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## Salary Regulations for Employees of Tokyo University of Foreign Studies

( April 1, 2004  
Regulation No. 54 )

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### Article 1 Purpose

The purpose of these Regulations is to specify the matters concerning the salaries of the full-time employees (hereinafter, “Employees”) of Tokyo University of Foreign Studies based on the provisions of Article 37 of the Working Regulations for Employees of Tokyo University of Foreign Studies (Regulation No. 52 of 2004; hereinafter, the “Working Regulations”).

### Article 2 Relation with laws and ordinances

Any matter not provided for in these Regulations regarding the payment of salary, etc. shall be in accordance with the provisions set forth in the Labor Standards Act (Act No. 49 of 1947; hereinafter, the “Labor Standards Act”) and other relevant laws and regulations.

### Article 3 Type of salary, calculation period, and payday

The type of salary, calculation period, and payday shall be as shown in the following table:

Type of salary	Salary calculation period	Payday
Base salary Base salary adjustment amount Starting salary adjustment allowance Dependency allowance	From the first day to the last day of a month	The 17th of the month (however, if the 17th falls on a Sunday, then the 15th; if the 17th falls on a Saturday, then the 16th; or if the 17th day falls on a Monday that is a holiday, then the 18th.)

Managerial employee allowance Allowance attached to a post Additional allowance attached to a post Area allowance Housing allowance Commuting allowance Allowance for transfer not accompanied by family		
Overtime allowance Night shift allowance Special allowance for administrative Employees Entrance examination allowance	From the first day to the last day of a month	The 17th of the following month (however, if the 17th falls on a Sunday, then the 15th; if the 17th falls on a Saturday, then the 16th; or if the 17th day falls on a Monday that is a holiday, then the 18th.)
Term-end allowance Diligent work allowance Special term-end allowance		June 30 and December 10 (However, if such day falls on a Sunday, then two (2) days earlier; if such day falls on a Saturday, then one (1) day earlier.)

Article 4 Determination of base salary

- 1 The base salary provided in the preceding article shall be the compensation for the work during the regular working hours as set forth in Article 4 of the Regulations Concerning Working Hours, Leave, etc. for Employee of Tokyo University of Foreign Studies (Regulation No. 53 of 2004; hereinafter, the "Regulations for Working Hours, etc."), and the base salary each Employee receives shall be determined based on the degrees of complexity, difficulty, and responsibility of his/her duties and in consideration of the intensity of service and other working conditions.
- 2 The types and scope of application of the base salary schedule shall be as shown in the following tables.

Type	Scope of application
Clerical and Technical Service Base Salary Schedule (Appended Table 1-(a))	Applies to all the Employees to whom no other base salary schedule is applicable.
Skilled Service Base Salary Schedule (Appended Table 1-(b))	Applies to automobile drivers.

Nursing Service Base Salary Schedule (Appended Table 1-(c))	Applies to nurses.
Educational Service Base Salary Schedule (Appended Table 1-(d))	Applies to professors, associate professors, lecturers, junior lecturers, and assistants.
Designated Service Base Salary Schedule (Appended Table 1-(e))	Applies to the Employees designated by the President.

- 3 The duties of the Employees shall be classified into the duty grades set forth in each relevant base salary schedule based on the level of complexity, difficulty, and responsibility of the duties, and the content of the standard duties to be served as the basis for such classification shall be as separately specified.
- 4 The base salary of an Employee who is hired pursuant to the provisions of Article 24 of the Working Regulations (hereinafter, "Rehired Employee") shall be the amount corresponding to the duty grade to which such Employee belongs out of the monthly base salary amounts listed in the Rehired Employee column of the base salary schedule applicable to such Employee.

Article 5 Starting salary

- 1 The starting salary of a new Employee shall be determined in consideration of his/her academic background, license(s), qualification, work experience, etc. and balance with other Employees.
- 2 Other necessary matters concerning determination of the starting salary shall be specified separately.

