

Detailed Rules Pertaining to Commuting Allowance 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)

- 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 Osaka University Staff (hereinafter referred to as “The Salary Regulations”) and Article 27 of Salary Regulations for National University Corporation Osaka University Staff Subject to New Annual Salary System (hereinafter referred to as “The Salary Regulations for Staff Subject to New Annual Salary System”).
2. The term “the University” shall be used in these rules to mean “National University Corporation Osaka University” and “Employee(s)” to mean individuals to whom The Salary Regulations or The Salary Regulations for Staff Subject to New Annual Salary System 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 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 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 Items.
- (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 when the amount of fare etc. paid for commute has changed.

(Confirmation and Decision)

- Article 4: Upon receipt of the Commuting Notification defined in the foregoing article, The University shall check the relevant details and shall, in making provisions for Employees to whom No. 1 through 3, Item 1, Article 30 of The Salary Regulations or No. 1 through 3, Item 1, Article 27 of The Salary Regulations for Staff Subject to New Annual Salary System 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 and Item 4, Paragraph 1, Article 27 of the Salary Regulations for Staff Subject to New Annual Salary System, 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 when 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 Osaka University Staff thereby rendering adherence to the foregoing stipulation difficult.

(Amount Equivalent to Fare)

Article 7: The amount equivalent to fare (hereinafter referred to as "Amount Equivalent to Fare") as stipulated in No. 1, Item 1, Article 30 of The Salary Regulations and No. 1, Item 1, Article 27 of The Salary Regulations for Staff Subject to New Annual Salary System 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 payment unit period equivalent to the period of validity of said commuter pass (payment unit period as defined in Item 4, Article 30 of The Salary Regulations and Item 4, Article 27 of The Salary Regulations for Staff Subject to New Annual Salary System).

(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 Amount Equivalent to Fare when 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 transport used for each half of the journey shall take into consideration and amount 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 shall be paid on the day of payment of basic salary (hereinafter in this article and Article 14 referred to as "date of payment") in accordance with Article 4 of The Salary Regulations and Article 4 of The Salary Regulations for Staff Subject to New Annual Salary System of the falling within the first month of the corresponding payment unit period (with the exception of each of the provisions detailed in Item 3) or the period determined in accordance with each of the provisions detailed in Item 3 (referred to in this article and Article 14 as "payment unit period"). 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. When Employees retire or decease prior to the date of payment of the commuting allowance for the corresponding payment unit period, payment of said allowance shall be made upon said retirement or decease.

3. "Separately determined commuting allowance" stipulated in Item 2, Article 30 of The Salary Regulations and Item 2, Article 27 of The Salary Regulations for Staff Subject to New Annual Salary System shall be in accordance with the following commuting allowance and "separately determined periods" stipulated in the same item shall be in accordance with the periods detailed below based on classification of the corresponding commuting allowance.

(1) Corresponding commuting allowance in cases of payment of commuting allowance equivalent to amounts defined in No. 1, Item 1, Article 30 of The Salary Regulations or No. 1, Item 1, Article 27 of The Salary Regulations for Staff Subject to New Annual Salary System for Employees using 2 or more modes of transport, and where the amount of Amount Equivalent to Fare for 1 month is in excess of 55,000 yen: The longest payment unit period available for the corresponding commuting allowance.

(2) Corresponding commuting allowance in cases of payment of commuting allowance to Employees in the amount determined in accordance with No. 1 or 2, Item 1, Article 30 of The Salary Regulations or No. 1 or 2, Item 1, Article 27 of The Salary Regulations for Staff Subject to New Annual Salary System and where the total of the amount of Amount Equivalent to Fare for 1 month and the amount determined in accordance with each of the said items exceeds 55,000 yen: The longest payment unit

period available for the corresponding commuting allowance.

(Commencement of Payment)

Article 9: In cases of Employees to whom any of the provisions of No. 1 through 3, Item 1, Article 30 of The Salary Regulations or No. 1 through 3, Item 1, Article 27 of The Salary Regulations for Staff Subject to New Annual Salary System becomes applicable for the first time, payment of commuting allowance shall commence in the month following the day in which the day said provisions become applicable falls (When said day is the first of the month, in the month in which said day falls).

2. Notwithstanding the provisions of the foregoing item, when 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 month following the month within which the day said notification was received falls (When said day is the first of the month, in the month in which said day falls).
3. When 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) When the Employee becomes ineligible for payment of commuting allowance.
4. Notwithstanding the provisions of the foregoing item, when 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: When circumstances arise that necessitate changes to the amount of commuting allowance paid to an Employee, the amount paid shall be amended commencing the month following the month in which said circumstances arise (When said day is the first of the month, the month in which said day falls).

2. Notwithstanding what is stipulated in the foregoing Paragraph, when notification relating to the corresponding commuting allowance is submitted after 15 days have passed from the day on which the relevant circumstances occur, only when said amendment results in an increased amount, the amount paid shall be amended the month following the month within which the day said notification was received falls (When said day is the first of the month, in the month in which said day falls).

(Reasons for Return of Commuting Allowance and Amount)

Article 11: "Upon occurrence of circumstances set forth separately" 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 shall refer to circumstance that fall under any of the following Items.

