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## **Regulations Concerning Working Hours, Leave, etc. for Employees of Tokyo University of Foreign Studies**

( April 1, 2004  
Regulation No. 53 )

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### Chapter 1 General Provisions

#### Article 1 Purposes

- 1 The purpose of these Regulations is to lay down the basic policy concerning the working hours, rest periods, holidays, and leave for full-time employee (hereinafter, the “Employee”) of Tokyo University of Foreign Studies (hereinafter, the “University”) under the provisions of Article 36 of the Working Regulations for Employees of Tokyo University of Foreign Studies (Regulation No. 52 of 2004).
- 2 In addition to the above, the provisions of the Labor Standards Act (Act No. 49 of 1947) and other relevant laws and regulations shall apply to the working hours, rest periods, holidays, and leave for the Employee.

#### Article 2 Duties of President

In pursuing the office work relating to the working hours, rest periods, holidays, and leave, the President shall use best efforts to secure the proper working conditions of the Employee taking into account the smooth operation of the University and the health and welfare of the Employee.

#### Article 3 Deleted

### Chapter 2 Working hours, rest periods, holidays

#### Article 4 Working hours

- 1 The working hours, excluding rest periods, of the Employee shall be thirty-eight (38) hours and forty-five (45) minutes per week.
- 2 The predetermined working hours per day shall be seven (7) hours and forty-five (45) minutes.

Article 5 Rest periods

- 1 The president shall provide a rest period of at least forty-five (45) minutes during such working hours per day.
- 2 The Employee may use such rest periods freely.

Article 6 Deleted

Article 7 Start and finish times

- 1 The start and finish times of a work day shall be as described in Appended Table 1 and rest period as in Appended Table 2.
- 2 For business reasons, notwithstanding the provisions set forth in the preceding paragraph, the President may shift the start and finish times and rest periods individually for those to whom such provisions may not be applied.
- 3 Notwithstanding Appended Table 1, employees whose regular defined working hours are set in Appended Table 1 and who take a half-day annual leave in their working hours may follow the provisions set forth in Appended Table 3 with respect to the working hours.

Article 7-2 Staggered work hours

Notwithstanding the provisions of the preceding article, for the purpose of avoiding congestion during commuting, the President may change the start and finish times in units of thirty (30) minutes within a period of one (1) hour before or after the start and finish times if the President deems that such measure would not impair the normal operation of the University, upon application by an employee not later than one (1) month prior to the desired date in principle.

Article 8 Holidays

- 1 Holidays for Employee shall be as follows:
  - (1) Sundays
  - (2) Saturdays
  - (3) Holidays as set forth in the Act on National Holidays (Act No. 178 of 1948) (except those set forth in the preceding two (2) items)
  - (4) From December 29 to January 3 (except those set forth in the preceding items)
  - (5) Any other days designated by the president
- 2 The holidays set forth in item 1 of the preceding paragraph shall be legal holidays.

Article 9 Shift of holiday

- 1 In the event of any particular necessity for the president to order any Employee to work on any day which falls on any of the holidays designated in the foregoing article, the president may, in advance, shift such holiday to another date.
- 2 In shifting any holiday pursuant to the provisions of the preceding paragraph, the regular working hours per week set forth in paragraph 1 of Article 4 shall not be exceeded and at least one (1) day of holiday per week must be provided in principle subsequent to the shift of such holiday on which such employee is required to work.
- 3 The unit of shifting a holiday shall be one (1) day or half a day. However, a holiday shall be shifted by half a day only when an employee works on a holiday other than any of the legal holidays set forth in paragraph 2 of

the preceding article.

#### Article 10 Compensatory day off

- 1 In the event such shift of holiday as set forth in the preceding article is not possible for any reason, the President may designate any working day subsequent to such holiday (except any day that falls on any holiday) as the day not required to work in lieu of such holiday (hereinafter, the “Compensatory Day Off”).
- 2 The designation of such Compensatory Day Off as set forth in the preceding paragraph shall be made within one (1) month from the holiday on which such Employee is required to work.

#### Article 11 Procedures for the shift of holiday

The shift of holiday as set forth in Article 9 and the designation of Compensatory Day Off as set forth in the preceding article shall be made through the holiday shift form and the compensatory days off designation form; provided, however, that in the event of any work required by a travel order, such order shall be made through the travel order form.