Article 6 Promotion

- 1 Any Employee who has a good performance record and has reached the promotion standards may be promoted to a higher grade in accordance with his/her qualification.
- 2 Other necessary matters concerning promotion shall be specified separately.

Article 7 Demotion

- 1 When an Employee is demoted pursuant to the provisions of Article 13, paragraph 1 of the Working Regulations, such Employee may be demoted to a lower grade.
- 2 Other necessary matters concerning demotion shall be specified separately.

Article 8 Salary increase

- 1 A salary increase for Employees shall be carried out on January 1 each year in accordance with their own performance records during a period of one (1) year prior to the evaluation completion date (base period).
- 2 Whether or not to raise the salary pursuant to the provisions of the preceding paragraph and the pay step number when such salary is raised shall be determined in accordance with the standards to be specified separately. The pay step number of salary increase of an Employee whose work performance was satisfactory during the entire period specified in the preceding paragraph shall be four (4) (or three (3) in the case of Employees to whom the Clerical and Technical Service Base Salary Schedule is applicable and whose duty grade is seven (7) or higher and Employees to whom the Educational Service Base Salary Schedule is applicable and whose duty grade is five (5)) and shall serve as a benchmark.
- 3 The salary increase for an Employee over fifty-five (55) years of age shall be carried out only when such Employee delivered excellent work performance, and the pay step number when raised shall be determined in

accordance with the standards set forth separately.

- 4 In addition to the provisions in the preceding three (3) paragraphs, any necessary matters concerning salary increase shall be specified separately.

Article 9 Salary increase in special cases

- 1 Notwithstanding the provisions of Article 8, a special salary increase may be made if it is deemed necessary for an Employee who has a good performance record.

- (1) In the event of receiving an award or recognition for outstanding academic achievement or in any other event deemed especially necessary; or
- (2) In the event that an Employee performs his/her duties at the risk of his/her own life and thereby becomes critically ill or suffers serious disability, or in any other event deemed especially necessary.

- 2 Any necessary matters concerning salary increase under paragraph 1 shall be specified separately.

Article 10 Deleted

Article 11 Base salary adjustment amount

- 1 The base salary adjustment amount shall be paid to any person whose monthly base salary is deemed inappropriate as compared with that of other services that belong to the same duty grade due to the special nature of the content of his/her duties.
- 2 The base salary adjustment amount shall be the amount obtained by multiplying the standard amount for adjustment set forth in Appended Table 3 by the adjustment number set forth in the adjustment number column of Appended Table 2 for such Employee according to the base salary schedule and the duty grade that are applicable to the Employee. However, when such adjustment amount exceeds a quarter of the monthly base salary, such amount shall be the amount equivalent to a quarter of the monthly base salary.
- 3 Any necessary matters concerning the payment method of the base salary adjustment amount shall be specified separately.

Article 12 Starting salary adjustment allowance

- 1 The starting salary adjustment allowance shall be paid to the Employees who work at the Health Care Center and have a medical practitioner's license as prescribed in the Medical Practitioners' Act (Act No. 205 of 1948) and who was employed within a period of thirty-seven (37) years from the date of graduation from a university as prescribed in the School Education Act (Act No. 26 of 1947) (the "University" in this article) (or thirty-nine (39) years in the case of those who have gone through the advanced clinical training as prescribed in the Medical Practitioners' Act (hereinafter, "Advanced Clinical Training")).
- 2 The monthly amount of the starting salary adjustment allowance shall be the amount set forth in the following table according to the categories of the period after the date of employment set forth in the same table. In this case, with regard to application of the table to the Employees whose period of time from the date of graduation from the University until the date of employment exceeds four (4) years (or six (6) years if they have gone through the Advanced Clinical Training) (excluding the Employees who have obtained predetermined credits for doctoral programs at graduate schools as prescribed in the School Education Act and whose period of time from the date on which the prescribe period of such program has passed has not exceeded three (3) years), it shall be deemed that the starting salary adjustment allowance has been paid for the period equivalent to such excess period of time from the date of employment.

