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## **The University of Tokyo Rules on Conditions of Employment of Fixed-term, Part-time Academic and Administrative Staff**

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### **Chapter 1      General Provisions**

#### **Article 1      Purpose and Validity**

1. The purpose of these Rules is to provide for necessary matters regarding the employment of academic and administrative staff members who are employed by the National University Corporation, the University of Tokyo (hereinafter referred to as the

“University”) on a fixed-term, part-time arrangement (including persons who have become employees without a fixed-term as set out in Article 18 of the Labor Contract Act of 2007 (Act No. 128 of 2007)).

2. Matters regarding the employment of fixed-term, part-time employees that are not provided for by collective labor agreements, labor contracts or these Rules shall be governed by the provisions of the Labor Standards Act (Act No. 49 of 1947) and other laws and regulations.

## **Article 2            Definitions and Scope of Application**

1. The term “fixed-term, part-time employees” used herein shall refer to employees whose prescribed weekly working hours do not exceed 35 hours, as set out by a labor contract that specifies a certain period of employment.
2. The job titles and duties (limited to routine tasks conducted under instructions) of fixed-term, part-time employees defined in the preceding paragraph are as follows.
  - (1) Assistant Clerk: Duties assisting clerical work.
  - (2) Technical Assistant: Duties assisting technology-related work.
  - (3) Skilled Assistant: Duties assisting skilled work.
  - (4) Part-time Academic Affairs Staff: Duties assisting educational work.
  - (5) Assistant Medical Technician: Duties assisting medical technology-related work.
  - (6) Assistant Nurse: Duties assisting nursing work.
  - (7) Assistant Janitor: Duties for performing janitorial tasks.
3. In addition to the positions listed in the preceding paragraph, other positions that involve special work arrangements may be provided for otherwise and handled in accordance with those separate provisions.

## **Chapter 2            Hiring**

### **Article 3            Hiring**

Fixed-term, part-time employees shall be hired through the selection of personnel among applicants for the relevant position.

### **Article 4            Contract Period**

1. Contract periods shall be defined when a person is hired as a fixed-term, part-time employee.
2. The contract period prescribed in the preceding paragraph shall be any duration from one day to twelve months, which shall be limited to within the same academic year (referring to the period from April 1 to the following March 31; hereinafter the same).
3. If necessary, contract periods can last for a maximum of 3 years.
4. In addition to the case prescribed in the two previous paragraphs, hiring will not take place

if the fixed-term, part-time employee has reached 60 years of age (63 if employed as a Assistant Janitor) by the date that extended employment or contract period would begin, and the extended period of employment or contract period would last beyond the first March 31 after the date on which employment or the contract period would be extended.

#### **Article 5 Clarification of Employment Terms and Conditions**

When hiring fixed-term, part-time employees, the University shall PRESENT these Rules, have their employment terms and conditions clarified and provide the fixed-term, part-time employees with a written notification of working conditions detailing the following matters:

- (1) Compensation;
- (2) Contract period
- (2-2) Standards for renewal of employment contract with a fixed-term (Limited to contracts with possible renewal after the expiration of the contract);
- (3) Location of employment and work operations to be engaged in;
- (4) Start and end times of work, whether work exceeding the prescribed working hours is required, rest periods, days off, and leave;
- (5) Resignation and retirement;
- (6) Eligibility for salary increases;
- (7) Eligibility for retirement allowances;
- (8) Eligibility for bonuses; and
- (9) Other necessary matters.

#### **Article 6 Probationary Period**

1. The first fourteen days of employment for newly hired fixed-term, part-time employees is considered to be a probationary period.
2. Fixed-term, part-time employees may be dismissed during or at the end of their probationary period if their work performance is poor, they suffer a mental or physical disorder, or their continued employment at the University is otherwise deemed inappropriate.
3. Probationary periods are included when calculating years of service.

#### **Article 7 Documents to be Submitted**

1. Newly hired fixed-term, part-time employees shall promptly submit the following documents when they are hired:
  - (1) Résumé (with photograph attached) in the form specified by the University;
  - (2) Certificate of registered items in the certificate of residence; and
  - (3) Other documents deemed necessary by the University.
2. Even after submitting documents under the provisions of the preceding paragraph, fixed-term, part-time employees shall promptly submit other documents deemed necessary and

requested by the University.

3. Fixed-term, part-time employees shall promptly notify the University using the required forms whenever there are any changes to the matters recorded in the documents submitted under the provisions of the preceding two paragraphs.

### **Chapter 3 Evaluation**

#### **Article 8 Work Performance Evaluation**

The University shall evaluate the work performance of fixed-term, part-time employees.

### **Chapter 4 Reassignment**

#### **Article 9 Reassignment**

1. Fixed-term, part-time employees may, during their contract period, be transferred to other units (limited to within the same faculty/graduate school/research institute (as specified in an organization listed in Chapters 3 and 4 of the University of Tokyo Rules on Basic Organization (Rule No. 1, 2004) and the Secondary School attached to the Faculty of Education, the same shall apply hereinafter) or be subject to changes in their duties, where such reassignment is deemed necessary in the course of business. However, on the occasion of revision or abolition of a department, they may be reassigned to another faculty/graduate school/research institute.
2. Fixed-term, part-time employees may not refuse orders under the preceding paragraph without just cause.

#### **Article 9-2 Working from Home**

1. Fixed-term, part-time employees who falls under any of the following items may, for a certain period of time, should they wish and are deemed necessary for business or other reasons, be given authorization as provided separately, to work from home or at an equivalent place *mutatis mutandis* away from their normal work location (hereinafter referred to as “work from home”). Provided, however, that when authorizing a fixed-term, part-time employee who falls under item 3 (excluding pregnancy) to work from home, the opinion of an industrial physician or a doctor specified by the university shall be obtained.
  - (1) Staff looking after a child, up to the last day of March in the year the child graduates from 6<sup>th</sup> grade of junior school.
  - (2) Staff taking care of a family member in care of need as prescribed in Article 8, paragraph 1 of the University of Tokyo Rules on Leave of Absence for Academic and Administrative Staff (The University of Tokyo Rules No. 81, 2014) (eligible family as

prescribed in paragraph 2 of same article).

- (3) The staff finds it difficult to commute due to disability, injury, illness or pregnancy.
  - (4) The staff finds it difficult to attend work due to the effects of an earthquake, flood, fire or other disasters or accidents etc. on the transport systems.
  - (5) It is expected that productivity and efficiency in their work will improve by working from home.
2. In principle, utility cost, expenses incurred through telecommunication etc. associated with the use of information and communications equipment, and any other expenses shall be borne by the staff.
  3. In the event that the fixed-term, part-time employee authorized to work from home as prescribed in paragraph 1 no longer falls under any of the reasons set forth in the items of the same paragraph or is found to be inappropriate for business or other reasons, the said fixed-term, part-time employee shall no longer be authorized to work from home.
  4. Notwithstanding the provisions of the preceding three paragraphs, fixed-term, part-time employee with physical disabilities who has difficulties commuting to work may be authorized to work from home as their normal place of work, pursuant to provisions specified separately.

## **Chapter 5      Contract Termination**

### **Article 10      Reasons for Contract Termination**

The labor contracts of fixed-term, part-time employees shall terminate if any of the situations listed in the following items occurs.

- (1) The period of the employee's labor contract expires.
- (2) The employee submits a letter of resignation and receives approval to resign.
- (3) The employee is dismissed.
- (4) The employee dies.

### **Article 11      Contract Renewal**

1. Notwithstanding the provisions of Article 10, item (1), decisions to renew fixed-term, part-time employees' labor contracts under which renewal is expected at the end of the contract period shall be based on a review of budgetary situation and job necessity, as well as an evaluation of the employee's work performance.
2. Under the conditions defined in Article 4, paragraph 2, contract renewal as provided for in the preceding paragraph shall be limited to one academic year.
3. Contract renewal as provided for in paragraph 1, under circumstances as defined in Article 4, paragraph 3, can be made with a maximum limit of 3 years.
4. Regarding contract renewal as defined in the two previous paragraphs, if due to the nature of the project or work is projected to finish within a certain period of time, limits can be

defined for the number of contract renewals and total contract period.

5. Contracts cannot be renewed if the employee will reach 60 years of age (or 63 years if employed as an Assistant Janitor) by the expected date of renewal and the period of employment would last beyond March 1<sup>st</sup> after that renewal.
6. If a labor contract renewed under the provisions of paragraph 2, item 3 is to be terminated upon the expiration of the contract period, or if terminating a labor contract which has exceeded 1 year from the start of employment (excluding labor contracts which has been stated that it would not be renewed) the relevant employee shall be notified of this intention at the latest 30 days prior to the expiration of the relevant contract.

#### **Article 12        Procedures for Voluntary Resignation**

1. If fixed-term, part-time employees intend to resign under Article 10, item (2), they shall submit a request in writing at least 30 days prior to the intended date of resignation.
2. The University shall approve requests submitted under the provisions of the preceding paragraph, even before the expiration of the contract period, provided that the requests do not particularly impede the operation of the University.

#### **Article 13        Dismissal**

The University may dismiss fixed-term, part-time employees who fall under any of the following items:

- (1) Employees with a mental or physical disorder that is deemed, based on a physician's diagnosis, to prevent him or her from carrying on with his or her duties;
- (2) Employees deemed unsuited for their job due to poor work performance;
- (3) Employees whose dismissal is inevitable due to suspension, termination or downsizing of operations, or due to other operational reasons;
- (4) Employees sentenced to imprisonment without work or heavier penalties (excluding suspended sentences);
- (5) Employees who otherwise lack the necessary aptitude for their work duties; or
- (6) There are other unavoidable reasons equivalent to those listed in the preceding items.

#### **Article 14        Advance Notice of Dismissal**

1. In cases of dismissal of fixed-term, part-time employees under the provisions of the preceding Article, the University shall give at least 30 days' advance notice, or pay 30 days' worth of the average wages as provided in Article 12 of the Labor Standards Act. However, the number of days of advance notice shall be reduced in proportion to the number of days' worth of average wages that are paid.
2. The provisions of the preceding paragraph do not apply to:
  - (1) Dismissal during the probationary period referred to in Article 6;
  - (2) Disciplinary dismissal under the provisions of Article 86, item (6), where the dismissal

is approved by the relevant government agency; or

- (3) Dismissal of fixed-term, part-time employees whose period of employment is two months or less (excluding cases where the employee has been continuously employed beyond the prescribed period).

#### **Article 15        Restrictions on Dismissal**

Notwithstanding the provisions of Article 13, fixed-term, part-time employees shall not be dismissed during either of the periods listed in the following items, unless fixed-term, part-time employees have received the injury and disease compensation pension in accordance with the Worker's Accident Compensation Insurance Act (Act No. 50 of 1947; hereinafter referred to as the "Worker's Accident Act") on or following the day on which three years have elapsed since the initiation of medical treatment and are deemed to have been paid compensation for discontinuance in accordance with the provisions of Article 81 of the Labor Standards Act, or when so approved by the relevant government agency under the provisions of Article 19, paragraph 2 of the Labor Standards Act:

- (1) While taking a leave of absence for medical treatment for a work-related injury or illness, and in the period of 30 days thereafter;
- (2) During the period before or after childbirth provided in Article 34, paragraph 1, items (6) and (7), and in the period of 30 days thereafter.

#### **Article 16        Return of Borrowed Items**

Fixed-term, part-time employees shall return all items they have borrowed from the University upon termination of their labor contract.

#### **Article 17        Issuance of Certificate of Employment Termination**

The University shall issue the certification documents provided for in Article 22 of the Labor Standards Act upon request.

### **Chapter 6        Employee Conduct**

#### **Article 18        Obligation of Devotion to Work Duties and Faithfulness**

1. Fixed-term, part-time employees shall remain conscious of the public nature of the operations of the University, and devote themselves to their work duties in good faith.
2. Fixed-term, part-time employees shall faithfully fulfill their work duties and shall not engage in any act that conflicts with the University's interests.

#### **Article 19        Obligation to Observe Laws and Regulations and Obedience to Superiors' Orders**

1. Fixed-term, part-time employees shall observe all laws and regulations and these Rules, and shall fulfill their work duties obeying the directions and orders of their superiors.
2. Fixed-term, part-time employees shall strive to cooperate with each other to administrate the normal operation of the University.

**Article 20 Prohibition of Acts Detrimental to the University’s Reputation**

Fixed-term, part-time employees shall not engage in the following acts:

- (1) Acts to the detriment of the University’s honor or reputation, or that defame all University employees; or
- (2) Acts that disrupt order or discipline at the University.

**Article 21 Observance of Confidentiality**

1. Fixed-term, part-time employees shall not divulge any confidential information that they learn in the course of their work duties. The same applies after the termination of their labor contracts.
2. If acting as witnesses or expert witnesses in accordance with laws or regulations, fixed-term, part-time employees shall obtain permission from the University before presenting matters pertaining to confidential information they have learned in the course of their work duties.

