

Detailed Rules Pertaining to Housing Allowance for National University Corporation the University of Osaka Limited Term 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 regulations shall be to define matters relating to the payment of housing allowance in accordance with the provisions of Article 28 of The Salary Regulations for National University Corporation the University of Osaka Limited Term Staff (hereinafter referred to as “The Salary Regulations”) and the provisions of Article 25 of The Salary Regulations for National University Corporation the University of Osaka Limited Term Staff Subject to New Annual Salary System (hereinafter referred to as “The Salary Regulations Subject to New Annual Salary System”).

2. The term “the University” shall be used in these detailed 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 Subject to New Annual Salary System apply.

(Ineligible Employees)

Article 2: The provisions of Item 1, Paragraph 1, Article 28 of The Salary Regulations and the provisions of Item 1, Paragraph 1, Article 25 of The Salary Regulations Subject to New Annual Salary System shall not apply to Employees falling into any of the following categories.

(1) Employees residing in university staff dormitories leased by local public organizations government finance corporations defined in Article 1 of Act on Budget and Account Settlement of the Okinawa Development Finance Corporation (Law No. 99 of 1951), corporations cited in the provisions of Article 9-2 of the Law Respecting Retirement Allowance for the National Public Service (Cabinet Order No. 215 of 1953), or other corporate bodies recognized by the University as conforming to the same.

(2) Employees who rent all or part of a residence falling under any of the following categories and reside in it.

a. A residence owned by an Employee, who is the main provider for their dependent family (Employee’s spouse, including common-law spouse), who has no other sources of livelihood, and who has been approved as a dependent family under Paragraph 2, Article 26 of the Salary Regulations or Paragraph 2, Article 23 of the Salary Regulations Subject to New Salary System.

b. A residence owned, rented, or lived in by the Employee’s spouse, parents, or parents-in-law, other than the Employee’s dependent relatives.

c. A residence deemed equivalent to those described in a or b. (Notification)

Article 3: Individuals newly eligible under the conditions for Employees defined in Paragraph 1, Article 28 of The Salary Regulations or Paragraph 1, Article 25 of The Salary Regulations Subject to New Annual Salary System shall promptly submit a notification to the University detailing relevant information, such as details of the residence, together with a document in proof of compliance with the pertinent requirements and conditions. This clause shall also apply to the cases where there is any change of housing of the Employee receiving the housing allowance, amount of rent, etc.

2. In cases such as the foregoing item, where delay is recognized as unavoidable, the necessary accompanying document may be submitted promptly after the submission of the notification.

(Confirmation and Decision)

Article 4: In cases where notification is submitted by an Employee in accordance with the provisions of Paragraph 1 of the foregoing article, the University shall investigate the circumstances of said notification and, in cases where the Employee submitted said notification is deemed to be eligible under the provisions of Paragraph 1, Article 28 of The Salary Regulations or the provisions of or Paragraph 1, Article 25 of The Salary Regulations Subject to New Annual Salary System, the University shall determine or amend the monthly amount of the housing allowance to be paid to the Employee.

2. Upon determination or amended of the monthly amount of the housing allowance to be paid in accordance with the provisions of the foregoing paragraphs, the University shall enter the details of the decision or amendment in the Housing Allowance Approval Ledger.

(Criteria for Estimate of Rent)

Article 5: In cases the rent paid by Employees to whom the provisions of Paragraph 1, Article 3 apply is unclear due to lump sum payment of rent, food expenses and other expenses, rent shall be estimated in accordance with the criteria detailed hereunder.

- (1) In cases where food expenses, are included in the amount paid relating to the residence: amount equivalent to 40% of the amount paid.
- (2) In cases where charges for utilities such as electricity, gas and water supply are included in the amount paid relating to the residence: amount equivalent to 90% of the amount paid.

