

Work Regulations 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 official employment contracts have been 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 items pertaining to work-related issues for staff employed by National University Corporation Osaka University (hereafter referred to as "The University") such as work conditions and duties in accordance with the regulations stated in Article 89 of The Labor Standards Law (Law No. 49 of 1947, hereinafter referred to as "The LSL").

(Scope)

Article 2: These regulations shall apply to the following categories of Employees employed by The University as a fulltime staff and not employed on a fixed-term basis (hereinafter referred to as "Employee(s)").

2. Employment and dismissal of academic staff and other items relating to human-resources shall be defined by these regulations as well as Special Personnel Regulations Pertaining to Academic Staff of National University Corporation Osaka University.

(Relationship with Laws and Ordinances)

Article 3: All items not defined within these regulations and/or all other related and attached regulations shall be determined in accordance with The LSL, National University Corporation Law (Law No. 112 of 2003: hereinafter referred to as "National University Law") and other relevant and pertinent laws and ordinances.

(Adherence to Regulations)

Article 4: The University and Employees shall observe these regulations in good faith.

Chapter 2: Personnel Affairs

Section 1: Employment

(Employment)

Article 5: Employees shall be employed based on a process of competitive examination and selection.

2. Persons wishing to apply for employment as Employees shall submit the following to The University:

- (1) Curriculum Vitae (in the format stipulated by The University).
- (2) Other documentation requested by The University.

(Clear Indication of Labor Conditions)

Article 6: Persons considered for employment as Employees 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 place of work and the content of work to be performed.
- (3) Matters relating to the duration of validity of the labor agreement.
- (4) Matters relating to starting and finishing times of work, work in excess of the prescribed working hours, break times, holidays and leave.
- (5) Matters relating to retirement (including reasons for dismissal).

(Documents Submitted)

Article 7: Persons employed as Employees shall submit the following documents to The University promptly after employment:

- (1) Written pledge.
 - (2) Certification of items recorded in the family register.
 - (3) Registration of route taken to place of work and means of transportation used to commute.
 - (4) 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 Nos. 2 through 4 of Item 1, said changes shall be promptly reported and registered.

(Assumption of Post)

Article 8: Employees shall assume assigned posts promptly after employment. However, in cases where said assumption of post unavoidably involves changing residence, exceptions to the foregoing provision may be made subject to the prior approval of The University. In such cases, the date for the assumption of the assigned post shall be no later than 1 week after employment.

(Posting of Employees)

Article 9: The positioning of Employees shall be determined by The University based on factors such as necessity and the suitability of Employees posted.

(Probation Period)

Article 10: Employees shall be subject to a probation period of 6 months commencing on the first day of employment. The University may however, based on determination of necessity, reduce or extend said probation period.

2. In the event that Employees commits any of the following acts or falls into any of the following categories during the probation period, said Employees shall be either dismissed or subject to refusal of employment upon expiry of the probation period.
 - (1) Poor work record.
 - (2) Physical or mental illness.
 - (3) Other acts or states unbecoming Employees.
3. The regulations defined in Item 3 of Article 21 shall apply to the event of dismissal of Employees within the probation period (excluding cases where said probation period has not yet reached 14 days) or refusal of employment to said members upon expiry of the probation period as defined in the foregoing item.
4. The regulations defined in Article 22 shall apply to the event of dismissal of Employees within the period of probation or refusal of employment to said Employees upon expiry of the probation period as defined in Item 2 of this Article.
5. The period of probation shall be included in calculation of the total number of years of employment.

Section 2: Assessment

(Work Performance Assessment)

Article 11: The work performance of Employees shall be assessed.

Section 3: Promotion

(Promotion)

Article 12: Promotion of Employees shall be dependent of the foregoing work performance assessment as well as an overall assessment.

Section 4: Personnel Changes

(Personnel Changes)

Article 13: The University shall be entitled to order the relocation, supplementary assignment and transfer of Employees (hereinafter referred to as "personnel changes") in accordance with work-related circumstances.

2. Employees subject to personnel changes shall not be entitled to refuse without a valid reason.
3. Terms and provisions for Employees subject to transfer orders (except the cases defined in the following

item) shall be detailed separately.