Categories of the period after the date of employment	Allowance amount	Categories of the period after the date of employment	Allowance amount
Less than 1 year	51,600 yen	18 years or more but less than 19 years	30,200 yen
1 year or more but less than 2 years	51,600 yen	19 years or more but less than 20 years	28,800 yen
2 years or more but less than 3 years	51,600 yen	20 years or more but less than 21 years	27,400 yen
3 years or more but less than 4 years	51,600 yen	21 years or more but less than 22 years	26,800 yen
4 years or more but less than 5 years	51,600 yen	22 years or more but less than 23 years	26,200 yen
5 years or more but less than 6 years	51,600 yen	23 years or more but less than 24 years	25,200 yen
6 years or more but less than 7 years	49,800 yen	24 years or more but less than 25 years	24,600 yen
7 years or more but less than 8 years	48,000 yen	25 years or more but less than 26 years	24,000 yen
8 years or more but less than 9 years	46,200 yen	26 years or more but less than 27 years	23,400 yen
9 years or more but less than 10 years	44,400 yen	27 years or more but less than 28 years	22,800 yen
10 years or more but less than 11 years	42,600 yen	28 years or more but less than 29 years	22,000 yen
11 years or more but less than 12 years	40,800 yen	29 years or more but less than 30 years	21,700 yen
12 years or more but less than 13 years	39,000 yen	30 years or more but less than 31 years	21,300 yen
13 years or more but less than 14 years	37,200 yen	31 years or more but less than 32 years	20,700 yen
14 years or more but less than 15 years	35,800 yen	32 years or more but less than 33 years	19,800 yen
15 years or more but less than 16 years	34,400 yen	33 years or more but less than 34 years	18,900 yen
16 years or more but less than 17 years	33,000 yen	34 years or more but less than 35 years	18,200 yen
17 years or more but less than 18 years	31,600 yen		

- 3 Any necessary matters concerning the payment method for the starting salary adjustment allowance shall be specified separately.

Article 13 Dependency allowance

- 1 The dependency allowance shall be paid to the Employees who have dependent family member(s) and are not applicable to the Designated Service Base Salary Schedule. However, in the case of an Employee to whom the Clerical and Technical Service Base Salary Schedule is applicable and whose duty grade is nine (9) or higher, the dependency allowance shall be paid only with respect to his/her child until the first March 31 after the child's 22nd birthday as set forth in the eligible person column of the table in the following paragraph.
- 2 The dependent family member(s) set forth in the preceding paragraph shall be the persons who are listed in the eligible person column of the following table and who have no other means of living and are mainly supported by the subject Employee. The monthly amount of allowance shall be the total of the allowance amounts set forth in the said table.

Eligible person	Allowance amount
Spouse (including a partner of a relationship which a notification has not been submitted for but is a de facto marital relationship; the same shall apply hereinafter)	6,500 yen per person (or 3,500 yen per person for the Employees to whom the Clerical and Technical Service Base Salary Schedule is applicable and whose duty grade is eight (8) and for the Employees to whom the Educational Service Base Salary Schedule is applicable and whose duty grade is five (5))
Grandchild until the first March 31 after his/her 22nd birthday	
Parents and grandparents aged sixty (60) years or more	
Sibling until the first March 31 after his/her 22nd birthday	
Person with severe motor and intellectual disabilities	
Child until the first March 31 after his/her 22nd birthday	10,000 yen per person

- 3 Notwithstanding the provisions of the preceding paragraph, the monthly amount of dependency allowance granted to Employees with children who are dependent family member and are within the period from the first April 1 after their 15th birthday until the first March 31 after their 22nd birthday (hereinafter, the “Specified Period”) shall be the amount obtained by adding the amount obtained by multiplying 5,000 yen by the number of such dependent children who fall under the Specified Period to the amount pursuant to the provisions of the preceding paragraph.
- 4 Any necessary matters concerning the payment method of the dependency allowance shall be specified separately.

