

## Detailed Rules Pertaining to Commuting Allowance for National University Corporation Osaka University Limited Term Commissioned 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 and all official employment contracts are 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 relating to the payment of commuting allowance in accordance with the provisions of Article 12-2 of The Salary Regulations for National University Corporation Osaka University Limited Term Commissioned Staff (hereinafter referred to as "The Salary Regulations").

2. The term "the University" shall be used in these rules to mean "National University Corporation Osaka University" and "Employee(s)" to mean individuals to whom The Salary Regulations apply (limited to those who work one or more days per week).

### (Definitions)

Article 2: The term "Commuting" as stipulated in Article 12-2 of The Salary Regulations and in these Detailed Rules shall mean the journey between the place of work and the home for employees to carry out their duties.

2. The term "automobiles etc." stipulated in Article 12-2 of The Salary Regulations and within these Detailed Rules shall refer to automobiles, bicycles with motors and other modes of motorized transport and bicycles. However, such vehicles owned by the University shall not be included in this definition.

3. The distance over which automobiles etc. shall be the shortest available route on which use of said automobiles etc. may normally be used.

### (Notification)

Article 3: Newly hired Employees shall promptly notify the University, by means of a Commuting Notification, of the relevant details of commuting to and from the workplace. This shall also apply to Employees falling into any of the following categories.

(1) When Employees changed their place of work.

(2) When there is any change in the cost of commuting due to a change of residence, the route and/or means of commuting.

### (Confirmation and Decision)

Article 4: Upon receipt of the Commuting Notification defined in the foregoing article, the University shall check the relevant details and shall, in making provisions for Employees to whom No. 1 through 3 of Item 1 of Article 12-2 of The Salary Regulations apply, either set or amend the amount of the commuting allowance to be paid.

2. The University shall, after determining or amending the amount of the commuting allowance as stipulated in the foregoing item, enter details of the set or amended amount in the Register of Commutation Allowance.

### (Special Cases relating to Scope of Payment)

Article 5: No. 4 of Item 1 of Article 12-2 of The Salary Regulations can be applied for the Employees who suffer physical disability rendering walking difficulty, even if their one-way commuting distance on foot is 2 kilometers or less.

### (Criteria for Calculation of Commuting Allowance relating to Means of Transport)

Article 6: The amount of commuting allowance concerning the public transport (with the exception of special express trains such as the Shinkansen bullet train. This shall also apply hereinafter.) shall be calculated in accordance with the normal route and mode the University considered the most economical and rational as a normal commuting in light of circumstances such as fares, time and distance.

2. The route and the mode of commutation of coming to work and returning home relating to the route and mode of commutation in the foregoing item shall be the same. However, the foregoing stipulation may not apply in cases where justifiable extenuating circumstances exist, such as the regular working hours of employees

including night hours as stipulated in rules defined in Article 3 of Regulations Pertaining to Working Hours, Holidays and Leave for National University Corporation Osaka University Limited Term Commissioned Staff thereby rendering adherence to the foregoing stipulation difficult.

(Amount Equivalent to Fares etc.)

Article 7: The amount equivalent to fares etc. as stipulated in No.1 of Item 1 of Article 12-2 of The Salary Regulations (hereinafter referred to as “amount equivalent to fares etc.”) shall, with the exception of cases applied following items, be in accordance with the amounts detailed below based on the mode of transport (fractions of less than 1 yen shall be discarded).

(1) Modes of transport for which the University deems use of a commuter pass to be the most economical and rational: Cost of a commuter pass for the calculated unit period equivalent to the period of validity of said commuter pass (calculated unit period as defined in Item 3 of Article 12-2 of The Salary Regulations).

(2) Modes of transport for which the University deems use of coupon tickets to be the most economical and reasonable: Amount equivalent to 21 commutes using said coupon tickets (for Employees engaged in shift work or for those who work less than 5 days per week, the average number of coupon tickets required for 1 month of commutation).

2. In cases where the proviso in Item 2 of the foregoing article applies, the amount equivalent to fares etc. shall be the balance of the amounts in each of the above stipulations in respect of the respective modes of transport used for each half of the journey shall be taken into consideration and amount based on the method of calculation for each paid (fractions of less than 1 yen shall be discarded).

(Date of Payment)

Article 8: Commuting allowance shall be paid on the day of payment of basic salary in accordance with Article 4 (hereinafter in this article referred to as “date of payment”), in the amount obtained by dividing the stipulated amount in Item 1, Article 12-2 by the calculated unit period. However, where payment is not possible due to the fact that confirmation of details in accordance with Article 3 is not possible by the date of payment, the payment may be made after said payday.

2. In cases where Employees resign, retire or decease prior to the date of payment of the commuting allowance, payment of said allowance shall be made upon said resignation, retirement or decease.

(Commencement of Payment)

Article 9: In cases of Employees to whom any of the provisions of No. 1 through 3 of Item 1 of Article 12-2 of The Salary Regulations becomes applicable for the first time, payment of commuting allowance shall commence in the month following the day in which the day said provisions become applicable falls (in cases where said day is the first of the month, in the month in which said day falls).