4. Matters pertaining to salary and working hours of Employees subject to work orders in overseas centers shall be handled depending upon the actual state of the individual overseas center, in consideration of the salary condition of the said Employee as well as local laws and circumstances, without applying these regulations (including relevant regulations).
5. Employees subject to relocation or transfer orders shall return all equipment, documents and other commodities in their possession and shall, additionally, complete all procedures with respect to Employees succeeding to their position by the stipulated date and shall report details of the same to the head of the department to which they belong.
6. The regulations defined in Article 8 shall apply to respect to the return to The University of relocated or transferred university personnel.

Section 5: Leave of Absence

(Leave of Absence)

Article 14: Employees to which any of the following apply shall be assigned a leave of absence:

- (1) Employees requiring extended leave due to physical or mental illness.
 - (2) Employees subject to criminal prosecution would interfere with the normal implementation of assigned duties.
 - (3) Employees whose life or death or whereabouts cannot be determined as a result of natural calamities such as floods or fires.
 - (4) Employees engaged in academic investigative research recognized as bearing relationship to the work of said Employees (including guidance relating to investigative research) or work for a public or government body.
 - (5) Other special cases recognized as necessary by The University.
2. The foregoing shall not apply to Employees undergoing probation period.
 3. In addition to the terms and provision of this section, all other items relevant to leaves of absence shall be defined separately.

(Duration of Leave of Absence)

Article 15: The duration of periods of leave of absence granted for the reasons detailed in Item 1 of the foregoing Article (excluding periods of leaves of absence granted for the reasons detailed in No. 2, Item 1 of the same Article) shall, as a basic rule, be no longer than 3 years with the possibility of extension. In cases where the period of leave of absence is less than 3 years, extension shall be possible up to a period not exceeding 3 years with the possibility of extension.

2. Concerning the duration of absence of leave for the reasons detailed in No. 1, Item 1 of the foregoing Article, in cases where repeated leave of absence becomes necessary within a period not exceeding 1 year after return to work due to occurrence of the same illness or injury or for reasons caused by the same illness or injury, the duration of the leave of absence thereby required shall be calculated on a cumulative basis with the previous leave of absence except in cases where, based on considerations of necessity, The University determines otherwise.
3. The duration of leave of absence for the reasons stated in No. 2, Item 1 of the foregoing Article shall be equivalent to the period during which the relevant case is undergoing court proceedings. In case, however, where said period is in excess of 2 years, the duration of leave of absence shall be 2 years.

(Reinstatement)

Article 16: In cases where the reasons for leave of absence stated in Item 1 of Article 14 cease to be valid within the duration of leave of said leave of absence, the Employees on leave of absence shall be promptly reinstated.

2. The regulations defined in the foregoing Article do not allow for exemption, within said period of leave of absence, from punitive measures in accordance with the terms and provisions of Article 37 of Employees taking leave of absence for the reasons stated in No. 2, Item 1 of Article 14.

Section 5 –2 : Dispatch

(Dispatch)

Article 16-2: When Employees (except the persons to whom any of the following items apply) engages in work of international organizations or foreign governmental organizations at their request for the purpose of international cooperation, (only when approved by the University. Hereinafter referred to as "Dispatch") the rules of this Section shall be applied:

- (1) Employees undergoing periods of probation as stipulated in Article 10, Item 1.
- (2) Employees taking leave of absence as stipulated in Article 14, Item 1.
- (3) Employees subject to suspension from work as stipulated in Article 37, Item 2 , No.3.
- (4) Employees subject to transfer as stipulated in Article 13, Item 1.

2. In addition to the provisions of this Section, necessary matters pertinent to dispatches shall be defined separately.

(Period of Dispatch)

Article 16-3: The periods of dispatch as per the foregoing Article shall be set forth to the extent of no longer than 3 years as a basic rule. In cases where the period of dispatch is less than 3 years, extension shall be possible up to a period not exceeding 3 years from the date when such dispatch starts.

(Reinstatement)

Article 16-4: When the period of dispatch in the foregoing Article expires or when the dispatch is no longer necessary even before such period expires, Employee shall be promptly reinstated to the work of the University.

