

## Work Regulations for National University Corporation Osaka University Part-time Lecturer

**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.**

### Chapter 1: General Provisions

#### (Purpose)

Article 1: The purpose of these regulations shall be to define matters pertaining to work-related issues for part-time lecturers (hereinafter referred to as “Part-time Lecturer”) who are employed by National University Corporation Osaka University (hereinafter referred to as “the University”) in accordance with the regulations prescribed in Article 89 of the Labor Standards Act (Law No. 49 of 1947, hereinafter referred to as “the Labor Standards Act”).

#### (Period of Employment Contract)

Article 2: The period of an employment contract shall be specified on an individual Part-time Lecturer within the range of one year or less.

2. The Employment Contract may be renewed. However, excluding the case the University deems particularly necessary, the period of Employment Contract, including its renewal period shall not exceed 5 years.
3. Notwithstanding what is set forth in the preceding paragraph, the Employment Contract shall not be renewed in cases where any of the circumstances prescribed in the Items of Paragraph 1, Article 11 exist or the relevant work is no longer required due to the abolition of the classes for which Part-time Lecturer is in charge as a result of curriculum revisions etc.
4. In addition to what is set forth in the preceding 3 Paragraphs, the employment contract shall not be entered into or renewed after the first 31 March following the 65th birthday of Part-time Lecturer. the University may, however, make special exceptions to the preceding provision.
5. In addition to what is prescribed in the preceding 4 Paragraphs, the period of an employment contract shall be prescribed in the regulations pertaining to the contract period of National University Corporation Osaka University Fixed-term Staff etc.

#### (Relationship with Laws and Ordinances)

Article 3: All matters not prescribed within these regulations and/or all other related and attached regulations shall be determined in accordance with the Labor Standards Act and other relevant and pertinent laws and ordinances.

#### (Adherence to Regulations)

Article 4: The University and Part-time Lecturer shall observe these regulations in good faith.

### Chapter 2: Personnel Affairs

#### Section 1: Employment

##### (Employment)

Article 5: Part-time Lecturer shall be employed based on a process of selection.

2. Individual wishing to apply for employment as Part-time Lecturer shall submit to the University the documents deemed necessary by the University.

##### (Clear Indication of Labor Conditions)

Article 6: Individual considered for employment as Part-time Lecturer shall be sent written notice of the matters pertaining to the following labor conditions: clear indication of other labor conditions shall be made verbally or in writing.

- (1) Matters relating to salary
- (2) Matters relating to the workplace and the content of work to be performed
- (3) Matters relating to the duration of valid employment contract and renewal (including the reason in cases

where the contract will not be renewed)

- (4) Matters relating to starting and finishing times, work in excess of the prescribed working hours, break, holidays and leaves
- (5) Matters relating to retirement (including reasons for dismissal)

(Documents to be submitted)

Article 7: Individual employed as Part-time Lecturer shall submit the following documents to the University promptly after employment.

- (1) Written pledge
  - (2) Certification of paragraphs recorded in the resident's card
  - (3) Other documents requested by the University
2. In cases of failure to submit the documents, or in cases where said documents are incomplete, employment may be withdrawn.
3. In cases where changes occur in the content recorded in documents submitted in accordance with Item 2 and Item 3 of Paragraph 1, said changes shall be promptly reported and registered.

(Positioning of Part-time Lecturer)

Article 8: The positioning of Part-time Lecturer shall be determined by the University based on factors such as the necessity and suitability of Employees posted.

## Section 2: Retirement

(Retirement)

Article 9: Part-time Lecturer that fall under any of the following items shall deemed to have retired from the University on the date prescribed in said items:

- (1) When the Part-time Lecturer's contract expires (Excluding renewal of contract.): The date of expiry
- (2) When the Part-time Lecturer dies: The date of death
- (3) When the Part-time Lecturer submits application for retirement in accordance with the following Article:  
The date approved by the University as the date of retirement
- (4) When the Part-time Lecturer has been appointed to the Board of Trustees: The day before the date of appointment.
- (5) When the Part-time Lecturer renews the Employment Contract: The day before the first day of employment, under the new contract.
- (6) When the Part-time Lecturer stands as candidate for public office: The date of submission of said candidacy.

(Retirement for Personal Reasons)

Article 10: In cases where Part-time Lecturer wishes to leave inevitable reasons, before the expiration date of the contract, Part-time Lecturer shall submit a letter of resignation to the university no later than 14 days prior to the scheduled date of resignation. However, this shall not apply for case(s) with special approval from the University.

## Section 3: Dismissal

(Dismissal)

Article 11: In cases where Part-time Lecturer is falling into any of the following categories, the employment contract shall not be renewed and dismissed even before the expiration of the employment contract.

- (1) Part-time Lecturer with a poor work record.
  - (2) Part-time Lecturer with mental or physical impairment that interferes with the execution of duties or those unable to cope with said mental or physical impairment.
  - (3) Part-time Lecturer sentenced to prison terms.
  - (4) Part-time Lecturer otherwise lacking the necessary qualifications or suitability to fulfill the implementation of duties.
  - (5) Part-time Lecturer's class is not offered.
  - (6) Cases in which dismissal is deemed unavoidable for administrative or work-related reasons.
2. When not intending to renew the employment contract or to dismiss the Part-time Lecturer for the reasons

specified in the items of the preceding paragraph (Excluding Item 3), the University shall give prior notice in accordance with the terms and provisions of Article 1 of the "Conclusion, Renewal and Discontinuation of Limited Term Employment Contracts" (2003, Notice No. 357, Ministry of Health, Labour and Welfare) and Articles 20 and 21 of the Labor Standards Act. The same shall apply in cases where the University will not renew the employment contract for the reason that the relevant work is no longer required in accordance with the provisions of Paragraph 3, Article 2.