#### Article 12 Work at the place other than ordinary workplace

In the event an employee engages in work away from the ordinary workplace during working hours, in whole or in part, and it is difficult to compute such working hours, the President shall determine that such employee has engaged in work for the regular working hours; provided, however, that in the event such employee is required to work in excess of the regular working hours to perform such work, such employee shall be deemed to have engaged in work for such number of hours as normally required for the performance of such work.

#### Article 13 Discretionary labor system

- 1 With respect to the teachers of the University (i.e., those described in Appended Table 1 of the Regulations Concerning Employment, Separation from Employment, etc., for Employees of Tokyo University of Foreign Studies (Regulation No. 56 of 2004); hereinafter the same shall apply), the President shall leave the method of the performance of duties and the determination on the allocation of time to the discretion of such teachers in accordance with the labor-management agreement.
- 2 In the case of the preceding paragraph, such teachers shall be deemed to have worked for the number of hours determined in such labor-management agreement.

#### Article 14 Work in excess of regular working hours

- 1 Notwithstanding the provisions of Articles 4 and 8, in case of extraordinary need caused by disaster or other unavoidable events, the President may order employees to work in excess of regular working hours or on any holiday with the approval of the relevant administrative authority.
- 2 In the event of any business necessity including unavoidable seasonal work, the President may order employees to work in excess of regular working hours or on any holiday to the extent permitted by the labor-management agreement.
- 3 A rest period of forty-five (45) minutes must be provided during working hours in the event the total number of working hours exceeds six (6) hours, if such number of hours as ordered to work pursuant to the provisions of the preceding paragraph is added to the regular working hours, and a rest period of one (1) hour (including a rest period provided during regular working hours) in the event such total working hours exceed eight (8) hours.
- 4 In the event any employee who takes care of a child who does not reach the age of entering elementary school

or any other family member (i.e., any family member set forth in Article 2, paragraph 1, item 4 of the Act on Childcare Leave, Caregiver Leave, and Other Measures for the Welfare of Workers Caring for Children or Other Family Members (Act No. 76 of 1991; hereinafter, the “Child Care and Caregiver Leave Act”); hereinafter, the same shall apply in paragraph 6 and the following article, paragraph 2) requests to shorten the overtime, the President shall make such overtime shorter than the standards applied to those other than such employee, and the standards of overtime applied to such employee shall not exceed twenty-four (24) hours per month and one hundred and fifty (150) hours per year.

- 5 Upon the request of any employee who is pregnant or has given birth in the past year, the President shall not order such employee to work overtime or on any holiday as set forth in paragraphs 1 and 2 above.
- 6 The President may not order any employee who takes care of a child who does not reach the age of entering elementary school or a family member in care-requiring condition to work overtime or on holidays (excluding extraordinary work resulting from a disaster or any other unavoidable reason) if requested such measure by such employee in order to take care of such child or such family member, except when such measure impedes business operations.

#### Article 15 Midnight shift

- 1 In the event of any business necessity, the President may order employees to work late at night (from 10:00 p.m. until 5:00 a.m.).
- 2 Upon the request of any employee who takes care of a child who does not reach the age of entering elementary school or a family member in care-requiring condition or who is pregnant or has given birth in the past year, the President may not order such employee to work late during such hours as described in the preceding paragraph.

#### Article 15-2 Early attendance and late attendance by child-caring Employee

In the event any employee with a child who does not reach the age of entering elementary school or any employee who goes to pick up a child at a facility for services for sound upbringing of after-school children as prescribed in Article 6-3, paragraph 3 of the Child Welfare Act (Act No. 164 of 1947) (limited to children who are brought up by such services for sound upbringing of after-school children) requests to take care of such child, the President shall allow such employee to work early or late as requested, except when such measure impedes business operations.

#### Article 15-3 Early attendance and late attendance by caregiving employee

In the event any employee who takes nursing care of such a person as specified in Article 3, paragraph 1, items 1 to 6 of the Regulations Concerning Caregiving Leave for Employees at Tokyo University of Foreign Studies (Regulation No. 59 of 2004; hereinafter, the "Caregiver Leave Regulations") who has difficulty in going about his/her daily activities requests to take care of such person, the President shall allow such employee to work early or late as requested, except when such measure impedes business operations.

