

Detailed Regulations Pertaining to Working Hours, Holidays and Leave for National University Corporation
Osaka University 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 particulars of the Regulations Pertaining to Working Hours, Holidays and Leave for National University Corporation Osaka University Staff (hereinafter referred to as "Working Hour Regulations").

2. The term "The University" shall be used in the text of these rules to refer to the National University Corporation Osaka University and the term "Employee(s)" to refer to employee(s) to whom the Working Hour Regulations apply.

(Procedures for Arriving at and Leaving Work)

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

(Changing Start and Finish Times, etc.)

Article 3: When applying Article 3 of The Working Hour Regulations, Employees shall not, as a general rule, be ordered to work during the 15 minutes between 12:00 p.m. and 12:15 p.m. unless there is a business necessity. However, in the case of shift work including a rotating schedule or in other cases where there is a fear that the business operation would be hindered, the Dean or Director of the faculty, etc. to which said Employees belong will provide a separate rule.

2. In cases where starting and finishing times of the working hours as well as a time-frame of break are changed in accordance with Item 3, Article 3 of The Working Hour Regulations, said starting and finishing times shall be set between the hours of 7:00 a.m. to 7:00 p.m. on half-hour or an hour basis and the working hours shall not exceed 8 hours per day.

3. Under the foregoing item, said break shall be set as defined in the provision of No. 3, Item 2, Article 3 of The Working Hour Regulations as a general rule, unless there are special circumstances.

4. As a general rule, Employees shall be informed of changes to starting and finishing times and a time-frame of break in accordance with Item 4, Article 3 of The Working Hour Regulations no later than 1 week prior to implementation of said changes. However, the foregoing shall not apply in cases of special circumstances.

(Transferring 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 deemed a working day in advance of said day and Employees shall be entitled to transfer the holiday within a period of one month including the holiday.

(Permission for Abstention from Work)

Article 5: In accordance with Article 11 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 Employees who are undergoing a term of pregnancy and within a period of less than 1 year after giving birth makes an application for a health guidance as stipulated in Article 10 of the Maternal and Child Health Law (Law No. 141 of 1965), or to undergo a health examination as determined by Article 13 of the same law, the hours shall be of such duration necessary for said health guidance or health examination.

(2) In cases where application is made by a pregnant Employee and The University recognizes that the work load of said Employee, or congestion during commutation by said Employee may have an adverse effect on either the mother's body or the unborn child, a period of not more than 1 hour per day shall be

allowed (restricted to late starting time or early finishing time).

(3) In cases of health examinations stipulated by The University, the period shall be such as is necessary to undergo said health examination.

(4) Hours of abstention from work may be otherwise granted as deemed necessary by The University.

2. Employees wishing to apply for permission for abstention from work in accordance with the foregoing item shall submit to The University in advance an application detailing the pertinent circumstances in the prescribed format.
3. In cases where any of the circumstances detailed in No. 1 through 4 of Item 1 above apply, the period of abstention from work shall be deemed to be working time and salary shall be paid for said period.

(Short Time Work)

Article 6: In accordance with Article 12 of the Working Hours Regulations, The University may reduce the regular working hours stipulated under Article 3 of the same regulations by putting off the start time or advancing the finish time by half-hour or one-hour increments.

2. If Employees wish to use the short time work system under the preceding Item, said Employees 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 7: In cases where The University applies a variable working hour system for a period of no more than 1 month in accordance with Article 13 of The Working Hour Regulations, as a general rule, The University shall allocate working hours after notifying Employees 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 13 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 times of the working hours shall be set between the hours of 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 Employees agree on not doing so.
4. Under the provisions of foregoing two items, a break shall be given as defined in the provision of No. 3, Item 2, Article 3 of The Working Hour Regulations, with the exception of cases where the time-frame of said break defined in said provision is not included within the working hours between starting time and finishing time or where special circumstances exist. (Procedures for Annual Paid Leave)

Article 8: Employees wishing to take annual paid leave in accordance with Item 1, Article 19 of The Working Hour Regulations shall make application to The University in advance for such leave in the prescribed format.