3. In cases of non-renewal or dismissal in accordance with the reasons specified the Items of the preceding Paragraph 1 (Excluding Item 3), Part-time Lecturer subject to such measures shall be accorded an opportunity to lodge an appeal.

#### (Restrictions on Dismissal)

Article 12: Notwithstanding the provisions of Paragraph 1 of the preceding Article, Part-time Lecturer shall not be dismissed during the period in the following items.

- (1) Period of absence from medical treatment caused by injuries or illness in the course of employment; and 30 days thereafter
- (2) Pre/post-maternity leave prescribed in Article 65 of the Labor Standards Act and a period of 30 days after said leave.

2. Provision of the preceding paragraph do not prevent from the assumption that the relevant Part-time Lecturer shall have retired from the University upon expiration of the employment contract under the provision of No. 1, Article 9.

#### (Obligations and Responsibilities of Retirees)

Article 13: Part-time Lecturer retiring or dismissed from the University shall promptly return all equipment, documents, and other articles in their possession. furthermore in cases where said Part-time Lecturer have owes a debt to the University, he/she shall, pay it off by prior to the date of relinquishment of position.

2. Part-time Lecturer intending to retire from the University shall complete procedures for the handover of responsibilities and duties to their successor by the date prescribed.

#### (Certificate of Retirement)

Article 14: Part-time Lecturer either retiring, whose employment contract has not been renewed or dismissed from the University (including Part-time Lecturer scheduled for non-renewal of the employment contract or dismissal) may request certification of all or part of the following paragraphs: such certification shall be promptly presented to such Part-time Lecturer upon receipt of said request.

- (1) Period of employment
- (2) Classification of duties and position
- (3) Salary
- (4) Reason for retirement (reasons for non-renewal of employment contract or dismissal)

### Chapter 3: Salary

#### (Types of Salary)

Article 15: The basic salary and commuting allowance prescribed in the employment contract (refers to a document issued when the employment contract is concluded) shall be paid to Part-time Lecturer as salary according to work performance.

#### (Date of Payment of Salary)

Article 16: The full amount of salary for the previous month shall be paid on the 17th of each month or shall be paid on the 15th of the month in cases where the 17th of the month falls on a Sunday (or on the 18th of the month in cases where the 15th falls on a holiday), on the 16th in cases where the 17th falls on a Saturday and on the 18th in cases where the 17th falls on a holiday (applicable to Mondays only). However, in cases where this is not possible due to administrative reasons, salary may be paid on dates other than the preceding.

2. Notwithstanding the provisions of Paragraph 1, in cases where the request is lodged in order to meet costs in cases of the emergencies detailed hereunder, early payment of salary shall be made. The preceding provision shall also apply in cases where the Part-time Lecturer retires (including non-renewal or dismissal), or in other cases in which the University recognizes the need for early payment.

- (1) In cases where Part-time Lecturer, or individual(s) dependent on the income of said Part-time Lecturer become burdened with costs arising from marriage, birth, illness, calamity or death.
- (2) In cases where Part-time Lecturer, or individual(s) dependent on the income of Part-time Lecturer are unavoidably required to return to /their hometown for a period of more than 1 week.

(Basic Regulations pertaining to Payment of Salary)

Article 17: Salary shall be paid in full, directly to Part-time Lecturer in cash.

2. Notwithstanding the provision of the preceding paragraph, the salary shall be paid after deducting the following.

- (1) Income tax collected at the source
- (2) Insurance Premium of Mutual Aid Association
- (3) Social security pension insurance.
- (4) Unemployment insurance premiums.
- (5) In addition to the preceding items, amount recognized as deductible from salary in accordance with the agreement in accordance with the proviso of Paragraph 1, Article 24 of the Labor Standards Act.

3. Notwithstanding the provision of the preceding paragraph 1, salary may, with the consent of the Part-time Lecturer, be paid into a designated savings account in a bank or other financial institution.

(Payment of Salary etc.)

Article 18: The basic salary for Part-time Lecturer shall be based on the salary per class, which shall be 11,784 yen per class.

2. The amount in the preceding paragraph shall be subject to change in accordance with such considerations as the status of civil service salary revisions as well as the financial standing of the University.

(Calculation of Salary for 1 Hour of Work)

Article 19: The amount of salary for 1 hour of work for a Part-time Lecturer shall be the amount obtained by dividing the amount of Paragraph 1 of the preceding Article by two.

(Commuting Allowance)

Article 20: Commuting allowance shall be paid in the amount prescribed in the following items, according to the classification of Part-time Lecturer (Limited to those whose working days per week are more than one day.).