#### Article 16 Attendance, attendance form

- 1 Employee shall report for work on or before the fixed starting time, and personally set the seal or hand on the attendance form immediately after arrival at the office to indicate attendance.
- 2 Notwithstanding the provision in the preceding paragraph, any employee who is able to use the work management system (an electronic information processing system for managing service of employees and processing of clerical work related to payment of salary, etc., which is managed by the Personnel Division)

may record attendance status by using the work management system in lieu of affixing the signature stamp on the attendance form.

- 3 If it is difficult to do so pursuant to the provisions of the preceding two (2) paragraphs, the part-time employee shall record and notify status of work by the method designated by the President.
- 4 Employees to whom the discretionary labor system is applied pursuant to the provisions of Article 13 shall be subject to the provisions of the labor-management agreement.

### Chapter 3 Nonworking approval

#### Article 17 Nonworking approval

- 1 Any Employee who falls under any one of the following items may obtain nonworking approval for the period described in each of such items. Such Employee shall be paid during such permitted period.
  - (1) In the event any pregnant female employee or any female employee less than one (1) year after childbirth (hereinafter, the "Expectant or Nursing Female Employee") is approved not to work in order to receive the health guidance or medical check-up prescribed in the Maternal and Child Health Act (Act No. 141 of 1965) under the provisions of Article 22 of the Act on Securing, Etc. of Equal Opportunity and Treatment between Men and Women in Employment (Act No. 113 of 1972; hereinafter the "Act on Equal Opportunity and Treatment"), any number of hours deemed necessary within the regular defined working hours per day once during the following terms: once every four (4) weeks until the 23rd week of pregnancy; once every two (2) weeks from the 24th week of pregnancy to the 35th week of pregnancy; once every week from the 36th week of pregnancy until the delivery; and once until the first year after childbirth (if specially instructed by a physician, etc. during any of the terms, the number of times instructed for the term);
  - (2) In the event the degree of congestion of any transport facility used for commuting by any pregnant female employee is determined to have any adverse influence on the health maintenance of such employee's body or unborn child under the provisions of Article 13 of the Act on Equal Opportunity and Treatment and such pregnant female employee is approved not to attend work at the beginning or end of the regular defined working hours, any amount of time deemed necessary up to one (1) hour per day with respect to the beginning or end of such regular working hours;
  - (3) In the event the duties performed by any pregnant female employee is determined to have any adverse influence on the preservation of health of such employee's body or unborn child under the provisions of Article 23 of the Act on Equal Opportunity and Treatment and such pregnant female employee is approved not to attend work for such period of time as necessary for her to take an appropriate break from time to time or to eat, any amount of time deemed necessary for her to take an appropriate break from time to time or eat, except time that continues from the beginning or to the end of the regular working hours or continues from or to the time for which the approval for not working is granted to such female employee who has simultaneously requested not to work pursuant to the other provisions;
  - (4) In the event any part-time employee is approved to participate in any recreational events held during working hours, any number of hours within the limit of sixteen (16) hours in an academic year; and
  - (5) In the event any part-time employee is approved to have a general health checkup during working hours,

the amount of time deemed necessary within the limits of the regular working hours in a day.

- 2 The procedures for obtaining nonworking approval shall be performed in accordance with the procedures to apply for leave.

#### Chapter 4 Leave

##### Article 18 Type of leave

- 1 Employee leave consists of annual leave, sick leave, and special leave.
- 2 The leave set forth in the preceding paragraph shall be with pay.

