

Detailed Regulations Pertaining to Working Hours, Holidays and Leave for National University Corporation
Osaka University Limited Term 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 and Definitions)

Article 1: The purpose of these regulations shall be to define matters of the Regulations Pertaining to Working Hours, Holidays and Leave for National University Corporation Osaka University Limited Term Staff (hereinafter referred to as "Working Hour Regulations").

2. The term "The University" shall be used in the text of these rules to refer to the National University Corporation Osaka University and the term "Employee(s)" to refer to the employees to whom the Working Hour Regulations apply.

(Procedures for Arriving at and Leaving Work)

Article 2: Employee shall follow the prescribed procedures for arriving and leaving at work.

(Changing Start and Finish Times, etc.)

Article 3: When applying Article 3 of The Working Hour Regulations, an Employee shall not, as a basic rule, be ordered to work during the 15 minutes between 12:00 p.m. and 12:15 p.m. unless there is a business necessity. However, in the case of shift work including a rotating schedule or in other cases where there is a fear that the business operation would be hindered, the Dean or Director of the faculty, etc. to which said Employee belongs will provide a separate rule.

2. As a basic rule, Employees shall be informed of changes to starting and finishing times and timeframe of breaks in accordance with Item 4, Article 3 of The Working Hour Regulations no later than 1 week prior to implementation of said changes. However, the foregoing shall not apply in cases of special circumstances.

(Transferring Holidays)

Article 4: In cases where it is necessary to work on regular holidays defined in Article 8 of the Working Hour Regulations, the holiday in question shall be deemed a working day when requested in advance and Employee shall be entitled to transfer the holiday within a period of one month including the holiday in question.

(Permission for Abstention from Work)

Article 5: In accordance with Article 11 of the Working Hour Regulations, the conditions for permission for abstention from work and the duration of abstention shall be as detailed hereunder.

(1) In cases where an Employee who is undergoing a term of pregnancy or within a period of less than 1 year after giving birth makes an application for health guidance as stipulated in Article 10 of the Maternal and Child Health Law (Law No. 141 of 1965), or for a health guidance as determined by Article 13 of the same law, the hours shall be for the duration necessary to receive health guidance or health check.

(2) In cases where application is made by a maternity Employee and The University recognizes that the work load of Employee, or congestion during commutation by member of University Employee may have an adverse effect on the mother' body or the unborn child, a hours of not more than one hour per day shall be allowed (in restricted to late starting time or early finishing time).

(3) In cases of health examination stipulated by The University, the hours shall be for the duration necessary to undergo health examination.

(4) Hours of abstention from work may be otherwise granted as deemed necessary by The University.

2. Employees wishing to apply for permission for abstention from work in accordance with the foregoing item 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 No. 1 through 4 of Item 1 above apply, the period of abstention from work shall be deemed to be working time and wages shall be paid for period.

(Short Time Work)

Article 6: In accordance with Article 12 of the Working Hours Regulations, The University may reduce the regular working hours stipulated under Article 3 of the same regulations by putting off the start time or advancing the finish time by half-hour or one hour increments.

2. If an Employee wishes to use the short time work system under the preceding Item, said Employee shall apply in advance to The University to that effect by using the prescribed application form.
3. If the regular working hours are reduced under Item 1, no salary shall be paid for the reduced part of the working hours.

(Restructured Working Hours System)

Article 7: In cases where The University applies a restructured working hour system for a period of no more than one month in accordance with Article 13 of the Working Hour Regulations, as a basic rule, The University shall allocate working hours after notifying Employee each month of the work schedule for the following month no later than 2 weeks in advance. The foregoing shall not, however, apply in cases of emergency.

(Procedures for Annual Paid Vacation)

Article 8: Employee wishing to take annual paid leave in accordance with Item 1, Article 19 of the Working Hour Regulations shall submit an application to The University in advance in the prescribed format.

(Special Leave)

Article 9: Employees falling into any of the categories detailed hereunder shall be entitled to take special leave, in accordance with Article 22 of The Working Hour Regulations. The period of leave is to be as set out below.

(1) Employees recognized as being unable to carry out duties due to injury or illness shall be entitled to leave for the purposes of treatment, where the period of leave to be such as is deemed necessary for said medical treatment (the period shall be limited to no more than 90 consecutive days).