- (1) When an Employee (Hereinafter referred to as "Employee(s)" in this Paragraph) receiving Commuting Allowance (Excluding Commuting Allowance pertaining to payment unit period of 1 month) retires or dies, or when Employee cease to satisfy corresponding conditions as. Employee stipulated in Item 1 through Item 3, Paragraph 1, Article 30 of the Salary Regulations, or Item 1 through Item 3, Paragraph 1, Article 27 of the Salary Regulations for Staff Subject to New Annual Salary System.
 - (2) When the amount of Commuting Allowance is amended due to change in the route taken or mode of commute by the Employee, or when the amount of fare etc. paid for commute has been changed.
 - (3) When an Employee is considered taking Leave of Absence as stipulated in Paragraph 1, Article 14 of the Work Regulations for National University Corporation Osaka University Staff (Hereinafter referred to as "the Work Regulations"), or is suspended as stipulated in Item 3, Paragraph 2, Article 37 of the Work Regulations, or takes Childcare Leave (Including parental leave. Hereinafter the same shall apply.) or Family Care Leave in accordance with the Rules Pertaining to Childcare and Family Care Leave for National University Corporation Osaka University Staff (Hereinafter referred to as " Rules for Childcare and Family Care Leave") mid-month, and when said period will be 2 months or more.
 - (4) When an Employee does 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
2. "Separately determined amounts" appearing 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 shall refer to the following amounts determined in accordance with the corresponding classifications.
 - (1) When Amount Equivalent to Fare for 1 month (where the Employee in question fall under the definitions given in the text of No. 3, Item 1, Article 30 of The Salary Regulations and No. 3, Item 1,

Article 27 of The Salary Regulations for Staff Subject to New Annual Salary System and amount refers to the total of the fair equivalent for 1 month and the amount defined in No. 2, Item 1, Article 30 of The Salary Regulations No. 2, Item 1, Article 27 of The Salary Regulations for Staff Subject to New Annual Salary System. This shall apply to below hereunder in this item.) is less than 55,000 yen: Pertaining to the mode of transport (When, after amendment in accordance with the same provision, the amount of Amount Equivalent to Fare for 1 month exceeds 55,000 yen, all modes of transport used by said Employee) when the circumstances detailed in No. 2 of the foregoing item arise, the mode of transport used by said Employee when the circumstances detailed in No. 1, 3 or 4 of the same item occur, the refunded amount of the commuter pass for the period of usage shall be the amount (hereinafter referred to as "refund equivalent amount") acquired on the last day of the month (hereinafter referred to as "the month circumstances arise") defined by the applicable provision in accordance with classification of reasons defined in the foregoing item.

(2) When the Amount Equivalent to Fare for 1 month exceeds 55,000 yen, the amount shall be determined as detailed below in accordance with the respective classifications.

(a) In cases other than those defined in (b): the amount calculated by multiplying 55,000 yen by the number of months from the month following the month circumstances arise up to the end of the payment unit period, or the refund equivalent for the mode of transport relating to the circumstances detailed in the provisions of the foregoing item, whichever amount is lower (0 yen when the month circumstances arise is the last month of the payment unit period).

(b) In cases of payment of commuting allowance as defined in No. 1 or 2, Item 3, Article 8: the amount calculated by multiplying 55,000 yen by the number of months from the month after the month circumstances arise to the last month of the period defined in No. 1 or 2 of the same item, or the total of the refund equivalent for all modes of transport used by the Employee in question and the amount separately defined, whichever amount is lower (0 yen when the month circumstances arise is the last month of the payment unit period).

3. In cases of return, in accordance with the provisions of Item 3, Article 30 of The Salary Regulations or Item 3, Article 27 of The Salary Regulations for Staff Subject to New Annual Salary System, by Employees of the amounts defined in the foregoing item, the amount in question may be deducted the following month from the salary of said Employee.

(Payment Unit Period)

Article 12: "Separately defined periods" stipulated in Item 4, Article 30 of The Salary Regulations and Item 4, Article 27 of The Salary Regulations for Staff Subject to New Annual Salary System 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 No. 1 of the foregoing item, when, on the first day of the period defined in the same provision, separately defined circumstances become clear such as retirement, extended business trips for research purposes, changes to work structure necessitating changes in the amount born by said Employee for commuting fares, or other separately defined circumstances the month before the last month of the period defined in the same provision, notwithstanding the provisions of the said item, the payment unit period for the period up to the month in which the day said circumstances occur falls (the same month when said day is the first on the month) may be determined in accordance with the provisions of the same item.

(Commencement of Payment Unit Period)

Article 13: The payment unit period shall commence from the month when payment of commuting allowance starts in accordance with the provisions of Article 9 or from the month when payment of amended commuting allowance starts in accordance with the provisions of Article 10.

2. When Employees take leave in accordance with the provisions of Item 1, Article 14 of The Work Regulations, or are suspended in accordance with the provisions of No. 3, Item 2, Article 37 of The Work Regulations, or take child or family care leave in accordance with Rules for Childcare and Family Care Leave and where said period of leave, suspension or child and family care leave belonging to 2 months ,

or more (with the exception of the provisions of the following item), the payment unit period shall commence in the month following the month in which said Employee returns to work or resumes their duties (the same month when said day falls on the first of the month).

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 other reasons, the payment unit period shall commence from the month in which the day said Employee resumes commuting to work (with the exception of cases where Employees do not return work from the time defined in the foregoing item and do not commute to and from work during the entire corresponding period).

(Non-payment)

Article 14: 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 other reasons, payment of commuting allowance shall not be made for said payment unit period.

(Confirmation afterward)

Article 15: 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 Item 1, Article 30 of The Salary Regulations and Item 1, Article 27 of The Salary Regulations for Staff Subject to New Annual Salary System, 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.