**Article 22 Distribution of Documents and Conducting of Assemblies**

1. If fixed-term, part-time employees intend to distribute documents or drawings on University grounds or inside University facilities (hereinafter referred to as “University premises”), they shall notify the University beforehand.
2. Fixed-term, part-time employees shall not distribute any of the following types of materials (i.e., documents or drawings) on University premises:
  - (1) Materials that are likely to interfere with the normal operation of the University;
  - (2) Materials that are likely to correspond to any item in Article 20;
  - (3) Materials that are likely to defame another person or constitute slander;
  - (4) Materials that are likely to disturb the public order; or
  - (5) Materials that are otherwise likely to impede the University’s operations.
3. Fixed-term, part-time employees shall not distribute documents or drawings on University premises in a manner and under conditions that interferes with the normal operation of the University.
4. If fixed-term, part-time employees intend to display documents or drawings on University premises, they shall obtain permission in advance and display the documents or drawings at the designated locations. Even in this case, employees shall not display documents or drawings that correspond to any item in paragraph 2 of this Article.
5. Fixed-term, part-time employees shall not conduct assemblies, speeches, broadcasts or



similar acts unrelated to their work operations on University premises without permission.

### **Article 23      Prevention of Harassment**

In accordance with the University of Tokyo Policy for Harassment, fixed-term, part-time employees shall not engage in any form of sexual harassment, academic harassment, harassment related to pregnancy, childbirth, childcare leave, family care leave, etc., power harassment or other similar violation of human rights, and shall strive to prevent such acts.

### **Article 24      Ethics**

The University of Tokyo Regulations on Ethics for Academic and Administrative Staff (Rules No. 27 of 2004) shall apply *mutatis mutandis* to fixed-term, part-time employees, and fixed-term, part-time employees shall observe ethics in their work duties.

## **Chapter 7      Working Hours, Rest Periods and Days Off**

### **Article 25      Working Hours and Rest Periods**

1. The working hours of fixed-term, part-time employees shall last no more than 7 hours 45 minutes per day. The start and end work times, rest periods and working days shall be determined individually for each employee.
2. The start and end work times, rest periods and working days prescribed in the preceding paragraph may be changed due to work-related reasons or other unavoidable circumstances.
3. Rest periods shall, in principle, be taken by fixed-term, part-time employees concurrently, and the employees may spend their rest periods as they wish.

### **Article 26      Work Performed away from Normal Place of Work**

1. When fixed-term, part-time employees spend all or a portion of their working hours working away from their normal workplace, and it is difficult to calculate the number of hours worked, the employees are deemed to have worked the full number of prescribed working hours. If it is necessary for employees to work beyond their prescribed working hours in order to perform duties away from their normal workplace, fixed-term, part-time employees are deemed to have worked the number of hours normally considered necessary to complete those duties.
2. The prescribed travel expenses shall be paid to fixed-term, part-time employees who work away from their normal workplace as prescribed in the preceding paragraph.

### **Article 27      Days Off**

1. The days listed below are the prescribed days off.

- (1) Sundays.
  - (2) Saturdays.
  - (3) Holidays prescribed in the Act on National Holidays (Act No. 178 of 1948) (hereinafter referred to as “national holidays”).
  - (4) Days in the period from December 29 to January 3 of the following year (excluding national holidays).
  - (5) Other days specially designated as days off.
2. Days off prescribed in Article 35 of the Labor Standards Act (hereinafter referred to as “statutory day off”) shall be the days stipulated in item (1) of the preceding paragraph.
  3. Other days of the week can be taken as a day off in lieu of the days prescribed in the preceding two paragraphs according to separate regulations.

#### **Article 28      Rescheduled Days Off**

1. The days off set out in the preceding Article may be rescheduled in advance to working days prescribed in Article 25, paragraph 1 of the same week if the rescheduling is required for unavoidable work-related reasons.
2. The working days prescribed in Article 25, paragraph 1 may be rescheduled in advance to non-working days (excluding days prescribed as days off under the preceding Article; the same shall apply hereinafter) of the same week if the rescheduling is required for unavoidable work-related reasons.

#### **Article 29      Overtime and Work on Days Off**

1. Fixed-term, part-time employees may be ordered to work beyond their prescribed working hours, on non-working days or on days off when it is required to fulfill work-related needs.
2. The order of work under the preceding paragraph that extends beyond the number of hours prescribed in Article 32 of the Labor Standards Act (hereinafter referred to as the “statutory working hours”) or that takes place on a “statutory day off” shall be subject to an agreement pursuant to the provisions of Article 36 of the same Act.
3. The work referred to in the preceding two paragraphs may take place late at night (referring to the hours between 10 p.m. and 5 a.m.; the same shall apply hereinafter), except for fixed-term, part-time employees who are pregnant or have given birth within the immediately preceding one-year period or who are less than 18 years of age.
4. If fixed-term, part-time employees are ordered to work under the provisions of the preceding three paragraphs, the employees shall be given an additional rest period to that given during their normal working hours of 45 minutes during the additional working hours if the work exceeds six hours in one day or of one hour during the additional working hours if the work exceeds eight hours in one day.

#### **Article 30      Work During Extraordinary Disasters**

1. Fixed-term, part-time employees may be ordered to temporarily serve, to the necessary extent, beyond the statutory working hours and on statutory days off in times of disaster or other unavoidable circumstances that require their service.
2. When fixed-term, part-time employees are ordered to serve under the provisions of the preceding paragraph, the necessary procedures shall be completed as prescribed in Article 33, paragraph 1 of the Labor Standards Act.

### **Article 31 Day or Night Duty**

1. The University may order fixed-term, part-time employees to serve beyond their normal duties, during hours outside their prescribed working hours or on days off, by being put on duty to maintain facilities, equipment, etc. or handle communication with external parties, by being put on duty at medical facilities such as the university hospital, or by being put on duty to care for animals or plants at facilities where animals are raised or plants are cultivated, etc.
2. The scope, time and other details of day or night duty shall be prescribed separately.

### **Article 32 Monthly Variable Working Hours System**

1. With regard to fixed-term, part-time employees whose duties require them to work in special work patterns, the employees' days off and working hours may be determined separately, so that the average number of hours worked per week in a set period of one month or less does not exceed 35 hours.
2. In the case where the monthly variable working hours system is implemented pursuant to the provisions of the preceding paragraph, the prescribed working hours shall not exceed 35 hours a week on average, with the variable period being four weeks starting from April 1, 2007.
3. The start and end times and breaks of each day when implementing the monthly variable working hours system under the preceding paragraph shall be as set forth in Appended Table 1. Fixed-term, part-time employees shall be notified at least five days prior to the beginning of each counting day in accordance with the specified working schedule.
4. Notwithstanding the provisions of Appended Table 1, the break times prescribed in the preceding paragraph shall be 45 minutes if the working hours per day exceed six hours when ordering work pursuant to the provisions of Article 29, paragraphs 1 through 3 and one hour (including the break time place within the prescribed working hours) in the middle of the working hours when the working hours exceed eight hours.
5. With regards to holidays in the case where the monthly variable working hours system is implemented pursuant to the provision of paragraph 1, different days may be specified as holidays in place of the days specified in Article 27, paragraphs 1 and 2 according to the work table specified for each fixed-term, part-time employees in accordance with Article 27, paragraph 3.

#### Article 32-2 Reallocation of Days Off

The working hours of fixed-term, part-time employees who are ordered to work on holidays and are difficult to substitute for holidays pursuant to the provisions of Article 28, paragraph 1 shall be based on the variable working hours system in units of four weeks starting from April 1, 2007, and holidays shall be allocated separately pursuant to the provisions of the following items. Provided, however, that the allotted holiday may be changed to another day in advance if it is unavoidable due to work reasons.

- (1) The number of holidays shall be the same as the number of holidays in the case where the variable working hours system is not applied every four weeks.
- (2) In the case of allocations, notice shall be given in the prescribed format, in principle, at least five days before the beginning of the relevant four weeks.

### **Chapter 8 Leave**

#### **Article 33 Annual Paid Leave**

1. The number of days of annual paid leave shall be granted to fixed-term, part-time employees in accordance with Appended Table 2 on the day immediately following the expiration date of the probationary period provided for in Article 6, paragraph 1, and thereafter, on April 1 of each year.
2. Annual paid leave prescribed in the preceding paragraph shall be granted in accordance with the categories of annual paid leave under the following items if employees have worked for at least 80 percent of their prescribed working days in the period provided for in the same item:
  - (1) Annual paid leave granted on the day immediately following the expiration date of the probationary period: For six months from the initial date of employment (employees shall be deemed to have worked for the period from the day immediately following the expiration date of the probationary period within such period).
  - (2) Annual paid leave granted on April 1 after the day immediately following the expiration date of the probationary period: For one year from the day immediately following the expiration date of the probationary period (employees shall be deemed to have worked for the period from the day immediately following the expiration date of the probationary period).
  - (3) Annual paid leave granted on April 1 of each year after the April 1 prescribed in the preceding item: For one year from the day on which the previous annual paid leave was granted.
3. Annual paid leave shall be granted during the period for which it is requested by the fixed-term, part-time employees. However, when it is deemed that granting of leave in the

requested period would interfere with the normal operations of the organization in which the employee serves, the annual paid leave may be granted during a different period.

4. Annual paid leave shall be granted in units of days. However, it may also be granted in hourly units when a fixed-term, part-time employee so requests and such treatment is deemed to be particularly necessary.
5. If the timing of certain annual paid leave is prescribed by an agreement pursuant to Article 39, paragraph 6 of the Labor Standards Act, the annual paid leave shall be granted in accordance with the provisions of the agreement.
6. Up to 20 days of annual paid leave may be carried forward to the next year only (excluding annual paid leave granted on the day immediately following the expiration date of the probationary period and days that were already carried forward from the preceding year under this paragraph).
7. Annual paid leave granted on the day immediately following the expiration date of the probationary period shall be effective for two years after being granted.

#### **Article 33-2 The University Specifying the Period of Annual Paid Leave**

1. Academic and administrative staff who are granted more than 10 days of annual paid leave in a given year, shall be granted according to the categories of staff listed in the respective items, number of days specified in the following items (hereinafter referred to as the “number of period specific days”).
  - (1) Five days in a given year for academic and administrative staff as prescribed in Article 18, paragraph 1 item 1.
  - (2) Number of days specified in either of the following points for academic and administrative staff as prescribed in Article 18, paragraph 1, item 2.
    - a. Five days within a period not exceeding one year from the date on which the annual paid holidays were granted (hereinafter referred to as the “base date”).
    - b. The number of days obtained by dividing the number of months in the period from the base day to the last day of the next year by 12 and then multiplying by five.
2. Notwithstanding the provisions of the preceding paragraph, in cases where annual paid holidays are granted pursuant to the provision of the preceding Article, the number of day of annual holidays granted (in cases where the number of days exceeds the number of period specified days, then the number of period specified days) shall be granted without specifying a period.

#### **Article 34 Special Leave**

1. Special leave for the period of time deemed necessary shall be granted to fixed-term, part-time employees if they request it in advance for any of the reasons listed below:
  - (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 experiences difficulty commuting to his/her workplace due to an earthquake, flood, fire or other disasters or an accident in the public transport system, a special leave shall be granted for a period that the University judges as appropriate.
- (4) 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/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.
- (5) 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 3 for the list of applicable family members and definitions for number of consecutive leave days)
- (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 the employee 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 (as specified in Article 38 paragraph 1 item 1, the same shall apply for this Article), a special leave of up to 30 minutes shall be granted twice a day. However, if the child's other parent receives similar child care leave, the period of special leave shall be reduced by the length of leave granted to the other parent.
- (9) When a female employee has difficulty working due to her menstruation, a special leave for the period of time deemed necessary shall be granted.
- (10) When a female employee is deemed to be unavailable to work due to health guidance based on the Maternal and Child Health Law or guidance following a health check, a special leave for the period of time deemed necessary shall be granted.
- (11) When an employee must rest to receive medical treatment for a work-related injury or illness, or for commuting (meaning commute as provided for in Article 7, paragraph 2

of the Workmen's Accident Compensation Insurance Act (Act No. 50 of 1947) a special leave for the period of time deemed necessary shall be granted provided the University judges such absence from work as unavoidable.

- (12) When an employee must rest to receive medical treatment for an injury or illness, a special leave of up to 10 days shall be granted per fiscal year provided the University judges such absence from work as unavoidable (excluding the previous three items).
- (13) When an employee must be absent from work to register as a bone marrow donor or as a peripheral blood stem cell donor, or must be absent from work to donate bone marrow or peripheral blood stem cells for a transplant recipient other than his or her spouse, parent, child or sibling, 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.
- (14) A summer-time leave of up to two days designated by the University shall be granted.
- (15) 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 (or 10 days in the case of two or more such children), as daily leave or in hourly units, shall be granted per year provided the University judges such absence from work as appropriate for rendering care to the child with an injury or illness or for illness prevention.
- (16) When a family member requires nursing or other care as stipulated in Article 45, paragraph 1 (family members being defined in paragraph 2 of the same Article), a special leave of up to five days (or 10 days in the case of two or more such family members), as daily leave or in hourly units, shall be granted per year provided the University judges such absence from work as appropriate for rendering such care.
- (17) When an employee must attend a special function in memory of his/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/her death.
- (18) When a fixed-term, part-time employee in a separate category is on leave to attend summer functions such as the Bon festival or to maintain and build physical and mental health or to improve the quality of family life, a special leave of up to one day shall be granted and may be taken between July and September of the year provided the University judges such absence from work as appropriate.
- (19) When an fixed-term, part-time 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 as specified in Appendix Table 3 shall be granted in one fiscal year provided the University judges such absence from work as appropriate.