(2) Employees 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 such rights or duties.

(3) Employees recognized as being unable to carry out duties due to appearances as a citizen judge, witness, an expert witness or an 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) Employees who have registered as bone-marrow donors for bone-marrow transplants or as peripheral blood stem cell donors for peripheral blood stem cell transplants, or who wish to provide bone-marrow for a bone-marrow transplant or peripheral blood stem cells for a peripheral blood stem cell transplant for a spouse, parent, child and sibling, and who are consequently recognized as being unable to carry out duties during the period required for examinations, hospitalization, concomitant with said registration shall be entitled to a period of leave necessary to carry out such procedures.

(5) Employees recognized as being unable to carry out duties due to carrying out, of their own volition and without reward, any of the activities that constitute a contribution to society detailed hereunder shall be entitled to a period of leave to implement such activities, period to be no more than 5 days a year.

(a) Activities in support of victims of earthquakes, typhoons, volcanic eruptions or other disasters, such as distribution, in areas struck by disasters or surrounding areas, and of commodities necessary for the maintenance of life.

(b) Activities at institutions for the physically or mentally disadvantaged, in particular, homes for the care and treatment of the elderly, or at institutions the purpose of which is to implement measures necessary for those suffering from injury or illness.

(c) According to a) and b) above, activities in support of the daily life and care of persons who, for reasons of physical or mental handicaps, injury or illness suffer obstacles in the performance of their daily lives.

(6) Employees preparing for marriage recognized as being unable to carry out duties due to arrangements recognized as necessary in relation to wedding ceremonies, honeymoon travel or other events relevant to marriage shall be entitled to a period of leave of no longer than 5 consecutive days. The period of leave commences 5 days prior said marriage and terminates the day following said

marriage terminating 1 month after the day following the said marriage.

(7) In cases where female Employees scheduled to give birth within a period of 6 weeks (14 weeks for in the case such as multiple pregnancy) have submitted the appropriate application, Employees shall be entitled to the period of leave for which application has been submitted up to the date of birth.

(8) In cases where female Employees have submitted the appropriate application after birth, they shall be entitled to a period of leave of 8 weeks following birth commencing on the day after birth. (However, if said employee submits an application to return to work after 6 weeks after giving birth, the period shall be reduced in accordance with Employee's assumption of work duties for which permission has been given by Employee's obstetrician.)

(9) Employees 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 30 minutes twice a day for such activities. (However, in cases where a parent other than the Employee takes leave for the raising of the said child, the period granted to the other parent shall be deducted from the period accorded Employee)

(10) Employee recognized as being unable to carry out duties due to the spouse of Employee giving birth (including persons with whom, although not officially registered as a spouse, the Employee has a relationship equivalent to marriage. This shall also apply to the items hereunder), Employee shall be entitled to a period of leave for 2 days starting on the day which spouse enters hospital for the purpose of giving birth and terminating 2 weeks after the day following said hospitalization.

(11) Employee with a spouse giving birth recognized as being unable to carry out duties due to the necessity of providing care for the newly-born child or for a child of preschool age (including children of the spouse) during the period starting 6 weeks prior to the scheduled date of birth (14 weeks in the case of multiple pregnancy) and ending on the day 8 weeks after the date of birth, shall be entitled to a period of leave of no more than 5 days within the aforementioned period.

(12) Female Employee who have 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 or no more than 2 days during 1 cycle.

(13) Employees recognized as unable to carry out duties due to the nursing (meaning the care given to children suffering injury or illness, or the provision of immunization or a medical examination to children to prevent illness) of preschool age children (including children of the spouse; hereinafter the same shall apply) 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 children before the time of commencement of elementary school).

(13-2) Employees 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 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).

(14) Employees recognized as being unable to carry out duties due to funerals, mourning and other related events concomitant with the decease 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 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).

(15) Employees recognized as being unable to carry out duties due to the special events concomitant with mourning for the loss of a parent (limited to events taking place within 15 years after the decease of said parent) shall be entitled to a period of leave of no more than 1 day.

