

Detailed Rules Pertaining to Dependent Allowance for National University Corporation Osaka University Staff

Note: *The document below is an English translation of the University Work Regulations, originally composed in Japanese. The English version of the Work Regulations has been provided merely as a reference for international researchers and employees. Therefore, it should not be considered an official employment contract. Please note that any official employment contracts have been concluded solely on the basis of the Japanese version of the Work Regulations.*

(Purpose)

- Article 1: The purpose of these detailed rules shall be to define matters concerning the payment of dependent allowances in accordance with the provisions of Article 27 of The Rules Pertaining to Salary for National University Corporation Osaka University Staff (hereinafter referred to as "The Salary Rules").
2. The term "The University" shall be used in these detailed rules to mean "National University Corporation Osaka University" and "Employee(s)" to mean persons to whom The Salary Rules apply.

(Notification)

- Article 2: Newly appointed Employees having dependent relatives as defined in the provisions of Item 2, Article 27 of The Salary Rules or falling into any of the categories detailed hereunder shall promptly submit notification to The University of the relevant information (including information relating to cases of newly employed Employees with dependent relatives or falling into the category detailed in No. 1).
- (1) In cases of an increase in the number of dependent relatives as defined in Item 2, Article 27 of The Salary Rules.
- (2) In cases of Employees who no longer fulfill the required conditions relating to dependent relatives (excluding cases where the first occurrence of 31st March after the date on which children, grandchildren or siblings to whom the provisions of No. 2 or 4, Item 2, Article 27 of The Salary Rules apply reach the age of 22 years has passed).
- (3) In cases where Employees with dependent relatives such as children or parents no longer have a spouse (excluding cases where the foregoing provision applies).
- (4) In cases where Employees with dependent relatives such as children or parents have a spouse (excluding cases where No. 1 applies).
2. The notification detailed in the foregoing item shall be submitted using a Dependent Relatives Notification.

(Commencement of Payment, etc.)

- Article 3: The timing of commencement of dependent allowances shall be as detailed hereunder.
- (1) In cases of newly employed Employees with dependent relatives: the month following the month within which the date of employment falls.
- (2) In cases of Employees without dependent relatives to whom the circumstances detailed in Item 1 of the foregoing article become applicable: the month follow the month within which said circumstances occur.
2. Notwithstanding the provisions of the foregoing item, in cases where the day cited in each of the provisions therein falls on the first day on the month, the dependent allowance shall be paid from the month within said day falls.
3. Notwithstanding the provisions of 2 items above, in cases where the notification of dependent allowance is submitted after 15 days have passed from the day on which the relevant circumstances occur, dependent allowance shall be paid from the month following the month within which the day of receipt of said notification (in cases where said day of receipt falls on the first day of the month, from the same month).
4. The timing of termination of payment of dependent allowances shall be as detailed hereunder.
- (1) In cases where the Employees in receipt of dependent allowance retire or decease: the month within which the day of retirement or decease occurs.
- (2) In cases where conditions for receipt of dependent allowance cease to apply to all dependent relatives: The month within which the day on which said conditions cease to apply.
5. Notwithstanding the provisions of the foregoing item, in cases where the day cited in each of the provisions therein falls on the first day on the month, payment of the dependent allowance shall be terminated from the month preceding within said day falls.

(Amendments to the Amount paid)

Article 4: In cases where Employees fall into any of the categories detailed hereunder, the amount of the dependent allowance received by said Employee shall be amended.

- (1) In cases where the number of dependent relatives of the Employee in receipt of dependent allowance increases.
 - (2) In cases where a part of the dependent relatives of the Employee in receipt of dependent allowance ceases to conform to the required conditions for receipt of dependent allowance.
 - (3) In cases where the Employee with dependents such as children or parents becomes married to partner who is not a dependent relative, or cases where said Employee loses their spouse.
 - (4) In cases of the first occurrence of 1st April after the date on which a dependent child reaches the age of 15 years.
2. In cases where the circumstances detailed in No. 1 through 3 of the foregoing item occur, the Employee to whom said circumstances apply shall promptly submit the relevant details to The University. In such cases, the amount of the dependent allowance in question shall be amended from the month following the month within which the date of occurrence of said circumstances falls.
 3. In cases where the provisions of No. 4, Item 1 apply, the dependent allowance in question shall be amended from the applicable month of April.
 4. Notwithstanding the provisions of 2 items above, in cases where the day on which said circumstances occur falls on the first of the month, the amount of the dependent allowance in question shall be amended from the month within which said day falls.
 5. Notwithstanding the provisions of 3 items above, in cases where notification is submitted after 15 days have passed from the day on which the relevant circumstances occur, the amount of the dependent allowance in question shall be amended, in cases of an increase in the amount of allowance only, from the month following the month within which the day of receipt of said notification falls (in cases where said day falls on the first day of the month, from the same month).

(Scope of Dependent Relatives)

Article 5: Persons falling under any of the following items shall not be included in the scope of persons without other sources of income and dependent principally on the Employee in question as defined in the provisions of Item 2, Article 27 of The Salary Rules.

- (1) Persons who benefit from dependent allowances received by the relatives such as the spouse or siblings of the Employee in question, or other equivalent allowances from sources such as corporations or private enterprises.
- (2) Persons deemed to be in receipt of a constant income of 1,300,000 yen or more per annum.

(Approval)

Article 6: In cases where notification is submitted to The University by an Employee in accordance with the provisions of Article 2 and Item 2, Article 4, The University shall approve the circumstances pertaining to said notification and the monthly amount of the dependent allowance in question.

2. The University shall enter in The Dependent Allowance Approval Ledger items pertaining to dependent relatives of the Employee for whom dependent allowance payment has been approved in accordance with the foregoing item and other items relating to payment of said allowance.
3. In cases where deemed necessary pertaining to approval as detailed in Item 1, The University shall be entitled to request submission by the Employee in question documents in evidence of the circumstances pertaining to the relevant dependents.

(Confirmation after the Fact)

Article 7: The University shall be entitled to carry out at any time checks to confirm whether dependent relatives of Employees currently receiving dependent allowances are in compliance with the requirements of Item 2, Article 27 of The Salary Rules, whether the monthly amount is appropriate, etc.

2. The provisions of Item 3 of the foregoing article shall apply in cases where the foregoing item checks are implemented.

(Calculation of Daily Rate)

Article 8: In cases where Employees in receipt of dependent allowance take leave in accordance with the provisions of Item 1, Article 14 of The Work Regulations for National University Osaka University Staff

(hereinafter referred to as "The Work Regulations"), or are suspended in accordance with the provisions of No. 3, Item 2, Article 37 of The Work Regulations, or take child/family care leave in accordance with the Rules Pertaining to Child and Family Care Leave for University Staff of National University Corporation Osaka University, dependent allowance for the months in question based on calculation of the daily rate.

2. The calculation of the daily rate cited in the foregoing item shall be in accordance with the provisions of Item 2, Article 6 of The Salary Rules.

Supplementary Provision

These detailed rules shall be implemented from 14th April 2004 and applied from 1st April 2004.