- (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.
- (20) 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.
- (21) In the event of marriage by a fixed-term, part-time employee, a special leave of a period of five consecutive days from five days prior to the day of the marriage until one month after the wedding day may be granted provided the University judges such absence of the employee from work as appropriate.
- (22) In the event that a spouse of a fixed-term, part-time employee (including a person who has not submitted a notification but is in a de facto marital relationship) gives birth, a special leave of up to seven days, as daily leave or in hourly units, during the period before and after the childbirth (meaning the periods listed in items 6 and 7) of the spouse shall be granted provided the University judges such absence of the employee from work as appropriate due to reasons deemed necessary for the spouse's childbirth or to take care of the said child or other children under primary school age.
- (23) A special leave shall be granted on some designated days
2. The periods of consecutive days and weeks indicated in the preceding paragraph are deemed to include non-work days and days off.

### **Article 35 Treatment of Compensation during Special Leave**

Fixed-term, part-time employees shall be entitled to compensation during special leave as specified in paragraph 1 of the preceding Article excluding items (6), (7) and (10).

### **Article 36 Procedures for Taking Leave**

1. Fixed-term, part-time employees who wish to request leave under Article 33 or Article 34 (excluding item (14)) shall fill out and submit the prescribed request form in advance.



However, the request may be submitted after the fact in cases where 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. In the case where an annual paid leave is granted to fixed-term, part-time employee at a specific time pursuant to the provisions of Article 33-2, opinions on the time shall be heard once the fixed-term, part-time employee has been informed of said leave being granted pursuant to the provisions of the same Article in advance.
3. Fixed-term, part-time employees requesting special leave as prescribed in Article 34 shall also submit certificates, etc. as evidence when instructed to do so.

### **Article 37          Approval of Absence from Work**

1. Fixed-term, part-time employees may receive approval for compensated absence from their work during certain period of time as prescribed in the following items:
  - (1) Time required to receive health guidance as prescribed in Article 10 of the Maternal and Child Health Act (Act No. 141 of 1965) or health examinations as prescribed in Article 13 of the same Act.
  - (2) Up to one hour of work per day at the start and/or end of their prescribed working hours for female fixed-term, part-time employees during pregnancy if crowding on public transport they commute to work on is deemed to affect the maintenance of their health or the health of their fetus.
  - (3) Time required to receive a general health examination that is prescribed separately.
  - (4) Time approved to participate in designated forms of recreation.
  - (5) Time deemed specially necessary
2. Absence from work prescribed in item (2) of the preceding paragraph shall not receive compensation, except for fixed-term, part-time employees separately prescribed.
3. Fixed-term, part-time employees who wish to receive approval for absence from work in any of the cases listed in paragraph 1 shall fill out and submit the prescribed request form in advance.

## **Chapter 9          Child Care Leave**

### **Article 38          Fixed-term, Part-time Employees Eligible for Child Care Leave for Child under the Age of One**

1. Fixed-term, part-time employees who wish to take leave to take care of a child until that child reaches one year of age and who fall under all of the following items may take leave to take care of the child (hereinafter referred to as “child care leave”):

- (1) Employees who reside with and take care of a 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)(hereinafter referred to as “Care Leave Act”), the same shall apply to this Chapter as well as Chapter 11) under the age of one.
  - (2) Employees who intend to return to work at the end of the child care leave.
  - (3) Employees who have been continuously employed by the University for at least one year.
  - (4) Employees whose term of contract is not expected to expire (in the event the contract is extended, the term after the extension) before the child reaches 18 months of age.
2. Notwithstanding the provisions of the preceding paragraph, fixed-term, part-time employees who fall under either of the following items may not take child care leave:
- (1) Fixed-term, part-time employees who previously took a child care leave and, without any special reasons, wish to take another child care leave for the same child (twins or multiple birth children are treated as one child) being nurtured on the start day of the previous child care leave. In this case, the first child care leave taken within a period from the child’s birthday to the day after the eight-week leave, is excluded (if the child is born before the expected delivery date, the period starts from the child’s birthday to the day after the eight-week leave that begins on the expected delivery date; and if the child is born after the expected delivery date, the period starts from that expected delivery date to the day after the eight-week leave that begins on the child’s birthday.) In addition, such employees who took maternity leave in the applicable period in accordance with Article 65, paragraph 2 of Labor Standards Act are excluded.
  - (2) Fixed-term, part-time employees who are deemed not eligible to take a child care leave are defined as follows: Under an agreement pursuant to Article 6 of the Care Leave Act, those employees who fall into any one of the categories of paragraph 1, item 2 of the same Article and Article 8 of the Ordinance for Enforcement of the Act on the Welfare of Workers Who Take Care of Children or Other Family Members Including Child Care and Family Care Leave (Ministry of Labour Ordinance No. 25 of 1991; hereinafter referred to as the “Ordinance for Enforcement of the Care Leave Act”).

**Article 39 Child Care Leave for Child between Ages of 12 Months and 18 Months**

Fixed-term, part-time employees who wish to take child care leave for a child between the ages of 12 months and 18 months may take the leave if they fall under either of the following items. However, if the employee’s spouse is taking child care leave for the same child as of the child’s first birthday, leave shall be limited to employees who fall under any of the items from (2) to (4) of paragraph 1 of the same Article but do not fall under item (2) of paragraph 2 of the same Article.

- (1) The fixed-term, part-time employee or his or her spouse is taking child care leave for

the same child as of the child's first birthday.

- (2) The fixed-term, part-time employee falls under the cases prescribed in Article 6 of the Ordinance for Enforcement of the Care Leave Act, when the leave after the child's first birthday is deemed especially necessary for continuance of employment of those employees.

#### **Article 39-2 Child Care Leave for Child between Ages of 18 Months and 2 Years**

1. For Fixed-term Part-time Staff who are not subject to Article 38, Paragraph 2, Item 2 and who wish to take Child Care Leave for a child between the ages of 18 months and 2 years, the employee may only take leave if neither of the following circumstance apply:
  - (1) The Fixed-term Part-time Staff or their spouse are taking Child Care Leave on the day that the child in-question reaches 18 months of age
  - (2) The circumstances as defined in Article 6, Paragraph 2 of the Ordinance for Enforcement of the Act on Childcare Leave, Caregiver Leave, and Other Measures for the Welfare of Workers Caring for Children or Other Family Members are applicable in the event that a leave of absence is deemed especially necessary for the continuance of employment regarding the period after the child in-question reaches 18 months of age
2. The rules of Article 38, Paragraph 1 (excluding item 1) apply *mutatis mutandis* to those Fixed-term Part-time staff who wish to take Child Care Leave as described in the previous Paragraph. In this case, replace "reaches 18 months of age" from Item 4, Paragraph 1 of the same article with "reaches 2 years of age".

#### **Article 40 Request for Child Care Leave**

1. Fixed-term, part-time employees who wish to take child care leave shall submit a request by specifying the expected start date and end date (hereinafter those dates shall respectively be referred to as the "expected start date of child care leave" and the "expected end date of child care leave") of the desired child care leave. In this case, requests for child care leave pursuant to the provisions of Article 39 shall indicate as the expected start date of child care leave the day immediately following the relevant child's first birthday, and requests for child care leave pursuant to the provisions of the Article 39-2 shall indicate as the expected start date of child care leave the day immediately following the day the relevant child turns 18 months old.
2. The request for child care leave in the preceding paragraph shall, in principle, be submitted at least one month (or two weeks if a request pursuant to the provisions of Article 39) before the expected start date of child care leave, using the child care leave request form. In this case, the University may request the submission of documents considered necessary for verifying the reason for the request.

3. The provisions of items (3) and (4) of paragraph 1 of Article 38, paragraph 2 of the same article, the proviso of Article 39, the second paragraph of the preceding article, and the second sentence in paragraph 1 of this Article, and the preceding paragraph shall not apply to fixed-term, part-time employees who are already taking child care leave with the expected end date for child care leave to fall on the last day of their labor contract (or, the rescheduled date if the expected end date has been changed pursuant to the provisions of paragraph 2 of the following Article), and submit another request for child care leave with the expected start date for child care leave to fall on the first day of the renewed contract period upon the renewal of their contract.
4. Fixed-term, part-time employees who have requested for child care leave (hereinafter referred to as “employees requesting child care leave”) shall report without delay the birth of the child covered by the leave for which the employees have submitted the request.
5. After the employee requesting child care leave submits the request prescribed in paragraph 1, they shall be given a notice concerning the handling of child care leave.

**1. Article 41 Changes Regarding Child Care Leave Period**

Fixed-term, part-time employee requesting child care leave under Article 38, paragraph 1 may change the expected start date of child care leave to an earlier date once only if any of the reasons listed in the following items occurs and the employee makes the request no later than the day before the expected start date of the relevant child care leave:

- (1) The child is born earlier than expected.
  - (2) The employee’s spouse who is a parent of the relevant child dies.
  - (3) The employee’s spouse suffers an injury or illness that makes it difficult for him or her to take care of the relevant child.
  - (4) The employee’s spouse ceases to reside with the relevant child.
2. Fixed-term, part-time employees requesting child care leave may change the expected end date of child care leave to a later date once only if they make the request, in principle, no later than one month before the expected end date of child care leave.

**Article 42 Withdrawal of Request for Child Care Leave**

1. Fixed-term, part-time employees requesting child care leave may withdraw their request at any time up to and including the day before the expected start date of child care leave.
2. Notwithstanding the provisions of Article 38, paragraph 1, Articles 39 and 39-2, fixed-term, part-time employees requesting child care leave who have withdrawn a child care leave request pursuant to the provisions of the preceding paragraph may not take child care leave for the same child, except in special circumstances set out in the following items:
  - (1) The employee’s spouse dies.
  - (2) The employee’s spouse incurs an injury, illness, or physical or mental disability that makes it difficult for him or her to take care of the relevant child.

- (3) The employee's spouse ceases to reside with the relevant child because of annulment of the marriage or other circumstances.

**Article 43 Termination of Child Care Leave**

1. A period of child care leave shall terminate if any of the situations set out in the following items arise, on the day of occurrence (or the day immediately before that day in the case of item (5)):
  - (1) The child dies.
  - (2) The child ceases to be the legal child of the employee requesting child care leave.
  - (3) The child ceases to reside with the employee requesting child care leave.
  - (4) Trials concerning the domestic relations as required by Article 817-2 paragraph 1 of the Civil Code has been completed (excluding cases where the rulings on special adoption has been concluded) or measures stipulated by Article 27 paragraph 1 item 3 of the Child Welfare Act has been lifted before the adoption has been finalized
  - (5) The employee requesting child care leave becomes unable to take care of the child due to injury, illness, or physical or mental disability.
  - (6) The employee requesting child care leave is granted special leave under Article 34, paragraph 1, item (6) or (7), or commences family care leave as prescribed in Article 45 or another type of child care leave.
  - (7) The employee requesting child care leave becomes subject to Article 38, paragraph 2, item (2).
2. Fixed-term, part-time employees on child care leave shall, without delay, make a report if any of the situations set out in the items of the preceding paragraph arise during child care leave.

**Article 43-2 Special Provisions for Case Where Spouse Takes Child Care Leave for the Same Child**

If a fixed-term, part-time employee raises a child and this employee's spouse takes a child care leave for the same child before the child reaches one year old, provisions in this chapter shall apply pursuant to Article 9, paragraph 2 of the Care Leave Act.

**Article 44 Handling of Compensation during Child Care Leave**

Fixed-term, part-time employees shall not receive compensation while they are on child care leave as prescribed in this chapter.

**Chapter 10 Family Care Leave**

**Article 45 Fixed-term, Part-time Employees Eligible for Family Care Leave**

1. Fixed-term, part-time employees who need to take care of a family member requiring constant care for a period of two weeks or more due to injury, illness, or physical or mental disability (hereinafter referred to as “care-requiring condition”) and who fall under either of the following items may take leave to provide care for that family member (hereinafter referred to as “family care leave”):
  - (1) Employees who have been continuously employed by the University for at least one year.
  - (2) Employees whose term of contract is not expected to expire (in the event the contract is extended, the term after the extension) within the period of the 93rd day after the first day of the continuous period for which family care leave is required and six months.
2. The term “family member” used in the preceding paragraph refers to persons listed in the following items (hereinafter referred to as “subject family member”).
  - (1) Spouse.
  - (2) Parents.
  - (3) Children (a child that has a parent-child relation with the fixed-term, part-time employee in the eyes of the law, including adopted children).
  - (4) Spouse’s parents.
  - (5) Grandparents, siblings, and grandchildren.
  - (6) Family members other than the persons listed in the items above who are deemed to qualify as the subject family members by the University.
3. Notwithstanding the provisions of paragraph 1, fixed-term, part-time employees who fall under any of the following items may not take family care leave:
  - (1) Fixed-term, part-time employees who have previously taken three periods of family care leaves for a specific family member.
  - (2) Fixed-term, part-time employees who have previously taken periods of family care leaves and whose total number of days has reached 93 days.
  - (3) Fixed-term, part-time employees who, based on an agreement pursuant to Article 12 of the Care Leave Act, fall under the scope of persons prescribed in Article 12, paragraph 2 of the same Act and Article 24 of the Ordinance for Enforcement of the Care Leave Act.