2. Notwithstanding the provisions of the foregoing item, in cases where notification relating to the corresponding commuting allowance is submitted after 15 days have passed from the day on which the relevant circumstances occur, the commuting allowance shall be paid the month following the month within which the day said notification was received falls (in cases where said day is the first of the month, in the month in which said day falls).

3. In cases where any of the following circumstances apply, payment of commuting allowance shall be terminated on month in which the day said circumstances apply falls.

(1) Upon the resignation, retirement or decease of the Employee receiving the commuting allowance.

(2) In cases where the Employee becomes ineligible for payment of commuting allowance.

4. Notwithstanding the provisions of the foregoing item, in cases where said circumstances arise on the first day of the month, payment of the commuting allowance shall be terminated on the month preceding the month in which said day falls.

(Amendment of Payment Amount)

Article 10: In cases where circumstances (excluding the cases stipulated separately) arise that necessitate changes to the amount of commuting allowance paid to an Employee, the amount paid shall be amended commencing the month following the month in which said circumstances arise (in cases where said day is the first of the month, the month in which said day falls).

2. Notwithstanding the provisions of the foregoing item, in cases where notification relating to the corresponding commuting allowance is submitted after 15 days have passed from the day on which the relevant circumstances occur, only in cases where said amendment results in an increased amount, the amount

paid shall be amended the month following the month within which the day said notification was received falls (in cases where said day is the first of the month, in the month in which said day falls).

(Calculated Unit Period)

Article 11: "Separately defined periods" stipulated in Item 3 of Article 12-2 of The Salary Regulations shall refer to the periods defined hereunder.

(1) In cases of modes of transport for which the University deems use of a commuter pass to be the most economical and rational means: The longest period of validity, no longer than 6 months, available for the commuter pass issued for the corresponding mode of transport.

(2) In cases of modes of transport for which the University deems use of coupon tickets to be the most economical and rational means: 1 month

2. Concerning the modes of transport stated in No. 1 of the foregoing item, in cases where, on the first day of the period defined in the same provision, separately defined circumstances become clear such as resignation, retirement, extended business trips for research purposes, changes to work structure necessitating changes in the amount born by said Employee for commuting fares, or other separately defined circumstances the month before the last month of the period defined in the same provision, notwithstanding the provisions of the said item, the calculated unit period for the period up to the month in which the day said circumstances occur falls (the same month in cases where said day is the first on the month) may be determined in accordance with the provisions of the same item.

(The start of Calculated Unit Period)

Article 12: The calculated unit period shall start from the month when payment of commuting allowance starts, as stipulated in Article 9, or from the month when payment of amended commuting allowance starts, as stipulated in Article 10.

2. When an Employee is considered taking leave of absence as stipulated in Article 10 of the Work Regulations for National University Corporation Osaka University Limited Term Staff (Hereinafter referred to as "the Work Regulations"), or is suspended as stipulated in Item 3, Paragraph 2, Article 30 of the Work Regulations, or when Employee takes childcare leave (Including parental leave.) or family care leave in accordance with the Regulation Pertaining to Childcare and Family Care Leave for National University Corporation Osaka University Limited Term Staff mid-month, and when said period will be 2 months or more (Excluding situation that applies to the stipulation in the next Paragraph.), the Calculated Unit Period shall start from the following month of the month that includes the date that the Employee returns to work or resumes his/her duties (If such date falls on the first date of the month, the month that includes the said date.).

3. When an Employee does not commute to work for the entire period from the first day of the month to the last day, for reasons such as business trips, leave, absence, or for other reasons (Excluding the case where the Employee does not return to work from the time stipulated in the foregoing Paragraph, and continue to not commute to work during the entire corresponding period), the Calculated Unit Period shall start from the month that includes the date that the said Employee resumes commuting to work.

(Cases when the allowance is not provided)

Article 13: In cases where Employees do not commute to work for the entire period from the first day of the month to the last day, for reasons such as business trips, leave, absence, or other reasons, payment of commuting allowance shall not be made for said month.

2. In cases when imbursement by Employees is necessary for the all or part of the amount that paid in accordance with the provisions of Item 1 of Article 8, the amount may be deducted from the salary of said Employees in or after the following month.

(Confirmation after the Fact)

Article 14: The University shall be entitled to carry out at any time checks to confirm whether Employees receiving commuting allowance are in compliance with the requirements of Item 1, Article 12-2 of The Salary Regulations, whether the monthly commuting allowance amount is appropriate etc.

Supplementary Provision

(Date of Implementation)

1. The foregoing rules shall be implemented from 1 April 2020.

(Interim Measures)

2. The “Newly hired Employees” in Article 3 shall include the Employees to whom The Salary Regulations apply as of the day preceding the date of implementation.

Supplementary Provision

The foregoing amendments shall be implemented from 1 October 2022.