

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

## **The University of Tokyo Rules on Conditions of Employment of 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 working at the National University Corporation, the University of Tokyo (hereinafter referred to as the “University”) pursuant to the provisions of Article 89 of the Labor Standards Act (Act No. 49 of 1947; hereinafter referred to as the “Labor Standards Act”).
2. Matters regarding the employment of academic and administrative staff that are not provided for by collective labor agreements, labor contracts or by these Rules shall be governed by the Labor Standards Act, the National University Corporation Act (Act No. 112 of 2003) and other laws and regulations.

#### **Article 2 Precedence of Collective Labor Agreements**

If matters provided in these Rules are provided otherwise by collective labor agreements, the provisions of the collective labor agreements take precedence to the provisions of these Rules.

### **Article 3            Scope of Application**

These Rules apply to all full-time academic and administrative staff (including academic staff members whose period of employment is predetermined based on the University of Tokyo Rules on Period of Employment for Academic Staff, and exclude persons specified under the items of Article 2, paragraph 1 of the University of Tokyo Regulations on Conditions of Employment for Fixed-term Project Academic and Administrative Staff (Rules No. 20 of 2004), and Article 2 paragraph 2 of the University of Tokyo Regulations on Conditions of Employment for Exclusive Occupational Staff and Part-time Exclusive Occupational Staff (Rules No. 78 of 2017), hereinafter referred to as “employees”). However, if there are separate provisions for personnel matters of academic staff members, those provisions take precedence to these Rules.

## **Chapter 2   Personnel**

### **Section 1    Hiring**

#### **Article 4            Hiring**

Employees shall be hired by competitive examination or by selection.

#### **Article 5            Assumption of Position**

Employees shall assume their position immediately after hiring. However, in unavoidable circumstances, employees shall assume their position within one week after the date when they are officially hired.

#### **Article 6            Assignment of Employees**

Employees are assigned to positions, taking into consideration the operational requirements of the University and individual aptitudes.

#### **Article 7            Clarification of Employment Terms and Conditions**

When hiring employees, the University shall present these Rules and provide the prospective employees with a written document detailing the following matters:

- (1) Compensation;
- (2) Location of employment and the work operations to be engaged in;
- (3) Period of the labor contract
- (3-2) Matters relating to the standard for renewing the term of employment for fixed term employment (limited to employees updating the labor contract after the expiration of the

labor contract.)

(4) Start and end times of work, whether work exceeding the prescribed working hours is required, rest periods, days off, and leave; and

(5) Resignation and retirement.

### **Article 8 Probationary Period**

1. The first six months of employment from the date when persons are hired as employees is considered to be a probationary period (the probationary period for teachers at the University of Tokyo affiliated secondary school is as provided separately). However, in specially approved cases, the probationary period may be waived.
2. Employees may be dismissed during the 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. Employees may also be denied employment on completion of their probationary period. However, the provisions of Article 22 of these Rules apply to employees who have been employed for more than 14 days.
3. Probationary periods are included when calculating years of service.

### **Article 9 Documents to be Submitted**

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

## **Section 2 Evaluation**

### **Article 10 Work Performance Evaluation**

The University shall evaluate the work performance of employees.

### **Section 3 Promotion and Demotion**

#### **Article 11 Promotion**

Promotions (advancements to higher pay level on the salary table or appointments to higher positions) are implemented based on the evaluation of employees' overall abilities.

#### **Article 12 Demotion**

The University may demote employees who fall under any of the following items and who consequently cannot remain at their present positions or pay level on the salary table:

- (1) Employees showing poor work performance;
- (2) Employees who are impeded from fulfilling their work duties or can no longer endure their work duties due to mental or physical disorder; or
- (3) Employees who otherwise lack the necessary aptitude for their work duties.

### **Section 4 Reassignment**

#### **Article 13 Reassignment**

1. Based on the operational needs of the University, the University may order employees to be reassigned to different positions, or order them to take up additional positions or to work on an external assignment (hereinafter referred to as "reassignment").
2. Employees may not refuse orders under the preceding paragraph without just cause.
3. Employees ordered to be temporarily transferred outside the University shall be handled in accordance with the provisions of the University of Tokyo Regulations on External Assignment of Academic and Administrative Staff (Rules No. 22 of 2004) provided separately.
4. Employees shall immediately assume their new position when given orders for reassignment. However, in unavoidable circumstances, employees shall assume their new position within one week after the date when they are given orders for reassignment.