#### **Article 46 Request for Family Care Leave**

1. Fixed-term, part-time employees who wish to take family care leave shall submit a request by specifying the expected start date and end date (hereinafter those dates shall respectively be referred to as the “expected start date of family care leave” and the “expected end date of family care leave”) of the desired family care leave.
2. The number of request allowed for family care leave mentioned in the preceding paragraph for one specific condition will be three.

3. The request for family care leave in paragraph 1 shall, in principle, be submitted at least two weeks before the expected start date of family care leave, using the family care leave request form. In this case, the University may request the submission of documents considered necessary for verifying the reason for the request.
4. The provisions of paragraph 1 and paragraph 3 (excluding item (2)) of the preceding Article shall not apply to fixed-term, part-time employees who are already taking family care leave with the expected end date for family care leave to fall on the last day of their labor contract (or, the rescheduled date if the expected end date has been changed pursuant to the provisions of Article 48), and submit another request for family care leave with the expected start date for family care leave to fall on the first day of the renewed contract period upon the renewal of their contract.
5. After submission of the request prescribed in paragraph 1 by a fixed-term, part-time employee (hereinafter referred to as “employees requesting family care leave”), the employee shall be given a notice concerning the handling of family care leave.

#### **Article 47          Withdrawal of Request for Family Care Leave**

1. Fixed-term, part-time employees requesting family care leave may withdraw their request at any time up to and including the day before the expected start date of family care leave.
2. Fixed-term, part-time employees requesting family care leave who have withdrawn a family care leave request pursuant to the provisions of the preceding paragraph may submit another request for family care leave for the eligible family member covered by the withdrawn request.

#### **Article 48          Changes Regarding Expected End Date of Family Care Leave**

Fixed-term, part-time employees requesting family care leave may, once only, request to have the expected end date of family care leave rescheduled to a later date, provided that the request is submitted, in principle, at least two weeks before the expected end date of family care leave.

#### **Article 49          Termination of Family Care Leave**

1. A period of family care leave shall terminate before the expected end date of family care leave (or, the rescheduled expected end date of family care leave if the expected end date has been changed pursuant to the preceding Article) if any of the situations set out in the following items arise, on the day of occurrence (or the day immediately before that day in the case of item (4)).
  - (1) The subject family member dies.
  - (2) The subject family member ceases to be a subject family member with respect to the employee requesting family care leave.
  - (3) The employee requesting family care leave becomes unable to take care of the subject family member due to injury, illness, or physical or mental disability.

- (4) The employee requesting family care leave is granted special leave under Article 34, paragraph 1, item (6) or (7), or commences child care leave or another type of family care leave.
  - (5) The employee requesting family care leave becomes subject to Article 45, paragraph 3, item (3).
2. If any of the situations listed in the items of the preceding paragraph occurs during a period of family care leave, the fixed-term, part-time employee shall, without delay, give notice regarding that situation.

#### **Article 50      Handling of Compensation during Family Care Leave**

Fixed-term, part-time employees shall not receive compensation while they are on family care leave as prescribed in this chapter.

### **Chapter 11    Limitation on Overtime Work for Child or Family Care Leave**

#### **Article 51    Limitation on Overtime Work, etc.**

1. If a fixed-term, part-time employee looking after a child under the elementary fourth grade or caring for a family member requests exemption from overtime work, the University shall not have such employee work in excess of the prescribed working hours, unless it will impede normal operations of the University.
2. If a fixed-term, part-time employee looking after a child under the elementary fourth grade or caring for the subject family member (hereinafter referred to as the “Employee Caring for a Child/Family”, except when the Care Leave Act, Article 17, paragraph 1, item 1 applies to the employee), asks to do overtime work as prescribed in the Article 32 of the Labor Standards Act to care for the child or the family member, the University shall decide the matter by an agreement based on Article 36 of the Labor Standards Act.
3. If the Employee Caring for a Child/Family requests exemption from night-time work (between 10 p.m. and 5 a.m.), the provision in paragraph 1 shall apply *mutatis mutandis*.

#### **Article 51-2    Reduction of Working Hours**

1. Fixed-term, part-time employees who need to take care of a child or a family member may take advantage of any of the following measures for reduction of working hours. However, this shall exclude working days on which the prescribed number of daily working hours does not exceed four hours.
  - (1) Measure for reducing the prescribed number of daily working hours in accordance with any of the following formulas.
    - (a) For fixed-term, part-time employees who do not take child care leave but take care of a child until he or she turns one year old (or up to the day the child turns 18



months old if the employee is eligible to make a request under the provisions of Article 39, or up to the day the child turns 2 years old if the employee is eligible to make a request under the provisions of Article 39-2; the same shall apply throughout this paragraph), or who take care of a child from one year of age to the last day of the March at the end of the child's third year of elementary school: a maximum reduction of 3 hours 45 minutes per day during either aforementioned period of care (excluding cases where the reduction would cause the number of daily working hours to fall below four hours).

- (b) For fixed-term, part-time employees who care for a subject family member in a care-requiring condition: a maximum reduction of 3 hours 45 minutes per day during the period in which care is required (excluding cases where the reduction would cause the number of daily working hours to fall below four hours).
- (2) Measure for moving the start and end times of work earlier or later by 30 minutes or one hour during any of the periods prescribed in the preceding item, without changing the prescribed number of daily working hours.
- (3) Measure for exempting fixed-term, part-time employees from working beyond their prescribed working hours in cases where they need to take care of a child.
- 2. The required period for family care set forth in the preceding paragraph shall be up to a consecutive period of 3 years from the start of the reduced working hours.
- 3. The hours prescribed in paragraph 1, item (1) may be divided into 15-minute units requested at the start and end times of working hours.
- 4. If fixed-term, part-time employees wish to receive approval to reduce their working hours under paragraph 1, they shall fill out the prescribed request form and submit it before utilizing the reduction system.

#### **Article 52          Handling of Compensation in Cases of Reduced Working Hours**

Fixed-term, part-time employees who have their working hours reduced pursuant to paragraph 1, item (1) of Article 51-2 shall not receive compensation for the hours that were reduced.

### **Chapter 12          Compensation**

#### **Article 53          Types of Compensation**

The types of compensation payable to fixed-term, part-time employees are as listed below.

- (1) Base salary
- (2) Allowances
  - (a) Commuting allowance
  - (b) (Deleted)
  - (c) High-place work allowance

- (d) Allowance for explosives-handling work
- (e) Aviation allowance
- (f) Allowance for breeding bulls/stallions
- (g) Corpse disposal allowance
- (h) Allowance for radiation handling
- (i) Allowance for work in abnormally pressurized environments
- (j) Allowance for work in mountainous areas
- (k) Allowance for night nursing
- (l) Polar/high-altitude work allowance
- (m) Special epidemic prevention work allowance
- (n) Overtime allowance
- (o) Holiday overtime work allowance
- (p) Night work allowance
- (q) Night/day duty allowance
- (r) End of semester bonus

**Article 54        Base Salary**

The base salary for fixed-term, part-time employees shall be hourly wages determined individually for each employee in 10-yen units within the minimum threshold, as determined in Article 4 of the Minimum Wage Act (Act 137, 1959) (in the case that this is not a multiple of 10 yen, the figure is to be rounded up), and the maximum threshold, prescribed separately.

**Article 55        Calculation of Hourly Compensation Rates**

1. The hourly compensation rate set out in Articles 70 through 72 for fixed-term, part-time employees shall be the amount of the base salary
2. Notwithstanding the provisions of the preceding paragraph, if the fixed-term, part-time employee's services include work or duties that entitle the employee to payment of the high-place work allowance, allowance for explosives-handling work, aviation allowance, allowance for breeding bulls/stallions, corpse disposal allowance, allowance for radiation handling, allowance for work in abnormally pressurized environments, allowance for work in mountainous areas, polar/high-altitude work allowance or special epidemic prevention work allowance, the hourly amount for each allowance (or, if an allowance paid on a daily basis, the amount resulting when the daily amount is divided by 7.75) shall be added to the hourly compensation rate provided in Articles 70 through 72 and calculated in accordance with the preceding paragraph.

**Article 56        (Deleted)**

**Article 57        (Deleted)**

**Article 58        Commuting Allowance**

A commuting allowance shall be paid to fixed-term, part-time employees who have been employed for a certain period of at least one month and who fall under any of the following items.

- (1) Fixed-term, part-time employees who usually use public transport or toll roads (hereinafter referred to as “public transport”) to commute to work and who bear the cost of the fares or tolls (hereinafter referred to as “fares.”). (This excludes fixed-term, part-time employees who do not face significant difficulty in commuting without the use of public transport, and who reside less than two kilometers’ walking distance from their place of work, and employees indicated in item (3) below.)
- (2) Fixed-term, part-time employees who usually use an automobile or other vehicle (hereinafter referred to as “automobile”) to commute to work. (This excludes fixed-term, part-time employees who do not face significant difficulty in commuting without the use of an automobile, and who reside less than two kilometers’ walking distance from their place of work, and employees indicated in item (3) below.)
- (3) Fixed-term, part-time employees who usually commute to work by public transport for which they bear the cost of fares, and by using an automobile. (This excludes fixed-term, part-time employees who do not face significant difficulty in commuting without the use of public transport or an automobile, and who reside less than two kilometers’ walking distance from their place of work.)

**Article 59        Deleted**

**Article 60        High-place Work Allowance**

A high-place work allowance shall be paid to fixed-term, part-time employees who engage in certain duties at high places provided separately.

**Article 61        Allowance for Explosives-handling Work**

An allowance for explosives-handling work shall be paid to fixed-term, part-time employees who directly engage in the production of high-pressure gas or the filling of containers with high-pressure gas.

**Article 62        Aviation Allowance**

An aviation allowance shall be paid to fixed-term, part-time employees who board an aircraft to engage in certain duties provided separately.

**Article 63        Allowance for Breeding Bulls/Stallions**

An allowance for breeding bulls/stallions shall be paid to fixed-term, part-time employees who

engage in certain duties pertaining to breeding bulls/stallions provided separately.

**Article 64 Corpse Disposal Allowance**

A corpse disposal allowance shall be paid to fixed-term, part-time employees who engage in certain duties pertaining to corpse disposal provided separately.

**Article 65 Allowance for Radiation Handling**

An allowance for radiation handling shall be paid to fixed-term, part-time employees who engage in duties involving the handling of medical radiation, medical X-rays or X-rays and who perform tasks involving the projection of X-rays and other radiation on human bodies.

**Article 66 Allowance for Work in Abnormally Pressurized Environments**

An allowance for work in abnormally pressurized environments shall be paid to fixed-term, part-time employees who engage in certain duties provided separately.

**Article 67 Allowance for Work in Mountainous Areas**

An allowance for work in mountainous areas shall be paid to fixed-term, part-time employees who engage in certain duties in mountains provided separately.

**Article 68 Allowance for Night Nursing**

An allowance for night nursing shall be paid to fixed-term, part-time employees (limited to Assistant Nurses and Assistant Medical Technicians) who engage in certain duties provided separately.

**Article 69 Polar/High-Altitude Work Allowance**

A polar/high altitude observation allowance shall be paid to fixed-term, part-time employees who engage in work as described below. However, this rule does not apply if such a project is jointly carried out with the government and an amount equivalent to the polar/high-altitude work allowance is paid to the employee by the government.

(1) Arctic observation work at or south of latitude 55°S

(2) Observation work that takes place at the Atacama Observatory, affiliated with the Graduate School of Science, The University of Tokyo.

**Article 69-1 Special Epidemic Prevention Work Allowance**

Special epidemic prevention work allowance shall be paid for the time being to employees engaged in work provided separately.

**Article 70 Overtime Allowance**

1. An overtime allowance shall be paid to fixed-term, part-time employees who are ordered to

serve beyond their prescribed working hours for work-related reasons at an hourly compensation rate applied to the total number of overtime hours worked as prescribed in the following items.