Section 6: Retirement

(Retirement)

Article 17: Employees falling into any of the following categories shall be deemed to have retired from The University on the date stated in said categories:

- (1) Employees attaining retirement age shall be deemed to have retired on the first 31st March following attainment of said retirement age.
- (2) Deceased Employees shall be deemed to have retired on the date of said demise.
- (3) Employees submitting application for retirement shall be deemed to have retired on the date recognized by The University as the date of retirement.
- (4) Employees appointed to the Board of Trustees shall be deemed to have retired on the day immediately preceding the date of appointment.
- (5) Employees renewing work agreements shall be deemed to have retired on the day immediately preceding the first day of employment under the new agreement.
- (6) Employees standing as candidates for public office shall be deemed to have retired on the date of declaration of said candidacy.

(Retirement for Personal Reasons)

Article 18: In cases where Employee wishes to retire for personal reasons, said Employee shall submit to The University a request for retirement no later than 30 days prior to the scheduled date of retirement. The University may, however, make special exceptions to the foregoing stipulation.

(Retirement Age)

Article 19: The retirement age for Employees shall be in accordance with the following:

- (1) For non- Academic Employees, the retirement age shall be 60.
- (2) For Academic Employees of the Dental Technology Institute attached to the School of Dentistry, the retirement age shall be 60.
- (3) For all Academic Employees other than those defined in No.2, the retirement age shall be 65.

2. Notwithstanding the foregoing, The University may determine retirement ages different to the foregoing in cases of Employees deemed eligible for special consideration by The University.

(Re-employment, etc.)

Article 20: Employees who retire in accordance with the terms and provisions of the foregoing Article (limited only to Employees who are defined in No. 1 and 2, Item 1) may be re-employed for a fixed term in consideration of the purpose of the Law Concerning Stabilization of Employment of Older Persons (Act

No. 68 of 1971) which obligates business operators to secure employment opportunities corresponding to the motivation and abilities of the elderly. The foregoing, however, shall not apply if it is difficult to re-employ a retired employee due to an unavoidable managerial or business reason.

2. Notwithstanding the main clause of the preceding Item, a person falling under any of the following categories shall not be re-employed, unless deemed particularly necessary by The University.
 - (1) A person whose number of years continuous service until, and inclusive of, the date of retirement from The University is less than 3 years;
 - (2) A person who fails to have a periodical medical examination (including a complete medical checkup; hereinafter the same shall apply) without due reason within 1 year prior to retirement, or a person who, as a result of a periodical medical examination, is diagnosed by an industrial physician as having difficulty in performing work;
 - (3) A person whose average attendance rate during the 3 years prior to retirement is less than 80%;
 - (4) A person whose average performance appraisal points during the 3 years prior to retirement is less than 3 in a 5-point scale; or
 - (5) A person who received a disciplinary action during the 3 years prior to retirement.
3. The provisions of the preceding two Items shall apply mutatis mutandis to the cases where labor contracts are renewed under the re-employment system. In such cases, the term "prior to retirement" in No. 2 to No. 5 of the preceding Item and the term "3 years" in No. 3 to No. 5 of the preceding Item shall be deemed to be replaced with "prior to the renewal of the contract" and "1 year", respectively.
4. Employees who are defined in No.3, Item 1 of the foregoing Article may be continuously employed beyond the stipulated retirement age in accordance with the terms separately defined.

Section 7: Dismissal, etc.

(Dismissal, etc.)

Article 21: Employees falling into any of the following categories and subsequent determination of the difficulty of maintenance of an employment relationship with The University shall be dismissed. In cases, Employees not fully meeting the criteria cited below may, however, be subject to demotion, downgrading or salary cuts.

- (1) Employees with a poor work record
 - (2) Employees with mental or physical impairment that interferes with the execution of duties or those unable to cope with said mental or physical impairment.
 - (3) Employees on leave of absence for the reasons stated in numbers 1 through 3 and 5 of Item 1 of Article 14 in cases where the reason for said leave of absence fails to be resolved or become invalid with the duration of leave of absence determined in accordance with the terms and provisions of Article 15.
 - (4) Employees otherwise lacking the necessary qualifications or suitability to fulfill implementation of duties.
 - (5) Cases in which dismissal is deemed unavoidable for administrative or work-related reasons.
2. Employees falling into any of the following categories shall be dismissed:
 - (1) Employees who become adult wards or warrantee.
 - (2) Employees sentenced to prison terms.
 - (3) Employees forming or joining political parties or other groups that advocate through violence the destruction of the national constitution of Japan or the government formed under the auspices of said constitution.
 3. In cases of dismissal in accordance with the terms and provisions of Item 1, The University shall either give notice of intent thirty days prior to said dismissal, or shall, in accordance with the terms and provisions of Article 12 of the Labor Standards Law, make payment equivalent to the average remuneration for a period of 30 days. The prior notification shall, however, be shortened in accordance with the numbers of days for which average remuneration is paid.
 4. In cases of dismissal, demotion, downgrading or salary cuts in accordance with the terms and provisions of Item 1, the member of Employees subject to such measures shall be accorded an opportunity to appeal.

