

* The Japanese version is the authoritative version, and this English translation is intended for reference purposes only. Should any discrepancies or doubts arise between the two versions, the Japanese version will prevail.

The University of Tokyo Detailed Rules on Working Hours and Leave, etc. for Academic and Administrative Staff

Established: The University of Tokyo Rules No. 14; April 1, 2004
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Revised: The University of Tokyo Rules No. 86; March 28, 2011
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Article 1 Purpose

The purpose of these Detailed Rules is to provide for the details of the matters concerning the working hours, days off and leave for University of Tokyo academic and administrative staff (hereinafter collectively referred to as “employees”) prescribed in the University of Tokyo Rules on Working Hours and Leave for Academic and Administrative Staff (Rules No. 13 of 2004; hereinafter referred to as the “Rules on Working Hours”).

Article 2 Arrival and Departure Procedures

Employees shall complete the prescribed procedures upon arriving at and when departing from their place of work.

Article 3 Changes in Start and End Working Hours

1. The start and end working hours prescribed in Article 3, paragraph 1 of the Rules on Working Hours are as listed below. However, the end working hours of employees whose

rest periods are prescribed as one hour pursuant to the provisions of Article 4, paragraph 1 of the same Rules shall be extended by 15 minutes.

Service Class	Start	End
2	7 a.m.	3:30 p.m.
3	7:30 a.m.	4:00 p.m.
4	8 a.m.	4:30 p.m.
5	9 a.m.	5:30 p.m.
6	9:30 a.m.	6:00 p.m.
7	10 a.m.	6:30 p.m.
8	10:30 a.m.	7:00 p.m.
9	11 a.m.	7:30 p.m.
10	11:30 a.m.	8:00 p.m.
11	12 noon	8:30 p.m.
12	12:30 p.m.	9:00 p.m.
13	1 p.m.	9:30 p.m.

2. With regard to employees who are assigned to any of the service classes listed in the preceding paragraph, the start and end working hours together with their relevant rest periods under Article 4, paragraph 2 of the Rules on Working Hours shall be prescribed separately.
3. The start and end of the rest period for employees whose working hours are as prescribed in Article 3, paragraph 1 of the Rules on Working Hours shall be prescribed separately when such different scheduling is implemented under Article 4, paragraph 2 of the same Rules.

Article 4 Rescheduled Days Off

If an employee is ordered to work on a day off as prescribed in Article 9 of the Rules on Working Hours in order to fulfill work-related needs, the day off may be rescheduled in advance to a work day that falls during the same week.

Article 5 Compensatory Days Off

1. If a day off cannot be rescheduled as prescribed in the preceding Article, the employee may be granted a compensatory day off to make up for the day off on which he or she worked.
2. The compensatory day off prescribed in the preceding paragraph shall be granted for any day after the day off on which the affected employee worked.

Article 6 Approval for Absence from Work

1. Approval for absence from work as prescribed in Article 12 of the Rules on Working Hours may be granted to an employee if the employee is:

- (1) Approved to participate in designated forms of recreation;
 - (2) To receive health guidance or a health examination under Article 25 of the Rules on Working Hours during working hours;
 - (3) To take advantage of the commuting relief measures prescribed in Article 26, paragraph 3 of the Rules on Working Hours;
 - (4) To receive a general health examination that is prescribed separately
 - (5) To engage in specially approved self-development activities; or
 - (6) Approved for reasons other than the above.
2. Employees who wish to receive approval for absence from work in any of the cases listed in the preceding paragraph shall fill out and submit the prescribed request form in advance.

Article 7 Reallocation of Days Off

1. With regard to employees who are ordered to work on a day off and find it difficult to reschedule the day off pursuant to the provisions of Article 4, the employees' working hours shall be based on the variable working hours system where a unit is four weeks starting from April 1, 2007 (i.e., the base calculation date) pursuant to the provision of Articles 13 and 30 of the Rules on Working Hours, and days off will be allocated on other days as prescribed in the following items. However, if there are unavoidable reasons due to their duties, the reallocated days off may be changed in advance.
 - (1) The number of days off shall be the same number if the variable working hours system (four-week units) did not apply.
 - (2) The notice of the reallocated days off in the prescribed form shall be given, in principle five days before the four-week period begins.

