

Detailed Regulations Pertaining to Working Hours, Holidays and Leave for National University Corporation the University of Osaka Part-time Staff (Temporary Part-time 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 and Definitions)

- Article 1: The purpose of these Detailed Regulations shall be to define the details of Regulations Pertaining to Working Hours, Holidays, and Leave for National University Corporation the University of Osaka Temporary Staff (Part-time Staff) (Hereinafter referred to as "Working Hour Regulations.").
2. In this Detailed Regulations, "the University" shall mean National University Corporation the University of Osaka and "Staff" shall mean individuals to whom the Working Hour Regulations apply.

(Procedures for Arriving at and Leaving Work)

Article 2: Staff shall follow the prescribed procedures for arriving at and leaving work.

(Changes Starting and Finishing Time)

- Article 3: As a general rule, unless necessary for work, Staff shall not be ordered to work during the 15-minute break given to Staff under the stipulation in Paragraph 2, Article 3 of the Working Hours Regulations.
2. The time of break stipulated in the foregoing Paragraph shall be set forth separately by the Dean or Director of the department etc. of which the Staff belong.
3. When changing the starting and finishing time of working hours and break time, or extending break time in accordance with Paragraph 3, Article 3 of the Working Hour Regulations, the starting and finishing time shall be from 7:00 a.m. to 7:00 p.m. and working hours per day shall not exceed regular working hours.
4. As a general rule, Staff shall be informed of changes to starting and finishing time of working hours and break time based on the stipulation in Paragraph 4, Article 3 of the Working Hour Regulations no later than 1 week prior to the implementation of said changes. However, the foregoing shall not apply for emergencies and under special circumstances.

(Substitute Holidays)

Article 4: In cases where the necessity to work on regular holidays defined in Article 8 of the Working Hour Regulations, the holiday shall be considered a working day in advance of said day and Staff shall be entitled to substitute the holiday within 1 month, including the holiday.

(Permission for Abstention from Work)

- Article 5: In accordance with Article 10 of the Working Hour Regulations, the conditions for permission for abstention from work and the duration of said abstention shall be as detailed hereunder.
- (1) In cases where Staff who is undergoing a term of pregnancy or within a period of less than 1 year after giving birth makes an application for health guidance as stipulated in Article 10 of the Maternal and Child Health Law (Law No. 141 of 1965), or to undergo a medical examination as determined by Article 13 of the same law, the hours shall be of such duration necessary for said health guidance or medical examination.
- (2) In cases where application is made by a pregnant Staff and the University recognizes that the Staff's workload, or congestion during commuting may adversely affect the mother or unborn child, the University shall allow a period of no more than 1 hour per day (limited to late starting time or early finishing time).
- (3) In cases of health examination stipulated by the University, the period of time deemed necessary for the health examination.
- (4) Other times and occasions deemed necessary by the University.
2. Staff wishing to apply for permission for absence from work in accordance with the foregoing items shall submit an application detailing the pertinent circumstances in the prescribed format to the University in advance.
3. In cases where any of the circumstances detailed in Item 1 through 4 of Paragraph 1 above apply, the period of absence from work shall be deemed working time, and salary shall be paid for said period.

(Reduced Working Hours)

Article 5-2: In accordance with Article 10-2 of the Working Hour Regulations, the University may reduce the regular working hours stipulated under Article 3 of the same regulations by putting off the starting time or advancing the finishing time by half-hour or one- hour increments.

2. If Staff wishes to use the short time work system under the preceding Item, said Staff shall apply in advance to the University to that effect by using the prescribed application form.
3. If the regular working hours are reduced under Item 1, no salary shall be paid for the reduced part of the working hours

(Variable Working Hours System)

Article 6: In cases where the University applies a variable working hour system for a period of 1 month or less in accordance with Article 11 of the Working Hour Regulations, as a general rule, the University shall allocate working hours after notifying Staff each month of the work schedule for the following month no later than 2 weeks in advance. The foregoing shall not, however, apply in cases of emergency.

2. In cases where working hours are assigned in accordance with the provision of Item 2, Article 11 of the Working Hour Regulations, the regular working hours defined in Article 3 of the Working Hours Regulations shall be changed on half-hour or one- hour basis providing that starting and finishing time of the working hours shall be set from 7:00 a.m. to 7:00 p.m. and the working hours per day shall not fall below 3 hours.
3. The assignment of working hours defined in the foregoing item shall be individually made and in cases where working hours per day are 4 hours or more (in cases where working hours per day are 6 hours or less, limited to when working hours starting in the morning and finishing in the afternoon), a 45- minute break shall be given during the working hours. A break, however, may not be given in cases where the working hours per day do not exceed 6 hours and as well as where Staff agree on not doing so.