#### **Article 13-1 Working from Home**

1. Academic and administrative staff who fall under any of the following items may, should they wish and are deemed necessary for business or other reasons as specified elsewhere, be given authorization to work away from the normal workplace for a certain period of time at their home or at an equivalent place *mutatis mutandis* (hereinafter referred to as

“work from home”). Provided, however, that when authorizing an academic or administrative staff 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 academic or administrative staff 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 academic or administrative staff shall no longer be authorized to work from home.
  4. Notwithstanding the provisions of the preceding three paragraphs, academic or administrative staff 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.

## **Section 5 Leave of Absence and Reinstatement**

### **Article 14 Leave of Absence**

1. Employees who fall under any of the following items may take a leave of absence:
  - (1) Employees requiring long-term recuperation from a mental or physical disorder and seeking leave for that reason for a continuous period of over 90 days;
  - (2) Employees indicted in a criminal case, which impedes the normal fulfillment of their work duties;
  - (3) Employees who are missing or whose location is unknown as a result of flooding, fire

- or other disaster;
- (4) Employees ordered to work on external assignment while still retaining their positions as University employees;
  - (5) Employees granted permission to pursue undergraduate or graduate studies, or to participate in activities contributing to international society; or
  - (6) Employees for whom a leave of absence is otherwise deemed appropriate in addition to reasons listed in the preceding items.
2. The provisions of the preceding paragraph do not apply to employees during their probationary period.
  3. Leaves of absence shall be handled in accordance with the University of Tokyo Regulations on Leave of Absence for Academic and Administrative Staff provided separately.

#### **Article 15          Period of Leave of Absence**

1. The period of any leave of absence taken for reasons listed under the items of Article 14, paragraph 1 (excluding leaves of absence taken for any reason listed in Article 14, paragraph 1, item (2)) shall be set as necessary, but shall not exceed three years. If the period of a leave of absence in such case is less than three years, the leave of absence may be renewed provided that (i) the total duration of the consecutive period from the first day of the leave of absence is no more than three years, or (ii) the total number of days of leave of absence taken intermittently for the same illness when a leave of absence is taken for the reason listed in Article 14, paragraph 1, item (1) (limited to cases where an additional leave of absence is taken within six months after being reinstated after a leave of absence) is no more than three years.
2. The period of any leave of absence taken for any reason listed in Article 14, paragraph 1, item (2) shall be the period in which the case is pending before the court. However, this period shall be two years if the case is pending for a period exceeding two years.
3. In cases where child care leave as defined under Article 2-1 of 'The University of Tokyo Regulations on Child and Family Care Leave for Academic and Administrative Staff' or family care leave as defined under Article 8-1 of the same Regulation is taken during the period of Leave of Absence, the period of the childcare leave or family care leave is deducted from the leave of absence for the purposes of calculating the period of leave of absence.

#### **Article 16          Reinstatement**

1. Employees taking a leave of absence shall be reinstated promptly after the reason for their leave of absence is resolved.

2. Employees shall be reinstated as a matter of course when the period of their leave of absence expires.
3. When employees are reinstated, they may be assigned different work duties from those they held prior to their leave of absence.

## **Section 6 Termination of Employment**

### **Article 17 Voluntary Resignation**

1. If employees intend to resign, 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, provided that the requests do not particularly impede the operation of the University.

### **Article 18 Mandatory Retirement Age**

1. The mandatory retirement age of employees is 60 years of age, and the retirement date is the first March 31 that falls on or after the day employees reach retirement age.
2. The University may make provisions that differ from those of the preceding paragraph for employees for whom it is deemed particularly necessary to do so.

### **Article 19 Early Retirement**

Employees may retire before the mandatory retirement age provided in the preceding Article falls, pursuant to the provisions of the University of Tokyo Rules on Early Retirement of Academic and Administrative Staff provided separately.

### **Article 20 Other Termination of Employment**

In addition to the provisions of the preceding three Articles, employees who fall under any of the following items shall have their employment terminated:

- (1) Employees who complete the employment term if employed for a set period;
  - (2) Employees who assume office as a member of the executive staff of the University; or
  - (3) Employees who have died.
- (4) Employees who, at the University of Tokyo's request, are employed by the state or other entities (as defined in Article 8, Section 1 (The University of Tokyo Rules on Retirement Allowances for Academic and Administrative Staff No. 15) ).