Article 14 Managerial employee allowance, etc.

- 1 The managerial employee allowance shall be paid to the Employees in the managerial or supervisory position who are listed in the following table. However, such allowance shall not be paid to the Employees to whom the Designated Service Base Salary Schedule is applicable.

Categories of duties	Duty grade	Payment amount
Secretary-General	9	104,200 yen
	8	94,000 yen
General Affairs and Planning Director	8	94,000 yen
Educational Affairs Director	7	88,500 yen
Division Chief of General Affairs and Planning Division, Division Chief of Personnel Division, Division Chief of Finance and Accounting Division,	6	62,300 yen
	5	59,500 yen

Division Chief of Facilities and Building Management Division, Division Chief of Research Promotion Division, Division Chief of Library and Information Resources Division, Division Chief of Educational Affairs Division, Division Chief of Student Affairs Division, Division Chief of Admissions Division, Division Chief of Student Exchange Division, Division Chief of Institute of Global Studies Administrative Division, Office Chief of Information Technology Office, Office Chief of Office for International Affairs, Division Chief of Public Relations Division, and Office manager, Audit Office		
Dean of Institute of Global Studies, Dean of Institute of Japan Studies, Dean of School of Language and Culture Studies, Dean of School of International and Area Studies, Dean of School of Japan Studies, and Director of Research Institute for Languages and Cultures of Asia and Africa	5	115,000 yen
Director of Library	5	110,000 yen
Director of Health Care Center, Director of Information Collaboration Center, and Director of African Studies Center	5	80,000 yen
Vice Dean of Institute of Global Studies, Vice Dean of Institute of Japan Studies, Vice Dean of School of Language and Culture Studies, Vice Dean of School of International and Area Studies, Vice Dean of School of Japan Studies, Vice Director of Research Institute for Languages and Cultures of Asia and Africa, and Director of Information Resources Center	5	60,000 yen

- 2 The monthly amount of the managerial employee allowance shall be the payment amount as set forth in the table in the preceding paragraph according to the categories of duties and the duty grade in the same table. However, in case it is difficult to be pursuant to the payment amount as set forth in the table in the preceding paragraph, the amount may be set as determined by the President on each occasion.
- 3 The monthly amount of the managerial employee allowance set forth in the preceding paragraph shall not include an amount equivalent to the increased wages for the work during midnight (from 10 p.m. to 5 a.m.) as prescribed in paragraph 3 of Article 37 of the Labor Standards Act.
- 4 Any necessary matters concerning the payment method of the managerial employee allowance shall be specified separately.
- 5 The allowance attached to a post shall be paid to the Employees who are engaged in the duties set forth in the following table among the Employees who are engaged in the duties the University is required to have under laws, regulations, etc.

Categories of duties	Payment amount
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Industrial physician	13,300 yen
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6 The monthly amount of allowance attached to a post shall be the payment amount set forth in the table in the preceding paragraph according to the categories of duties stated in the same table.

Article 14-2 Additional allowance attached to a post

The additional allowance attached to a post shall be paid to the Employees set forth in the following table among the Employees who are in a position of the duties of difficult nature or requiring substantial burdens. However, no such allowance shall be paid to the Employees to whom the managerial employee allowance in the preceding article is paid.