(Procedures for Annual Paid Leave)

Article 7: Staff wishing to take annual paid leave in accordance with Item 1, Article 15 of the Working Hour Regulations shall submit an application to the University in advance in the prescribed format.

(Special Leave)

Article 8: Staff falling into any of the categories detailed hereunder shall be entitled to take special leave, in accordance with Article 18 of the Working Hour Regulations. The period of said leave is to be as set out below. However, the period of special leave shall not exceed the term of the employment contract.

- (1) Staff recognized as being unable to carry out duties due to injury or illness shall be entitled to leave for the purposes of treatment, the period of said leave deemed necessary for said medical treatment (In cases of inability to carry out duties due to the need for medical treatment of employment injuries.(hereinafter referred to as "Work-related Injuries") as defined in Item 1, Paragraph 1, Article 7 of the Industrial Accident Compensation Insurance Act (Law No. 50 of 1947. Hereinafter referred to as "Industrial Accident Compensation Insurance Act"), the period shall be up to 90 consecutive days or up to 30 consecutive days for any other cases).
- (2) Staff recognized as being unable to carry out duties due to the exercise of voting rights or other civic duties shall be entitled to a period of leave necessary to exercise such rights or duties.
- (3) Staff recognized as being unable to carry out duties due to appearances, as a citizen judge, witness, expert witness or unsworn witness, at the Diet, in court, meetings of regional public bodies or other government and public offices shall be entitled to a period of leave necessary to fulfill such duties.
- (4) Staff who have registered as bone-marrow donors for bone-marrow transplants or as peripheral blood stem cell donors for peripheral blood stem cell transplants, or who wish to provide bone-marrow for a bone-marrow transplant or peripheral blood stem cells for a peripheral blood stem cell transplant for a spouse, parent, child and sibling, and who are consequently recognized as being unable to carry out duties during the period required for examinations, hospitalization, concomitant with said registration shall be entitled to a period of leave necessary to carry out such procedures.
- (5) Staff preparing for marriage recognized as being unable to carry out duties due to arrangements recognized as necessary in relation to wedding ceremonies, honeymoon travel or other events relevant to marriage shall be entitled to a period of leave of less than 5 consecutive days, the period of leave commences either 5days prior to said marriage and terminates the day following said marriage terminating 1 month after the day following said marriage.