- (1) If the number of hours actually worked falls short of 7 hours 45 minutes per day or 38 hours 45 minutes per week, the hourly compensation prescribed in Article 55 shall be paid; if the number of hours actually worked exceeds 7 hours 45 minutes per day or 38 hours 45 minutes per week, the overtime allowance shall be 125% (or 150% for work late at night) of the hourly compensation prescribed in Article 55.
  - (2) If an employee is ordered to serve on days (excluding days off that fall under the following Article), the overtime allowance shall be calculated at the hourly compensation rates as prescribed in the preceding item.
  - (3) For fixed-term, part-time employees subject to the provisions of Article 32 and 32-2, notwithstanding the provisions of the preceding two items, the University shall pay 125% (or 150% for work late at night) of the hourly compensation rate as prescribed in Article 55 for hours listed below; otherwise, the University shall pay the hourly compensation rate as prescribed in Article 55.
    - (a) On days when the number of working hours for one day is set to exceed 7 hours 45 minutes, the number of overtime hours beyond such number of hours; and on other days, the number of overtime hours beyond 7 hours 45 minutes.
    - (b) In weeks when the number of working hours for one week is set to exceed 38 hours 45 minutes, the number of overtime hours beyond such number of hours; and in other weeks, the number of overtime hours beyond 38 hours 45 minutes (excluding the hours that fall under (a)).
    - (c) The number of overtime hours beyond the total number of statutory working hours for a certain period within one month (excluding the hours that fall under (a) or (b)).
2. The University shall pay 125% of the hourly wages for overtime (or 150% in case of late night work; those overtime hours are collectively referred to as “hours with higher wages”) as stipulated in the preceding paragraph. If the cumulative total of hours with higher wages and hours worked on a day stipulated in Article 27 (hereinafter referred to as “days off”) exceeds 60 hours per month, the University shall pay, as an overtime allowance, 150% of the hourly wages stipulated in Article 55 (or 175% for late night work) for the exceeding portion of hours with higher wages.

#### **Article 71      Holiday Overtime Work Allowance**

1. A holiday overtime work allowance shall be paid to fixed-term, part-time employees who are ordered, under Article 29, to work on days off for work-related reasons; in this case, the amount to be paid shall be 135% (or 160% for work late at night) of the hourly

compensation rate as prescribed in Article 55 for the total number of hours ordered to work on a holiday (unless the employee's schedule was pre-arranged to compensate the holiday with another day off during the same week pursuant to the provisions of Article 28).

2. If the cumulative total of hours worked on days off and hours with higher wages exceeds 60 hours per month, the University shall pay, as a holiday overtime work allowance, 150% of the hourly wages stipulated in Article 55 (or 175% for late night work) for the exceeded portion of hours worked on days off.
3. For fixed-term, part-time employees subject to the provisions of Article 32 and 32-2, if such employees' prescribed working hours are scheduled on any of the days off defined in items (3) through (5) of Article 27, and if they work on those days, the University shall pay, as a holiday overtime work allowance, 135% of the hourly compensation rate as prescribed in Article 55, for the total number of the prescribed working hours and hours ordered to work on those days, in addition to their normal compensation.

#### **Article 72 Night Work Allowance**

A night work allowance shall be paid to fixed-term, part-time employees whose prescribed working hours are scheduled for late at night to the amount calculated by multiplying the total number of hours worked during the late-night period by the hourly compensation rate defined in Article 55, paragraph 1, by 0.25.

#### **Article 73 Night/Day Duty Allowance**

1. A night/day duty allowance shall be paid to fixed-term, part-time employees who are ordered to be on night or day duty under Article 31 to perform certain services provided separately.
2. The service prescribed in the preceding paragraph is not considered part of the services covered by the preceding three Articles.

#### **Article 74 End of Semester Bonus**

An end of semester bonus shall be paid to fixed-term, part time employees employed at the University of June 1 and December 1 (with the exception of those to whom the provisions of Article 2 of the Supplementary Provisions of the University of Tokyo Rules No. 34 of April 1, 2004, apply).

Notwithstanding the provisions of the previous paragraph, end of semester bonus shall not be paid or shall be temporarily suspended for fixed-term, part-time employees for whom the University deems appropriate to not pay or temporary suspend payment of end of semester bonuses.

#### **Article 75 Allowance Amounts**

The amounts and other necessary details pertaining to the allowances prescribed in Articles 58, 60 through 69-1 and 73 shall be provided separately.

#### **Article 75-1 Handling of Fractions**

1. If a fraction results from the calculation of the allowances prescribed in Articles 70, 71 and 72, the amount shall be rounded down to the nearest yen when the fraction is less than JPY 0.50, and rounded up to the nearest yen when the fraction is at least JPY 0.50 but less than JPY 1.0.
2. If a fraction results in a final amount calculated under the provisions of these Rules, the amount shall be rounded down to the nearest yen.

#### **Article 76 Payment of Compensation**

1. Compensation to fixed-term, part-time employees shall be paid directly to employees in currency in the full amount. However, certain deductions may be made from this compensation where specified by laws and regulations, or by agreements pursuant to Article 24 of the Labor Standards Act.
2. The compensation set out in the preceding paragraph shall, in principle, be paid through direct deposit of the required amount into the fixed-term, part-time employees' savings account.
3. The base salary, commuting allowance, polar/high-altitude work allowance, allowance for explosives-handling work, aviation allowance, allowance for breeding bulls/stallions, corpse disposal allowance, allowance for radiation handling, allowance for work in abnormally pressurized environments, allowance for work in mountainous areas, allowance for night nursing, polar/high-altitude work allowance, special epidemic prevention work allowance, overtime allowance, holiday overtime work allowance, night work allowance and night/day duty allowance shall be paid for the work performed from the first day to the last day of each month (hereinafter referred to as the "compensation calculation period") on the 17th day of the following month (or the 15th day if the 17th day is Sunday, the 16th day if the 17th day is Saturday or the 18th day if the 17th day is a national holiday).

#### **Article 77 Revision of Compensation**

Compensation for fixed-term, part-time employees may be revised during the relevant contract period.

#### **Article 78            Obligation to Cooperate**

Fixed-term, part-time employees shall comply with relevant laws, rules and regulations and supervisors' instructions in maintaining favorable environment for education and research, safety, hygiene and health at the University (hereinafter referred to as "environment, safety and health"), and shall attempt to prevent industrial accidents in cooperation with the University.

#### **Article 79            Environment, Safety and Health Education**

Fixed-term, part-time employees shall undergo education and training on environment, safety and health implemented by the University.

#### **Article 80            Medical Examinations**

1. Fixed-term, part-time employees shall undergo the regular or occasional medical examinations conducted by the University every year pursuant to the Ordinance on Industrial Safety and Health (Ministry of Labour Ordinance No. 32 of 1972).
2. Fixed-term, part-time employees may, in lieu of the medical examinations prescribed in the preceding paragraph, undergo medical examinations by a physician and submit documents certifying the results of such medical examinations to the University.
3. If deemed necessary based on the results of the medical examinations, the University shall devise measures required to maintain the health of fixed-term, part-time employees such as prohibition of work or imposing restrictions on their working hours.
4. Fixed-term, part-time employees shall not refuse to cooperate with the measures set forth in the preceding paragraph without just cause.

#### **Article 81            Prohibition of Work**

- 1 If fixed-term, part-time employees fit any descriptions of the following items, the University can prohibit them from working:
  - (1) The employee who has a contagious disease
  - (2) The employee who has a disease in heart, kidney, lung and other organs which may significantly worsen due to work
  - (3) The employee judged by an industrial physician unfit for work as he/she suffers from a disease comparable to the ones stipulated in the preceding two items
- 2 If the University suspects that an employee may be contracted with a disease stipulated in item 1 of the preceding paragraph, it can prohibit him/her from working.
- 3 When the University intends to prohibit an employee from working in accordance with the preceding two paragraphs, it should consult with an industrial physician or other medical specialist beforehand.



**Article 82      Accident Compensation**

If fixed-term, part-time employees suffer any work-related accident (i.e., injury, illness, disability or death; the same shall apply hereinafter) or accidents while commuting to and from work, the accident compensation, the promotion of the employees' social rehabilitation, and welfare services for support of the injured employees and their families shall be governed in accordance with the provisions of the Labor Standards Act, the Workers' Act, and the University of Tokyo Regulations on Discretionary Accident Compensation for Academic and Administrative Staff (Rule No. 33 of 2004).

**Article 83      Social Insurance**

Whenever fixed-term, part-time employees become eligible for health insurance, employees' pension insurance or employment insurance, the University shall immediately carry out the necessary procedures for enrolling the employees in the relevant insurance.

**Chapter 15      Training**

**Article 83-1      Training**

Should it be deemed necessary for work, fixed-term, part-time employees may be ordered to attend training programs.

**Article 83-2      On-the-job Training**

1. Supervisors of fixed-term, part-time employees shall provide necessary training to the fixed-term, part-time employees through their daily work.
2. Fixed-term, part-time employees shall undergo training pursuant to the preceding paragraph in accordance with the instructions and orders from their supervisors.

**Article 83-3      Off-site Training**

1. The University may, when deemed necessary, require fixed-term, part-time employees to exclusively attend training away from their daily duties.
2. Fixed-term, part-time employees may not refuse an order issued under the preceding paragraph without justifiable reasons.

**Article 83-4      Responsibilities of Fixed-term, Part-time Employees Receiving Off-site Training**

Fixed-term, part-time employees receiving off-site training as prescribed in the preceding Article shall comply with the regulations and other provisions found to be necessary for the effective implementation of the training as specified by the organizations implementing the training.

## **Chapter 16      Awards**

### **Article 84      Awards**

Awards shall be conferred to fixed-term, part-time employees whose good conduct is an honor to the University or serves as a model to academic and administrative staff or whom the President otherwise deems should receive an award.

## **Chapter 17      Disciplinary Action**

### **Article 85      Grounds for Disciplinary Action**

1. Fixed-term, part-time employees who fall under any of the following items shall be subject to disciplinary action:
  - (1) Absence without leave without just cause;
  - (2) Frequent absence without leave, tardiness, leaving before the end time of their working hours, and other neglect of services without just cause;
  - (3) Causing damage to the University intentionally or by gross negligence;
  - (4) Theft, embezzlement, assault with bodily injury, or other acts constituting criminal offenses;
  - (5) Causing material damage to the University's honor or reputation;
  - (6) Disrupting order or morality at the University by bad behavior.
  - (7) Significant misrepresentation of career experience; or
  - (8) Violation of other matters to be observed under these Rules, or improper conduct equivalent to those specified in items (1) to (7) above.
2. Fixed-term, part-time employees subject to disciplinary action as prescribed in the preceding paragraph shall be provided with an opportunity to give an oral or written explanation of their conduct prior to any disciplinary action.

### **Article 86      Disciplinary Action**

Disciplinary action against fixed-term, part-time employees shall take the forms of official warnings, compensation reductions, short- or long-term suspensions, dismissals under instruction and disciplinary dismissals, defined as follows.

- (1) Official warning: Caution about future behavior

- (2) Compensation reduction: Reduction of compensation, with individual reductions not to exceed one-half of one day's worth of the average wages provided in Article 12 of the Labor Standards Act and total reductions not to exceed one-tenth of the total amount of compensation for a single compensation calculation period
- (3) Short-term suspension: Suspension from services for not less than one day and not more than 10 days, during which period the employee shall not engage in work duties and shall not receive compensation payment
- (4) Long-term suspension: Suspension from services for not more than six months, during which period the employee shall not engage in work duties and shall not receive compensation payment
- (5) Dismissal under instruction: Employees advised to submit a letter of resignation; and if not submitted, dismissal with 30 days' advance notice, or dismissal with payment of at least 30 days' worth of average wages; or immediate dismissal without notice
- (6) Disciplinary dismissal: Immediate dismissal of the employee without notice

#### **Article 87 Reprimands**

In addition to the cases prescribed in the preceding Article, written or oral warnings, mild warnings or reprimands may be issued as necessary to deal with fixed-term, part-time employee conduct strictly or to maintain discipline.

#### **Article 88 Compensation for Damage**

If fixed-term, part-time employees cause damage to the University willfully or by gross negligence, they shall compensate the University for all or part of the damage.

### **Chapter 18 Special Provisions for Employment of Persons Aged 60 or Older**

#### **Article 89 Special Provisions for Employment of Persons Aged 60 or Older**

Notwithstanding the provisions of Article 4, paragraph 4 and Article 11, paragraph 5,, persons aged 60 or older (63 if employed as an Assistant Janitor) may be employed as fixed-term, part-time employees if deemed particularly necessary.

### **Chapter 19 Inventions**

#### **Article 90 Inventions and Ownership of Rights**

Inventions created by fixed-term, part-time employees in the course of their work duties and the ownership of rights thereto are as provided separately.

## **Chapter 20      Converting to Employment without a Fixed-term**

### **Article 91      Converting to Employment without a Fixed-term**

(1) Persons employed for a cumulative fixed-term in excess of five years at the University under these Regulations, who request to be re-employed without a fixed-term through the prescribed forms within 30 days before the end of the current employment contract, shall be granted employment contract without a fixed-term from the day after the last day of the current contract period, as determined by the Labor Contract Act and other laws.

(2) Article 4, Article 10 item 1, Article 11, Article 38 paragraph 1 item 4 (including when applied *mutatis mutandis* with rewording) , and Article 45 paragraph 1 item 2 do not apply to employees who have become employed without a fixed-term from the provisions in the preceding paragraph.

### **Article 92      Retirement Day of Persons Employed without a Fixed-term**

The retirement age of persons employed without a fixed-term as prescribed in the preceding article shall be age 60 (for assistant janitors, 63) and the date of retirement shall be the first March 31<sup>st</sup> after reaching the retirement age. However, the retirement age for persons aged 60 or older hired through the special provisions in Article 23 who become employed without a fixed-term, the retirement age shall be the first March 31 after the contract for employment without a fixed-term begins.