## **Article 21        Reemployment**

Employees who have retired under the provisions of Article 18 may be reemployed under the provisions of the University of Tokyo Regulations on Re-employment of Academic and Administrative Staff provided separately.

## **Section 7    Dismissal**

### **Article 22        Dismissal**

1. The University may dismiss employees who fall under any of the following items.
  - (1) Employees showing poor work performance.
  - (2) Employees who are impeded from fulfilling their work duties or can no longer endure their work duties due to a mental or physical disorder.
  - (3) Employees who have taken a leave of absence under the provisions of Article 14, paragraph 1, item (1), (2), (3) or (6), and the reason for that leave of absence remains even though the maximum period of leave of absence provided in Article 15 has expired.
  - (4) Employees who otherwise lack the necessary aptitude for their work duties.
  - (5) There are unavoidable management or operational reasons.
2. Employees shall be dismissed if they are sentenced to imprisonment without forced labor or heavier penalties (excluding suspended sentences).
3. In cases of dismissal under the provisions of the preceding two paragraphs, 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 may be reduced in proportion to the number of days' worth of average wages that are paid.
4. The provisions of the preceding paragraph do not apply to dismissal of employees in their probationary period (excluding persons who have been continuously employed for more than 14 days), or when so approved by the relevant government agency.

### **Article 23        Restrictions on Dismissal**

Notwithstanding the provisions of paragraphs 1 and 2 of the preceding Article, employees shall not be dismissed during either of the periods listed in the following items, unless employees have still not yet recovered from an injury or illness three years after the initiation of medical treatment and have received the injury and disease compensation pension in accordance with the Workers' Accident Compensation Insurance Act (Act No. 50 of 1947; hereinafter referred to as the "Workers' Accident Act"), 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; or
- (2) During the period before or after childbirth provided separately, and in the period of 30 days thereafter.

## **Section 8 Obligations upon Retirement**

### **Article 24 Return of Borrowed Items**

Employees shall return all items they have borrowed from the University upon retirement, resignation or dismissal.

### **Article 25 Issuance of Certificates of Employment Termination**

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

## **Chapter 3 Compensation**

### **Article 26 Compensation**

1. Employee compensation shall be governed in accordance with the University of Tokyo Rules on Compensation for Academic and Administrative Staff provided separately.
2. When it is particularly necessary, special exceptions to the University of Tokyo Rules on Compensation for Academic and Administrative may be prescribed.

## **Chapter 4 Employee Conduct**

### **Article 27 Obligation of Devotion to Work Duties and Faithfulness**

3. Employees shall remain conscious of the public nature of the operation of the University, and devote themselves to their work duties in good faith.
4. Employees shall faithfully fulfill their work duties and shall not engage in any act that conflicts with the University's interests. The handling of employees regarding conflicts of interest is provided separately.

**Article 28      Obligation to Observe Laws and Regulations and Obedience to Superiors' Orders**

1. Employees shall observe all laws and regulations, these Rules, and all other rules established by the University, and shall fulfill their work duties obeying the directions and orders of their superiors.
2. Employees aim to continually develop their abilities, increase the efficiency of their work and improve operations of the University, and strive to cooperate with each other to administer the normal operation of the University.
3. Superiors shall respect the character of employees under their direction and orders, strive to provide them with guidance and training, and take leadership in fulfilling work duties.

**Article 29      Prohibition of Acts Detrimental to the University's Reputation**

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 30      Observance of Confidentiality**

1. Employees shall not divulge any confidential information that they learn in the course of their work duties. The same applies after employees cease to be employed at the University.
2. If acting as witnesses or expert witnesses in accordance with laws or regulations, 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 31      Distribution of Documents and Conducting of Assemblies**

1. If 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. 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 29;
  - (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 which are otherwise likely to impede the University's operations.
3. Employees shall not distribute documents or drawings on University premises in a manner and under conditions that interferes with the normal work operation of the University.
  4. If 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. Employees shall not conduct assemblies, speeches, broadcasts or similar acts unrelated to the work operations on University premises without permission.

### **Article 32      Prevention of Harassment**

In accordance with the University of Tokyo Policy for the Harassment, 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 and moral rights, and shall strive to prevent such harassments.

