

Detailed Regulations Pertaining to Working Hours, Holidays and Leave for National University Corporation  
Osaka University Part-time Staff (Temporary Part-time Education and Research 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 detailed regulations shall be to define particulars of the rules pertaining to working hours, holidays and leave for National University Corporation Osaka University Part-time Staff (Temporary Part-time Education and Research Staff) (hereinafter referred to as "Working Hours Regulations").

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

(Procedures for Arriving at and Leaving Work)

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

(Changes Start and Finish Times, etc.)

Article 3: As a general rule, an Employee who is allowed to take a rest break under Item 2, Article 3 of the Working Hours Regulations shall not be ordered to work during the 15 minute rest break allowed during the regular working hours unless there is a business necessity.

2. The time of the rest break under the preceding Item shall be separately specified by the Dean or Director of a faculty, etc. to which the Employee belongs.

3. As a basic rule, Employees shall be informed of changes start and finish times and breaks in accordance with Item 4, Article 3 of The Working Hour Regulations no later than one 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 the necessity to work on regular holidays defined in Article 8 of The Working Hours Regulations, the holiday in question shall be deemed a working day when requested in advance and Employees shall be entitled to transfer the holiday within a period of 1 month including the holiday in question.

(Permission for Abstention from Work)

Article 5: In accordance with Article 11 of The Working Hours Regulations, the conditions for permission for abstention from work and the duration of said 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) submits an application for health guidance as stipulated in Article 10 of the Maternal and Child Health Law (Law No. 141 of 1965), or to undergo a health examination defined 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 application is submitted by a pre maternity Employee and The University recognizes that the work load of Employee, or congestion during commutation by said Employee may have an adverse effect on said Employee'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 stipulated by The University, the hours shall be such as is necessary to undergo said 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 items 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 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 5-2: In accordance with Article 11-2 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 6: In cases where The University applies a restructured working hour system for a period of no more than 1 month in accordance with Article 12 of The Working Hours Regulations, as a basic rule, The University shall allocate working hours after notifying Employees 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 leave)

Article 7: Employees wishing to take annual paid leave in accordance with Item 1, Article 16 of The Working Hours Regulations shall submit an application to The University in advance in the prescribed format.

(Special Leave)

Article 8: Employees falling into any of the categories detailed hereunder shall be entitled to take special leave, in accordance with Article 19 of The Working Hours Regulations. The period of leave is to be as set out below, with the proviso that it shall not exceed the period of the employment contract.

(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, the period of said leave to be such as is deemed necessary for said medical treatment (In cases of inability to carry out duties due to the need for medical treatment of employment injuries (hereinafter referred to as "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"), the period shall be 90 consecutive days or less, 30 consecutive days or less for any other cases).

(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, 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) 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 preparing for marriage recognized as being unable to carry out duties due to arrangements recognized as necessary in relation to wedding ceremonies, honeymoon or other events relevant to marriage shall be entitled to a period of leave of less than 5 consecutive days. The period of leave commences either 5 days prior said marriage or commences the day following said marriage, terminating 1 month after the day following the said marriage (with the exception of Employees whose regular working days are not more than 2 days per week and continuous employment record of less than 6 months. This also applies to No.9, 10,12 and 13 below).

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

(7) Female Employees shall be entitled to a period of leave of 8 weeks following birth commencing on the

day after said 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).

(8) 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 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 Employee.)

(9) Employees 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, however, said Employee has a relationship equivalent to a marriage, this shall also apply to the foregoing item), said Employee shall be entitled to a period of leave of 2 days within the period commencing the day on which said spouse enters hospital for the purpose of giving birth and terminating 2 weeks after the day following hospitalization.

(10) Employees 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 commencing 6 weeks prior to the scheduled date of birth (14 weeks in the case of multiple pregnancy) and terminating on a 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.

(11) Female Employees 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 of no more than 2 days during 1 cycle.

(12) Employees 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.

(12-2) 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).

(13) Employees 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 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).

(14) Employees recognized as experiencing difficulty in traveling to work due to disasters such as earthquakes, floods, or fires, or accidents involving transport facilities shall be entitled to a period of leave of such duration as deemed necessary, (which shall be limited to no more than 3 consecutive days).