Categories of duties	Payment amount
Adviser to the President (Special Adviser to the President)	60,000 yen
Adviser to the President (Special Adviser to the President)	30,000 yen

Article 15 Area allowance

- 1 The monthly amount of area allowance shall be the amount obtained by multiplying the total of the monthly amounts of base salary, base salary adjustment amount, managerial employee allowance, and dependency allowance by 15/100.
- 2 Notwithstanding the preceding paragraph, among the Employees hired through personnel exchange, those who have previously received area allowance or any allowance corresponding thereto at a payment rate exceeding 15/100 may receive necessary transfer guarantee in the same manner as in the case of national public employees. However, an Employee dispatched under the personnel exchange agreement with a dispatching organization may be paid in accordance with the actual status of payment of an allowance corresponding to the area allowance as received by the Employee at the dispatching organization, only to the extent of the payment rate of 20/100.
- 3 Any necessary matters concerning the payment method of the area allowance shall be specified separately.

Article 16 Housing allowance

1 The housing allowance shall be paid to the Employees who fall under any of the categories of Employees set forth in the following table, and the monthly amount of the allowance shall be the amount set forth in the same table according to the categories of Employees (with regard to the Employees who are set forth in (a) and are also the Employees set forth in (b), the total of the amounts set forth in (a) and (b) shall be the monthly amount). However, such allowance shall not be paid to the Employees to whom the Designated Service Base Salary Schedule is applicable.

Categories of Employees		Allowance amount
(a) Employee who rents a housing	Employee who pays	The amount obtained by deducting



(including room for rent; the same shall apply in (c) of this table) for him/her to live in and pays rent (including fee for use; hereinafter the same shall apply) exceeding 16,000 yen per month (except for the Employees whose housing is lent from the University, another national university corporation, etc., or any national institute).	rent that is 27,000 yen or less per month.	16,000 yen from the monthly rent (such amount shall be rounded down to the nearest hundreds; hereinafter the same shall apply in this table.).
	Employee who pays rent in excess of 27,000 yen per month.	The amount obtained by adding half the amount obtained by deducting 27,000 yen from the monthly rent (or 17,000 yen if half of the amount thus deducted exceeds 17,000 yen) to 11,000 yen.
(b) Employee to whom allowance for transfer not accompanied by family is paid pursuant to the provisions of Article 18 and who rents a housing (except for the Employees whose housing is lent from the University, another national university corporation, etc., or any national institute) for his/her spouse to live in and pays rent in excess of 16,000 yen per month, or those for whom the President deems housing allowance necessary for such Employee in terms of consideration of balance.		An amount equivalent to half the amount calculated in the case of the Employee set forth in (a).

2 Any necessary matters concerning the payment method of the housing allowance shall be specified separately.

Article 17 Commuting allowance

1 The commuting allowance shall be paid to the Employees who fall under any of the categories of Employees set forth in the following table, and the allowance amount shall be the amount set forth in the same table according to the categories of Employees. Provided, however, that such allowance shall not be granted to Employees other than those who have difficulty in commuting without the means set forth in the respective categories and whose one-way commuting distance is less than two (2) kilometers if they are to commute by foot without using any transportation, etc.

Categories of Employees	Allowance amount
(1) Employee who usually uses transportation facilities or toll roads (hereinafter, "Transportation Facilities, etc.") for commuting and bears the fares or tolls (hereinafter, "Fares, etc.").	<p>With respect to the payment unit period set forth in (a) and (b) below, an amount equivalent to the amount of the Fares, etc. required for the Employee to commute during the payment unit period (hereinafter, the "Amount Equivalent to Fares, etc.").</p> <p>(a) If the use of a commuter pass is deemed to be most economical and reasonable, the period equivalent to the longest period of validity of the commuter pass that is issued.</p> <p>(b) If the use of commutation tickets, etc. is deemed most economical and reasonable, one (1) month.</p> <p>However, when the amount obtained by dividing the Amount Equivalent to Fares, etc. by the number of months of the payment unit period (hereinafter, the "Amount Equivalent to Fares, etc. per Month") exceeds 55,000 yen, the amount obtained</p>