(Special Leave)

Article 9: Employees falling into any of the categories detailed hereunder shall be entitled to take special leave, In accordance with Article 22 of The Working Hour Regulations. The period of said leave is to be as set out below:

- (1) Employees 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 to be such as is deemed necessary for said medical treatment (the period shall be limited to no more than 90 consecutive days).
- (2) Employees 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) Employees 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) Employees 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) Employees recognized as being unable to carry out duties due to carrying out, of their own volition and without reward, any of the activities that constitute a contribution to society detailed hereunder shall be entitled to a period of leave to implement such activities, said period to be no more than 5 days per year.

a) Activities in support of victims of earthquakes, typhoons, volcanic eruptions or other disasters, such as distribution, in areas struck by said disasters or surrounding areas, of commodities necessary for the maintenance of life.

b) Activities at support facilities for persons with disabilities, in particular homes for the care and treatment of the aged, or at institutions the purpose of which is to implement measures necessary for those suffering from injury or illness.

c) According to a) and b) above, activities in support of the daily life and care of physical or mental handicaps, injury or illness suffer obstacles in the performance of their daily lives.

(6) Employees 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 no longer than five consecutive days. The period of leave commences 5 days prior to said marriage and terminates the day following said marriage terminating 1 month after the day following the said marriage.

(7) In cases where pregnant Employees scheduled to give birth within a period of 6 weeks (14 weeks for cases such as multiples pregnancy) have submitted the appropriate application, said Employees shall be entitled to the period of leave for which application has been submitted by the date of birth.

(8) Female Employees shall be entitled to a period of leave of 8 weeks following birth commencing on the day after said birth. (However, if said Employee submits an application to return to work after 6 weeks after giving birth, the period shall be reduced in accordance with Employee's assumption of work duties for which permission has been given by Employee's obstetrician)

(9) Employees 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 a parent other than the Employee takes leave for the raising of the said child, the period granted to the other parent shall be deducted from the period accorded Employee)

(10) Employees recognized as being unable to carry out duties due to the spouse of said Employee giving birth (including persons with whom, although not officially registered as a spouse, said Employee has a relationship equivalent to a marriage. This shall also apply the items hereunder), said Employee shall be entitled to a period of leave of 2 days within the period commencing the day on which said spouse enters hospital for the purpose of giving birth and terminating 2 weeks after the day following said hospitalization.

(11) Employees 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 commencing 6 weeks prior to the scheduled date of birth (14 weeks in the case of multiple pregnancy) and terminating 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.

(12) Female Employees who have submit an appropriate application shall, in cases where carrying out duties is rendered difficult due to the occurrence of menstrual cycles shall be entitled to a period of leave or no more than 2 days per one cycle.

(13) Employees recognized as unable to carry out duties due to the nursing (meaning the care given to

children suffering injury or illness, or the provision of immunization or a medical examination to children to prevent illness) of preschool age children (including children of the spouse; hereinafter the same shall apply) shall be entitled to a period of leave of no more than 5 days a year (or 10 days a year if the Employee is taking care of two or more children before the time of commencement of elementary school).

(13-2) Employees recognized as 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 Employee is taking care of two or more subject family members in need of care).

(14) Employees recognized as being unable to carry out duties due to funerals, mourning and other related events concomitant with the decease of a relative (applicable only 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).

(15) Employees recognized as being unable to carry out duties due to the special events concomitant with mourning for the loss of a parent (limited to events taking place within 15 years after the decease of said parent) shall be entitled to a period of leave of no more than 1 day.

(16) When it is found appropriate for Employees not to engage in work due to various events taking place during the summer O-BON holidays, the maintenance and promotion of physical and mental health, or the fulfillment of family life, the Employees shall be entitled to a leave up to three consecutive days during the period commencing in July and terminating in September (per one year for technical staff (nursing) who work for Osaka University Hospital or Osaka University Dental Hospital when it is recognized necessary for conducting hospital operations) (with the exception of regular holidays defined in Article 8 of The Working Hour Regulations and transferred holidays in accordance with Article 4 of these detailed regulations. This period of leave can be covered with the period of summer mass leave).

(17) Employees recognized as being unable to carry out duties due to the necessity of implementing restorative and other work on the residences of said Employees in cases where said residences have been lost or damaged by disasters such as earthquakes, floods or fire shall be entitled to a period of leave for no more than 7 consecutive days.

(18) Employees recognized as experiencing difficulty in commute to work due to disasters such as earthquakes, floods or fire, or to accidents involving transport facilities shall be entitled to a period of leave of such duration as deemed necessary.

(19) Employees recognized as being at physical risk on their return from work due to the occurrence of disasters such as earthquakes, floods or fire shall be entitled to a period of leave of such duration as deemed necessary.

(20) Employees shall additionally be entitled to such periods of leave as The University deems necessary.