- (1) The amount of commuting allowance for Part-time Lecturer commuting by means of public transport such as railway networks or toll roads (hereinafter referred to as "Transport") shall be equivalent to the amount required for commuting during the calculated unit period as calculated in accordance with separately defined rules (hereinafter referred to as "amount equivalent to fares etc."). However, in cases where the amount resulting from the division of the amount equivalent to fares etc. by the number of months comprising the payment unit period exceeds 55,000 yen (hereinafter referred to as "the amount equivalent to fares etc. for 1 month"), the amount equivalent to 55,000 yen multiplied by the number of months comprising the calculated unit period (in cases where Part-time Lecturer uses 2 or more modes of Transport and the total cost of the amount equivalent to fares etc. of said modes of transport exceeds 55,000 yen, the longest applicable calculated unit period in respect of the commuting allowance of Part-time Lecturer shall be applied and the amount obtained by multiplication of 55,000 yen by the number of months comprising said calculated unit period) shall be paid.
- (2) In the cases of Part-time Lecturer using automobiles etc. as their usual mode of transport for commuting, the amounts listed hereunder (in cases where the number of attendances at work is less than 10 times per month, the amount equivalent to the sum obtained by multiplication of the listed amount by 50/100) shall be paid in accordance with the respective Part-time Lecturer classifications for the calculated unit period.
  - a) Part-time Lecturer using automobiles etc. for one-way distance of less than 5 kilometers (hereinafter referred to as "the distance of usage"): 2,000 yen
  - b) Part-time Lecturer for whom the distance of usage is 5 kilometers or more less than 10 kilometers: 4,200 yen
  - c) Part-time Lecturer for whom the distance of usage is 10 kilometers or more and less than 15 kilometers: 7,100 yen
  - d) Part-time Lecturer for whom the distance of usage is 15 kilometers or more and less than 20 kilometers: 10,000 yen

- e) Part-time Lecturer for whom the distance of usage is 20 kilometers or more and less than 25 kilometers: 12,900 yen
  - f) Part-time Lecturer for whom the distance of usage is 25 kilometers or more and less than 30 kilometers: 15,800 yen
  - g) Part-time Lecturer for whom the distance of usage is 30 kilometers or more and less than 35 kilometers: 18,700 yen
  - h) Part-time Lecturer for whom the distance of usage is 35 kilometers or more and less than 40 kilometers: 21,600 yen
  - i) Part-time Lecturer for whom the distance of usage is 40 kilometers or more and less than 45 kilometers: 24,400 yen
  - j) Part-time Lecturer for whom the distance of usage is 45 kilometers or more and less than 50 kilometers: 26,200 yen
  - k) Part-time Lecturer for whom the distance of usage is 50 kilometers or more and less than 55 kilometers: 28,000 yen
  - l) Part-time Lecturer for whom the distance of usage is 55 kilometers or more and less than 60 kilometers: 29,800 yen
  - m) Part-time Lecturer for whom the distance of usage is 60 kilometers or more: 31,600 yen
- (3) In the cases of Part-time Lecturer who use Transport bearing its expenses and also use automobiles etc. as their usual mode of commuting shall be paid the amount equivalent to a total sum of the amounts specified in No. (1) and (2) (in cases where the amount equivalent to fares etc. for 1 month exceeds 55,000 yen, the amount to be paid shall be the amount obtained by multiplication of 55,000 yen by the number of months which is the longest applicable calculated unit period in respect of the commuting allowance of Part-time Lecturer.) However, as for Part-time Lecturer whose distance of automobiles etc. usage is less than 2 kilometers, the monthly amount of commuting allowance shall be the amount calculated based on No. (1) above, and when such resulting amount is less than the one specified in No. (2), the amount specified in No. (2) shall be applied.
- (4) The commuting allowance specified in No. (1) - (3) above shall not be paid to a Part-time Lecturer who commute to and from their place of work on foot and the commuting distance (the distance of the shortest available route in general) is less than 2 kilometers.
2. Commuting allowance shall be paid on the day defined in Article 16 of each month and the amount shall be the amount (fractions of less than 1 yen shall be discarded) obtained by dividing the amount prescribed in the preceding paragraph by the calculated unit period.
3. The term "calculated unit period" as used within this article shall mean the separately defined period for commuting allowance calculation, which is a monthly basis unit within the extent not exceeding 6 months (with regard to automobiles etc. commuting, the said unit period shall be set at 1 month).

#### Chapter 4: Duties

##### (Devotion to Duties)

Article 21: Part-time Lecturer shall be aware of the communality of the mission and duties of the national university prescribed in the National University Corporation Law (Law No. 112 of 2003) and shall implement their duties with fairness and in good faith, demonstrating devotion to said duties.

2. Part-time Lecturer shall not offend against the interests of the University.

##### (Attitude toward Duties)

Article 22: In the implementation of duties, Part-time Lecturer shall observe all rules and regulations prescribed both laws and ordinances by the University and shall follow orders given by superiors.

2. Part-time Lecturer shall constantly strive to improve efficiency and work procedures and, in sense of mutual cooperation, shall make every effort to ensure that work is carried out in a proper and appropriate manner.
3. Immediate managers/ Superiors shall show proper respect for the Part-time Lecturer.

##### (Prohibition of Acts Leading to Loss of Trust)

Article 23: Part-time Lecturer shall refrain from any of the following acts.

- (1) Acts that may bring the honor of the University into disrepute or any other acts that may lead to a loss of trust
- (2) Acts that may disrupt the order, discipline or rules of the University

(Duty to Protect Privileged Information)

Article 24: Part-time Lecturer shall not disclose or allow to be leaked any confidential information coming into the possession of said Part-time Lecturer during the course of the performance of duties. The preceding shall not, however, apply in cases where Part-time Lecturer give testimony as witnesses or experts in accordance with the law and with the express permission of the University.