(Restrictions on Dismissal)

Article 22: Notwithstanding the terms and provisions of Items 1 and 2 of the foregoing Article, Employees shall not be dismissed within any of the periods defined hereunder. No.1 shall not, however, apply in cases where the injury or illness in question persists 3 years after commencement of treatment and

compensation is paid in accordance with Article 81 LSL, including instances where compensation is deemed to have been paid in accordance with Article 19 of the Workers' Accident Compensation Insurance Law (Law No.50 of 1947; hereinafter referred to as "WACIL"), or in cases where approval of government bodies has been received in accordance with Item 2, Article 19 of The LSL.

(1) Leave of absence for the purpose of treatment of injuries or illness incurred in the course of work and a period of 30 days after said leave of absence.

(2) Pre/post maternity leave defined by Article 65 of The LSL and a period of 30 days after said leave.

(Obligations and Responsibilities of Retirees)

Article 23: Employees retiring or dismissed from The University shall promptly return all equipment, documents and other articles in their possession and, in cases where said Employees bear duties and responsibilities in respect of The University, shall, furthermore, complete such duties and responsibilities prior to the date of retirement.

2. Employees intending to retire from The University shall complete procedures for the handover of responsibilities and duties to their successor by the date stipulated and shall submit a report of said completion to their superior.

(Certificate of Retirement)

Article 24: Employees either retiring or dismissed from The University (including Employees scheduled for dismissal) may request certification of all or part of the following items. Such certification shall be promptly presented to such Employees upon receipt of said request.

(1) Period of employment.

(2) Classification of duties and position.

(3) Salary.

(4) Reason for retirement (reasons for dismissal).

Chapter 3: Salary

(Salary)

Article 25: The salary for Employees shall be in accordance with the terms and provisions of Rules Pertaining to Salary for National Corporation Osaka University Staff.

Chapter 4: Duties

(Devotion to Duties)

Article 26: Employees shall be aware of the communality of the mission and duties of a national university defined in the National University Law and shall implement their duties with fairness and in good faith, demonstrating devotion to said duties.

2. Employees shall not offence against the interests of The University.

(Attitude toward Duties)

Article 27: In the implementation of duties, Employees shall observe all rules and regulations defined both by laws and ordinances and The University and shall follow orders given by superiors.

2. Employees shall constantly strive to develop skills, 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. Heads of departments shall show proper respect for the Employees under their charge and shall make every effort to provide guidance and training, demonstrating by example the implementation of duties.

(Prohibition of Acts Leading to Loss of Trust)

Article 28: Employees 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 29: Employees shall not disclose or allow to be leaked any confidential information coming into the possession of said Employees during the course of the performance of duties. The foregoing shall not, however, apply in cases where Employees give testimony as witnesses or experts in accordance with the law and with the express permission of The University.

2. The foregoing regulations shall remain in force even after the retirement or dismissal of Employees.

(Distribution/Posting of Documents, Convening of Meetings)

Article 30: In cases where Employee carries out distribution of documents or drawings within the grounds or facilities of The University (hereinafter referred to as "university grounds and facilities"), said Employee shall ensure that such distribution shall not interfere with the normal execution of work and duties.

2. Distribution of documents or drawings in the foregoing Item 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 that which the terms and provisions of Article 28 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 Employees in university grounds and facilities shall be posted in the places designated with prior permission obtained from The University.

4. The regulation defined in Item 2 shall apply to documents or drawings posted in accordance with the foregoing provision.

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

(Prevention of Sexual Harassment)

Article 31: Employees shall refrain from acts of sexual harassment.

