

## Detailed Rules Pertaining to Housing 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 regulations shall be to define matters relating to the payment of housing allowance in accordance with the provisions of Article 29 of The Salary Regulations for National University Corporation Osaka University Staff (hereinafter referred to as “The Salary Regulations”) and Article 26 of The 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 detailed 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.

### (Ineligible Employees)

- Article 2: The provisions of No. 1, Item 1, Article 29 of The Salary Regulations and No. 1, Item 1, Article 26 of The Salary Regulations for Staff 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 the Act on Budget and Account Settlement of the Okinawa Development Finance Corporation and (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 residing in residences owned or rented by individuals other than dependent relatives of said Employee (limited to the individuals notified as dependent relatives prescribed in Item 1, Article 27 of The Salary Regulations; hereinafter the same shall apply) including the spouse (including a common-law partner; hereinafter the same shall apply), parents of said Employee, or the parents of the spouse of said Employee, or Employees renting and residing, in part or in whole, in residences deemed by The University as conforming to the same.

### (Notification)

- Article 3: Individuals newly eligible under the conditions for Employees defined in Item 1, Article 29 of The Salary Regulations or Item 1, Article 26 of The Salary Regulations for Staff Subject to New Annual Salary System shall promptly submit notification to The University in the form of a Housing Notification detailing such relevant information as details of the residence together with 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, the necessary accompanying document may, where delay is recognized as unavoidable, be submitted promptly after submission of the notification.

### (Confirmation and Decision)

- Article 4: In cases where notification is submitted by an Employee in accordance with the provisions of Item 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 Item 1, Article 29 of The Salary Regulations or Item 1, Article 26 of The Salary Regulations for Staff Subject to New Annual Salary System, The University shall determine or amend the monthly amount of the housing allowance to be paid to said 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 items, 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 Item 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 such utilities 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 housing allowance to Employees who have become newly eligible for said allowance under the provisions of Item 1, Article 29 of The Salary Regulations or Item 1, Article 26 of The Salary Regulations for Staff Subject to New Annual Salary System shall commence from the month following the month within which the day said Employee becomes eligible falls (or the month within which said day falls if said day is the first of the month) and shall terminate in the month within which the day said Employee becomes ineligible for housing allowance falls (or the month preceding the month within which the day said Employee becomes ineligible if said day is the first of the month). However, in cases where notification of the relevant circumstances in accordance with the provisions of Item 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 from the month falling the month within which the day of receipt of said notification falls (or the month within which said day falls if said day is the first of the month).

2. In cases of occurrence of circumstances necessitating amendment of the monthly amount of the housing allowance received by an Employee, the amount paid shall be amended from the month following the month within which the day said circumstances occur falls (or the month within which said day falls if said day is the first of the month). The proviso cited in the provisions of the foregoing item 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 Item 1, Article 29 of The Salary Regulations or Item 1, Article 26 of The Salary Regulations for Staff Subject to New Annual Salary System, whether the monthly amount is appropriate, etc.

(Prorated Calculation)

Article 8: When Employees are considered taking Leave as stipulated in Paragraph 1, Article 14 of the Work Regulations for National University Osaka University Staff (Hereinafter referred to as the "Work Regulations"), or suspended as stipulated in Item 3, Paragraph 2, Article 37 of the Work Regulations, or dispatched as stipulated in Paragraph 1, Article 16-2 of the Work Regulations (Excluding cases that apply to Item 10, Paragraph 1, Article 3 of Payment Standards of Salary for National University Corporation Osaka University 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 Osaka University Staff, or takes Special Leave 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.) , Paragraph 1, Article 9 under the Detailed Regulations Pertaining to Working Hours, Holidays and Leave for National University Corporation Osaka University 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 Provision

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

(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 27 of The Salary Regulations, cited in No.2 of Article 2, the Supplementary Provision of Detailed Rules Pertaining to Dependent Allowance for National University Corporation Osaka University 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.