Article 7-2 Variable Working Hours System on a One-monthly Basis

1. When implementing the variable working hours system on a monthly basis pursuant to the provisions of Article 13 and 30 of the Rules on Working Hours, the prescribed working hours shall not exceed 38 hours 45 minutes a week on average, with a modified period of 4 weeks based on the provisions of the preceding Article.
2. The starting and end times as well as the break times of each day when implementing the one-monthly variable working hours system prescribed in the preceding paragraph shall be as that given in Appended Table 1 and shall be notified at least five days prior to the beginning of each counting day in accordance with the working schedule specified for each academic and administrative staff. However, if it is deemed necessary for work or for other special reasons, it may be carried out without reference to the start and finish times of each day and rest periods as specified in Appended Table 1.
3. Notwithstanding the provisions of the Appended Table 1, the break times prescribed in the preceding paragraph shall be 45 minutes in the case where the working hours per day exceed six hours when ordering work pursuant to the provisions of Article 6, paragraph 1

of the Rules on Working Hours. Where the working hours per day exceed 8 hours, a break of one hour (including the break time placed within the prescribed working hours) in the middle of the working hours shall be taken.

4. With regards to holidays, when implementing the variable working hours system on a one-monthly basis pursuant to the provision of paragraph 1, different days may be specified as holidays in place of the days specified in Article 9, paragraphs 1 and 2 of the Rules on Working Hours in accordance with the working schedule specified for each academic and administrative staff, pursuant to Article 9 paragraph 3 of the Rules on Working Hours.

Article 7-3 Variable Working Hours System on a Yearly Basis

1. When implementing the variable working hours system on a yearly basis pursuant to the provisions of Article 14 of the Rules on Working Hours, the starting day shall be April 1 of each year. The prescribed working hours for a week shall not exceed 38 hours 45 minutes on average over the applicable period.
2. When implementing the variable working hours system for each year as prescribed in the preceding paragraph, the starting and ending times and break time of each day shall be as shown in the attached Table 1.
3. Notwithstanding the provisions of the Appended Table 1, the break times prescribed in the preceding paragraph shall be 45 minutes in the case where the working hours per day exceed six hours when ordering work pursuant to the provision of Article 6, paragraph 1 of the Rules on Working Hours. Where the working hours per day exceed 8 hours, a break of one hour (including the break time placed within the prescribed working hours) in the middle of the working hours shall be taken.
4. With regards to holidays, when implementing the variable working hours system on a yearly basis pursuant to the provision of paragraph 1, different days may be specified as holidays in place of the days specified in Article 9, paragraphs 1 and 2 of the Rules on Working Hours in accordance with the working schedule specified for each academic and administrative staff, pursuant to Article 9 paragraph 3 of the Rules on Working Hours.

Article 8 Number of Days of Annual Paid Leave

With regard to employees who become employees directly after employment at another national university corporation, etc. (limited to corporations, etc. where the employee's period of employment as prescribed by the University of Tokyo Rules on Retirement Allowances for Academic and Administrative Staff (Rules No. 15 of 2004) is calculated as the total time served at the corporation, etc. and at the University of Tokyo, or is based on the interpretation that time served at the corporation, etc. was time served at the University of Tokyo), the number of annual paid leave days allotted to the employees as of the date that they become employees shall be based on the number of annual paid leave days or other similar days allotted to them by those corporations, etc. that were used or unused by the employees as of that date.

Article 9 Annual Paid Leave Procedures

1. Employees who wish to use their annual paid leave prescribed in Article 18 of the Rules on Working Hours shall fill out and submit the prescribed request form in advance. However, the request may be submitted after the fact if unavoidable circumstances prevent the employee from submitting it in advance, and provided that the employee attaches to that form a note explaining the reason for the submission after the fact.
2. Where an annual paid holiday is granted to a teaching staff member for a fixed period of time pursuant to the provisions of Article 19-2 of the Ordinance on Working Hours, etc., the teaching staff member shall be informed in advance of the granting of the annual paid holiday pursuant to the provisions of the same Article, and opinions shall be heard on the time of the annual paid holiday.