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

(Outside Assignments)

Article 32: Employees wishing to undertake outside assignments must obtain prior permission from The University in accordance with separate relevant regulations.

(Employees Ethics)

Article 33: Employees shall conform to Regulations Pertaining to the Code of Ethics of National University Corporation Osaka University in the performance of duties.

Chapter 5: Working Hours, Holidays and Leave

(Working Hours, Holidays and Leave)

Article 34: The working hours, public holidays and leave for Employees shall be in accordance with Regulations Pertaining to Working Hours, Holidays and Leave for National University Corporation Osaka University Staff.

Chapter 6: Training

(Training)

Article 35: Employees shall make every effort to participate in training aimed at cultivation of personality and acquisition of the knowledge and skills necessary to the performance of duties.

2. In order to achieve the foregoing, The University shall, in accordance with separate regulations, provide Employees with opportunities for training in a manner that will not interfere with the performance of work and duties.

3. With the aim of improving knowledge and skills necessary in the performance of duties, Employees shall conform to instructions to participate in training.

Chapter 7: Awards

(Awards)

Article 36: Awards shall be bestowed upon Employees falling into any of the following categories.

- (1) Employee who has made great contributions toward improvements in efficiency.
- (2) Employee who has made special contributions toward the prevention or suppression of disasters or accidents.
- (3) A long-serving Employee to whom any of the categories under Article 2 of Regulations Pertaining to Continued Service Awards for National University Corporation Osaka University Staff.
- (4) Employee who has made meritorious contributions worthy of commendation that serve as an example to other Employees.

Chapter 8: Punitive Measures

(Punitive Measures)

Article 37: Employees who fall into any of the following categories shall be subject to punitive measures.

- (1) Employee taking leave without valid reason and without permission and who fail to respond to demands to resume duties.
 - (2) Employee neglecting their duties by frequent absence, tardiness or who frequently leaves early without a valid reason.
 - (3) Employee who causes damage to The University either intentionally or through gross negligence.
 - (4) Employee committing criminal acts such as theft, embezzlement or infliction of bodily harm
 - (5) Employee involved in defamatory acts that damage the fame, honor or trust of The University.
 - (6) Employee causing disruption in the order, rules or regulations of The University.
 - (7) Employee who has intentionally falsified their resumes.
 - (8) Employees in violation of other laws, ordinances or rules and regulations of The University, or Employee who have committed acts falling into any of the foregoing items.
2. The following punitive measures may be taken against offending Employee and shall be proportionate to the severity of the offence defined in the foregoing items.
- (1) Admonition: in cases of minor infringements, the offending Employee shall submit a written apology and shall be issued a warning.
 - (2) Salary cuts: in cases of relatively minor infringements, the offending Employee shall submit a written apology and shall be subject to partial reduction in salary. A single salary cut shall not, however, exceed 1 half of the average salary for 1 day as defined in Article 12 of The LSL, and the total shall, furthermore, not exceed 1 10th of the salary paid for 1 term.
 - (3) Suspension: in cases of infringements deemed to be more serious in nature than a minor infringement, the offending Employee shall submit a written apology and shall, furthermore, be suspended from work without pay for a period of 1 day or more and not more than 1 year.
 - (4) Dismissal under instruction: in cases of infringements of a sufficiently serious nature to render continued employment difficult, where, however, extenuating circumstances exist, the offending Employee shall be dismissed after being advised 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 exist, the offending Employee shall be summarily dismissed without warning. This provision shall also apply to offending Employee who fails to act on advice to tender resignation as detailed in No. 4.
3. The regulation defined in Item 4 Article 21 shall apply in cases of punitive measures taken in accordance with the items. This shall not apply, however, in cases of punitive measures taken against Employees within a probation period in accordance with the terms and provisions of Item 1, Article 10.
4. The regulation defined in Article 22 shall apply in cases where punitive measures are taken in accordance with the terms and provisions defined in Nos. 4 and 5, Item 2 of this Article.

(Reprimands)

Article 38: In addition to the cases cited in the foregoing Article, for the purposes of ensuring strict performance of duties and maintaining discipline, Employees may, where deemed necessary, be subject to reprimands, severe cautions or cautions (hereinafter referred to as "reprimands").

(Compensation for Damages)

Article 39: Employees causing damages to The University either deliberately or through negligence, may, in addition to punitive measures or reprimands, defined in Article 37 and the foregoing Article, be liable for compensation for said damage in part or in whole.

