be implemented from 1 November, 2006.

Supplementary Provision

The foregoing amendments shall be implemented from 20 June, 2007.

Supplementary Provisions

(Date of Implementation)

1. The foregoing amendments shall be implemented from 1 October, 2007.

(Special Exception relating to Integration)

2. With respect to Employees who held office in the National University Corporation the University of Osaka of Foreign Studies prior to the integration (hereafter referred to as "The Former OUFS") as of 30 September 2007 whose status was transferred to The University due to the integration and fall under "Employees" set forth in Paragraph 1, Article 2 (hereafter referred to as "Employees of the Former OUFS") and who had committed infringements meeting any of the reasons for punitive reprimand set forth in Article 76 of the Work Regulations of Employees of the National University Corporation the University of Osaka of Foreign Studies (hereafter referred to as the "Work Regulations of The Former OUFS") on and before the above date shall be subject to punitive measures in accordance herewith, based on the prior standards.

3. The regulations prescribed in the foregoing paragraph shall also apply to reprimands.

(Interim Measures relating to Integration)

4. In addition to the provisions of the foregoing 2 paragraphs, Employees of the Former OUFS listed in the following tables shall be subject to appropriate interim measures in accordance with the table.

Applied Articles	Relevant persons subject to interim measures	Detail of interim measures	Term of interim measures
Paragraph 1, Article 10	Persons who were hired by The Former OUFS between 1 April 2007 and 30 September 2007	The phrase "reduce or extend" in the Paragraph shall be read as "may reduce or may not apply."	Term until 31 March 2008

Paragraph 1, Article 14	Persons who are absent in accordance with Ote, 1, 2, 3 or 4, Paragraph 1, Article 22 of the Work Regulations of The Former OUFS as of the day preceding the date of implementation and also continue to meet requirements of such absence on the date of implementation	Prior measures shall remain applicable	—
Item 3, Paragraph 1, Article 19	Academic staff	Prior measures shall remain applicable.	Term until 31 March 2013

Supplementary Provision

The foregoing amendments shall be implemented from 1 April, 2009.

Supplementary Provisions

(Date of Implementation)

1. The foregoing amendments shall be implemented from 1 April, 2010.

(Interim Measure for Increase of Retirement Age)

2. Notwithstanding the provision of Item 3, Paragraph 1, Article 19, “65” in the same provision shall be read as “64” in the application of the same until 31 March 2013.

Supplementary Provision

The foregoing amendments shall be implemented from 26 April, 2010.

Supplementary Provision

The foregoing amendments shall be implemented from 28 November, 2011.

Supplementary Provision

The foregoing amendments shall be implemented from 1 April, 2013.

Supplementary Provision

The foregoing amendments shall be implemented from 24 September 2013. However, the amendment to delete Item 4, Article 49 shall apply from 1 September 2013, and the amendment to delete Item 5, Article 49 shall apply from 1 April, 2014.

Supplementary Provision

The foregoing amendments shall be implemented from 1 January, 2014.

Supplementary Provision

The foregoing amendments shall be implemented from 1 April, 2015.

Supplementary Provision

The foregoing amendments shall be implemented from 1 April, 2015.

Supplementary Provision

The foregoing amendments shall be implemented from 1 April, 2016.

Supplementary Provision

The foregoing amendments shall be implemented from 1 June, 2016.

Supplementary Provision

The foregoing amendments shall be implemented from 1 January, 2017.

Supplementary Provisions

(Date of Implementation)

1. The foregoing amendments shall be implemented from 14 December, 2019.

(Interim Measures)

2. Where it becomes obvious after the Date of Implementation of this amendment, that Employees fall under the provisions of Article 21, Paragraph 2, Item 1 prior to such Implementation date, the provisions then in force remain applicable notwithstanding the provisions after the amendment.

Supplementary Provision

The foregoing amendments shall be implemented from 1 April, 2021.

Supplementary Provision

The foregoing amendments shall be implemented from 1 April, 2024.

(Date of Implementation)

1. The foregoing amendments shall be implemented from 1 April, 2025.

(Interim Measures regarding Retirement)

2. Notwithstanding as stipulated in Paragraph 1, Article 19, the retirement age for Faculty and Staff, Employees other than Academic Staff, Researchers and Designated Administrative Staff from 1 April, 2025 through 31 March, 2033, shall be as specified in the following table.

Period	Age
1 April, 2025 – 31 March, 2027	Age of 61
1 April, 2027 – 31 March, 2029	Age of 62
1 April, 2029 – 31 March, 2031	Age of 63
1 April, 2031 – 31 March, 2033	Age of 64

(Interim Measures regarding re-employment)

3. Notwithstanding as stipulated in Paragraph 1, Article 20, for Employees who reach the retirement age specified in the preceding Article, the reference to “Employees who retired pursuant to Paragraph 3, Article 17” in Paragraph 1, Article 20 shall be read as “Employees who retired pursuant to Paragraph 1, Article 17”.