Article 10 Sick Leave Procedures

1. Employees who wish to receive approval for sick leave prescribed in Article 22 of the Rules on Working Hours shall fill out and submit the prescribed request form in advance. However, the request may be submitted after the fact if unavoidable circumstances prevent the employee from submitting it in advance, and provided that the employee attaches to that form a note explaining the reason for the submission after the fact.
2. If employees wish approval of sick leave provided as follows or if employees wish approval of sick leave other than as follows, when requested by the University the employee shall promptly submit a physician's medical certificate stating the period of time necessary for the medical treatment and any other documentation clearly describing the reason why the employee is not able to work.
 - (1) Sick leave of 8 consecutive days or more (if the number of work days in the applicable period is less than this period, a period shall be prescribed separately taking into consideration that number of work days).
 - (2) Sick leave in the case that a total of 5 or more days of sick leave (only counting work days on which sick leave were taken) were taken within a period of one month up to the day before the sick leave period requested.
3. If sick leave continues for a long period of time and the period of medical treatment stated on the medical certificate detailed in the preceding paragraph needs to be extended beyond that period, the employee shall submit a new medical certificate for the extended period.
4. Before returning to work after long-term sick leave, employees shall present documents designated by the University attesting to their recovery, and receive permission to resume their duties based on the diagnosis of an occupational health physician or of a physician designated by the University of Tokyo.

Article 11 Special Leave

1. Below is a list of acceptable reasons and durations for special leave as prescribed in Article 23 of the Rules on Working Hours.
 - (1) When an employee must be absent from work to exercise his or her voting right or other civil rights, a special leave for the period of time deemed necessary shall be granted provided the University judges such absence from work as unavoidable.
 - (2) When an employee must appear as a lay judge, witness (unsworn, expert or otherwise) before the Diet, a court of law, a local assembly or other national/local government agencies, a special leave for the period of time deemed necessary shall be granted provided the University judges such absence from work as unavoidable.
 - (3) When an employee must be absent from work to register as a bone marrow donor or as a stem cell donor and must register peripheral blood stem cells or bone marrow to donate to a recipient other than his or her spouse, parent, child (as specified in Article 2 item 1 of the Act on Childcare Leave, Caregiver Leave, and other Measures for the Welfare of Workers Caring from Children or Other Family Members (Act No. 76 of 1991), the same shall apply hereinafter) or sibling, or must be absent from work to donate bone marrow or peripheral blood stem cells for stem cell transplantation, a special leave for the period of time deemed necessary shall be granted provided the University judges such absence from work as unavoidable due to examination or hospitalization as part of the registration and donating processes.
 - (4) When an employee must be absent from work to volunteer to engage in any of the following activities for the benefit of society (excluding ones in support of his or her family members), a special leave of up to five days shall be granted per year (January 1 through December 31, and the same shall apply hereafter) provided the University judges such absence from work as appropriate. (If the activity is one specified separately by the University, the University shall specify separate number of days in addition.)
 - (a) Activities to distribute daily necessities and provide relief support to victims in a severely affected area and its surroundings from an earthquake, storm, volcanic eruption or other natural disasters.
 - (b) Activities to offer assistance at a facility for people with physical disabilities, a nursing home or a University-approved facility providing necessary care services to people physically or mentally ill or injured or diseased.
 - (c) Aside from (a) and (b) above, other activities to help people who have difficulty leading a normal life due to physical or mental-disabilities or an injury or illness.
 - (5) When an employee plans to marry and hold his/her wedding ceremony, travel and engage in other necessary related events, a special leave of five consecutive days shall be granted in the period beginning from five days before the wedding day to one month after it, provided the University judges such absence from work as appropriate.
 - (6) When requested by a female employee expecting to give birth within six weeks (or 14

weeks in the case of multiple pregnancy), a special leave shall be granted for the requested period of time lasting until the day of birth.