2. The preceding paragraph shall remain in force even after the retirement or dismissal of Part-time Lecturer.

(Distribution/Posting of Documents, Convening of Meetings)

Article 25: In cases where Part-time Lecturer carry out distribution of documents or drawings within the grounds or facilities of the University (hereinafter referred to as "university grounds and facilities"), said Part-time Lecturer shall ensure that such distribution shall not interfere with the normal execution of work and duties.

2. Distribution of documents or drawings in the preceding paragraph falling into any of the following categories shall be prohibited.

(1) Documents or drawing that may interfere with the normal implementation of the work of the University.

(2) Documents or drawings to which the terms and provisions of Article 23 preceding apply.

(3) Documents or drawings that infringe upon public order and standards of decency.

(4) Any other documents or drawings that may interfere with the work of the University.

3. Documents or drawings posted by Part-time Lecturer in university grounds and facilities shall be posted in the places designated with permission obtained from the University in advance.

4. Provision of Paragraph 2 shall apply to documents or drawings posted in accordance with the preceding paragraph.

5. Part-time Lecturer shall refrain from non-work related meetings, speeches or to broadcasts on campus without the permission of the University.

(Prevention of Harassment)

Article 26: Part-time Lecturer shall not engage in harassment prescribed in Article 2 of the Regulations for the Prevention of Harassment at Osaka University.

2. In order to ensure and maintain a satisfactory workplace environment, the University shall implement measures aimed at the prevention of acts of harassment prescribed in the preceding paragraph.

(Part-time Lecturer Ethics)

Article 27: Part-time Lecturer shall conform to the National University Corporation Osaka University code of Ethics in the performance of duties.

Chapter 5: Working Hours, Public Holidays and Leave etc.

(Procedures for Arriving at and Leaving Work)

Article 28: Part-time Lecturer shall follow the prescribed procedures for arriving at and leaving at work.

(Regular Working Hours)

Article 29: The regular working hours per week shall be individually determined within the scope, which shall not exceed 30 hours.

2. Start and finish times shall be individually determined within the scope which shall not exceed 8 hours per day. In cases where the working hours exceed 6 hours per day are, and at least 45-minute break shall be given during said working hours.

3. In the event that a part of the course taught by a Part-time Lecturer is not offered, such hours shall not be included in the prescribed working hours.

4. In addition to what is prescribed in the preceding paragraph, when necessary in practical terms, the start and finish times and break time in Paragraph 2 may be changed, within work hours not exceeding 8 hours per day.

(Work at Locations outside the Workplace)

Article 30: In cases where a Part-time Lecturer is engaged in work consuming all or part of the regular working hours at a location outside their regular workplace, rendering calculation of working hours difficult, it shall be assumed that said Part-time Lecturer has worked the regular working hours. However, in cases where

it is necessary, in order to carry out work, to work in excess of the regular working hours, the number of excess hours worked shall be assumed to be equivalent to the number of hours normally required to carry outside work.

(Regular Holidays)

Article 31: Regular holidays shall be as prescribed in the following items.

- (1) Sundays
- (2) Saturdays
- (3) Holidays prescribed in laws relating to the Public Holiday Law (Law No. 178 of 1948).
- (4) Days from 29 December through 3 January of the next year (Excluding holidays prescribed in the preceding items.)
- (5) Other holidays prescribed by the University

2. Notwithstanding the provision of the preceding paragraph, the University shall be entitled to stipulate holidays differing from the above with respect to a certain Part-time Lecturer for whom such changes are deemed necessary by the University, providing that said changes do not affect the actual number of regular holidays allocated.

(Permission for Abstention from Work)

Article 32: Part-time Lecturer falling into any of the following categories may be granted permission to abstain from work during specific working hours.

- (1) In cases where Part-time Lecturer (who is undergoing a term of pregnancy or within a period of less than 1 year after giving birth) submits an application for health guidance as prescribed in Article 10 of the Maternal and Child Health Law (Law No. 141 of 1965), or to undergo a health examination prescribed in 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 an application is submitted by a pre maternity Part-time Lecturer and the University recognizes that the work load of said Part-time Lecturer, or congestion during commutation by said Part-time Lecturer may have an adverse effect on said Part-time Lecturer'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 prescribed by the University, the hours shall be such is necessary to undergo said health examination.
- (4) Hours of abstention from work may be otherwise granted as deemed necessary by the University.

2. Part-time Lecturer wishing to apply for permission for abstention from work in accordance with the preceding paragraph shall submit an application to the University in advance, detailing the pertinent circumstances in the prescribed format.

3. In cases where any of the circumstances detailed in the items of Paragraph 1 apply, the period of abstention from work shall be deemed to be working time and wages shall be paid for the period.

(Reduced Working Hours)

Article 33: In accordance with the following items, Part-time Lecturer (excluding Part-time Lecturer who are not entitled to lodge a request for a reduction of the prescribed working hours under a labor-management agreement concluded in accordance with the proviso in Paragraph 1, Article 23 of the Act on Childcare Leave, Caregiver Leave, and Other Measures for the Welfare of Workers Caring for Children or Other Family Members (Law No. 76 of 1991. Hereinafter referred to as the "Act on Childcare and Family Care Leave")) shall be reduced regular working hours as prescribed in Article 29 when said Part-time Lecturer have lodged appropriate requests for special dispensation for care of children or Subject Family Members. However, the duration shall not exceed the period of the employment contract.