##### Article 19 Annual leave

The annual leave shall be granted for each calendar year (from January 1 through December 31 of the same year), and the number of leave days granted for such calendar year shall be as designated in the following items depending on the classification of the employee described in each of such items:

- (1) Employee other than those listed in the following item and item 3: 20 days
- (2) Employee other than those listed in the following item that is freshly recruited in the middle of the current year and is listed below:
  - A. Any person who is freshly recruited as an employee in the middle of the current calendar year: the number of days listed in the number of days column of Appended Table 4 according to the period of service during such current calendar year (hereinafter, the “Basic Days”); or
  - B. Any employee to whom the Act on Special Measures Concerning Remuneration, etc. of Officials Who Work for a Corporation Operated by the State Performing National Forestry Projects (Act No. 141 of 1954) is applied in the current calendar year, any government official (including those who belong to special government service but excluding those described above), any local government official, or any employee of corporate bodies designated in each item of Article 9-2 of the Order for Enforcement of the National Government Employees, etc. Retirement Allowance Act (Cabinet Order No. 215 of 1953) from among corporate bodies whose services are closely related to the national services or projects including government financial corporations designated in Article 1 of the Act on the Budget and Settlement of Public Financial Corporations (Act No. 99 of 1951) (hereinafter, the “Exchange Employee, etc.”), who continue to serve as employee as a part of personnel exchange: the number of days obtained by reducing the number of the leave days corresponding to the annual leave used until a day before the day when such employee become an employee freshly from the number of days described in the number of days column of Appended Table 4 based on such employee’s period of service in the event such employee is deemed to become an employee freshly on the date such employee becomes an Exchange Employee, etc. (if the obtained number of days is less than the Basic Days, then the Basic Days).
- (3) Any person who was an Exchange Employee, etc. in the year preceding the current calendar year and becomes an employee freshly in the current calendar year or any person who was an employee in the year preceding the current calendar year and becomes an employee to whom the Special Measures concerning Remuneration are applied in the current calendar year and continues to serve as the employee: the number

of days obtained by reducing the number of days of annual leave or leave corresponding to the annual leave used until a day before the date of becoming an employee from the number of days obtained by adding the remaining number of days of annual leave or leave corresponding to the annual leave for the year preceding the current calendar year (in the event such number of days exceeds twenty (20) days, then twenty (20) days) to twenty (20) days (in the event such number of days is less than the Basic Days, then the Basic Days), taking into account the period of service as an Exchange Employee, etc. and the remaining number of days of leave corresponding to the annual leave during such period of service.

- (4) In addition to the provisions set forth in the preceding three (3) items, any necessary matter relating to the number of annual leave days granted shall be determined by the President.

#### Article 20 Request for annual leave

- 1 The annual leave shall be granted at the time of year requested by an employee; provided, however, that in the event the President determines that the grant of annual leave at the time of year requested by the employee may impair the normal operation of the University, the President may grant such annual leave at any other time of year.
- 2 In the event Employee intends to take annual leave at any time of year, such Employee shall submit prior notification to the president through the leave form. However, in the event such Employee is unable to submit such notification in advance from unavoidable circumstances, such Employee must promptly submit after-the-fact notice.
- 3 Notwithstanding the provisions of paragraph 1, when a labor-management agreement for the scheduled grant of annual leave has been concluded, the President shall be able to grant scheduled leave out of the annual leave, held by the employee in excess of five (5) days, in accordance with such labor-management agreement.
- 4 The President shall, within one (1) year from the date of grant of the annual leave to the employee who has been granted ten (10) days or more of the annual leave in Article 19, hear the opinion of the employee regarding five (5) days out of the number of days of annual leave that such employee has, and while respecting such opinion, have such employee acquire such leave at a time of year designated in advance. However, in case that any employee has taken any annual leave pursuant to the provisions of paragraph 1 or the preceding paragraph, the number of days for which such employee has taken such leave shall be deducted from five (5) days.

#### Article 21 Unit of annual leave

- 1 The unit of annual leave shall be one (1) day or half a day.
- 2 Notwithstanding the provisions of the preceding paragraph, up to five (5) days of annual leave per year including any annual leave carried over as provided in the following article may be granted in the unit of an hour. When converting hours into days, eight (8) hours shall constitute one (1) day; however, half a day may not be converted into hours.
- 3 The half-day leave shall be four (4) hours from the start time of the work hours if taken in the morning or four (4) hours until the finish time of the work hours if taken in the afternoon.

#### Article 22 Carry-over of annual leave

The annual leave may be carried over only to the year following the current calendar year within the remaining number of days and hours not exceeding twenty (20) days of annual leave in a calendar year.