### **Article 93      (Deleted)**

### **Article 94      Re-employment of Persons Employed without a Fixed-term after Retirement**

Persons who have become employed without a fixed-term, as prescribed under the provisions of Article 91, requesting to be re-employed through the prescribed forms within 30 days before the date of retirement, as set forth under the provisions of Article 92, can be employed for a term that does not exceed 1 year (term period ending on March 31), with possible renewal, from the day after the retirement to up to the first March 31 after the age of 65.

## **Supplementary Provisions**

### **1      Effective Date**

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

### **2      Special Provisions for Previously Employed Day-labor Workers**

The provisions of Article 2, paragraph 1 may be applied to fixed-term, part-time employees employed as of the effective date of these Rules who were serving as day-labor workers one or two days before the effective date or who had been serving as day-labor workers assigned to duties involving tree felling, timber gathering/transport, silviculture or other forestry-related duties at the University Forests of the Graduate School of Agricultural and Life Science (limited to Skilled Assistants employed for at least six months; hereinafter referred to as “Skilled Forestry Assistants”) in the academic year of 2003 by reading the term “do not exceed 35 hours” in the same paragraph as “are 38 hours 45 minutes” during his or her employment.

### 3

With regard to persons who are employed as fixed-term, part-time employees pursuant to the provisions of Article 2 of these Supplementary Provisions, the hourly wage may be determined independently of the provisions of Article 54 for those who have been continuously (or continually in the case of Skilled Forestry Assistants) employed as day-labor workers of the University since before March 30, 1980.

### 4

1. With regard to Skilled Forestry Assistants who have jobs for which hiring is significantly difficult due to the particularity of the region and duties and who have dependents (referring to dependents under Article 23 of the University of Tokyo Rules on Compensation for Academic and Administrative Staff (Rules No. 12 of 2004) which applies to full-time academic and administrative staff), the hourly wage may be set as the sum of the base salary under the provisions of Article 54 (or the relevant hourly wage in the case of the Skilled Forestry Assistants who fall under Article 3 of these Supplementary Provisions) and an amount determined according to the number of dependents.
2. The amount set out in the preceding paragraph and other necessary matters shall be provided separately.

### 5

1. In addition to the allowances listed in Article 53, item (2), the allowances listed in the following items may be paid for a period of time to persons who are employed as fixed-term, part-time employees pursuant to the provisions of Article 2 of these Supplementary Provisions.
  - (1) Housing allowance
  - (2) End of semester bonus
  - (3) Diligence bonus
2. The amounts of the allowances set out in the preceding paragraph and other necessary matters shall be provided separately.

**6**

The provisions of Article 32 shall be applied to persons employed as fixed-term, part-time employees pursuant to the provisions of Article 2 of these Supplementary Provisions by reading the term “35 hours” as “38 hours 45 minutes” for a period of time.

**7**

Deleted

**8**

1. Retirement allowances may, for a period of time, be paid to persons employed as fixed-term, part-time employees pursuant to the provisions of Article 2 of these Supplementary Provisions who have worked more than six months and completed their labor contract after at least six months of continuous service in which they worked beyond their prescribed daily working hours for eighteen days or more of each month.
2. The amount of the allowance set out in the preceding paragraph and other necessary matters shall be provided separately.

**9 Temporary Measures Regarding Documentations to be Submitted**

With regard to the documents to be submitted as prescribed in the provisions of Article 7, persons employed as fixed-term, part-time employees as of the effective date of these Rules and who have already submitted the documents (excluding the document in paragraph 1, item (1) of the same Article) prior to the effective date may be deemed to have submitted the relevant documents pursuant to the provisions of this Article.

**10 Carryover of Annual Paid Leave**

1. With regard to persons employed as fixed-term, part-time employees as of the effective date of these Rules and who were serving as day-labor workers or hourly-labor workers one or two days before the effective date, the number of days of annual paid leave granted to the employees as of the effective date shall be the number of days calculated pursuant to Article 33 from the first day of their effective period of employment on the day immediately before the effective date.
2. The number of days of annual paid leave to be granted pursuant to the provisions of the preceding paragraph shall, if there is any number of days or hours of annual paid leave used prior to the effective date of these Rules that should be deducted from the number of days to be granted, be the number of days or hours after such deduction.

**11 Transitional Measures on Compensation**

1. With regard to persons employed as fixed-term, part-time employees as of the effective date of these Rules and who were serving one or two days before the effective date either

as day-labor workers or hourly-labor workers (limited to hourly-labor workers who were newly hired on or after the effective date of the Act to Partially Revise the Act on Compensation of General-service Employees and other Legislation (Act No. 141 of 2003)), persons employed as Skilled Forestry Assistants (the workers and assistants above shall be limited to persons who work the same number of weekly hours as worked prior to the effective date) and other persons designated separately, in cases where the sum of the employees' base salary, base salary adjustment and education and research cooperation allowance under these Rules would be lower than the hourly wage (or when compensation is set as a daily wage, then the amount equivalent to one eighth of the daily wage; the same shall apply hereinafter in this Article) they received immediately before the effective date, the hourly wage to be set on the effective date may be the amount equivalent to the hourly wage received immediately before the effective date.

2. In cases where the hourly wage is set pursuant to the provisions of the preceding paragraph, the basic wage adjustment and the education and research cooperation allowance under these Rules shall not be paid to the relevant fixed-term, part-time employee.

#### **Supplementary Provisions**

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

#### **Supplementary Provisions**

These Rules shall come into force on April 1, 2006. However, the provisions of Appended Table 1 pursuant to the revised Article 33, paragraph 1 shall apply from April 1, 2004.

#### **Supplementary Provisions**

##### **1. Effective Date**

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

##### **2. Transitional Measure on Special-district Assignment Allowance**

With regard to fixed-term, part-time employees who renew their labor contract to continue to work from the day immediately before the effective date of these Rules, if the amount of the employees' education and research cooperation allowance is less than the special-district assignment allowance paid to them pursuant to the provisions prior to the revision, then the difference in the amounts may be paid to them.

#### **Supplementary Provisions**

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

#### **Supplementary Provisions**

### **1. Effective Date**

These Rules shall come into force on April 1, 2009. However, the revised provisions of Article 34, paragraph 1, item (2) shall apply from May 21, 2009.

### **2. Annual Paid Leave for Existing Employees from before Effective Date**

Notwithstanding the provisions of the revised Article 33, paragraph 1, for persons who were serving as fixed-term, part-time employees on the day immediately before the effective date of these Rules and who are offered continued employment as fixed-term, part-time employees on the effective date, the number of days of annual paid leave granted shall be the sum of the number of days corresponding to the period of their continuous employment from the initial date of employment as shown on the Appended Table 1 for the Supplementary Provisions and the number of days of annual paid leave remaining on the day immediately before the effective date.

### **3.**

Annual paid leave prescribed in the preceding paragraph shall be granted in accordance with the categories of annual paid leave under the following items if employees have worked for at least 80 percent of their prescribed working days for the period provided for in the same item:

- (1) Annual paid leave granted on the day immediately following the probationary period or on April 1, 2009: For the period prescribed in (i), (ii) or (iii) below in accordance with the category applicable to each person under (i), (ii) or (iii).
  - (i) Persons whose continuous period of employment as of the effective date is 14 days or less: For six months from the initial date of employment (employees shall be deemed to have worked for the period from the day immediately following the probationary period within such period).
  - (ii) Persons whose continuous period of employment as of the effective date is more than 14 days and equal to or less than six months: For six months from the initial date of employment (employees shall be deemed to have worked for the period from April 1, 2009 within such period).
  - (iii) Persons whose continuous period of employment as of the effective date is more than six months: For one year from the date on which the previous annual paid leave was granted or if the term of contract expires within one year after granting the previous annual paid leave, for the period until the term of contract expires (employees shall be deemed to have worked for the period from after April 1, 2009 within such period).
- (2) Annual paid leave granted on April 1, 2010: For one year from the date on which the previous annual paid leave was granted (employees shall be deemed to have worked for the period from April 1, 2010 within such period).
- (3) Annual paid leave granted on April 1 of each year after April 1, 2010: For one year from the date on which the previous annual paid leave was granted.



4. Up to 20 days of annual paid leave may be carried forward to the next year only (excluding annual paid leave that was granted on or before the day immediately before the effective date, annual paid leave granted on the day immediately following the expiration date of the probationary period and annual paid leave carried forward pursuant to the provisions of this paragraph).

5. Annual paid leave that was granted on or before the day immediately before the effective date and annual paid leave granted on the day immediately following the expiration date of the probationary period shall be effective for two years after being granted.

**6. Special Leave Due to Injuries or Illnesses Not Related to Work**

For a period of time, the period prescribed in Article 34, paragraph 1, item (12) shall be read as the period within the number of days for applicable employees as specified in Appended Table 2 for these Supplementary Provisions.

**Supplementary Provisions**

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

**Supplementary Provisions**

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

**Supplementary Provisions**

These Rules shall come into force on April 1, 2012

**Supplementary Provisions**

Effective Date

1. These rules shall come into force on April 1, 2013

Transitional Measures

2. For those who are continuously employed before the previous day of the effective date of this rule, regardless of the provisions given in Paragraph 2 of Article 11 of this Rule, so long as the current employment is continued, their contract may be renewed according to the Rules prior to this amendment.

3. The provisions in Chapter 19 shall be applied to fixed-term employment contracts that begin on or after the date of enforcement of this rule, and the term of fixed-term employment contracts that begin before the first day of the enforcement of this rule shall not be calculated as cumulative employment term as outlined in the provisions of Article 91, Paragraph 1.

#### **Supplementary Provisions**

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

#### **Supplementary Provisions**

##### Effective Date

1. These Rules shall come into force on March 1, 2016

##### Transitional Measures

2. Fixed-term, part-time academic and administrative staff as provided separately who are employed by the University of Tokyo at the time of the effective date shall be paid the special one-off bonus which shall be specified separately.

3. The special one-off bonus prescribed in the above paragraph shall be paid on April 15, 2016.

#### **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 October 1, 2017.

#### **Supplementary Provisions**

1. These Rules shall come into force on April 1, 2018.

2. For those employed as fixed-term, part-time academic and administrative staff at the time of the effective date and shall continue to be employed as such, the provisions of Articles 54, 56 and 57 prior to the revision shall continue to be effective.

#### **Supplementary Provisions**

These Rules shall come into force on January 1, 2019

#### **Supplementary Provisions**

These Rules shall come into force on April 1, 2019

With regards to the working from home prescribed in Article 9-2 in the revision of this Regulations, following the enactment of this revision, the operational states of working from home shall be examined and when deemed necessary, necessary measures shall be taken based on the results thereof.

The provisions of Article 33-2 following the amendment by this Regulation shall apply to fixed-term, part-time employees who have been granted annual paid leave of 10 days or more on or after the date of enforcement of this Regulation.

### **Supplementary Provisions**

These Rules shall come into force on April 1, 2020

### **Supplementary Provisions**

These Rules shall come into force on November 1, 2020, but shall be effective from July 20, 2020

### **Supplementary Provisions**

These Rules shall come into force on April 1, 2021

Appended Table 1 (Re: Article 32)

Category	Normal working hours	Start of work	End of work	Break
A	6hrs	08:30	15:15	45 min (For employees whose break is 1 hr, the time for the end of work will be 15 min later.)
B	7hrs	06:00	13:45	
C	7hrs	06:30	14:15	
D	7hrs	17:30	14:45	
E	7hrs	08:30	16:15	
F	7hrs	10:00	17:45	
G	7hrs	11:00	18:45	
H	7hrs	12:00	19:45	
I	7hrs	12:30	20:15	

Appended Table 2 (Re: Article 33)

Awarded Number of Annual Paid Leave Days

- For fixed-term, part-time employees whose prescribed working days per week are five days or more, whose prescribed working hours per week are 29 hours or more, or whose prescribed working days per year (referring to cases where their working days are prescribed by a period other than a week unit; the same shall apply hereinafter) are 217 days or more:

Conferral date Employment started (month)	Day immediately following the expiration date of the probationary period	April 1 after the date immediately following the expiration date of the probationary period						
		1st	2nd	3rd	4th	5th	6th	7th
April to September	10 days	11 days	12 days	14 days	16 days	18 days	20 days	20 days
October	8 days	10 days	11 days	12 days	14 days	16 days	18 days	20 days
November	7 days	10 days	11 days	12 days	14 days	16 days	18 days	20 days
December	5 days	10 days	11 days	12 days	14 days	16 days	18 days	20 days
January	4 days	10 days	11 days	12 days	14 days	16 days	18 days	20 days
February	2 days	10 days	11 days	12 days	14 days	16 days	18 days	20 days
March 1 to March 17	1 day	10 days	11 days	12 days	14 days	16 days	18 days	20 days
March 18 to March 31	10 days	11 days	12 days	14 days	16 days	18 days	20 days	20 days

2. For fixed-term, part-time employees whose prescribed working hours per week are less than 29 hours, and whose prescribed working days per week are four days or whose prescribed working days per year are between 169 and 216 days (inclusive):

