

## Regulations Pertaining to Leave of Absence 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 regulations shall be to define procedures for the handling of leave of absence for University Staff (hereinafter referred to as "Employee(s)" to whom the provisions of Item 3, Article 14 of the Work Regulations for National University Corporation the University of Osaka Staff (hereinafter referred to as "The Work Regulations") and Item 3, Article 12 of the Work Regulations for National University Corporation the University of Osaka Limited Term Staff (hereinafter referred to as "The Limited Term Staff Work Regulations") apply.

### (Obligation to Adhere to Regulations during Leave of Absence)

Article 2: Employees shall, even during leave of absence, with the exception of not fulfilling normal duties, observe and adhere to The Work Regulations and to other rules and regulations determined by The University.

### (Sick Leave)

Article 3: Leave of absence taken by Employees in accordance with the provisions of No. 1, Item 1, Article 14 of The Work Regulations and No. 1, Item 1, Article 12 of The Limited Term Staff Work Regulations (hereinafter referred to as "sick leave") shall, in principle, be based on medical examination by a doctor. In such cases, where required by The University, The University may issue orders for Employees to undergo medical examination by an industrial physician or other doctor stipulated by The University.

2. The provisions detailed in the foregoing item shall also apply to procedures for the determination of the duration of sick leave and of return to work of the Employee concerned.

### (Criminal Investigation Leave)

Article 4: In cases where an Employee already on leave of absence for reasons other than those cited in the provisions of No. 2, Item 1, Article 14 of The Work Regulations and No. 2, Item 1, Article 12 of The Limited Term Staff Work Regulations (hereinafter referred to as "criminal investigation leave") being subject to change to criminal investigation leave, said change shall be implemented after the temporary reinstatement of said Employee to work.

### (Duration of Leave of Absence)

Article 5: The duration of leave of absence shall, only in cases of continuation of the state justifying the reason for said leave of absence, continue, even if changes occur during said leave of absence in the nature or type of the causative illness or in the work content of the Employee in question.

### (Procedure for Application for Leave of Absence)

Article 6: A written statement of reason (hereinafter referred to as "statement of reason") shall be sent to Employees wishing take leave of absence. However, the foregoing shall not apply in cases where the Employee in question submits a statement of agreement.

2. In cases where the address of the Employee to whom the statement of reason is to be sent is unknown, declaration of intent in respect of leave of absence may be made by disclosing the content of said statement of reason in accordance with the method stipulated in Item 2, Article 98 of Civil Code (Law No. 89 of 1896). In such cases, the statement of reason shall be deemed to have been served in accordance with the provisions of Item 3, Article 98 of the Civil Code 2 weeks after disclosure.

### Supplementary Provisions

#### (Date of Implementation)

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

#### (Interim Measures)

2. Employees, on the day prior to application of these regulations, to whom Article 79 of the National Public Service Personnel Law (Law No. 120 of 1947) and National Personnel Authority Regulation 11-4 (guarantee of status of employees) apply and who receive an official issue of leave of absence shall be deemed to be on leave of absence in accordance with the provisions of these regulations for the duration stated in said official issue.
3. Employees, on the day prior to application of these regulations, to whom the Law Pertaining to Treatment of National Public Servants in Regular Service Dispatched to International Organizations (Law No. 117 of 1970) applies and who are under dispatch orders shall be deemed to be on leave of absence for the duration stated in said dispatch order in accordance with the provisions of No. 5, Item 1, Article 14 of The Work Regulations.