#### Article 23 Sick leave

- 1 Sick leave may be granted for the minimum necessary period, in the event any employee needs any medical treatment for injury or disease (including the cases where the work during the menstrual period is extremely difficult) and it is determined unavoidable for such employee not to work. However, the period of sick leave other than in the cases listed below (hereinafter in this article, "Specific Sick Leave") may not exceed ninety (90) consecutive days, except for the day of use of sick leave in the following cases (hereinafter in this article, "Excluded Day"):
  - (1) In the event the work during the menstrual period is extremely difficult;
  - (2) In the event of work injury or commuting injury; and
  - (3) In the event any employee who has received, in accordance with the provisions of Article 17 of the Regulations Concerning Employee Safety and Health Management at Tokyo University of Foreign Studies (Regulation No. 60 of 2004; hereinafter, the "Safety and Health Management Regulations"), a decision or change in the classification of guidance as B for daily life regimen as prescribed in the attached table of said Regulations and has been placed under follow-up measures as prescribed in Article 18 of said Regulations.
- 2 In calculating the period of Specific Sick Leave, any holidays during consecutive Specific Sick Leave and any non-working days other than days of sick leave shall be deemed to be the day of use of Specific Sick Leave.
- 3 The non-working days other than days of sick leave as set forth in the preceding paragraph shall include any day used for annual leave or special leave and also include any day which a part of the working hours is a non-working time (i.e., a day containing non-working period in time under Article 17, non-working period in time under Article 24, paragraph 1, items 8 and 12, and/or non-working period in time due to partial leave specified in Article 11 of the Childcare Leave Regulations for Employees of Tokyo University of Foreign Studies (Regulation No. 58 of 2004) (hereinafter, "Childcare Time, etc." in this paragraph and paragraph 5), and excluding any day on which the employee worked all of the working hours other than the Childcare Time, etc.).
- 4 Any day used for Specific Sick Leave in units other than one (1) day shall be also counted for the period of ninety (90) consecutive days in the same manner as the day used for Specific Sick Leave on an all-day basis.
- 5 In the event any employee returns to work after Specific Sick Leave for a period exceeding one (1) week (except for cases where the required working days during such period are three (3) days or less) and uses Specific Sick Leave again for the same reason during the period before the number of days, excluding any Excluded Day, on which such employee has worked during all of the working hours allotted for a workday (as for the hours of a part of the working hours for a day that are exempted by approval due to Childcare Time, etc., the number of days on which the employee has worked during all of the working hours except such exempted hours; in this paragraph and paragraph 8, the "Number of Actually Worked Days") reaches twenty (20) days, the immediately preceding Specific Sick Leave shall be deemed not interrupted. In calculating the number of days of Specific Sick Leave, the total shall exclude the Number of Actually Worked Days and shall be the number of days before and after such worked days.
- 6 In the event that any employee becomes unable to come to work again during the period while the employee is continuously receiving the follow-up measures set forth in item 3 of paragraph 1 after having returned to work from Specific Sick Leave and uses Specific Sick Leave again, the number of days of such second Specific Sick Leave shall be added to the number of days of the immediately preceding Specific Sick Leave.



- 7 In the event it is necessary to continue to receive medical treatment for a cause which is clearly different from the injury or disease related to the initial Specific Sick Leave (hereinafter, "Specific Injury, etc." in this paragraph and the following paragraph) after the period of Specific Sick Leave as used reaches ninety (90) days excluding any Excluded Day and it is determined unavoidable for the employee concerned not to work, Specific Sick Leave related to the Specific Injury, etc. may be approved even after such ninety (90) days, notwithstanding the provisions of the proviso of paragraph 1. In this case, the period of Specific Sick Leave after the date on which such Specific Injury, etc. occurred may not exceed ninety (90) consecutive days excluding any Excluded Day.
- 8 In the event it is necessary to receive medical treatment for Specific Injury, etc. for a period before the Number of Actually Worked Days reaches twenty (20) days from the day following the day on which the period of Specific Sick Leave as used reaches ninety (90) days excluding any Excluded Day and it is determined unavoidable for the employee concerned not to work, Specific Sick Leave for such Specific Injury, etc. may be approved, notwithstanding the provisions of the proviso of paragraph 1. In this case, the period of Specific Sick Leave after the date on which such Specific Injury, etc. occurred may not exceed ninety (90) consecutive days excluding any Excluded Day.
- 9 The proviso of paragraph 1 and provisions of paragraph 2 to the preceding paragraph shall not apply to employees on a probationary period and employees specified in Article 4 of the Regulations Concerning Employment, Separation from Employment, etc. (limited to those whose term of employment is within six (6) months).

