

Detailed Rules Pertaining to Commuting Allowance 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.

(Purpose)

- Article 1: The purpose of these Detailed Rules shall be to define matters relating to the payment of commuting allowance in accordance with the provisions of Article 30 of The Salary Regulations for National University Corporation the University of Osaka Staff (hereinafter referred to as “The Salary Regulations”), Article 27 of Salary Regulations for National University Corporation the University of Osaka Staff Subject to New Annual Salary System (hereinafter referred to as “The Salary Regulations for Staff Subject to New Annual Salary System”) and Article 12 of the Salary Regulations for National University Corporation the University of Osaka Designated Administrative Staff (hereinafter referred to as the Salary Regulations for Designated Administrative Staff).
2. The term “the University” shall be used in these rules to mean “National University Corporation the University of Osaka” and “Employee(s)” to mean individuals to whom The Salary Regulations or The Salary Regulations for Staff Subject to New Annual Salary System or The Salary Regulations for Designated Administrative Staff apply

(Definitions)

- Article 2: The term “Commuting” as stipulated in Article 30 of The Salary Regulations, Article 27 of The Salary Regulations for Staff Subject to New Annual Salary System, Article 12 of The Salary Regulations for Designated Administrative Staff, and in these Detailed Rules shall mean the journey between the place of work and the home for employees to carry out their duties.
2. The term “automobiles, etc.” stipulated in Article 30 of The Salary Regulations, Article 27 of The Salary Regulations for Staff Subject to New Annual Salary System, Article 12 of The Salary Regulations for Designated Administrative Staff, and within these Detailed Rules shall refer to automobiles, bicycles with motors and other modes of motorized transport and bicycles. However, such vehicles owned by The University shall not be included in this definition.
3. The distance over which automobiles, etc. shall be the shortest available route on which use of said automobiles, etc. may normally be used.

(Notification)

- Article 3: New Employees shall promptly notify the University, by means of a Commuting Notification, of the relevant details of commuting to and from the workplace. This shall also apply to Employees who fall into any of the following categories..
- (1) When an Employee has been transferred to a different place of work.
- (2) When an Employee, whose residence, route or mode of commute has changed, or whose cost of commutation has changed.

(Confirmation and Decision)

- Article 4: Upon receiving the Commuting Notification defined in the foregoing article, The University shall check the relevant details and, for Employees to whom Item 1 through 3, Paragraph 1, Article 30 of The Salary Regulations, Item 1 through 3, Paragraph 1, Article 27 of The Salary Regulations for Staff Subject to New Annual Salary System, or Item 1 through 3, Paragraph 1, Article 12 of The Salary Regulations for Designated Administrative Staff apply, either set or amend the amount of the commuting allowance to be paid.
2. The University shall, after determining or amending the amount of the commuting allowance as stipulated in the foregoing item, enter details of the set or amended amount in the Register of Commutation Allowance.

(Special Cases relating to Scope of Payment)

Article 5: In applying Item 4, Paragraph 1, Article 30 of the Salary Regulations, Item 4, Paragraph 1, Article 27 of the Salary Regulations for Staff Subject to New Annual Salary System, Item 4, Paragraph 1, Article 12 of the Salary Regulations for Designated Administrative Staff, for Employee who has physical disability and has difficulty walking, one-way commuting distance on foot does not need to be 2 kilometers or longer.

(Criteria for Calculation of Commuting Allowance pertaining to Transportation)

Article 6: The amount of commuting allowance relating to the public transport (Excluding special express trains such as Shinkansen bullet train. Hereinafter, this shall apply.) shall be calculated in accordance with the most economical and rational normal route and mode of commute as determined by The University based on factors such as fares, time and distance.

2. The route and the mode of commute of coming to work and returning home relating to the route and mode of commute in the foregoing item shall be the same. However, the foregoing stipulation may not apply in cases where justifiable extenuating circumstances exist, such as the regular working hours of employees including night hours as stipulated in rules defined in Item 2, Article 3 of Regulations Pertaining to Working Hours, Holidays and Leave for National University Corporation the University of Osaka Staff, which make adherence difficult.