- (7) When a female employee has given birth, a special leave of eight weeks following the delivery date shall be granted. If she requests to return to work after six weeks, she will perform only light duties that are approved by a physician. In this case, this working period is excluded from the eight-week leave.
- (8) When an employee must provide necessary care, including feeding, for a child under one year of age, a special leave of up to 30 minutes shall be granted twice a day. However, if the child's other parent receives similar care leave, the period of special leave shall be reduced by the length of leave granted to the other parent.
- (9) A special leave of seven days shall be granted and may be taken in daily or hourly units during the period from six weeks prior to the expected date of childbirth by an employee's spouse (14 weeks in the case of multiple pregnancies) until the child reaches one year of age, provided the University judges the following reasons for such absence from work as appropriate, e.g. when the employee must look after his spouse (including a common-law wife) because of a childbirth or when the employee must nurture a new-born baby or a pre-school child.
- (10) When an employee has a child (including his or her spouse's child) who is under the elementary fourth-grade, a special leave of up to five days per year shall be granted and may be taken in daily or hourly units (or 10 days in the case of two or more such children) provided the University judges such absence from work appropriate for nursing such child with an injury or illness or for illness prevention.
- (11) When a family member requires nursing or other care as stipulated in Article 8, paragraph 1 of the University of Tokyo Rules on Temporary Absence from Work for Academic and Administrative Staff (Rules No. 81 of 2014) (family members being defined in paragraph 2 of the same Article), a special leave of up to five days per year shall be granted and may be taken in daily or hourly units (or 10 days in the case of two or more such family members) provided the University judges such absence from work as appropriate for the required care.
- (12) When an employee must attend rituals such as funeral or mourning due to the death of a family member, a special leave shall be granted provided the University judges such absence from work as appropriate. For a visit to a funeral held in a faraway place, the leave shall also include the number of days it takes for a round trip. (Some restrictions apply: see Appended Table 2 for the list of applicable family members and definitions for number of consecutive leave days)
- (13) When an employee must attend a special function in memory of his or her deceased parent (including spouse's parent), spouse or child, a special leave of up to one day shall be granted provided the University judges such absence from work as appropriate. However, this shall apply to only those functions held in memory of the relevant family

member within 15 years of his or her death.

- (14) In cases where it is deemed reasonable that academic and administrative staff do not work for the purpose of maintaining and promoting mental and physical health or enhancing family life, a period within three days in one year shall be granted.
 - (15) If the following points or the circumstances correspond to these points becomes applicable due to earthquakes, floods, fires or other disasters, a special leave of up to seven consecutive days shall be granted provided the University judges such absence of the employee from work as appropriate.
 - (a) When an employee's house is severely damaged or destroyed and the employee is restoring the property or is temporarily evacuated
 - (b) If there is a significant shortage of water or food for the employee or those that reside in the same household as the employee to live and only the employee is capable of procuring them.
 - (16) When an employee experiences difficulty commuting to his or her workplace due to an earthquake, flood, fire or other disasters or an accident in the public transport system, a special leave for the period of time deemed necessary shall be granted provided the University judges such absence from work necessary.
 - (17) When an employee must be absent from work to avoid physical danger from an earthquake, flood, fire or other disasters or in case of accidents in the public transport system during his or her way home from work, a special leave for the period of time deemed necessary shall be granted provided the University judges such absence from work as unavoidable.
 - (18) When it deemed appropriate for an employee to be absent from work due to outpatient visits etc. for fertility treatments: a period not exceeding five days per year in units of one day or one hour (ten days in the case where the outpatient visits etc. are related to invitro fertilization or micro-fertilization).
 - (19) A special leave shall be granted on some designated days.
2. The periods of consecutive days and weeks indicated in the preceding paragraph, excluding item (14), are deemed to include days off.

Article 12 Procedures for Special Leave

1. Employees who wish to receive approval for special leave (excluding the leave prescribed in items (6) and (7) in paragraph 1 of the preceding Article) shall fill out and submit the prescribed request form in advance. However, the request may be submitted after the fact if unavoidable circumstances prevent the employee from submitting it in advance, and provided that the employee attaches to that form a note explaining the reason for the submission after the fact.
2. Employees requesting special leave as prescribed in the preceding paragraph shall also

- submit certificates, etc. as evidence when instructed to do so.
3. Employees requesting special leave prescribed in paragraph 1, item (6) of the preceding Article shall fill out and submit the prescribed request form in advance.
 4. Employees who have become subject to special leave under paragraph 1, item (7) of the preceding Article shall give prompt notice of that fact.

Supplementary Provisions

Effective Date

1. These Detailed Rules shall come into force on April 1, 2004.

Transitional Measure on Procedures to take Leave

2. If employees have already received, as of the day before the effective date of these Detailed Rules, approval to take annual paid leave, sick leave or special leave pursuant to the Act on Working Hours, Leaves, etc. for National Public Officers Engaged in Regular Services (Act No. 33 of 1994) for days on or after the effective date of these Detailed Rules, the employees shall be deemed as already having made their leave request or having received approval under these Detailed Rules. The same shall apply to approval of absence from work.