2. In cases where No. 1, 7 or 8 of the foregoing item apply (with the exception of cases of inability to carry out duties due to the need for medical treatment of injuries from work-related accidents as defined in No. 1, Item 1, Article 7(hereinafter referred to as “work-related accidents”) of the Workers’ Accident Compensation Insurance Law (Law No. 50 of 1947. Hereinafter referred to as “WACIL”), salary shall not be paid for the corresponding periods (with the exception of the first 3 days of periods defined in the No. 1 of foregoing item calculated from the day the Employees become unable to carry out duties).
3. When any of the circumstances detailed in the foregoing item apply, with the exception of the circumstances defined above, the salary paid for regular working hours or work 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 WACIL due to inability to carry out duties because of the necessity for medical treatment of injuries from work-related accidents (including special disability benefit, said amount shall be deducted from the aforementioned salary). However, this shall not apply in cases where the circumstances detailed in No. 20, Item 1 apply and The University deems that payment for part or all of the corresponding period is unnecessary.

4. "Consecutive" days in No. 6, 14 and 17, Item 1 shall include regular holidays stipulated in Article 8 of The Working Hour Regulations and transferred holidays as defined in Article 4 of these detailed regulations.
5. The provisions of No. 13 and 13-2, Item 1 shall not apply to Employees who are not allowed to take leave under a labor-management agreement concluded in accordance with Item 2, Article 16-3 or Item 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 10: Employee wishing to take special leave shall make advanced application to The University detailing the relevant circumstances in the prescribed format. However, said application may be submitted after the cause for application of said leave in cases of extenuating circumstances.

2. In the above case, the Employee shall, upon receipt of request by The University, promptly submit certificates and other document as required.

Supplementary Provisions

(Date of Implementation)

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

(Temporal Measures relating to Special Leave)

2. Notwithstanding the provisions of Items 2 and 3, Article 9, for the present, Item 2 of the same article shall not apply, and the following shall be substituted for the text of Item 3 of the same article and in cases where any of the circumstances listed in Item 1 apply (with the exception of No. 1), the amount equivalent to the salary paid for regular working hours or work days shall be paid during the corresponding period, and, in cases where the rule stipulated in No. 1 of the same item apply, the amount equivalent to the salary paid for regular work days shall be paid during the corresponding period (in cases where compensation benefits for absence from work are paid as stipulated in Article 14 and Article 22-2 of the WACIL (including special disability benefit), said amount shall be deducted from the aforementioned salary.

Supplementary Provision

The foregoing amendments shall be implemented from 1 March 2005.

Supplementary Provision

The foregoing amendments shall be implemented from 23 May 2005.

Supplementary Provision

The foregoing amendments shall be implemented from 1 July 2006.

Supplementary Provision

(Date of Implementation)

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

(Interim Measures relating to Integration)

2. With respect to Employees who held office in the National University Corporation Osaka University of Foreign Studies prior to the integration as of 30 September 2007 whose status was transferred to The University due to the integration and fall under "Employee(s)" set forth in Item 2, Article 1, those who are listed in the following table 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 |
|--------------------------|---|--|--------------------------------------|
| No. 1, Item 1, Article 9 | Persons who are on sick leave set forth in Article 65 of the Work Regulations of Employees of the National University Corporation Osaka University of Foreign | Prior measures shall remain applicable | Term until termination of sick leave |

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| | Studies (hereinafter referred to as the "Work Regulations of The Former OUFS) as of the day preceding the date of implementation and also continue to meet the requirements of such sick leave on the | | |
| No. 7 or 8, Item 1, Article 9 | Persons who are on special leave set forth in No. 5 or 6, Item 1, Article 67 of the Work Regulations of The Former OUFS as of the day preceding the date of implementation and also continue to meet the requirements of such special leave on the date of implementation | Prior measures shall remain applicable | Term until termination of special leave |
| Item 2 of Supplementary Provision (implemented on 14 th April 2004 | Persons who are on sick leave set forth in Article 65 of the Work Regulations of The Former OUFS as of the day preceding the date of implementation, continue to meet the requirements of such sick leave on the date of implementation and are subject to reduction of salaries and grade adjustment amounts in accordance with Item 2, Article 21 of The Salary Regulations for Employees of National University Corporation Osaka University of Foreign Studies | Prior measures shall remain applicable | Term until termination of sick leave |

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 27 April 2009.

Supplementary Provision

The foregoing amendments shall be implemented from 30 June 2010.

Supplementary Provision

The foregoing amendments shall be implemented from 22 March 2011.

Supplementary Provision

The foregoing amendments shall be implemented from 1 December 2011.

Supplementary Provision

The foregoing amendments shall be implemented from 24 September 2012.

Appendix (Applicable to No. 14, Item 1, Article 9)

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

Supplementary Provision

The foregoing amendments shall be implemented from 1 April 2016.

Supplementary Provision

The foregoing amendments shall be implemented from 1 April 2017.