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

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

(16) Employees (except for employees whose regular working days is 2 days per week or less, or whose period of employment contract is effective for less than 3 months) recognized as being unable to carry out duties due to various events taking place during the summer O-BON holiday, or the maintenance and promotion of physical and mental health, or the fulfillment of family life shall be entitled to a period of leave of the consecutive days equivalent to the regular working days per week (for employees whose regular working days varies depending on each week, the number of days calculated based on the regular working days per year specified in the following table shall be applied) minus 2 days during the period commencing in July and terminating in September (however, the maximum number of days shall be limited to 3 days, with the exception of regular holidays defined in Article 8 of The Working Hours 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).

Regular working days per year	Regular working days per week (calculated number of days)
217 days or more	5 days
169 - 216 days	4 days
121 – 168 days	3 days

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

2. In cases where No. 1 (with the exception of cases of inability to carry out duties due to the need for medical treatment of employment injuries), 4 through 8 and 11 of the foregoing item apply, salaries shall not be paid for the corresponding periods. This shall also apply in cases where the circumstances detailed in the foregoing No. 17 apply and The University deems that payment of the corresponding period is unnecessary.
3. When any of the circumstances detailed in the categories of Item 1 apply, with the exception of the circumstances defined in the foregoing item, 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 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 salaries).
4. "Consecutive" days in No. 5, 13 and 14, Item 1 shall include regular holidays stipulated in Article 8 of The Working Hours Regulations and substituted holidays as defined in Article 4 of these detailed regulations.
5. The provisions of No. 12 and 12-2, 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.

(Procedures for Special Leave)

Article 9: Employees wishing to take special leave shall make advanced application 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.

2. In the case of foregoing item, the Employee in question shall, upon receipt of request by The University, promptly submit certificates as required.

Supplementary Provisions

(Date of Implementation)

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

(Special Cases relating to Calculation of Continuous Employment Records)

2. The "continuous employment record" stipulated in No. 5, Item 1, Article 8 shall include continuous employment records prior to Osaka University acquiring National University Corporation status. (However, previous periods of employment shall not be taken into account in cases where a period of 1 month or more elapses between periods of employment)

Supplementary Provision

The foregoing amendments shall be implemented from 1<sup>st</sup> March 2005.

Supplementary Provision

The foregoing amendments shall be implemented from 1<sup>st</sup> April 2005.

Supplementary Provision

The foregoing amendments shall be implemented from 23<sup>rd</sup> May 2005.

Supplementary Provision

The foregoing amendments shall be implemented from 21<sup>st</sup> November 2005.

Supplementary Provision

The foregoing amendments shall be implemented from 29<sup>th</sup> March 2006.

Supplementary Provision

The foregoing amendments shall be implemented from 1<sup>st</sup> July 2006.

Supplementary Provision

The foregoing amendments shall be implemented from 5<sup>th</sup> March 2008.

Supplementary Provision

The foregoing amendments shall be implemented from 21<sup>st</sup> May 2009.

Supplementary Provision

The foregoing amendments shall be implemented from 30<sup>th</sup> June 2010.

Supplementary Provision

The foregoing amendments shall be implemented from 1<sup>st</sup> December 2011.

Supplementary Provision

The foregoing amendments shall be implemented from 24<sup>th</sup> September 2012.

Appended Table (Applicable to No. 13, Item 1, Article 8)

Relatives	Number of Days
Spouse	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.)
Spouse of Parents or Parents of Spouse	3 days (7 days, if Employee lived with the deceased or the deceased was Employees' dependent.)
Spouse of Children or Children of Spouse	1 day (5 days, if Employee lived with the deceased or the deceased was Employees' dependent.)
Spouse of Grandparents or Grandparents of Spouse	1 day (3 days, if Employee lived with the deceased or the deceased was Employees' dependent.)
Spouse of Siblings or Siblings of Spouse	1 day (3 days, if Employee lived with the deceased or the deceased was Employees' dependent.)
Spouse of Uncles or Aunts	1 day