Chapter 9: Safety and Health

(Measures for the Maintenance of Safety and Health)

Article 40: In accordance with The Industrial Safety and Health Law (Law No. 57 of 1972) and other relevant and pertinent laws and ordinances), The University shall implement measures to ensure the promotion of the health of Employees and the prevention of hazards (including necessary preventative measures pertaining to hygiene: hereinafter referred to as "safety and health maintenance measures").

2. Employees shall observe the laws and regulations pertaining to maintenance of safety, health and hygiene, comply with orders and instructions relating to the same issued by the superiors and shall cooperate with safety and health maintenance measures implemented by The University.
3. In addition to the provisions of foregoing 2 items, safety and health maintenance measures shall be in accordance with Safety and Health Management Regulations of Osaka University.

(Education Pertaining to Safety and Health)

Article 41: Employees shall undergo training and education pertaining to safety and health conducted by The University.

(Measures for Emergencies and Disasters)

Article 42: Employees discovering a fire, other emergencies or disasters, or with knowledge of the possibility of occurrence the same, shall take emergency measures, contact their immediate manager or other relevant Employees, follow instructions issued by said manager 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 43: In order to maintain safety and health in The University, Employees shall observe the matters indicated as follows.

- (1) Employees shall follow the instructions and orders issued by their immediate manager relating to safety and health.
- (2) Employees 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) Employees 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) Employees shall pay careful attention when handling machinery.
- (5) Employees shall smoke only in areas where facilities for smoking such as ashtrays are furnished and shall ensure the safe disposal of cigarette butts.
- (6) Employees shall use protective and safety equipment stipulated for use and shall do nothing to detract from the efficacy of such equipment.

(Medical Examinations)

Article 44: Employees shall be subject to medical examination at the time of employment and annually thereafter. Additionally, where necessary, special medical examinations shall be held targeting the entire Employees or a part thereof.

2. In addition to medical examinations stipulated in the foregoing item, Employees engaged in work with the potential for harm or injury as defined by laws and ordinances shall be subject to special medical examinations.
3. In cases where deemed necessary based on the results of medical examinations stipulated in 2 items, Employees may be subjected to such measures as work prohibition or restriction of working hours for the purposes of maintenance of the health of said Employees.
4. Employees shall not, without valid reason, fail to undergo the medical examinations stipulated in Items 1 and 2 and shall not refuse to comply with the measures detailed in foregoing item.

(Work Prohibition)

Article 45: Employees falling into any of the following categories shall be prohibited from working.

- (1) Employees or persons sharing the residence of, or residing in the neighborhood of said Employees who have or may have contracted an infection disease.
 - (2) Employees running the risk of worsening their condition by continuing to work.
 - (3) Employees to whom circumstances relating to the foregoing Nos.2 and 3 apply.
2. Employees to whom items 1 and 2 apply shall promptly report the relevant details to their immediate manager and follow instructions issued by said manager.
 3. In addition to the regulations stipulated in foregoing 2 items, necessary measures relating to work prohibition shall be defined separately.

Chapter 10: Business Trips

(Business Trips)

Article 46: Employees may, if deemed necessary, be instructed to undertake business trips.

2. Upon completion of an assigned business trip, Employees undertaking said business trip shall promptly submit a report detailing the relevant information to their immediate manager.

(Travel Expenses)

Article 47: Travel expenses for business trips defined in the foregoing Article shall be determined separately.

Chapter 11: Welfare

(Dormitory)

Article 48: Regulations for usage of dormitory by Employees shall be defined separately.

(Welfare Facilities)

Article 49: For welfare purposes, Employees shall be entitled to make use of the following facilities.

- (1) Staff Hall (Machikaneyama Hall).
- (2) Staff Assembly Hall (Sawarabi).
- (3) Seminar House (Hiruzen Seminar House).
- (4) Extracurricular Educational Facility (Yama no Ie)
- (5) Employee's Hall (Minoh Kaikan)

Chapter 12: Accident Compensation

(Work-related Accidents)

Article 50: Regulations pertaining to Employees who are victims of work-related accidents (work-related injuries, illness, disability or decease) shall be determined in accordance with The LSL, The WACIL and The Regulations Pertaining to Work Accident Compensation for National University Corporation Osaka University Staff (hereinafter referred to as "Accident Compensation Regulations").