	<p>by multiplying 55,000 yen by the number of months of the payment unit period relating to such Employee's commuting allowance (when two (2) or more Transportation Facilities, etc. are used and the total of their Amounts Equivalent to Fares, etc. exceeds 55,000 yen, the amount obtained by multiplying 55,000 yen by the number of months of the longest payment unit period among the payment unit periods relating to such Employee's commuting allowance).</p>	
<p>(2) Employee who usually uses an automobile or other President-approved transport equipment for commuting (hereinafter, "Automobile, etc.").</p>	<p>The amount in the right column according to the one-way distance of use of the Automobile, etc. per month.</p>	
	Less than 5 km	2,000 yen
	5 km or more but less than 10 km	4,200 yen
	10 km or more but less than 15 km	7,100 yen
	15 km or more but less than 20 km	10,000 yen
	20 km or more but less than 25 km	12,900 yen
	25 km or more but less than 30 km	15,800 yen
	30 km or more but less than 35 km	18,700 yen
	35 km or more but less than 40 km	21,600 yen
	40 km or more but less than 45 km	24,400 yen
	45 km or more but less than 50 km	26,200 yen
	50 km or more but less than 55 km	28,000 yen
	55 km or more but less than 60 km	29,800 yen
60 km or more	31,600 yen	
<p>(3) Employee who usually uses Transportation Facilities, etc. for commuting and bears the Fares, etc. as well as uses Automobile, etc.</p>	<p>The total of the amounts set forth in (1) and (2) (when the total of the Amount Equivalent to Fares, etc. per Month and the amount set forth in the preceding item exceeds 55,000 yen, the amount obtained by multiplying 55,000 yen by the number of months of the longest payment unit period among the payment unit periods relating to such Employee's commuting allowance). However, the monthly amount of the commuting allowance to be paid to an Employee whose distance of use of the Automobile, etc. is less than two (2) kilometers shall be the amount calculated in (1), and if the calculated amount is less than the amount set forth in (2), the amount set forth in (2) shall apply.</p>	

2 Notwithstanding the provisions of the preceding paragraph, the amount of the commuting allowance for the Employees specified as follows shall be the amount set forth in the following table according to the categories set forth in the same table: Employees each hired from another national university corporation, etc. or a national institute (hereinafter, the “Transfer”) and classified as either (1) or (3) in the table in the preceding paragraph who usually uses special express trains such as Shinkansen railways, etc., national expressways, or other Transportation Facilities, etc. (hereinafter, "Shinkansen Railways, etc.") to commute from his/her residence immediately before the Transfer (including any residence deemed by the President to be equivalent to the residence), the use of such Shinkansen Railways, etc. being deemed to contribute to the improvement of commuting conditions to a considerable extent in light of the standards to be specified separately, and bears extra charges, etc. for such use (i.e., the amount obtained by subtracting the amount equivalent to the Fares, etc. serving as the basis for calculating the Amount Equivalent to Fares, etc. from the amount of the Fares, etc. in using the Shinkansen Railways, etc.; hereinafter the same shall apply) (limited to the Employees approved by the President in consideration of the circumstances of the Transfer) as well as other Employees designated by the President as deemed necessary for consideration of balance with the Employees to whom the commuting allowance under the preceding paragraph is paid.

Categories	Allowance amount
Commuting allowance for Shinkansen Railways, etc.	The amount equivalent to half the amount of extra charges, etc. required for the Employee to commute during his/her payment unit period with respect to the payment unit period set forth in the preceding paragraph. However, when the amount obtained by dividing such amount by the number of months of the payment unit period (hereinafter, the "Amount Equivalent to Half the Extra Charges, etc. per Month") exceeds 20,000 yen, the amount obtained by multiplying 20,000 yen by the number of months of the payment unit period for each payment unit period (or when the amount of the extra charges, etc. is calculated by assuming that the Employee uses two (2) or more Shinkansen Railways, etc. and when the total of the Amount Equivalent to Half the Extra Charges, etc. per Month exceeds 20,000 yen, the amount obtained by multiplying 20,000 yen by the number of months of the longest payment unit period among the payment unit periods for such Employee's commuting allowances for Shinkansen Railways, etc.).
Commuting allowance for other than the above	The amount pursuant to the provisions of the preceding paragraph

- 3 Any necessary matters concerning the payment method for the commuting allowance shall be specified separately.