#### Article 23-2 Procedures, etc. for sick Leave

- 1 Any employee who seeks sick leave to be granted shall submit an application for approval to the President in advance through the leave form. However, in the event such employee is unable to submit such application in advance due to unavoidable circumstances, such employee may submit after-the-fact application stating such cause therein.
- 2 When applying for sick leave, employees shall attach a document such as a certificate as set forth in the category in each of the following items.
  - (1) In the case of applying for sick leave for a period exceeding one (1) week (including holidays): Doctor's medical certificate stating the estimated period of medical treatment. In this case, the same shall apply to renewal of sick leave.
  - (2) In any case other than those set forth in the preceding item: A document confirming that the employee has consulted a physician (or a doctor's medical certificate if the President deems it necessary).
- 3 In the event any employee approved to take sick leave for a specified period of convalescence based on a doctor's medical certificate comes to work freshly during such period of convalescence or after the medical treatment, such employee shall submit in advance a doctor's medical certificate describing that such employee is able to work from such day.
- 4 Even in cases where a doctor's medical certificate set forth in paragraph 2 or the preceding paragraph is submitted, if deemed necessary, the President may order the employee to receive medical examinations by a doctor designated by the President or an industrial physician of the University (hereinafter, the "Doctor, etc. Designated by the President").
- 5 If the diagnosis made by the Doctor, etc. Designated by the President differs from the diagnosis made by a

doctor set forth in paragraph 2 or 3, the President shall take necessary measures.

- 6 When deemed necessary with respect to any employee who has returned to work from sick leave, the President may take follow-up measures by applying mutatis mutandis the provisions of Articles 17 and 18 of the Safety and Health Management Regulations.

Article 23-3 Unit of sick leave

The unit of sick leave shall be one (1) day, one (1) hour, or one (1) minute as necessary.

Article 24 Special leave

- 1 The special leave shall be the leave granted in the case where any employee is permitted not to work due to such causes as described in the following table, and the period of such special leave shall be as described in each of the following items:

	Cause	Length of time
(1)	In the event any Employee exercises voting rights or other public rights, and it is determined unavoidable for such Employee not to work.	The length of time determined necessary
(2)	In the event any employee appears before the Diet, court, assembly of local authority, or other government/public office as a citizen judge, witness, appraiser, unsworn witness, etc., and it is determined unavoidable for such employee not to work.	The length of time determined necessary
(3)	In the event any Employee applies for registration as a donor of bone marrow fluid for a bone marrow transplant to the appropriate registration agent or donates bone marrow fluid to any person other than spouse, parents, children, and brothers and sisters for the bone marrow transplant, and it is determined unavoidable for such Employee not to work due to the medical examination or hospitalization required in relation to such application or donation.	The length of time determined necessary

(4)	<p>In the event any employee conducts such activities as described below to contribute to society voluntarily and without compensation (except such activities as solely to support relatives), and it is determined appropriate for such employee not to work:</p> <ul style="list-style-type: none"> <li>(a) Distribution of daily necessities or other activities to support the victims in a disaster area where substantial damage occurred due to earthquake, storm, or eruption etc., or any area neighboring the above areas;</li> <li>(b) Any activity which is specially approved by the President and is performed in facilities whose aim is mainly to provide any necessary treatment to those who are physically or mentally disabled or who are injured or suffer from any disease, including nursing homes for physically disabled persons or special elderly nursing homes; or</li> <li>(c) In addition to such activities as described in (a) and (b) above, nursing of those who normally have difficulty in going about their daily activities due to physical or mental disability, injury or disease, or such other activities as to support their daily activities.</li> </ul>	Period of time within the limit of five (5) days in one (1) calendar year
(5)	<p>In the event any employee gets married and if and it is determined appropriate for such employee not to work because of wedding ceremony, honeymoon, or any other events that are deemed necessary in relation to the marriage.</p>	Length of time within the limit of five (5) consecutive days during the period from the date five (5) days prior to the date of marriage until the date one (1) month after such marriage
(6)	<p>In the event any female employee submits an application for leave who is supposed to give birth within six (6) weeks (in the case of multiple pregnancy, fourteen (14) weeks).</p>	The requested length of time until the delivery date
(7)	<p>In the event of childbirth.</p>	Period of time from the date following the childbirth until the date eight (8) weeks later from such date