(16) Employees recognized as being unable to carry out duties due to various events taking place during the summer O-BON holiday, or to the maintenance and promotion of physical and mental health, or the fulfillment of family life shall be entitled to a period of leave of no more than 3 consecutive days during the period commencing in July and terminating in September (during the period commencing in June and terminating in October for technical staff (nursing) who work for Osaka University Hospital and Osaka University Dental Hospital) (with the exception of regular holidays defined in Article 8 of The Working Hour Regulations and transferred holidays in accordance with Article 4 of these detailed regulations. This period of leave can be covered with the period of summer mass leave).

(17) Employees recognized as being unable to carry out duties due to the necessity of implementing restorative and other work on the residences of said Employees in cases where said residences have been lost or damaged by disasters such as earthquakes, floods or fire shall be entitled to a period of leave for no more than 7 consecutive days.

(18) Employees recognized as experiencing difficulty in commute to work due to disasters such as earthquakes, floods or fire, or to accidents involving transport facilities shall be entitled to a period of leave of such duration as deemed necessary.

(19) Employees recognized as being at physical risk on their return from work due to the occurrence of disasters such as earthquakes, floods or fire shall be entitled to a period of leave of such duration as deemed necessary.

(20) Employees shall additionally be entitled to such periods of leave as The University deems necessary.

2. In cases where No. 1, 7 or 8 of the foregoing item apply (with the exception of cases of inability to carry out duties due to the need for medical treatment of employment injuries as defined in No. 1, Item 1, Article 7 of the Workers' Accident Compensation Insurance Law (Law No. 50 of 1947. Hereinafter referred to as "WACIL"), salary shall not be paid for the corresponding periods (with the exception of the first 3 days of periods defined in the No. 1 of foregoing item calculated from the day the Employees become unable to carry out duties).
3. When any of the circumstances detailed in the foregoing item apply, with the exception of the circumstances defined above, the salary paid for regular working hours or work days worked shall be paid during the corresponding period (in cases where compensation benefits for absence from work are paid as stipulated in Article 14 of the WACIL due to inability to carry out duties because of the necessity for medical treatment of employment injuries (including special disability benefit, said amount shall be deducted from the aforementioned salary). However, this shall not apply in cases where the circumstances detailed in No. 20, Item 1 apply and The University deems that payment for part or all of the corresponding period is unnecessary.
4. "Consecutive" days in No. 6, 14 and 17, Item 1 shall include regular holidays stipulated in Article 8 of The Working Hour Regulations and transferred holidays as defined in Article 4 of these detailed regulations.
5. The provisions of No. 13 and 13-2, Item 1 shall not apply to Employees who, under a labor-management agreement concluded in accordance with Item 2, Article 16-3 and Item 2, Article 16-6 of the Law Governing the Welfare of Workers Taking Child Care or Family Care Leave (Law No. 76 of 1991), are not allowed to take leave.

Supplementary Provisions

(Date of Implementation)

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

(Temporal Measures relating to Special Leave)

2. Notwithstanding the provisions of Items 2 and 3, Article 9, for the present, Item 2 of the same article shall not apply, and the following shall be substituted for the text of Item 3 of the same article. In cases where any of the circumstances listed in Item 1 apply (with the exception of No. 1), the amount equivalent to the wages paid for regular working hours or work days shall be paid during the corresponding period, and, in cases where the rule stipulated in No. 1 of the same item apply, the amount equivalent to the wages paid for regular work days shall be paid during the corresponding period (in cases where compensation benefits for absence from work are paid as stipulated in Article 14 and Article 22-2 of the WACIL (including special disability benefit), amount shall be deducted from the aforementioned wages.

Supplementary Provision

The foregoing amendments shall be implemented from 1st March 2005.

Supplementary Provision

The foregoing amendments shall be implemented from 23rd May 2005.

Supplementary Provision

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

Supplementary Provision

The foregoing amendments shall be implemented from 5th March 2008.

Supplementary Provision

The foregoing amendments shall be implemented from 21st May 2009.

Supplementary Provision

The foregoing amendments shall be implemented from 27th April 2009.

Supplementary Provision

The foregoing amendments shall be implemented from 30^h June 2010.

Supplementary Provision

The foregoing amendments shall be implemented from 22nd March 2011.

Supplementary Provision

The foregoing amendments shall be implemented from 1st December 2011.

Supplementary Provision

The foregoing amendments shall be implemented from 24th September 2012.

Appendix (Applicable to No. 14, Item 1, Article 9)

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