- (1) Reduction of regular working hours by a maximum of 2 hours per day during the time period required for a Part-time Lecturer to raise children who have not yet entered primary school.
- (2) Reduction of regular working hours by a maximum of 4 hours per day during the time period required for Part-time Lecturer to undertake nursing care of their Subject Family Members (within the period of 3 consecutive years for 1 Subject Family member).

(Types of Leave)

Article 34: Part-time Lecturer shall be entitled to annual paid leave and special leave.

(Annual Paid Leave)

Article 35: The number of Annual Paid Leave shall be as prescribed in the following items. However, individual whose total number of actual working days is less than 80% of the total number of regular working days in the previous Fiscal year shall not be given the Leave.

(1) Part-time Lecturer whose regular working hours are less than 30 hours per week, and regular working days are 4 days or less per week, or 216 days or less per year.

Number of regular working days per week	Number of regular working days per year	Period of continuous service /Number of paid leave given						
		6 months	1 year and 6 months	2 years and 6 months	3 years and 6 months	4 years and 6 months	5 years and 6 months	6 years and 6 months
4 days	169 - 216 days	7 days	8 days	9 days	10 days	12 days	13 days	15 days
3 days	121 - 168 days	5 days	6 days	6 days	8 days	9 days	10 days	11 days
2 days	73 - 120 days	3 days	4 days	4 days	5 days	6 days	6 days	7 days
1 day	48 - 72 days	1 day	2 days	2 days	2 days	3 days	3 days	3 days

(2) Individual who is not a Part-time Lecturer that apply to the preceding item

Period of continuous service	6 months	1 year and 6 months	2 years and 6 months	3 years and 6 months	4 years and 6 months	5 years and 6 months	6 years and 6 months
Number of days of leave given	10 days	11 days	12 days	14 days	16 days	18 days	20 days

2. The period that fall under any of the following items shall qualify as time worked, according to the proviso of the preceding paragraph.

(1) Period of leave for medical treatment and recuperation necessary due to work-related accident(s) as prescribed in Item 1, Paragraph 1, Article 7 of the Industrial Accident Compensation Insurance Act (Law No. 50 of 1947) or commuting accidents as prescribed in Item 3 of the same paragraph.

(2) Period of childcare leave taken as prescribed in Article 40, parental leave taken as prescribed in Article 40-2, or Family Care Leave taken as prescribed in Article 41.

(3) Period of pre-post Maternity Leave taken by female Part-time Lecturer in accordance with Article 65 of the Labor Standards Act

(4) Period of annual paid leave

(5) In addition to what is prescribed in the preceding items, period the University deemed particularly necessary.

(Specifying and Changing of the Timing of Leave)

Article 36: When Part-time Lecturer wishes to take annual paid leave, Part-time Lecturer shall stipulate the timing of the leave (commencement and end dates of the leave) and shall lodge a request with their immediate manager no later than the finishing time of 2 days prior to the day of commencement of the period of leave. The preceding shall not apply, however, in cases of extenuating circumstances.

2. In cases where the granting of days of annual paid leave as specified by a Part-time Lecturer in accordance with the preceding paragraph would hinder the normal operations of business of the University, the timing of the said leave may be changes to a different period.

3. In cases where, in accordance with a labor-management agreement based on the rules prescribed in Paragraph 6, Article 39 of the Labor Standards Act, the timing for a part of the annual paid leave is set, such part shall be granted pursuant to said agreement.

4. In cases where Part-time Lecturer entitled to 10 or more days of annual paid leave in accordance with the preceding Article, the University shall provide 5 days of annual paid leave at designated times for each period of 1 year from the day on which 6 months of period of continuous service as prescribed in Paragraph 1 of the preceding Article have elapsed.(hereinafter referred to as the "period of annual leave



given”), However, in case where annual paid leave is given in accordance with the provisions of the preceding 3 Paragraphs, the number of annual paid leave days that have been taken shall be deducted from the number of days of such annual leave which is supposed to be set by the University.

5. Notwithstanding the provision of the preceding paragraph, in the case where 10 or more days of annual paid leave is granted to a Part-time Lecturer on the first day of the period of annual leave grant (hereinafter referred to as the “day of annual leave grant”), and, another 10 or more days of annual paid leave is granted newly on a specified day within a maximum of 1 year from the said day of annual leave grant (hereinafter referred to as the “day of second annual leave grant”), the number of days of leave, obtained by dividing the number of months in the period, commencing on the first day of annual leave grant and ending on the day after the lapse of 1 year from the day of second annual leave grant (hereinafter referred to as the “period of implementation”) by 12 and multiplying the result by 5, shall be granted within the period of implementation, being specified the time to take.
6. Part-time Lecturer wishing to take the annual paid leave in accordance with Paragraph 1 shall submit an application to the University in advance in the prescribed format.

#### (Units of Annual paid Leave)

Article 37: Annual paid leave shall be calculated in units of whole days. In cases of extenuating circumstances recognized by the immediate manager, annual paid leave may be taken as in the units of 1 hour.