(Commencement and Termination of Payment)

Article 6: Payment of the housing allowance to Employees who have become newly eligible for said allowance under the provisions of Paragraph 1, Article 28 of The Salary Regulations or the provisions of Paragraph 1, Article 25 of The Salary Regulations Subject to New Annual Salary System shall commence from the month following the month in which the Employee becomes eligible (or the preceding month if the eligibility date is the first of the month) and shall terminate in the month in which the Employee becomes ineligible for housing allowance (or the preceding month if the eligibility date is the first of the month). However, in cases where notification of the relevant circumstances in accordance with the provisions of Paragraph 1, Article 3 is submitted after 15 days have passed from the day on which the relevant circumstances occur, payment of said housing allowance shall commence the month after the day on which the notification is received (or the month after if the day falls on the first of the month).

2. In cases where circumstances necessitate an amendment to the monthly amount of the housing allowance received by an Employee, the amount paid shall be amended from the month following the month in which the circumstances occur (or the month in which the circumstances occur if the circumstances are on the first of the month). The proviso cited in the provisions of the foregoing Paragraph shall apply in cases where said amendment results in an increase to the monthly amount of the housing allowance.

(Confirmation after the Fact)

Article 7: The University shall be entitled to carry out random checks of to confirm whether Employees currently receiving housing allowance are in compliance with the requirements of Paragraph 1, Article 28 of The Salary Regulations or the requirements of or Paragraph 1, Article 25 of The Salary Regulations Subject to New Annual Salary System, whether the monthly amount is appropriate, etc.

(Prorated Calculation)

Article 8: When an Employee is considered taking leave of absence as stipulated in Paragraph 1, Article 12 of the Work Regulations for National University the University of Osaka Limited Term Staff (Hereinafter referred to as the "Work Regulations"), or is suspended as stipulated in Item 3, Paragraph 2, Article 33 of the Work Regulations, dispatched in accordance with the stipulation in Paragraph 1, Article 16-2 of the Work Regulations (Excluding the case that applies to Item 10, Paragraph 1, Article 3 of Payment Standards of Salary for National University Corporation the University of Osaka Staff Dispatched to International Organizations) or takes childcare leave (Including parental leave) or family care leave in accordance with the Regulation Pertaining to Childcare and Family Care Leave for National University Corporation the University of Osaka Limited Term Staff, or takes Special Leave as stipulated in Item 1 (Excluding the case where the individual is unable to work due to the need to receive medical treatment after getting into Work-related Accident(s) stipulated in Item 1, Paragraph 1, Article 7 of the Industrial Accident Compensation Insurance Act (Law No. 50 of 1947)), Item 7, Item 8, or Item 20 (Limited to the case where the University deemed not necessary to pay the salary during the said period.) of Paragraph 1, Article 9 of the Detailed Regulations Pertaining to Working Hours, Holidays and Leave for National University Corporation the University of Osaka Limited Term Staff, the Housing Allowance for the month shall be prorated and paid.

2. The stipulation in Paragraph 2, Article 6 of the Salary Regulations or Paragraph 2, Article 6 of the Salary Regulations Subject to New Annual Salary System shall be apply mutatis mutandis to the prorated calculation in the foregoing Paragraph and be calculated.

Supplementary Provisions

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

Supplementary Provision

The foregoing amendments shall be implemented from 1 December 2009.

Supplementary Provision

The foregoing amendments shall be implemented from 22 June 2015 and applied from 1 April 2015.

Supplementary Provision

(Date of implementation)

The foregoing amendments shall be implemented from 1 April 2017.

(Interim Measures pertaining to dependent allowance)

During the period from 1 April 2017 to 31 March 2020, for the “individuals notified as dependent relatives prescribed in Item 1, Article 26 of The Salary Regulations” stated in No.2 of Article 2, the Supplementary Provision of Detailed Rules Pertaining to Dependent Allowance for National University Corporation the University of Osaka Limited Term Staff (implemented from 1 April 2017) shall be applied.

Supplementary Provision

The foregoing amendments shall be implemented from 1 April 2021.

Supplementary Provision

The foregoing amendments shall be implemented from 1 October 2022.

Supplementary Provision

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