

* 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 Regulations on Early Retirement of Academic and Administrative Staff

Established: The University of Tokyo Rules No. 25; April 1, 2004

Revised: The University of Tokyo Rules No. 21; July 25, 2013

Article 1 Purpose and Implementation

1. The purpose of these Regulations is to provide for necessary matters concerning the program under which academic and administrative staff members may, pursuant to Article 19 of the University of Tokyo Rules on Conditions of Employment of Academic and Administrative Staff (The University of Tokyo Rules No. 11 of 2004; hereinafter referred to as the “Rules on Conditions of Employment”), voluntarily choose to retire before the date for retirement at the mandatory retirement age under Article 18 of the Rules on Conditions of Employment falls, while receiving the retirement allowance prescribed in Article 5 (hereinafter referred to as the “early retirement program”).
2. Implementing the early retirement program defined in the preceding paragraph shall follow a request for volunteers based on either of the following items:
 - (1) In order to make an adjustment to the age-specific configuration of the academic and administrative staff, voluntary early retirement may be requested aimed at employees whose age is less than 15 years from the retirement age as on the mandatory retirement date as provided in Article 3 (hereinafter referred to as the “day of retirement”).
 - (2) Voluntary early retirement may be requested for employees in specific organizations with the aim of smoothly carrying out restructuring, closure or relocation of organizations.

Article 2 Requirements for Early Retirement

1. Academic and administrative staff members may take early retirement once their application for voluntary early retirement based on request for volunteers regarding the day of retirement (hereinafter referred to as the “Request”) have been subject to provisions stipulated in Paragraph 1 of Article 4-2, however academic and administrative staff members who fall under any of the following are excluded:

- (1) Persons who have been continuously employed as academic and administrative staff at the University of Tokyo for five years or less by the day of retirement;
 - (2) Persons who are retiring in order to become an executive staff member of the University of Tokyo; and
 - (3) Persons who reach the age of mandatory retirement on the day of retirement.
 - (4) Persons who are facing disciplinary action at the time of the Request or receive disciplinary action during the period of application for the Request, as according to provisions stipulated in Article 39 of the Rules on Condition of Employment (excluding those placed under observation or supervision for offenses deemed not to be deliberate or serious negligence; hereinafter referred to as the “disciplinary action”).
2. The provisions stipulated in item 1 of the previous paragraph do not apply to the request for volunteers for early retirement mentioned in Item 2, Paragraph 2 of the previous article.

Article 3 Day of Early Retirement

The day of retirement under this regulation shall be the last day of March, June, September or December. However, a different day may be selected in the case of Article 1, Paragraph 2, Item 2.

Article 4 Method for Requesting Retirement

1. Academic and administrative staff members who wish to retire under the early retirement program are required to submit an application to their dean or director (referring to a head of any organization specified in Chapters 3 and 4 of the University of Tokyo Rules on Basic Organizations (Rules No. 1 of 2004)) within the period of application for the Request which shall be specified separately..
2. The submitted application pursuant to the preceding paragraph, may be withdrawn up to the point where the applicant receives the certification of authorization as specified in the following Article.

Article 4-2 Authorization of Early Retirement

1. Academic and administrative staff who have submitted an application (hereinafter referred to as the “applicant”) pursuant to the provisions provided in Paragraph 1 of the preceding Article, shall be authorized to retire as part of the early retirement program, with the exclusion of any applicant that fall in any of the following categories.

- (1) Applicants to whom Article 2 does not apply.
- (2) Those who receive disciplinary action after their application.

- (3) When there is probable cause to suspect that a conduct warrants disciplinary action as prescribed in the previous paragraph (illegal conduct or activities performed while the applicant was actively employed, and the details as well as the level of illegality clearly warrants the punishment) as well as when it is apparent that authorizing early retirement will be deemed inappropriate under the social standards.
 - (4) When it is deemed that continually retaining the applicant is crucial for maintaining efficient operation of the job, or for performing long term personnel management.
2. Authorization mentioned in the previous paragraph is to be handed to the applicant in writing through the head of the department at least 30 days prior to the date of retirement.
 3. Authorization received by the applicant will lose its validity if any of the following applies.
 - (1) If any item of Paragraph 1, Article 13 of The University of Tokyo Rules on Retirement Allowances for Academic and Administrative Staff (Rule No. 15 of 2004. From hereinafter referred to as “Rules on Retirement Allowance”) becomes applicable.
 - (2) If the situation arises where retirement allowances will not be paid as prescribed in Paragraph 9, Article 7 and Paragraph 4, Article 8 of the Rules on Retirement Allowance.
 - (3) If the applicant retires before the date of retirement.
 - (4) If the applicant receives disciplinary action (excluding disciplinary dismissal prescribed in Article 39 of Rules on Condition of Employment).

Article 5 Special Provision on Retirement Allowance

The amount of retirement allowances paid to those who retire under the early retirement program shall be the amount payable based on the provision given in Article 5 of the Rules on Retirement Allowances.

Article 6 Restrictions on Re-employment

Persons who retire under the early retirement program may not be re-employed once more as academic or administrative staff members who are eligible to be considered under the Rules on Retirement Allowances.

Supplementary Provisions

These Regulations come into force on April 1, 2004.

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These Regulations come into force on August 1, 2013