		(excluding such length of time as such female employee who is six (6) weeks postpartum requests to work and engages in such work as determined not to have any adverse effect by a doctor)
(8)	In the event any employee who raises a baby that is in the first year of life does such breast-feeding as deemed necessary to bring up such baby.	Twice a day, thirty (30) minutes each (In the case of any male employee, if such baby's parent other than such employee is approved to take such leave (including any leave equivalent to such leave) as described in this item on such day as such employee intends to take such leave as determined in this item or apply for the nursing time for the same day as mentioned above pursuant to the provisions of Article 67 of the Labor Standards Law, up to such length of time obtained by reducing such length of time as approved or requested from such leave taken twice a day for thirty (30) minutes each.)
(9)	In the event any employee's wife (including a person who is not registered as such but who is in a de facto marital relationship with such employee) gives birth, and if it is determined appropriate for such employee not to work because such employee needs to accompany the wife at the time of her hospitalization for giving birth.	Length of time within the limit of two (2) days during the period from the date such employee's wife is hospitalized for giving birth until the date two (2) weeks after such delivery date (such employee may take a one (1) day leave twice)
(10)	In the event any employee is approved not to work due to the employee's wife giving birth to a child and also due to the fact that the employee is to care for the child pertaining to such childbirth or the child (including stepchild) not reaching the age of entering elementary school during the period of six (6) weeks before the expected birth date (in the case of multiple pregnancy, fourteen (14) weeks) and during the period of eight (8) weeks after the birth.	The length of time within the limit of five (5) days during the specified period

(11)	<p>In the event any employee who raises a child (including stepchild) under the age of 9 (up to and including the first March 31<sup>st</sup> after the child turns 9) is approved not to work to nurse etc. such child (i.e., to care for such child who is injured or suffers from any disease, to have such child receive a vaccination or a medical checkup, to care for such child due to class closure, suspension of attendance, or other similar closures due to infectious disease, or to participate in ceremonies, such as admission, graduation, or enrollment ceremonies).</p>	<p>The length of time within the limit of five (5) days in the case of one (1) such child and ten (10) days in the case of two (2) or more such children in any one (1) calendar year</p>
(12)	<p>In the event any employee is approved not to work in order to take nursing care of such a person as specified in Article 3, paragraph 1, items 1 to 6 of the Caregiver Leave Regulations who has difficulty in going about his/her daily activities (hereinafter, a "Nursing Care Requiring Person") (including attending such person to the hospital, etc., performing the necessary procedures for receiving long-term care service, and taking any other necessary care for such family member).</p>	<p>The length of time within the limit of five (5) days in the case of one (1) such Nursing Care Requiring Person and ten (10) days in the case of two (2) or more such Nursing Care Requiring Persons in any one (1) calendar year</p>
(13)	<p>In the event any employee's relative is deceased (only those designated in the relatives column in Appended Table 5), and if such employee is approved not to work due to such events as are deemed necessary to attend in connection with the death of such relative including funeral ceremony, mourning, or otherwise.</p>	<p>The length of time within the limit of the number of consecutive days set forth in the number of days column of such Appended Table depending on the category of relatives (in the event such employee should travel to a remote place to attend the funeral ceremony, the number of days necessary for the travel to and from such place may be added)</p>
(14)	<p>In the event any employee is approved not to work due to any special event held in memory of a parent (only those held within fifteen (15) years subsequent to the death of the parent).</p>	<p>The length of time within the limit of one (1) day</p>