### **Article 33      Concurrent Employment**

If employees intend to undertake concurrent employment, they shall obtain permission in accordance with the University of Tokyo Regulations on Concurrent Employment of Academic and Administrative Staff (Rules No. 26 of 2004) provided separately.

### **Article 34      Employee Ethics**

Employees shall observe ethics in their work duties in accordance with the University of Tokyo Regulations on Ethics for Academic and Administrative Staff (Rules No. 27 of 2004) provided separately.

## **Chapter 5   Working Hours and Paid Leave, Etc.**

### **Article 35      Working Hours and Paid Leave, Etc.**

Working hours and paid leave, etc. of employees shall be governed in accordance with the University of Tokyo Rules on Working Hours and Paid Leave, etc. for Academic and Administrative Staff (Rule No. 13 of 2004; hereinafter referred to as the "Rules on Working Hours") provided separately.

## **Chapter 6 Training**

### **Article 36 Training**

Employees may be ordered to undergo training as necessary for the work operations of the University.

## **Chapter 7 Awards**

### **Article 37 Awards**

Employees who fall under any of the following items shall be conferred awards pursuant to the provisions of the University of Tokyo Regulations on Awards for Academic and Administrative Staff (Rules No. 30 of 2004) provided separately:

- (1) Employees whose good conduct is an honor to the University or serves as a role model to employees; or
- (2) Employees whom the President otherwise deems necessary should receive an award.

## **Chapter 8 Disciplinary Action**

### **Article 38 Grounds for Disciplinary Action**

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 other University rules, or improper conduct equivalent to those specified in items (1) to (7) above.

### **Article 39 Disciplinary Action**

Disciplinary action shall take the form 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 without notice

#### **Article 40        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 employee conduct strictly or to maintain discipline.

#### **Article 41        Compensation for Damage**

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

### **Chapter 9    Environment, Safety and Health**

#### **Article 42        Obligation to Cooperate**

1. Employees shall obey superiors' orders, and the provisions of the Industrial Safety and Health Act (Act No. 57 of 1972) and other relevant laws and regulations regarding the maintenance of the University's favorable education and research environment as well as safety, hygiene and health (hereinafter referred to as "environment, safety and health), and shall cooperate with the University by observing the environment, safety and health

measures implemented by the University.

2. The maintenance of the University's environment, safety and health provided in the preceding paragraph shall be governed in accordance with the University of Tokyo Regulations on Environment, Safety and Health Management for Academic and Administrative Staff (hereinafter referred to as the Environment, Safety and Health Management Regulations).

#### **Article 43 Environment, Safety and Health Education**

Employees shall undergo the environment, safety and health education and training implemented by the University.

#### **Article 44 Emergency Measures**

If employees discover a fire or other emergency disaster, or learn that such disaster may occur, they shall take emergency measures, immediately contact superiors and other related parties, follow the superior or related party's directions, and strive to minimize damage.

#### **Article 45 Deleted**

#### **Article 46 Medical Examinations**

1. Employees shall undergo the regular or occasional medical examinations conducted by the University every year, unless employees have undergone medical examinations by a physician and submitted documents certifying the results of such medical examinations.
2. Medical examinations provided in the preceding paragraph shall be performed in accordance with the Environment, Safety and Health Management Regulations.

#### **Article 47 Prohibition of Work**

1. The University may prohibit employees from performing their duties for the sake of maintaining the environment, safety and health.
2. The prohibition of employees performing their duties described in the preceding paragraph shall be governed in accordance with the Environment, Safety and Health Management Regulations.

### **Chapter 10 Business Trips**

#### **Article 48 Business Trips**

1. Employees may be ordered to take business trips when necessary for the work operations of the University.

2. Employees who have been ordered to take a business trip shall report back promptly when their business trip is finished.

#### **Article 49      Travel Expenses**

Travel expenses required for business trips under the provisions of the preceding Article and for assuming a position under the provisions of Article 5 or Article 13, paragraph 4 shall be handled in accordance with the provisions of the University of Tokyo Regulations on Travel Expenses (Rules No. 180 of 2004).

### **Chapter 11   Accident Compensation**

#### **Article 50      Accident Compensation**

If 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' Accident Act, and the University of Tokyo Regulations on Discretionary Accident Compensation for Academic and Administrative Staff (Rule No. 33 of 2004).