- (6) In cases where pregnant Staff scheduled to give birth within a period of 6 weeks (14 weeks for cases such as multiples pregnancy) have submitted the appropriate application, said Staff shall be entitled to the period of leave for which application has been submitted up to the date of birth.
- (7) In cases where female Staff have submitted the appropriate application after the birth, they shall be entitled to a period of leave of 8 weeks following birth commencing on the day after said birth (However, if said Staff submits an application to return to work after 6 weeks after giving birth, the period shall be reduced in accordance with Staff's assumption of work duties for which permission has been given by Staff's obstetrician).
- (8) Staff raising children under the age of 1 year and recognized as requiring special consideration for breast-feeding and other forms of nursing, essential to the raising of said child shall be entitled to a period of no more than 30 minutes twice a day for such activities. (However, in cases where the other parent takes leave for the raising of the said child, the period granted to the other parent shall be deducted from the period accorded the Staff)
- (9) Staff (Excluding individuals whose regular working days are 2 days or less per week. or whose period of continuous employment is less than 6 months. This also applies to the next item) recognized as being unable to carry out duties due to the spouse of said Staff giving birth (including persons with whom, although not officially registered as a spouse, however, said Staff has a relationship equivalent to a marriage: This shall also apply to the items hereunder), said Staff shall be entitled to a period of leave of 2 days on the day which spouse enters hospital for the purpose of giving birth and terminating 2 weeks after the day following said hospitalization.
- (10) Staff with a spouse giving birth recognized as being unable to carry out duties due to the necessity of providing care for the newly-born child or for a child of preschool age (including children of the spouse) during the period starting 6 weeks prior to the scheduled date of birth (14 weeks in the case of multiple pregnancy) and ending on a day 8 weeks after the date of birth shall be entitled to a period of leave of no more than 5 days within the aforementioned period.
- (11) Female Staff who have submitted an appropriate application in cases where carrying out duties is difficult due to menstrual cycles shall be entitled to a period of leave of no more than 2 days per cycle.
- (12) Staff (excluding those whose regular working days are not more than 2 days per week) recognized as being unable to carry out duties due to the nursing etc., (meaning the care given to children suffering injury or illness, or the provision of immunization or a medical examination to children to prevent illness), temporary school closures, and school closures, or attending a child's graduation ceremony or other school events of a child who has not reached the beginning of junior high school or a child who has a disability that corresponds to disability grade specified separately and who needs special consideration on the first March 31 after reaching 18 years of age (including children of the spouse; hereinafter the same shall apply) shall be entitled to a period of leave of less than 5 days per year (or 10 days a year if the Employee has two or more eligible children). However, this shall not apply if the child falls into the 3rd grade of elementary school or higher and interferes with the normal operation of the work.
- (12-2) Staff (excluding those whose regular working days are not more than 2 days per week) recognized as being unable to carry out duties due to the nursing etc. of family members in need of care (the nursing etc. means nursing, accompaniment to hospital visit etc., carrying out necessary procedures to apply for nursing care services on behalf of the family members, and other necessary care; hereinafter referred to as the "nursing etc.") shall be entitled to a period of leave of no more than 5 days a year (or 10 days a year if the Staff is taking care of two or more subject family members in need of care).
- (13) Staff recognized as being unable to carry out duties due to funerals, mourning and other related events concomitant with the deceased relatives (limited to relatives listed in the List of Relatives below) shall be entitled to a period of leave of consecutive days no longer than the periods detailed in the aforementioned list hereunder (in cases where said funeral is held at a remote location, the numbers of days required to make the necessary return journey shall be added to the periods listed hereunder).
- (13-2) Staff recognized as being unable to carry out duties due to restoration or other repair work of their houses lost or damaged in disasters such as earthquakes, floods or fire shall be entitled to a period of leave for no more than 7 consecutive days.
- (14) Staff recognized as experiencing difficulty in traveling to work due to disasters such as earthquakes, floods or fire, or due to accidents involving transport facilities shall be entitled to a period of leave of such duration as deemed necessary, (which shall be limited to 3 consecutive days or less).
- (15) Staff recognized as being at physical risk on their return from work due to the occurrence of disasters such as earthquakes, floods, fires or due to accidents involving transport facilities shall be entitled to a

period of leave of such duration as deemed necessary.

- (16) Staff (excluding those whose regular working days is 2 days per week or less or whose period of employment contract is effective for less than 3 months) recognized as being unable to carry out duties due to various events taking place during the summer O-BON holiday, or to the maintenance and promotion of physical and mental health, or to fulfill family life shall be entitled to a period of leave of the consecutive days equivalent to the regular working days per week (for Staff whose regular working days varies depending on each week, the number of days calculated based on the regular working days per year specified in the following table shall be applied) minus 2 days during the period commencing in July and terminating in September. (However, the maximum number of days shall be limited to 3 days, with the exception of regular holidays defined in Article 8 of the Working Hour Regulations and substitute holidays in accordance with Article 4 of these detailed regulations. This special leave shall be able to be covered with the period of summer mass leave)

Regular working days per year	Regular working days per week (calculated number of days)
217 days or more	5 days
169 - 216 days	4 days
121 – 168 days	3 days

(17) Staff shall additionally be entitled to such periods of leave as the University deems necessary.

- In cases where the regulations of Item 1 (excluding the cases of inability to carry out duties due to Work-related Accident(s) and need for medical treatment of employment injuries), Item 4, 6, 7, 8 or 11 of the foregoing Article apply, salary shall not be paid for the corresponding periods. This shall also apply in cases where the circumstances detailed in Item 17, of the foregoing item apply and the University deems that payment of the corresponding period is unnecessary.
- When any of the circumstances detailed in the foregoing item 1 apply, excluding the circumstances defined above, the salary paid for regular working hours or working days worked shall be paid during the corresponding period (in cases where compensation benefits for absence from work are paid as stipulated in Article 14 of the Industrial Accident Compensation Insurance Act due to inability to carry out duties because of Work-related Accident(s) and need for medical treatment (including special disability benefit, said amount shall be deducted from the aforementioned salary)
- “Consecutive” days in Item 5, 13, 13-2 and 14, Paragraph 1 shall include regular holidays stipulated in Article 8 of the Working Hour Regulations and substitute holidays as defined in Article 4 of these detailed regulations.
- The provisions of Item 12 and 12-2, Paragraph 1 shall not apply to Staff who are not allowed to take leave under a labor-management agreement concluded in accordance with Paragraph 2, Article 16-3 or Paragraph 2, Article 16-6 of the Law Governing the Welfare of Workers Taking Child Care or Family Care Leave (Law No. 76 of 1991).