(15)	In the event any Employee is approved not to work due to events, including the Obon festival in summer, for the maintenance and promotion of mental and physical health or improvement of family life.	Three (3) consecutive days in August to be designated by the President in principle, excluding weekly holidays, holidays, and Compensatory Days Off
(16)	In the event the current residence of any Employee is destroyed or damaged due to earthquake, flood, fire, or other disasters, and such Employee is approved not to work due to recovery work of such residence.	The length of time within the limit of seven (7) days
(17)	In the event any Employee is determined to be in an extremely difficult situation to go to work due to earthquake, flood, fire, or other disasters or accident of transportation facilities.	The length of time determined necessary
(18)	In the event it is determined unavoidable for any employee not to work in order to avoid any physical danger on the way back home whenever earthquake, flood, fire, or any other disaster occurs.	The length of time determined necessary
(19)	Other cases approved by the President.	The length of time within the limit of ten (10) days in one (1) calendar year

2 The number of days and weeks in the preceding paragraph.

#### Article 25 Procedures for special leave

- 1 Article 23-2, paragraph 1 shall apply mutatis mutandis to the application for special leave. However, in the event such special leave impairs the normal operation of the University and if it is deemed possible to achieve the purpose of such leave at any other time of the year, such leave may not be approved in some cases.
- 2 When submitting an application in the preceding paragraph, the employee shall attach any necessary certificate, etc.
- 3 Such application as defined in item 6 of paragraph 1 of Article 24 shall be submitted to the President by completing the leave form in advance.
- 4 Any female employee who falls under the cause in item 7 of paragraph 1 of Article 24 shall promptly notify the President of such fact.

#### Article 26 Unit of special leave

The unit of special leave shall be one (1) day, one (1) hour, or one (1) minute as necessary.

#### Article 27 Deleted

#### Chapter 5 Supplementary regulations

Article 28      Supplementary regulations

Any matter necessary for the enforcement of these regulations, apart from such matters as separately determined, shall be subject to the regulations applied to national government officials.

Supplementary Provisions

1. The amendments to the Regulations Concerning Working Hours, Leave, etc. for Employees will take effect on April 1, 2025.

Appended Table 1 (Related to Article 7) Designation of working hours

First service	
Working days	From Monday through Friday
Working hours	From 8:30 AM to 5:15 PM
Second service (designated employee)	
Working days	From Monday through Friday
Working hours	From 9:30 AM to 6:15 PM

Appended Table 2 (Related to Article 7) Designation of rest periods

Pattern A	
Rest periods	From 12:00 PM to 1:00 PM
Pattern B	
Rest periods	From 11:30 AM to 12:30 PM
Pattern C	
Rest periods	From 12:30 PM to 1:30 PM

Appended Table 3 (Related to paragraph 3 of Article 7) Working hours in the case of half-day leave

First service		
Morning off	Working hours	From 1:30 PM to 5:15 PM
Afternoon off	Working hours	From 8:30 AM to 12:15 PM
Second service (designated employee)		
Morning off	Working hours	From 2:30 PM to 6:15 PM
Afternoon off	Working hours	From 9:30 AM to 1:15 PM



Appended Table 4 (Related to Article 19)

Period of service	Number of days
Less than 1 month	2 days
1 month or above and less than 2 months	3 days
2 months or above and less than 3 months	5 days
3 months or above and less than 4 months	7 days
4 months or above and less than 5 months	8 days
5 months or above and less than 6 months	10 days
6 months or above and less than 7 months	12 days
7 months or above and less than 8 months	13 days
8 months or above and less than 9 months	15 days
9 months or above and less than 10 months	17 days
10 months or above and less than 11 months	18 days
11 months or above and less than 1 year	20 days

Appended Table 5 (Related to item 12, paragraph 1 of Article 24)

Relatives	Number of days
Spouse, father, or mother	7 days
Child	5 days
Grandparent	3 days (in the event the employee inherits through succession in stirpes and succeeds utensils of religious rites, 7 days)
Grandchild	1 day
Sibling	3 days
Uncle or aunt	1 day (in the event the employee inherits through succession in stirpes and succeeds utensils of religious rites, 7 days)
Spouse of parents or parents of spouse	3 days (in the event such person was within the same household as employee, 7 days)
Spouse of child or stepchild	1 day (in the event such person was within the same household as employee, 5 days)
Spouse of grandparent or grandparent of spouse	1 day (in the event such person was within the same household as employee, 3 days)
Spouse of sibling or sibling of spouse	1 day (in the event such person was within the same household as employee, 3 days)
Spouse of uncle or aunt	1 day