Conferral date Employment started (month)	Day immediately following the expiration date of the probationary period	April 1 after the date immediately following the expiration date of the probationary period						
		1st	2nd	3rd	4th	5th	6th	7th
April to September	7 days	8 days	9 days	10 days	12 days	13 days	15 days	15 days
October	6 days	7 days	8 days	9 days	10 days	12 days	13 days	15 days
November	5 days	7 days	8 days	9 days	10 days	12 days	13 days	15 days
December	4 days	7 days	8 days	9 days	10 days	12 days	13 days	15 days
January	3 days	7 days	8 days	9 days	10 days	12 days	13 days	15 days
February	2 days	7 days	8 days	9 days	10 days	12 days	13 days	15 days
March 1 to March 17	1 day	7 days	8 days	9 days	10 days	12 days	13 days	15 days
March 18 to March 31	7 days	8 days	9 days	10 days	12 days	13 days	15 days	15 days

3. For fixed-term, part-time employees whose prescribed working hours per week are less than 29 hours, and whose prescribed working days per week are three days or whose prescribed working days per year are between 121 and 168 days (inclusive):

Conferral date  Employment started (month)	Day immediately following the expiration date of the probationary period	April 1 after the date immediately following the expiration date of the probationary period						
		1st	2nd	3rd	4th	5th	6th	7th
April to September	5 days	6 days	6 days	8 days	9 days	10 days	11 days	11 days
October	4 days	5 days	6 days	6 days	8 days	9 days	10 days	11 days
November	3 days	5 days	6 days	6 days	8 days	9 days	10 days	11 days
December to January	2 days	5 days	6 days	6 days	8 days	9 days	10 days	11 days
February to March 17	1 day	5 days	6 days	6 days	8 days	9 days	10 days	11 days
March 18 to March 31	5 days	6 days	6 days	8 days	9 days	10 days	11 days	11 days

4. For fixed-term, part-time employees whose prescribed working hours per week are less than 29 hours, and whose prescribed working days per week are two days or whose prescribed working days per year are between 73 and 120 days (inclusive):

Conferral date Employment started (month)	Day immediately following the expiration date of the probationary period	April 1 after the date immediately following the expiration date of the probationary period						
		1st	2nd	3rd	4th	5th	6th	7th
April to September	3 days	4 days	4 days	5 days	6 days	6 days	7 days	7 days
October to November	2 days	3 days	4 days	4 days	5 days	6 days	6 days	7 days
December to March 17	1 day	3 days	4 days	4 days	5 days	6 days	6 days	7 days
March 18 to March 31	3 days	4 days	4 days	5 days	6 days	6 days	7 days	7 days

5. For fixed-term, part-time employees whose prescribed working hours per week are less than 29 hours, and whose prescribed working day per week is one day or whose prescribed working days per year are between 48 and 72 days (inclusive):

Conferral date Employment started (month)	Day immediately following the expiration date of the probationary period	April 1 after the date immediately following the expiration date of the probationary period						
		1st	2nd	3rd	4th	5th	6th	7th
April to March	1 day	2 days	2 days	2 days	3 days	3 days	3 days	3 days

Appended Table 3 (Re: Article 34, paragraph 1, item (5))

Relative	Number of Days
Spouse	7
Parent	7
Child	5
Grandparent	3 (7 if the fixed-term, part-time 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 fixed-term, part-time 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 fixed-term, part-time employee and the deceased shared a common livelihood)
Spouse of child, or child of spouse	1 (5 if the fixed-term, part-time employee and the deceased shared a common livelihood)
Spouse of grandparent or grandparent of spouse	1 (3 if the fixed-term, part-time employee and the deceased shared a common livelihood)
Spouse of sibling, or sibling of spouse	1 (3 if the fixed-term, part-time employee and the deceased shared a common livelihood)
Spouse of uncle or aunt	1



Appended Table 4 (Re Article 34, Paragraph 1, Item (19))

Applicable staff	Number of Days
Staff who works 5 days a week or more than 217 days in one year	5
Staff who works 4 days a week or between 169 ~ 216 days in one year	4
Staff who works 3 days a week or between 121 ~ 168 days in one year	3
Staff who works 2 days a week or between 73 ~ 120 days in one year	2
Staff who works 1 day a week or between 48 ~ 72 days in one year	1

The base salary amount stipulated in Article 54 of the University of Tokyo Rules on Conditions of Employment of Fixed-term, Part-time Academic and Administrative Staff (Rules No. 34 of 2004; hereinafter referred to as the “Rules”), allowance amounts and other necessary matters stipulated in Article 74, and Article 5, paragraph 2 of the Supplementary Provisions of the Rules shall be as follows from April 1, 2021.

**Re: Article 54 Base Salary**

1. The maximum hourly wage pursuant to the provision of Article 54 shall be the amount stipulated in the following table based on the classification of the fixed-term, part-time academic and administrative staff.

Job classification	Maximum hourly wage (JPY)
Assistant clerk	2,110
Technical assistant	2,110
Skilled assistant	2,110
Part-time academic affairs staff	2,780
Assistant medical technician (pharmacist, etc.)	3,000
Assistant medical technician (others)	2,110
Assistant nurse (nurse)	2,930
Assistant nurse (associate nurse)	2,580
Assistant janitor	2,110

**Re: Article 75 (Article 58) Commuting Allowance**

The monthly commuting allowance shall be the amount detailed in the Allowance Amount column of Table 1 below for the fixed-term, part-time employee’s category.

Table 1

Applicable Fixed-term Part-time Employees	Allowance Amount
(1) Employees listed in Article 58, item (1)	The amount equivalent to the total amount of fares, etc. required for commuting for the period of one month (hereinafter referred to as the “fare equivalent”). However, if the fare equivalent exceeds ¥55,000, the allowance shall be ¥55,000.
(2) Employees listed in Article 58, item (2)	The amount detailed in Table 2 for the fixed-term, part-time employee’s category, per payment unit period. However, in cases where fixed-term, part-time employees commute to work less than 10 times per month on average, the allowance shall be half of the stipulated amount.

(3) Employees listed in Article 58, item (3)	<p>The sum of the amounts prescribed in the preceding two items (if the amount exceeds ¥55,000, the allowance shall be ¥55,000).</p> <p>However, in cases where the employee commutes by public transport for a distance for which commuting on foot is deemed reasonable or commutes by automobile for a distance less than two kilometers, the allowance shall be the higher of the amount prescribed in item (1) or the amount prescribed in item (2).</p>
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Table 2

Fixed-term, Part-time Employee Category	Allowance Amount
Fixed-term, part-time employees whose driving distance (in this table, meaning the one-way distance traveled in an automobile; in this table referred to as the “driving distance”) is less than 5 kilometers	¥2,000
Fixed-term, part-time employees whose driving distance is at least 5 kilometers but less than 10 kilometers	¥4,100
Fixed-term, part-time employees whose driving distance is at least 10 kilometers but less than 15 kilometers	¥6,500
Fixed-term, part-time employees whose driving distance is at least 15 kilometers but less than 20 kilometers	¥8,900
Fixed-term, part-time employees whose driving distance is at least 20 kilometers but less than 25 kilometers	¥11,300
Fixed-term, part-time employees whose driving distance is at least 25 kilometers but less than 30 kilometers	¥13,700
Fixed-term, part-time employees whose driving distance is at least 30 kilometers but less than 35 kilometers	¥16,100
Fixed-term, part-time employees whose driving distance is at least 35 kilometers but less than 40 kilometers	¥18,500
Fixed-term, part-time employees whose driving distance is at least 40 kilometers but less than 45 kilometers	¥20,900
Fixed-term, part-time employees whose driving distance is at least 45 kilometers but less than 50 kilometers	¥21,800
Fixed-term, part-time employees whose driving distance is at least 50 kilometers but less than 55 kilometers	¥22,700
Fixed-term, part-time employees whose driving distance is at least 55 kilometers but less than 60 kilometers	¥23,600
Fixed-term, part-time employees whose driving distance is 60 kilometers or more	¥24,500

**Re: Article 75 (Article 60) High-place Work Allowance**

1. The “certain duties” in Article 60 of the Rules are those listed in the Duty Category column of the table below.
2. The allowance shall be the amount detailed in the Allowance Amount column in the table below for the relevant duty category, paid for each day that the duty is performed (when less than four hours are spent performing the duty on a given day, the allowance for that day shall be calculated by multiplying the regular amount by 0.60).

Duty Category	Allowance Amount
Duties in which fixed-term, part-time employees assigned to the Graduate School of Agricultural and Life Sciences collect seeds or perform other work in trees at heights at least 10 meters above the ground	¥220 (or ¥320 when the duty is performed at least 20 meters above the ground or water)

Duties in which fixed-term, part-time employees assigned to the Facilities Management Department supervise maintenance work in places with unstable footing that are at least 15 meters above the ground	¥200 (or ¥300 when the duty is performed at least 30 meters above the ground)
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**Re: Article 75 (Article 61) Allowance for Explosives-handling Work**

The allowance for explosives-handling work shall be the amount in the table below, paid for each day that the duty is performed.

Allowance Amount
¥300 (or ¥180 for days when less than four hours are spent performing the work)

**Re: Article 75 (Article 62) Aviation Allowance**

1. The “certain duties” in Article 62 of the Rules are as those listed in the Duty Category column of the table below, and the aviation allowance shall be the amount detailed in the Allowance Amount column, paid for each hour on board an aircraft.
2. Notwithstanding the provisions of the preceding paragraph, if the employee performs duties in an unpressurized aircraft flying at or above 5,000 meters for at least 30 minutes, the payable allowance shall be the amount prescribed in the preceding paragraph, plus 30% of that amount for the number of hours spent performing the duties in those conditions.
3. If any month includes time spent performing a duty set out in paragraph 1 on board a ship-based rotary-wing aircraft, the aviation allowance shall comprise the amounts obtained under the preceding two paragraphs plus the supplementary amount in Table 2 below, paid for each day that such work was performed during the month.

Table 1

Duty Category	Allowance Amount
Experimentation involving prototype or remodeled aircraft equipment or materials	¥1,200
Observation or research regarding meteorological terrestrial, or hydrological phenomena	
Surveying of waterways or land areas	
Research regarding magnetic surveying or nuclear raw material resources	
Research or testing regarding aircraft fuselages, engines, equipment or instrumentation/control	
Observation or research regarding pollution (atmospheric, oceanic, etc.)	
Research regarding actual or potential disaster conditions, etc. in disaster areas or high-risk areas	

Table 2

Supplementary Amount
¥870 (or ¥1,300 if the employee flew on the ship-based rotary-wing aircraft between sunset and sunrise)

**Re: Article 75 (Article 63) Allowance for Breeding Bulls/Stallions**

1. The “certain duties” in Article 63 of the Rules are the duties in which fixed-term, part-time employees assigned to the Graduate School of Agricultural and Life Sciences’ Experimental Station for Bio-Animal Science or the Institute for Sustainable Agro-ecosystem Services breed bulls or stallions in order to involve them in natural mating or collect sperm, or in order to prepare them for such purposes.
2. The allowance for breeding bulls or stallions shall be the amount in the table below, paid for each day that the duty is performed.

Allowance Amount
¥230 (or ¥138 for days when less than four hours are spent performing the work)

**Re: Article 75 (Article 64) Corpse Disposal Allowance**

The “certain duties” in Article 64 of the Rules are those listed in the Duty Category column of the table below, and the allowance shall be the amount detailed in the Allowance Amount column in the table below for the relevant duty category, paid for each day that the duty is performed. However, if the employee performs item (1) duties and item (2) duties on the same day, the allowance shall not be paid for the item (2) duties.

Duty Category	Allowance Amount
(1) Duties in which cadaver disposal is performed for the Faculty of Medicine’s anatomy, pathology or forensic medicine classes by fixed-term, part-time employees	¥3,200
(2) Duties in which cadavers required for educational or research are received or transported from outside by fixed-term, part-time employees	¥1,000

**Re: Article 75 (Article 65) Allowance for Radiation Handling**

The allowance for radiation handling shall be the amount in the table below, paid for each day that the duty is performed.

Allowance Amount
¥230

**Re: Article 75 (Article 66) Allowance for Work in Abnormally Pressurized Environments**

1. The “certain duties” detailed in Article 66 of the Rules are as follows:
  - (1) Medical treatment or clinical tests performed under hyperbaric conditions in a hyperbaric medical chamber;
  - (2) Underwater duties performed while wearing diving equipment; or
  - (3) Undersea or seafloor observation or research performed on board JAMSTEC’s (National Research and Development Agency, Japan Agency for Marine-Earth Science and Technology) *Shinkai 2000* or *Shinkai 6500*.
2. The allowance for work in abnormally pressurized environments shall be the amount detailed in the following items for the relevant duty category:
  - (1) Duties listed in paragraph 1, item (1): The amount detailed in the Allowance Amount column in Table 1 for the relevant pressure category, paid for each hour that the duty is performed;
  - (2) Duties listed in paragraph 1, item (2): The amount detailed in the Allowance Amount column in Table 2 for the relevant dive depth category, paid for each hour that the duty is performed; or
  - (3) Duties listed in paragraph 1, item (3): The amount detailed in the Allowance Amount column in Table 3 for the relevant job grade, paid for each hour that the duty is performed (if the duty is performed deeper than 300 meters, the payable allowance shall be the amount prescribed in Table 3, plus 30% of that amount).