2. Annual paid leave taken in accordance with the provisions of the preceding paragraph shall be deemed to be time worked and shall, accordingly, be subject to payment of wages.

#### (Carrying over Annual Paid Leave)

Article 38: Remaining days of Annual Paid Leave (Excluding days carried over in accordance with the details of this article and units of less than 1 whole day which shall be discarded) may be carried over to the following year.

#### (Special Leave)

Article 39: Part-time Lecturer falling into any of the categories detailed hereunder shall be entitled to take special leave, the period of leave is to be as set out below. However, with the proviso that it shall not exceed the period of the employment contract.

- (1) Part-time Lecturer 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 deemed necessary for said medical treatment (In cases of inability to carry out duties due to work-related accident(s) and need for medical treatment (Hereinafter referred to as “Work-related Accident(s)”) as prescribed 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 90 consecutive days or less, 30 consecutive days or less for any other cases).
- (2) Part-time Lecturer 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 of rights.
- (3) Part-time Lecturer 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) In cases where pre maternity Part-time Lecturer scheduled to give birth within a period of 6 weeks (14 weeks for cases such as multiple pregnancy) have submitted the appropriate application, said Part-time Lecturer shall be entitled to the period of leave for which application has been submitted up to the date of birth.
- (5) Female Part-time Lecturer shall be entitled to a period of leave of 8 weeks following birth commencing on the day after said birth. (if said Part-time Lecturer submits an application to return to work after 6 weeks after giving birth, excluding the period during which Part-time Lecturer is engaged in work that the physician deems unobstructive.).
- (6) Part-time Lecturer 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 30minutes 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 Part-time Lecturer.)
- (7) Female Part-time Lecturer who has made 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 of no more than 2 days during 1 cycle.

(8) Part-time Lecturer (with the exception of Part-time Lecturer whose regular working days are not more than 2 days per week) recognized as unable to carry out duties due to the nursing (provision of children suffering injury or illness) of children of preschool age (including children of the spouse) shall be entitled to a period of leave of no more than 5 days a year.

(9) Part-time Lecturer (with the exception of Part-time Lecturer whose regular working days are not more than 2 days per week) 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 the 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).

(10) Part-time Lecturer recognized as being unable to carry out duties due to funerals, mourning and other related events concomitant with the death 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 the 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).

(11) Part-time Lecturer shall additionally be entitled to such periods of leave as the University deems necessary.

2. In cases where Item 1 (Excluding inability to carry out duties due to Work-related Accident(s) and need for medical treatment), Item 4 through 7 of the preceding paragraph apply, salaries shall not be paid for the corresponding periods. This shall also apply in cases where the circumstances detailed in Item 11 of the preceding paragraph apply and the University deems that payment of the corresponding period is unnecessary.
3. Excluding circumstances defined in the preceding paragraph, when any of the circumstances detailed in the items of Paragraph 1 apply, the salaries 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 prescribed 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 salaries).
4. "Consecutive" days in Item 1 and Item 10 of Paragraph 1 shall include regular holidays prescribed in Article 31.
5. The provisions of Item 8 and Item 9 of Paragraph 1 shall not apply to Part-time Lecturer who is 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 Childcare or Family Care Leave (Law No. 76 of 1991).
6. Part-time Lecturer wishing to take special leave shall make an application in advance to the University detailing the relevant circumstances in the prescribed format. However, the application may be submitted after the cause for application of said leave in cases where circumstances render advanced application impossible.
7. In the case of preceding paragraph, Part-time Lecturer shall, upon receipt of a request by the University, promptly submit certificates as required.

#### (Childcare Leave)

Article 40: Part-time Lecturer raising a child under 3 years of age may take childcare leave (Excluding parental leave prescribed in Paragraph 1 in the next Article. Hereinafter the same shall apply in this Article.) by submitting necessary application his/her immediate manager.

2. The preceding paragraph shall not apply to Part-time Lecturer who are ineligible to take childcare leave in accordance with the labor-management agreement based on the proviso in Paragraph 1, Article 6 of the Act on Childcare and Family Care Leave.
3. Salary shall not be paid during childcare leave prescribed in Paragraph 1.
4. In addition to what is prescribed in the preceding three Paragraphs, matters necessary for childcare leave shall be as prescribed in the Regulation Pertaining to Childcare and Family Care Leave for National University Corporation Osaka University Part-time Staff.

(Parental Leave)

Article 40-2: Employee raising a child may take parental leave (Which is childcare leave, for a period of not more than four weeks (If the child was born before the planned date of birth, from the date of birth until the day after 8 weeks from the planned date of date of birth of the child, and if the child was born after the planned date of birth, from the planned date of birth until the day after 8 weeks from the date of birth of the child.)), within the period up to the day after eight weeks counting from the date of birth of the child. Hereinafter the same shall apply.) by submitting necessary application to his/her immediate manager.

2. The provision of the preceding paragraph shall not apply to Employees who are ineligible to take parental leave under the labor-management agreement based on the proviso in Paragraph 1, Article 6 of the Act on Childcare and Family Care Leave, which applies mutatis mutandis to Paragraph 2, Article 9-3 of the same Act.
3. The provision in Paragraph 3 and Paragraph 4 of the preceding Article shall apply mutatis mutandis to parental Leave.

(Family Care Leave)

Article 41: Part-time Lecturer who provide care for Subject Family Members may take Family Care Leave by submitting necessary application to his/her immediate manager.