(Procedures for Special Leave)

Article 9: When Staff wishes to take special leave, they shall apply for special leave in advance, by using the prescribed form. However, if it is difficult to make an application in advance due to unavoidable reason, the Staff may submit the application after they have taken said leave, detailing the reason for the delayed application.

- In case of the preceding item, if the University requests that the Staff to submit a written certificate etc., the Staff shall submit such certifications promptly.

Supplementary Provisions

(Date of Implementation)

- The foregoing detailed regulations shall be implemented from 14 April 2004 and applied from 1 April 2004.

(Special Cases relating to Calculation of Period of Continuous Employment)

- The “Period of Continuous Employment” stipulated in Item 5, Paragraph 1, Article 8 shall include Period of Continuous Employment prior to the University of Osaka acquiring National University Corporation status (however, previous periods of employment shall not be taken into account in cases where a period of 1 month or more elapses between periods of employment).

Supplementary Provision

The foregoing amendments shall be implemented from 1 March 2005.

Supplementary Provision

The foregoing amendments shall be implemented from 1 April 2005.

Supplementary Provision

The foregoing amendments shall be implemented from 23 May 2005.

Supplementary Provision

The foregoing amendments shall be implemented from 21 November 2005.

Supplementary Provision

The foregoing amendments shall be implemented from 29 March 2006.

Supplementary Provision

The foregoing amendments shall be implemented from 1 July 2006.

Supplementary Provisions

(Date of Implementation)

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

(Interim Measures relating to Integration)

2. Staff who were employed as assistant administrative staff or temporary laborers by National University Corporation the University of Osaka of Foreign Studies prior to the integration as of 30 September 2007, continuously employed by the University on and after 1 October 2007 and fall under the description of "Staff" set forth in Item 2, Article 1 shall be subject to appropriate interim measures in accordance with the provisions of the following table.

Applied Articles	Relevant persons subject to interim measures	Detail of interim measures	Term of interim measures
Item 2, Article 8	Persons whose number of paid leaves that was taken (hereinafter referred to as the "Number of leaves Used") for the relevant year in accordance with Item 7, Paragraph 1, Article 50 of the Work Regulations of the National University Corporation the University of Osaka of Foreign Studies Part-time Staff is less than 7 days by the day preceding the date of implementation	With respect to special leaves in accordance with Item 1, Paragraph 1, Article 8 (except for the cases where the Staff cannot engage in work due to medical treatment as a result of Work-related Accident(s)), payment shall be made for 7 days minus the number of leaves used.	Term until 31 March 2008

Supplementary Provision

The foregoing amendments shall be implemented from 5 March 2008.

Supplementary Provision

The foregoing amendments shall be implemented from 21 May 2009.

Supplementary Provision

The foregoing amendments shall be implemented from 30 June 2010.

Supplementary Provision

The foregoing amendments shall be implemented from 1 December 2011.

Supplementary Provision

The foregoing amendments shall be implemented from 24 September 2012.

Supplementary Provision

The foregoing amendments shall be implemented from 1 April 2016.

Supplementary Provision

The foregoing amendments shall be implemented from 1 April 2020.

Supplementary Provision

The foregoing amendments shall be implemented from 18 June 2020 and applied from 1 April 2020.

Supplementary Provision

The foregoing amendments shall be implemented from 1 April 2023.

Supplementary Provision

The foregoing amendments shall be implemented from 1 April 2025.

Appendix (Related to Item 13, Paragraph 1, Article 8)

Relatives	Number of Days
Spouse	7 days
Parents	7 days
Children	5 days
Grandparents	3 days (7 days in cases where Staff has been left an inheritance, including ritual equipment.)
Grandchildren	1 day
Siblings	3 days
Uncles or Aunts	1 day (7 days in cases where Staff has been left an inheritance, including ritual equipment.)
Spouse of Parents or Parents of Spouse	3 days (7 days, if Staff lived with the deceased and the deceased was dependent on the Staff.)
Spouse of Children or Children of Spouse	1 day (5 days, if Staff lived with the deceased and the deceased was dependent on the Staff.)
Spouse of Grandparents or Grandparents of Spouse	1 day (3 days, if Staff lived with the deceased and the deceased was dependent on the Staff.)
Spouse of Siblings or Siblings of Spouse	1 day (3 days, if Staff lived with the deceased and the deceased was dependent on the Staff.)
Spouse of Uncles or Aunts	1 day