

## Regulations Pertaining to Continued Service Awards 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 regulations shall be to define items pertaining to continued service awards (hereinafter referred to as “awards”) by National University Corporation Osaka University (hereinafter referred to as “The University”), in accordance with the provisions of No. 3, Article 36 of Work Regulations for National University Corporation Osaka University Staff, to University Staff excluding professors, associate professors, associate professors (lecturers) and assistant professors (hereinafter referred to as “Employee(s)”) to whom the aforementioned the Work Regulations apply.

### (Recipients of Awards)

Article 2: Employees who have shown meritorious service record under any of the following conditions shall be eligible for the awards.

(1) Employees with a period of continuous service record (hereinafter referred to as “period of continuous service”) of 20 years or more as of Labor Thanksgiving Day defined in Article 2 of the Law on National Holidays (Law No. 178 of 1948) (hereinafter referred to as “Labor Thanksgiving Day”).

(2) Employees under any of the following conditions as of their retirement date (including retirement due to being deceased: this shall also apply hereinafter).

(a) Employees who have not yet received the award according to the foregoing provisions in spite of their period of continuous service of 20 years or more.

(b) Employees with a period of continuous service of 30 years or more.

(3) Employees whose period of continuous service, as of their retirement date, is almost equivalent to those given in the provisions (b) of the foregoing Item, and who are deemed to have special circumstances to be eligible for awards.

### (Awards)

Article 3: Awards shall be granted to an Employee only once. However, this shall not apply to Employees who have already received the award according to the provision of Item (1) of the foregoing article and thereafter become eligible according to the provisions of Item (2)(a) or (3) of the same article.

### (Conferring Awards)

Article 4: Awards shall be conferred by the President in the form of a certificate of commendation appended hereto.

2. A commemorative gift may be presented together with the certificate of commendation cited in the foregoing item.

### (Date of Awards)

Article 5: Awards shall be presented on the following dates.

(1) For recipients under provision of Item (1), Article 2: Labor Thanksgiving Day

(2) For recipients under provisions of Item (2) or (3), Article 2: The retirement date

### (Calculation of Period of Continuous Service)

Article 6: The period of continuous service shall be the period from the employment date of Employees at The University to the date of presentation of awards.

2. Notwithstanding the foregoing item, periods during which an Employee was subject to salary cut or to suspension due to punitive measures shall be deducted from the period of continuous service.

3. In case of Employees who had been seconded to another university or institution, at the behest of The University and returned to The University, the period of continuous service at another university or institution shall be included in the period of continuous service.

#### Supplementary Provisions

(Date of Implementation)

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

(Interim Measures)

2. Awards granted by the President of The University prior to 31<sup>st</sup> March 2004 to Employees as of the effective date of these regulations shall be deemed as awards under the provision of Item (1), Article 2. The foregoing shall also apply to persons who have become Employees as a result of personnel exchanges with other National University Corporations, etc. and who had been granted by such other National University Corporation, etc. with same kind of awards for continued service.
3. "Period of continuous service" cited in Item 1, Article 6 shall include both the period of continuous service at Osaka University prior to its incorporation and the period of continuous service at other National University Corporations, etc. in case members of staff of such universities become Employee due to personnel exchanges.

#### Supplementary Provision

The foregoing amendments shall be implemented from 15<sup>th</sup> September 2004 and applied from 1<sup>st</sup> April 2004.

#### Supplementary Provision

The foregoing amendments shall be implemented from 1<sup>st</sup> April 2007.

#### Supplementary Provisions

(Date of Implementation)

1. The foregoing amendments shall be implemented from 1<sup>st</sup> 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 30<sup>th</sup> September 2007, whose status was transferred to The University due to the integration, and fall under the definition of "Employees" set forth in Article 1, the period of continuous service that they earned in the Former OUFS shall be counted in the "period of continuous service" as described in Item 1, Article 6.

#### Appendix

##### Format of Certificate of Commendation

(In cases where provision (1), Article 2 applies)

Certificate of Commendation

Name:

This certificate of commendation is hereby conferred in recognition of continued service and dedication to duties at The University.

Date: (D) (M) (Y)

President of Osaka University

(In cases where provision (2) or (3), Article 2 apply)

Certificate of Commendation Name:

This certificate of commendation is hereby conferred on the occasion of your retirement in recognition of long meritorious service and dedication to duties at The University.

Date: (D) (M) (Y)

President of Osaka University