2. The provisions of the preceding paragraph shall not apply to Part-time Lecturer who are ineligible to take Family Care Leave under the labor-management agreement based on the proviso in Paragraph 1, Article 6 of the Act on Childcare and Family Care Leave, which applies mutatis mutandis to Paragraph 2, Article 12 of the same Act.
3. What is prescribed in Paragraph 3 and Paragraph 4 of Article 40 shall apply mutatis mutandis to Family Care Leave.

(Work Restrictions for pre/post maternity Part-time Lecturer)

Article 42: Part-time Lecturer who is either undergoing a term of pregnancy or who is within a period of less than 1 year after giving birth (hereinafter referred to as "pre/post maternity Part-time Lecturer(s)") shall not be permitted to engage in work that may have adverse effects on pregnancy, birth or child nursing.

2. Pre/post maternity Part-time Lecturer shall not, after submission of the appropriate request, be required to work at nights.
3. Provisional to submission of appropriate requests, pre/post-maternity Part-time Lecturer shall be allocated a lightened workload or assigned to light work.

Chapter 6: Punitive Measures

(Punitive Measures)

Article 43: Part-time Lecturer who fall into any of the following items shall be subject to punitive measures.

- (1) Taking leave without permission or valid reason who fail to respond to demands to resume duties.
  - (2) Neglect their duties by frequent absence, tardiness and leave work early without valid reason.
  - (3) Causes damage to the University either intentionally or through gross negligence.
  - (4) Commits criminal acts such as theft, embezzlement or infliction of bodily harm.
  - (5) Damage the reputation, honor or trust of the University.
  - (6) Cause disruption of order, rules or regulations of the University.
  - (7) Deliberately falsified the resume.
  - (8) Commits acts of harassment prescribed in Paragraph 1, Article 26.
  - (9) Violates other laws, ordinances or rules and regulations of the University, or Part-time Lecturer who has committed acts that fall into any of the preceding items.
2. Punitive measures may be taken against the offending Part-time Lecturer and shall be proportionate to the severity of the offence prescribed in the items of the preceding paragraph.
    - (1) Admonition: In cases of minor infringements, the offending Part-time Lecturer shall submit a written apology and shall be issued a warning.
    - (2) Salary cuts: in cases of relatively minor infringements, the offending Part-time Lecturer shall submit a written apology and shall be subject to partial reduction in salary. A single salary cut shall not, however, exceed one half of the average salary for 1 day as prescribed in Article 12 of the Labor Standards Act, and the total shall, furthermore, not exceed one tenth of the salary paid for 1 term.

- (3) Suspension: in cases of infringements of deemed to be more serious in nature than a minor infringement, the offending Part-time Lecturer shall submit a written apology and shall, furthermore, be suspended from work without pay for a period of 1 day or more and 1 year or less.
  - (4) Dismissal under instruction: in cases of infringements of a sufficiently serious nature to render continued employment difficult, however, extenuating circumstances exist, the offending Part-time Lecturer shall be dismissed after being instructed to tender their resignation.
  - (5) Punitive dismissal: in cases of infringements of a sufficiently serious nature to render continued employment difficult and no extenuating circumstances exists, the offending Part-time Lecturer shall be summarily dismissed without warning. This provision shall also apply to offending Part-time Lecturer who fails to act on advice to tender resignation as detailed in the preceding item.
3. Provision in Paragraph 3, Article 11 shall apply in cases of punitive measures taken in accordance with the items of the preceding paragraph.
4. The regulation in Article 12 shall apply mutatis mutandis when punitive measures are taken as prescribed in Item 4 and Item 5 of Paragraph 2 of this Article.

#### (Reprimands)

Article 44: In addition to the cases prescribed in the preceding Article, for the purpose of ensuring strict performance of duties and maintaining discipline, Part-time Lecturer may, where deemed necessary, be subject to reprimands, strict warnings or warnings (hereinafter referred to as "reprimands").

#### (Compensation for Damages)

Article 45: Part-time Lecturer causing damage to the University either deliberately or through negligence, in addition to punitive measures or reprimands, prescribed in Article 43 and the preceding Article, may be liable to compensate for all or part of said damage.

### Chapter 7: Safety and Health

#### (Measures for the Maintenance of Safety and Health)

- Article 46: In accordance with The Industrial Safety and Health Law (Law No. 57 of 1972) and other relevant and pertinent laws or ordinances, the University shall implement measures to ensure the promotion of the health of Part-time Lecturer and the prevention of hazards (including necessary preventative measures pertaining to hygiene: hereinafter referred to as "safety and health management measures").
2. Part-time Lecturer shall observe the laws and regulations pertaining to maintenance of safety, health and hygiene, comply with orders and instructions relating to the same issued of the superiors and shall cooperate with safety and health management measures implemented by the University.
  3. In addition to what is prescribed in the preceding 2 Paragraphs, safety and health management measures shall be in accordance with The National University Corporation Osaka University Safety and Health Management Regulations.

#### (Education Pertaining to Safety and Health)

Article 47: Part-time Lecturer shall undergo training and education pertaining to safety and health conducted by the University.

#### (Measures for Emergencies and Disasters)

Article 48: Part-time Lecturer who has found a fire, is aware of the possibility of fear as other emergencies or disasters, he or shall take emergency measures, immediately notify a superiors or other relevant Employees, follow instructions by superiors or Employees and make every effort to ensure that consequent damage is kept to the absolute minimum.

