

* 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 Leave of Absence for Academic and Administrative Staff

Established: The University of Tokyo Rules No. 24; April 1, 2004

Revised: The University of Tokyo Rules No. 359; March 28, 2005

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Article 1 Purpose

The purpose of these Regulations is to provide for the handling of leaves of absence for University of Tokyo academic and administrative staff (hereinafter collectively referred to as “employees”) pursuant to Article 14, paragraph 3 of the University of Tokyo Rules on Conditions of Employment of Academic and Administrative Staff (Rules No. 11 of 2004; hereinafter referred to as the “Rules on Conditions of Employment”).

Article 2 Responsibilities During Leave of Absence

During leaves of absence, employees shall, other than with respect to their absence from work, continue to comply with the provisions of the Rules on Conditions of Employment, collective labor agreements, labor contracts, etc., and relevant regulations.

Article 3 Sick Leave

1. Leaves of absence as prescribed in Article 14, paragraph 1, item (1) of the Rules on Conditions of Employment (hereinafter referred to as “sick leave”) and any extension to the sick leave period shall, in principle, be based on a diagnosis by a physician. In this case, if deemed necessary, employees may be ordered to undergo an examination by an occupational health physician or a physician designated by the University.
2. The provisions of the preceding paragraph shall apply when specifying periods of sick leave, and to normal reinstatement or permission for reinstatement before the completion of the period of sick leave. Prior to reinstatement, employees shall undergo an examination by an occupational health physician or a physician designated by the

University.

Article 4 Leave of Absence for External Assignments

Leaves of absence pursuant to Article 14, paragraph 1, item (4) of the Rules on Conditions of Employment shall be governed by the provisions of these Regulations and the University of Tokyo Regulations on External Assignment of Academic and Administrative Staff (Rules No. 22 of 2004).

Article 5 Leave of Absence for Concurrent Employment as Executive Staff

1. Employees who have received permission to undertake concurrent employment under Article 3, paragraph 2, item (2) of the University of Tokyo Regulations on Concurrent Employment of Academic and Administrative Staff (Rules No. 26 of 2004; hereinafter referred to as “Regulations on Concurrent Employment”) and who are deemed unable to engage in their duties as University of Tokyo employees due to the need focus on the duties of the concurrent employment as a member of the executive staff, etc., may take a leave of absence pursuant to Article 14, paragraph 1, item (5) of the Rules on Conditions of Employment.
2. Employees who intend to take a leave of absence pursuant to the preceding paragraph shall obtain permission pursuant to the provisions of Regulations on Concurrent Employment.

Article 6 Period of Leave of Absence

In cases where the same condition that represents the reason for taking a leave of absence continues to exist, the period of the continuous leave of absence (excluding a leave of absence under Article 14, paragraph 1, items (2) and (4) of the Rules on Conditions of Employment) shall not exceed three years, even when a change occurs in the type of illness that is the cause of the condition, the scope of the employee’s duties, etc.

Article 7 Compensation During Leave of Absence

Compensation shall not be provided to employees in any form during the period of their leave of absence, except where prescribed otherwise by the University of Tokyo Rules on Compensation for Academic and Administrative Staff (Rules No. 12 of 2004).

Article 8 Procedures to Take Leave of Absence

1. An employee placed on a leave of absence (with the exception of Article 14, paragraph 1, item (4)) shall be issued a letter stating the reason for the leave being granted (hereinafter referred to as the “letter of reason”), unless the employee has provided a letter of consent.
2. If the location of an employee to be issued a letter of reason under the provisions of the preceding paragraph cannot be determined, the matter shall be dealt with pursuant to the

provisions of Article 3, paragraph 3 of the University of Tokyo Regulations on Disciplinary Action against Academic and Administrative Staff (Rules No. 31 of 2004).

Supplementary Provisions

Effective Date

1. These Regulations shall come into force on April 1, 2004.

Transitional Measure on Leave of Absence

2. Employees who, on the day immediately before the effective date of these Regulations, were placed on a leave of absence under Article 79 of the National Public Service Act (Act No. 120 of 1947) and Article 3 of the National Personnel Authority Rules 11-4 (Guarantee of Employee Status) (excluding employees covered by paragraph 1, item (1) of the same Article) shall be deemed subject to the application of these Regulations during the period of the leave of absence.

Supplementary Provisions

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

Supplementary Provisions

These Rules shall come into force on April 1, 2006.

Supplementary Provisions

These Rules shall come into force on April 1, 2008.

Supplementary Provisions

These Rules shall come into force on April 1, 2014.