Application of Rules for Rescheduled or Compensatory Days Off

3. Rescheduled or compensatory days off for work performed on a day off of the week or other days off prior to the day before the effective date of these Detailed Rules shall be subject to the provisions of Articles 4 and 5 that were in effect before the effective date.

Supplementary Provisions

These Rules shall come into force on April 1, 2005.

Supplementary Provisions

These Rules shall come into force on April 1, 2007.

Supplementary Provisions

These Rules shall come into force on April 1, 2009. However, the revised provisions of Article 11, paragraph 1, item (2) shall come into force on May 21, 2009.

Supplementary Provisions

These Rules shall come into force on April 1, 2010.

Supplementary Provisions

1. These Rules shall come into force on April 1, 2011.

(Sick leave procedure transitional measures)

2. The revised provisions of Article 10 paragraph 2 shall be applied to sick leave requested after the effective date. In this case, sick leave used before the effective date shall not be included in sick leave taken within a month before the first day of the period of sick leave mentioned in the same paragraph item 2.

Supplementary Provisions

These rules shall come into force on April 1, 2012

Supplementary Provisions

These rules shall come into force on April 1, 2013

Supplementary Provisions

These rules shall come into force on April 1, 2014

Supplementary Provisions

These rules shall come into force on April 1, 2016

Supplementary Provisions

These rules shall come into force on January 1, 2017

Supplementary Provisions

These rules shall come into force on April 1, 2019

Supplementary Provisions

These rules shall come into force on April 1, 2022

Supplementary Provisions

These rules shall come into force on October 1, 2022

Supplementary Provisions

These rules shall come into force on April 1, 2024

Appended Table 1
 (Re: Article 7-2 and 7-3)

Category	Normal working hours	Start of work	End of work	Break
A	2hrs 45min	08:30	11:15	None
B	3hrs	09:00	12:00	
C	3hrs 15min	19:00	12:15	
D	3hrs 45min	15:30	19:15	
E	4hrs	15:00	19:00	
F	4hrs 45min	13:30	18:15	
G	4hrs 45min	14:30	19:15	
H	5hrs 45min	10:00	15:45	
I	5hrs 45min	15:00	20:45	
J	6hrs 30min	09:00	16:15	
K	6hrs 45min	09:00	16:30	
L	7hrs 45min	06:00	14:30	
M	7hrs 45min	06:30	15:00	
N	7hrs 45min	07:00	15:30	
O	7hrs 45min	07:30	16:00	
P	7hrs 45min	08:00	16:30	
Q	7hrs 45min	08:30	17:00	
R	7hrs 45min	09:00	17:30	
S	7hrs 45min	09:30	18:00	
T	7hrs 45min	10:00	18:30	
U	7hrs 45min	10:30	19:00	
V	7hrs 45min	11:00	19:30	
W	7hrs 45min	11:30	20:00	
X	7hrs 45min	12:00	20:30	
Y	7hrs 45min	12:30	21:00	
Z	7hrs 45min	13:00	21:30	
AA	7hrs 45min	13:30	22:00	
AB	8hrs 15min	09:00	18:15	1hr
AC	8hrs 30min	08:30	18:00	
AD	8hrs 45min	09:00	18:45	
AE	9hrs 15 min	09:00	19:15	
AF	9hrs 45min	08:30	19:15	
AG	9hrs 45min	08:30	19:15	

AH	9hrs 45min	09:00	19:45	
AI	10hrs	09:00	20:00	

Appended Table 2

(Re: Article 11, paragraph 1, item (12))

Relative	Number of Days
Spouse	7
Parent	7
Child	5
Grandparent	3 (7 if the employee is an heir per stirpes who inherits the equipment used in burial and rituals (i.e., if the employee is an heir who assumes the rights relating to rituals under Article 897 of the Civil Code))
Grandchild	1
Sibling	3
Uncle or aunt	1 (7 if the employee is an heir per stirpes who inherits the equipment used in burial and rituals (i.e., if the employee is an heir who assumes the rights relating to rituals under Article 897 of the Civil Code))
Spouse of parent, or parent of spouse	3 (7 if the employee and the deceased shared a common livelihood)
Spouse of child, or child of spouse	1 (5 if the employee and the deceased shared a common livelihood)
Spouse of grandparent or grandparent of spouse	1 (3 if the employee and the deceased shared a common livelihood)
Spouse of sibling, or sibling of spouse	1 (3 if the employee and the deceased shared a common livelihood)
Spouse of uncle or aunt	1