### **Chapter 12   Retirement Allowances**

#### **Article 51      Retirement Allowances**

Employees' retirement allowances shall be governed in accordance with the University of Tokyo Rules on Retirement Allowances for Academic and Administrative Staff (Rules No. 15 of 2004) provided separately.

### **Chapter 13   Inventions**

#### **Article 52      Inventions and Ownership of Rights**

Inventions created by employees in the course of their work duties and the ownership of rights thereto are as provided separately.

## **Supplementary Provisions**

### Effective Date

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

### Transitional Measures on Mandatory Retirement Age

2. The mandatory retirement age for employees provided in Article 18, paragraph 2 of these Rules who, on the day immediately before these Rules come into force, are engaged in business or labor under the application of Article 81-2, paragraph 2, item (2) of the National Public Service Act (Act No. 120 of 1947), and who continue to engage in work operations after these Rules come into force, is 63 years of age.

### Employment of Substitutes for Employees on Child-care Leave

3. If employees have requested child-care leave and it is deemed difficult to process the work operations of such employees during the period requested (hereinafter referred to as the “requested period”) by rotating the work operations of employees or other means, notwithstanding the provisions of Article 3, the University may employ substitute employees on a temporary basis for a set period, no longer than the requested period, to process the work operations.
4. In cases where the employment period of substitute employees employed for a fixed term under the provisions of the preceding paragraph is less than the requested period, the substitute employees may be re-employed for a new employment period within the range of the requested period (or within the range of the revised period in cases where the employees on child-care leave change or extend the requested period).

### Employment of Substitutes for Employees on Leave Before and After Childbirth

5. The provisions of the preceding two paragraphs apply *mutatis mutandis* to the employment of substitute employees for employees on special leave for the period before and after childbirth.

### Employment of Substitutes for Employees on External Assignment, Leave of Absence for Personal Development and Leave of Absence to Accompany Spouse

6. The provisions of paragraphs 3 and 4 of the Supplementary Provisions apply *mutatis mutandis* to the employment of substitute employees for employees taking a leave of absence under the provisions of Article 14, paragraph 1, item (4) (limited to cases where a



teacher of the Secondary Education School affiliated to the University of Tokyo has been given orders) and employees taking leave of absence under the provisions of Article 14 and 18 of the Rules for Leave of Absence.

#### Transitional Measures on Substitute Employees

7. The period of employment for substitute employees employed for a set period under the provisions of paragraph 3 of the Supplementary Provisions who are at that time employed on a temporary basis or for a fixed term pursuant to the provisions of Article 60 of the National Public Service Act or Article 7 of the Act on Child Care Leave, etc. for National Public Officers (Act No. 109 of 1991) on the day immediately before these Rules come into force, and who continue to be employed after these Rules come into force, ends on the date when the original period of employment expires.

#### **Supplementary Provisions**

These Rules come into force on April 1, 2005.

#### **Supplementary Provisions**

These Rules come into force on April 1, 2006. However, the revised paragraph 2 of the Supplementary Provisions applies from April 1, 2004.

#### **Supplementary Provisions**

Effective Date

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

Abolishment of the University of Tokyo Regulations on Travel Expenses for Academic and Administrative Staff

2. The University of Tokyo Regulations on Travel Expenses for Academic and Administrative Staff (Rules No. 32 of 2004) shall be abolished.

#### **Supplementary Provisions**

These Rules shall come into force on April 1, 2009.

#### **Supplementary Provisions**

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

#### **Supplementary Provisions**

These Rules shall come into force on August 1, 2012

**Supplementary Provisions**

These Rules shall come into force on April 1, 2013

**Supplementary Provisions**

These Rules shall come into force on August 1, 2013

**Supplementary Provisions**

These Rules shall come into force on August 1, 2014

**Supplementary Provisions**

These Rules shall come into force on April 1, 2017. However, the section in Article 3 concerning The University of Tokyo Regulations on Conditions of Employment for Exclusive Occupational Staff (Rules No. 78 of 2017) shall come into force on April 1, 2018

**Supplementary Provisions**

These Rules shall come into force on April 1, 2018

**Supplementary Provisions**

These Rules shall come into force on April 1, 2019.

With regards to the working from home prescribed in Article 13-2 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.

**Supplementary Provisions**

These Rules shall come into force on April 1, 2020

**Supplementary Provisions**

These Rules shall come into force on July 1, 2020