Table 1

Pressure Category	Allowance Amount
Up to 0.2 megapascals	¥210
Up to 0.3 megapascals	¥560
Over 0.3 megapascals	¥1,000

Table 2

Dive Depth Category	Allowance Amount
Up to 20 meters	¥310
Up to 30 meters	¥780
Over 30 meters	¥1,500

Table 3

Allowance Amount
¥1,400

**Re: Article 75 (Article 67) Allowance for Work in Mountainous Areas**

The “certain duties” in Article 67 of the Rules are those listed in the Duty Category column of the table below, and the allowance shall be the amount detailed in the Allowance Amount column in the table below for the relevant duty category, paid for each day that the duty is performed.

Table 1

Duty Category	Allowance Amount
Duties in which fixed-term, part-time employees perform field observations of volcanic phenomena at mountaintop observation sites that entail harsh working conditions and are located on a mountain listed in Table 2	¥410
Duties in which fixed-term, part-time employees fell trees with a chainsaw, clear underbrush with a brushcutter, or yard or transport logs using a skyline under the harsh working conditions of mountains, etc. in a university forest listed in Table 3	¥260

Table 2

Name of Volcano	Name of Volcano	Name of Volcano	Name of Volcano
Meakan-dake	Oso-re-zan	Nikko-	Kuju-san
Tokachi-dake	Iwaki-san	Shirane-san	Aso-san
Tarumae-zan	Hakkoda-san	Akagi-yama	Unzen-dake
Usu-zan	Towada	Haruna-san	Kirishima-yama
Hokkaido-	Akita-Yake-	Niigata-	Sakurajima
Komagatake	yama	Yake-yama	Tsurumi-dake
Shiretoko-	Hachimantai	Myoko-san	Kaimon-dake
Iozan	Iwate-san	Midagahara-	Satsuma-Iojima
Rausu-dake	Akita-	Kogen	Kuchinoerabujima
Mashu	Komaga-take	Yake-dake	Nakanoshima
Atosanupuri	Chokai-san	Norikura-	Suwanosejima
Maruyama	Kurikomayama	dake	
Daisetsu-zan	Naruko	Hakusan	
Eniwa-dake	Zao-san	Fuji	
Kuttara	Hiuchiga-take	Hakone-	
	Nasudake	yama	

Esan Oshima- Oshima	Kusatsu- Shirane-san Asama-yama	Niijima Kozushima Hachijojima Aogashima	
Azumayama Adatarayama Bandai-san	Ontake-san Izu-Tobu Volcano Group Izu-Oshima Miyake-san		

The term “mountaintop observation sites that entail harsh working conditions” in Table 1 refers to observation sites that are located on mountains listed in Table 2 and that fall under any of the following:

- (1) The observation site is located on the normal observation route that requires travel on foot for at least 1,500 meters and at least 45 minutes from the final point on the route where travel by public transport or automobile becomes impossible.;
- (2) The observation site is located on a 2,000-meter or more leg of the normal observation route that can be traveled on foot for no less than one hour from the final point on the route where travel by public transport or automobile becomes impossible to the first point on the route where travel by public transport or automobile becomes possible again, and is at the point of the leg that is furthest from the place where the employee starts walking (excluding cases covered by item (1)); or
- (3) The observation site is located in an area that a local government or other public agency has closed or subjected to hiking restrictions, advisories, etc. in order to protect residents, hikers, etc. from harm caused by volcanic explosions, crustal movements, fumaroles, toxic gases, or other volcanic phenomena (excluding cases covered by items (1) and (2) above).

Table 3

University Forests	Location	Specific Conditions
University Forest in Chichibu attached to the Graduate School of Agricultural and Life Sciences	Otaki, Chichibu-shi, Saitama	
University Forest in Chiba attached to the Graduate School of Agricultural and Life Sciences	Amatsu, Kamogawa-shi, Chiba Kiyosumi, Kamogawa-shi, Chiba Kiwadahata, Kimitsu-shi, Chiba Orikisawa, Kimitsu-shi, Chiba	
Forest Therapy Research Institute attached to the Graduate School of Agricultural and Life Sciences	Yamanakako-mura, Minamitsuru-gun, Yamanashi	limited to winter
University Forest in Hokkaido attached to	Azahigashiyama, Furano-shi,	



the Graduate School of Agricultural and Life Sciences	Hokkaido Azayamabe, Hokkaido	Furano-shi,	
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Note: The term “winter” in the specific conditions above refers to the period from November 1 of each year to April 30 of the following year.

**Re: Article 75 (Article 68) Allowance for Night Nursing**

1. The “certain duties” in Article 68 of the Rules are as follows:
  - (1) Nursing duties, etc. performed by assistant nurses in which all or some of the prescribed working hours are scheduled for late at night (meaning the time from 10 p.m. to the following 5 a.m.; the same shall apply hereinafter); and
  - (2) Emergency medical care, etc. performed outside prescribed working hours by assistant medical technicians, under special conditions with regard to the hours when the work is performed, etc.
2. The allowance for night nursing shall be the amount under the following items for the relevant duty category, paid for each work session:
  - (1) Duties listed in paragraph 1, item (1): The amount detailed in the Allowance Amount column in Table 1 for the relevant duty category; or
  - (2) Duties listed in paragraph 1, item (2): The amount detailed in Table 2.
3. If assistant nurses (excluding fixed-term, part-time employees who reside within a two-kilometer walking distance from their workplace, and fixed-term, part-time employees who receive a commuting allowance pursuant to item (2) in Article 58, paragraph 1 of the Rules) commute for a late-night shift, the allowance paid for the duties defined in item (1) of paragraph 1 shall, notwithstanding the provisions of item (1) of paragraph 2, be the amount detailed in item (1) of paragraph 2, plus the amount detailed in Table 3 for the relevant fixed-term, part-time employee category.

Table 1

Duty Category	Allowance Amount
Duties performed across all late-night hours	¥7,300
Duties performed for at least 4 late-night hours	¥3,550
Duties performed for at least 2 late-night hours, but less than 4	¥3,100
Duties performed for less than 2 late-night hours	¥2,150

Table 2

Allowance Amount
¥1,620

Table 3

Fixed-term Part-term, Employee Category	Allowance Amount
Fixed-term, part-term employees whose commuting distance (meaning the total one-way commuting distance that would be fixed for the commuting allowance; the same shall apply hereinafter) is less than 5 kilometers	¥380
Fixed-term, part-term employees whose commuting distance is at least 5 kilometers but less than 10 kilometers	¥760
Fixed-term, part-time employees whose commuting distance is 10 kilometers or more	¥1,140

**Re: Article 75 (Article 69) Polar/High-Altitude Work Allowance**

The polar/high-altitude work allowance shall be the amount detailed in the Allowance Amount column of the table below for the relevant category, paid for each day that the duty is performed (if the fixed-term, part-time employee overwinters to perform the duty, a supplementary amount equivalent to 30% of the standard amount shall be added).

1. Duties relating to Item 1 of Article 69

Allowance Amount
¥2,000

2. Duties relating to Item 2 of Article 69

Allowance Amount
¥1,200

**Re: Article 75 (Article 69-1) Special Epidemic Prevention Work Allowance**

1. The special epidemic prevention work specified separately in Article 41 of the Rules shall be work related to the pandemic caused by the novel coronavirus infection (referring to the novel coronavirus infection as specified in Article 1 of the Cabinet Order (Cabinet Order No. 11 of 2020) (hereinafter referred to as the “novel coronavirus infection”), the same shall apply hereinafter, at a place specified separately.
  - (1) Work performed in contact with persons strongly suspected of having the novel coronavirus infection.
  - (2) Disposal of properties used by persons strongly suspected of having the novel coronavirus infection.
  - (3) Other work as deemed necessary
2. The amount of the special epidemic prevention allowance shall be the amount stipulated in the table below for each day of the work specified in items 1

through 3 of the preceding paragraph. In the case of the work performed in contact with the body of a person strongly suspected of having contracted the novel coronavirus or in contact with the body for a long period of time or other work deemed equivalent thereto, the amount shall be the amount calculated by adding the amount stipulated in the column of additional amount on the same table on a daily basis.

Allowance	Additional amount
3,000	1,000

Unit: JPY

**Re: Article 75 (Article 73) Night/Day Duty Allowance**

1. The day or night duties in Article 73 of the Rules are as followings:
  - (1) Duties of maintaining facilities, equipment, fixtures and furnishings, documents, etc., communicating with external parties, collecting documents, and facility surveillance;
  - (2) Duties involving management, etc. of animals or plants at facilities where animals or plants are raised, etc.; or
  - (3) Duties of maintaining safety at nuclear reactors and other facilities that require special safety management practices.
2. The night/day duty allowance shall be the amount detailed in the Allowance Amount column of the table below for the relevant duty category, paid for each time the duty is performed.

Night/Day Duty Category	Allowance Amount
Duties in paragraph 1, item (1)	¥6,000
Duties in paragraph 1, item (2)	¥6,500
Duties in paragraph 1, item (3)	¥7,000

3. Regardless of the preceding paragraph, if one third of the average salary (limited to salaries that are the base for allowances prescribed in Articles 70 through 72 of this Rules) paid per day to an academic or administrative staff who is expected to be on the category of night/day duty exceeds the amount of allowance, then the above amount shall be paid.

**Re: Article 75 (Article 74) End of Semester Bonus**

Amount	Payment date
To be specified separately and subject to budgetary situation	To be specified separately

**Re: Article 4 of Supplementary Provision                      Supplementary Amount to Base Salary for Skilled Forestry Assistant**

The dependent allowance in Article 4 of the Supplementary Provisions of the Rules shall be the amount detailed in the Supplementary Amount column of the table below for the relevant applicable dependents category.

Applicable Dependents	Supplementary Amount
Spouse (or other dependent if no a spouse)	¥47
Up to two dependents other than those mentioned in the preceding item	¥18 per person
Other dependent	¥6 per person

**Re: Article 5, paragraph 1, item (1) of Supplementary Provisions                      Housing Allowance**

1. A housing allowance shall be paid to fixed-term, part-time employees listed in the Applicable Fixed-term, Part-time Employee column of the table below.
2. The monthly housing allowance shall be the amount detailed in the Allowance Amount column of the table for the fixed-term, part-time employee's category
3. A housing allowance shall be paid by the method of payment specified in Article 76 of the Rules.

Applicable Fixed-term, Part-time Employees	Allowance Amount	
Fixed-term, part-time employees who rent a home (including apartments) as their own residence and pay monthly rent exceeding ¥16,000 (including usage fees; the same applies hereafter)	(a) Rent up to and including ¥27,000	The amount remaining when ¥16,000 is deducted from the monthly rent (with any resulting fraction less than ¥100 rounded down to the nearest yen).
	(b) Rent exceeding ¥27,000	One-half of the amount remaining when ¥27,000 is deducted from the rent (if one-half exceeds ¥17,000, then use ¥17,000), plus ¥11,000 (with any resulting fraction less than ¥100 rounded down to the nearest yen).

Note: In the event that the amount of the housing allowance is reduced by more than JPY 2,000 from the amount received on the previous day of the change by a fixed-term, part-time employee who receives the payment of the housing allowance from April 1, 2020, the amount to be reduced shall be JPY 2,000 until March 31, 2021.

**Re: Article 5, paragraph 1, item (2) of Supplementary Provisions                      End of Semester Bonus**

1. An end of semester bonus shall be paid to fixed-term, part-time employees listed in the Applicable Fixed-term, Part-time Employee column of the table

below.

- The payment date of the end of semester bonus shall be determined separately.

Applicable Fixed-term, Part-time Employees	Type of End of Semester Bonus	Allowance Amount
Fixed-term, part-time employees existing as of June 1	End of Semester Bonus (Summer)	Determined separately in accordance with budgetary conditions
Fixed-term, part-time employees existing as of December 1	End of Semester Bonus (Winter)	

**Re: Article 5, paragraph 1, item (3) of the Supplementary Provisions      Diligence Bonus**

- A diligence bonus shall be paid to fixed-term, part-time employees listed in the Applicable Fixed-term, Part-time Employee column of the table below.
- The payment date of the diligence bonus shall be determined separately.

Applicable Fixed-term, Part-time Employees	Type of Diligence Bonus	Allowance Amount
Fixed-term, part-time employees existing as of June 1	Diligence Bonus (Summer)	Determined separately in accordance with budgetary conditions
Fixed-term, part-time employees existing as of December 1	Diligence Bonus (Winter)	

**Re: Article 8, paragraph 2 of the Supplementary Provisions      Retirement Allowance**

1. The retirement allowance shall be the amount calculated by multiplying the fixed-term, part-time employees' 21 day's base salary upon their retirement, resignation or dismissal by the payment rate in the table below specified for the length of service (limited to months specified in Article 8, item (1) of the Supplementary Provisions). However, the retirement allowances for dismissal under instruction pursuant to the provisions of the Article 86, item (5) shall be limited to an amount no greater than half of the payable amount.
2. A retirement allowance shall be paid to fixed-term, part-time employees (or to their family if severance was due to death) within one month from the date on which the reason arose.

Length of Service	Payment Rate
Less than six months	0
At least 6 months but less than one year	0.3