#### (Rules to be Observed Relating to Safety and Health)

Article 49: In order to maintain safety and health in the University, Part-time Lecturer shall observe the matters indicated as follows.

- (1) Part-time Lecturer shall follow the instructions and orders issued by superiors relating to health and safety.
- (2) Part-time Lecturer shall, at all times, ensure cleanliness by maintaining order and tidiness in the workplace and shall make every effort to ensure heightening standards of fire prevention and hygiene.

- (3) Part-time Lecturer shall neither, without the express permission of the University, operate safety and health equipment, fire extinguishers or other equipment intended for hazard prevention, nor enter areas where such equipment is kept.
- (4) Part-time Lecturer shall pay careful attention when handling machinery.
- (5) Part-time Lecturer shall smoke only in areas where facilities for smoking such as ashtrays are furnished and shall ensure the safe disposal of cigarette butts.
- (6) Part-time Lecturer shall use protective and safety equipment prescribed for use and shall do nothing to detract from the efficacy of such equipment.

(Medical Examinations etc.)

Article 50: Part-time Lecturer engaged in work with the potential for harm or injury as prescribed by laws and ordinances shall be subject to the special medical examination.

2. In cases where deemed necessary based on the results of the Medical Examinations, Part-time Lecturer may be subjected to such measures as work temporary prohibition or restriction of working hours for the purposes of maintenance of the health of said Part-time Lecturer.
3. Part-time Lecturer shall not, without a valid reason, fail to undergo the medical examinations prescribed in Paragraph 1 and shall not refuse to comply with the measures detailed in the preceding paragraph.

(Work Prohibition)

Article 51: Part-time Lecturer who fall into any of the followings may be prohibited from working.

- (1) Part-time Lecturer or individual(s) living together, or residing in the neighborhood of said Part-time Lecturer who have or may have contracted an infection disease.
  - (2) Part-time Lecturer running the risk of worsening their condition by continuing to work.
  - (3) Circumstances relating to the preceding 2 Items exists.
2. When Item 1 and Item 2 of the preceding paragraph apply, Part-time Lecturer shall promptly report the relevant details to their superior and follow instructions issued by said superior.
  3. In addition to what is prescribed in the preceding 2 Paragraphs, matters necessary for work prohibition shall be set forth separately.

## Chapter 8: Business Trips

(Business Trips)

Article 52: Part-time Lecturer may, if deemed necessary, be instructed to undertake business trips.

2. Upon completion of an assigned business trip, a Part-time Lecturer undertaking said business trip shall promptly submit a report detailing the relevant information to their superiors.

(Travel Expenses)

Article 53: Travel expenses for business trips in the preceding Article shall be set forth separately.

## Chapter 9: Welfare

(Welfare Facilities)

Article 54: For welfare purposes, Part-time Lecturer shall be entitled to make use of the Staff Hall (Machikaneyama Hall).

## Chapter 10: Accident Compensation

(Work-related Accident)

Article 55: Work-related accidents (work-related injuries, illness, disability or decease) of Employees shall be determined in accordance with the Labor Standards Act, the Industrial Accident Compensation Insurance Act, and Regulations Pertaining to Compensation for Work-related Accident for National University Corporation Osaka University Staff (Hereinafter referred to as "Accident Compensation Regulations").

(Commuting Accidents)

Article 56: Commuting accident (injuries, illness, disability or decease relating to commutation) of Employees

shall be determined in accordance with Industrial Accident Compensation Insurance Act and Accident Compensation Regulations.

## Chapter 11: In-house Inventions

### (In-house Inventions)

Article 57: In the event that Part-time Lecturer creates an in-house invention, and the University accepts succession to the rights to said invention, said inventor shall be compensated in accordance with The National University Corporation Osaka University Invention Compensation Regulations and in cases where said invention is founded to be highly significant, the invention shall be eligible for an award.

### (Reversion of Rights)

Article 58: All implementation rights or copyrights relating to patents or utility model rights pertaining to inventions, proposals or authorship produced in-house by Part-time Lecturer shall, after implementation of the necessary evaluations, revert to the University. In cases where, however, the University transfers or allows third-party usage of such rights in part or in whole, the wishes of the Part-time Lecturer's intention shall be respected.

### supplementary provisions

#### (Date of Implementation)

1.The foregoing regulations shall be implemented from 1 April, 2022

(Special Regulations pertaining to Allowances for managing academic records and Allowance for the activity related to academic duty)

2.Notwithstanding the provisions of Article 15, until further notice, Part-time Lecturers who are engaged in necessary work related to the relevant class subjects with due consideration to the Allowance for managing academic records and Allowance for the activity related to academic duty.

### supplementary provisions

The foregoing amendment shall be implemented from 1st April, 2022

### Supplementary Provision

The foregoing amendments shall be implemented from 1 October, 2022.

### Supplementary Provision

The foregoing amendments shall be implemented from 1 April, 2024.

### Appendix Table (Related to Item 10, Paragraph 1, Article 39)

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

Spouse of Siblings or Siblings of Spouse	1 day (3 days, if Employee lived with the deceased or the deceased was Part-time Lecturers' dependent.)
Spouse of Uncles or Aunts	1 day