(Commuting Accidents)

Article 51: Regulations pertaining to Employees who are victims of commuting accidents (injuries, illness, disability or decease relating to commuting) shall be determined in accordance with The WACIL and Accident Compensation Regulations.

Chapter 13: Retirement Allowance

(Retirement Allowance)

Article 52: Regulations pertaining to retirement allowances for Employees shall be determined in Regulations Pertaining to Retirement Allowance for National University Corporation Osaka University Staff.

Chapter 14: In-house Inventions

(In-house Inventions)

Article 53: In the event that Employee creates an in-house invention and The University accepts succession to the rights to said invention, said inventor shall be compensated in accordance with Osaka University Regulations Pertaining to Inventions and in cases where said invention is founded to be highly significant, the invention shall be eligible for an award.

(Reversion of Rights)

Article 54: All implementation rights or copyrights relating to patents or new-device practical application rights pertaining to inventions, proposals or authorship produced in-house by an Employee shall, after implementation of the necessary investigations, 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 Employee in question shall be respected.

Supplementary Provisions

(Date of Implementation)

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

(Temporal Measures applicable to Date of Retirement)

2. Notwithstanding the stipulations of No. 4 of Article 17, Employees assuming the position of university trustee shall be deemed to have retired on the date of assumption of said position.

(Temporal Measures applicable to Retiring Age)

3. Notwithstanding the stipulations of No. 1, Item 1 of Article 19, the retiring age for Employees engaged in work relating to security, patrols and surveillance as well as janitors and manual laborers shall be 63.

Supplementary Provision

The foregoing amendments shall be implemented from 19th October 2005.

Supplementary Provision

The foregoing amendments shall be implemented from 24th July 2006.

Supplementary Provision

The foregoing amendments shall be implemented from 30th October 2006.

Supplementary Provision

The foregoing amendments shall be implemented from 1st November 2006.

Supplementary Provision

The foregoing amendments shall be implemented from 20th June 2007.

Supplementary Provisions

(Date of Implementation)

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

(Special Exception 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 (hereafter referred to as "The Former OUFS ") as of 30th September 2007 whose status was transferred to The University due to the integration and fall under "Employees" set forth in Item 1, Article 2 (hereafter referred to as "Employees of the Former OUFS") and who had committed infringements meeting any of the reasons for punitive reprimand set forth in Article 76 of the Work Regulations of Employees of the National University Corporation Osaka University of Foreign Studies (hereafter referred to as the "Work Regulations of The Former OUFS") on and before the above date shall be subject to punitive measures in accordance herewith, based on the prior standards.

3. The regulations stipulated in the foregoing item shall also apply to reprimands.

(Interim Measures relating to Integration)

4. In addition to the provisions of the foregoing 2 items, Employees of the Former OUFS listed in the following tables shall be subject to appropriate interim measures in accordance with the table.

Applied Articles	Relevant persons subject to interim	Detail of interim measures	Term of interim measures
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	measures		
Item 1, Article 10	Persons who were hired by The Former OUFS between 1 st April 2007 and 30 th September 2007	The phrase “reduce or extend” in the Item shall be read as “may reduce or may not apply.”	Term until 31 st March 2008
Item 1, Article 14	Persons who are absent in accordance with No. 1, 2, 3 or 4, Item 1, Article 22 of the Work Regulations of The Former OUFS as of the day preceding the date of implementation and also continue to meet requirements of such absence on the date of implementation	Prior measures shall remain applicable	—
No. 3, Item 1, Article 19	Academic staff	Prior measures shall remain applicable.	Term until 31 st March 2013

Supplementary Provision

The foregoing amendments shall be implemented from 1st April 2009.

Supplementary Provisions

(Date of Implementation)

1. The foregoing amendments shall be implemented from 1st April 2010.

(Interim Measure for Increase of Retirement Age)

2. Notwithstanding the provision of No.3, Item 1, Article 19, “65” in the same provision shall be read as “64” in the application of the same until 31st March 2013.

Supplementary Provision

The foregoing amendments shall be implemented from 26th April 2010.

Supplementary Provision

The foregoing amendments shall be implemented from 28th November 2011.