(Fare Equivalent)

Article 7: The amount equivalent to fares (hereinafter referred to as "Fare Equivalent") as stipulated in Item 1, Paragraph 1, Article 30 of The Salary Regulations and Item 1, Paragraph 1, Article 27 of The Salary Regulations for Staff Subject to New Annual Salary System and Item 1, Paragraph 1, Article 12 of The Salary Regulations for Designated Administrative Staff shall, with the exception of cases applied following items, be in accordance with the amounts detailed below based on the mode of transport (fractions of less than 1 yen shall be discarded).

(1) Modes of transport for which The University deems use of a commuter pass to be the most economical and rational: Cost of a commuter pass for the calculation unit period equivalent to the period of validity of said commuter pass (calculation unit period as defined in Paragraph 3, Article 30 of The Salary Regulations, Paragraph 3, Article 27 of The Salary Regulations for Staff Subject to New Annual Salary System, and Paragraph 3, Article 12 of The Salary Regulations for Designated Administrative Staff).

(2) Modes of transport for which The University deems use of coupon tickets to be the most economical and rational: Amount equivalent to 21 commutes using said coupon tickets (for Employees engaged in shift work, the average number of coupon tickets required for 1 month of commute).

2. The Fare Equivalent in cases where the proviso in Item 2 of the foregoing article applies, the balance of the amounts in each of the above stipulations in respect of the respective modes of transport used for each half of the journey shall be taken into consideration, and the amount shall be based on the method of calculation for each paid (fractions of less than 1 yen shall be discarded).

(Date of Payment)

Article 8: Commuting allowance, calculated by dividing the amounts stipulated in Paragraph 1, Article 30 of the Salary Regulations for Staff and Item 1, Paragraph 1, Article 27 of the Annual Salary Regulations for Staff Subject to the New Annual Salary System, and Paragraph 1, Article 12 of the Salary Regulations for Designated Administrative Staff by the calculation unit period, shall be paid on the day of payment of the basic salary each month, (hereinafter referred to as "date of payment") as specified in Article 4 of The Salary Regulations for Staff, Article 4 of The Salary Regulations for Staff Subject to New Annual Salary System, and Article 4 of the Salary Regulations for Designated Administrative Staff. However, where payment is not possible due to the fact that confirmation of details in accordance with Article 3 is not possible by the date of payment, the payment may be made after said payday.

2. In cases where Employees retire or decease prior to the date of payment of the commuting allowance, payment of said allowance shall be made upon said retirement or decease.

(Commencement of Payment)

Article 9: In cases of Employees to whom any of the provisions of Item 1 through 3, Paragraph 1, Article 30 of The Salary Regulations, Item 1 through 3, Paragraph 1, Article 27 of The Salary Regulations for Staff Subject to New Annual Salary System, or Item 1 through 3, Paragraph 1, Article 12 of The Salary

Regulations for Designated Administrative Staff become applicable for the first time, payment of the commuting allowance shall commence the following month. (In cases where said day is the first of the month, payment shall commence in the same month.).

2. Notwithstanding the provisions of the foregoing item, in cases where notification relating to the corresponding commuting allowance is submitted after 15 days have passed from the day on which the relevant circumstances occur, the commuting allowance shall be paid the following month. (in cases where said day is the first of the month, payment shall commence in the same month).
3. In cases where any of the following circumstances apply, payment of commuting allowance shall be terminated on month in which the day said circumstances apply falls.
 - (1) Upon the retirement or decease of the Employee receiving the commuting allowance.
 - (2) In cases where the Employee becomes ineligible for payment of commuting allowance.
4. Notwithstanding the provisions of the foregoing item, in cases where said circumstances arise on the first day of the month, payment of the commuting allowance shall be terminated on the month preceding the month in which said day falls.

(Amendment of Amount Paid)

Article 10: In cases where circumstances arise that requires changes to the commuting allowance paid to an Employee, the amount paid shall be amended the following the month. (If the day falls on the first of the month, the amendment shall take effect that month.)

2. Notwithstanding the provisions of the foregoing Paragraph, in cases were notification relating to the corresponding commuting allowance is submitted after 15 days have passed from the day on which the relevant circumstances occur, and in cases where said amendment results in an increased amount, the amount paid shall be amended the following month in which the day said notification was received (in cases where the notification is received on the first day of the month, the amendment shall be made in the same month).

(Calculation Unit Period)

Article 11: "Separately defined periods" stipulated in Paragraph 3, Article 30 of The Salary Regulations and Paragraph 3, Article 27 of The Salary Regulations for Staff Subject to New Annual Salary System, and Paragraph 3, Article 27 of the Salary Regulations for Designated Administrative Staff shall refer to the periods defined hereunder.

- (1) In cases of modes of transport for which The University deems use of a commuter pass to be the most economical and rational means: The longest period of validity, no longer than 6 months, available for the commuter pass issued for the corresponding mode of transport.
 - (2) In cases of modes of transport for which The University deems use of coupon tickets to be the most economical and rational means: 1 month
2. Concerning the modes of transport stated in Item 1 of the foregoing item, in cases where, on the first day of the period defined in the same provision, and separately defined circumstances are clarified, such as retirement, extended business trips for research purposes, changes to work structure necessitating changes in the amount borne by said Employee for commuting fares, or other separately defined circumstances, notwithstanding the provisions of the said item, the calculation unit period for the period up to the month in which the circumstances occur (the same month in which the circumstances occur on first day of the month) may be determined in accordance with the aforementioned provisions of the item.

(Commencement of Calculation Unit Period)

Article 12: The calculation unit period shall start from the month when payment of commuting allowance starts, as stipulated in Article 9, or from the month when payment of amended commuting allowance starts, as stipulated in Article 10.

2. When an Employee is considered taking Leave of Absence as stipulated in Paragraph 1, Article 14 of The Work Regulations for the National University Corporation the University of Osaka (hereinafter referred to as the Work Regulations), or is suspended as stipulated in Item 3, Paragraph 2, Article 37 of The Work Regulations, or when Employee takes Childcare Leave or Family Care Leave (including Parental Leave) in accordance with the Regulation for Childcare and Family Care Leave for National University Corporation the University of Osaka Limited Term Staff mid-month, and when said period will be 2

months or more (excluding situation that applies to the stipulation in the next Paragraph), the Calculated Unit Period shall start from the following month of the month that includes the date that the Employee returns to work or resumes his/her duties (If that date falls on the first date of the month, the month that includes the said date).

3. When Employees do not commute to work for the entire period from the first day of the month to the last day, for reasons such as business trips, leave, absence, or for other reasons, (excluding the case where the Employee does not return to work from the time stipulated in the foregoing Paragraph, and continue not commuting to work during the entire corresponding period), the calculation unit period shall start from the month that includes the date that the said Employee resumes commuting to work

(Non-payment)

Article 13: When Employees do not commute to work for the entire period from the first day of the month to the last day, for reasons such as business trips, leave, absence or for other reasons, commuting allowance shall not be paid for the pertaining month .

(Confirmation afterward)

Article 14: The University shall be entitled to carry out at any time checks to confirm whether Employees receiving commuting allowance are in compliance with the requirements of Paragraph 1, Article 30 of The Salary Regulations and Paragraph 1, Article 27 of The Salary Regulations for Staff Subject to New Annual Salary System and Paragraph 1, Article 12 of the Salary Regulations for Designated Administrative Staff, whether the monthly commuting allowance amount is appropriate, etc.

Supplementary Provision

These detailed regulations shall be implemented from 14 April 2004 and applied from 1 April 2004.

Supplementary Provision

These detailed regulations shall be implemented from 1 April 2021.

Supplementary Provision

The foregoing amendments shall be implemented from 1 October 2022.

Supplementary Provision

(Date of Implementation)

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

(Interim Measures)

2. Notwithstanding the provisions of the amendments, the previous provisions still apply during any remaining period of the payment unit period prescribed in Item 1, Paragraph 1, Article 7 before the amendments, regarding the implemented date of the amendments.

Supplementary Provision

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