Article 18 Allowance for transfer not accompanied by family

- 1 Among the Employees who move their residence for reasons provided by the University such as personnel exchange and result in living separately from their spouse who had been living with such Employees due to illness of their parents or other unavoidable circumstances and for whom it is deemed difficult in consideration of commuting distance, etc. to commute from the residence immediately before the Transfer to the office where they work immediately after the Transfer, the Employees who usually live alone (limited to the Employees designated by the President in consideration of their appointment circumstances, etc.) and other Employees designated by the President as deemed necessary for the consideration of balance shall be paid allowance for transfer not accompanied by family. However, this shall not apply to the cases where it is not deemed difficult to commute from the residence of the spouse to the office where the Employee works in consideration of commuting distance, etc.
- 2 The monthly amount of the allowance for transfer not accompanied by family shall be the amount set forth in the following table according to the transportation distance between the residence of the Employee and that of his/her spouse.

Distance of travel by transportation means	Allowance amount
Less than 100 km	30,000 yen
100 km or more but less than 300 km	38,000 yen
300 km or more but less than 500 km	46,000 yen
500 km or more but less than 700 km	54,000 yen
700 km or more but less than 900 km	62,000 yen
900 km or more but less than 1,100 km	70,000 yen
1,100 km or more but less than 1,300 km	76,000 yen
1,300 km or more but less than 1,500 km	82,000 yen
1,500 km or more but less than 2,000 km	88,000 yen
2,000 km or more but less than 2,500 km	94,000 yen
2,500 km or more	100,000 yen

- 3 Any necessary matters concerning the payment method for the allowance for transfer not accompanied by family shall be specified separately.

Article 19 Overtime allowance

- 1 For the Employees who are ordered to work as described below, overtime allowance for the entire time they worked as ordered shall be paid for each hour of work in an amount obtained by multiplying the salary amount per hour of work as specified in Article 21 by the rate set forth in each of the following items according to the category of work as described in each item.
- (1) Work ordered in excess of the regular working hours on the day to which the regular working hours specified in Article 4 of the Regulations for Working Hours, etc. are allocated: 125/100
  - (2) Work on a holiday specified in Article 8 of the Regulations for Working Hours, etc. (including the day which is a substitute day off under Article 9 or a compensatory day off under Article 10 of the same Regulations) except for the cases set forth in items 3 and 4 below: 135/100
  - (3) Work on a holiday specified in Article 8 of the Regulations for Working Hours, etc. for which such holiday is substituted or compensated in a week other than the week during which the subject work has been performed, in accordance with the provisions of Article 9 or 10 of the Regulations: 25/100
  - (4) Notwithstanding the provisions of the preceding two (2) items, work on a holiday specified in Article 8, paragraph 1, item 5 of the Regulations for Working Hours, etc.: 100/100
- 2 For any Employee who is ordered to work for more than sixty (60) hours per month among the work specified

in the preceding paragraph (excluding the work on a legal holiday set forth in Article 8, paragraph 2 of the Regulations for Working Hours, etc.), notwithstanding the provisions of the preceding paragraph, overtime allowance for the all the overtime hours exceeding sixty (60) hours shall be paid for each hour of work in an amount obtained by multiplying the salary amount per hour of work as specified in Article 21 by 150/100.

- 3 The number of working hours that serves as the basis for the allowance payment in the preceding two (2) paragraphs shall be calculated based on the total number of hours during the salary calculation period as specified in Article 3 hereof (i.e., the number of hours calculated separately for each corresponding number of hours in paragraph 1, items (1) and (2) and the preceding paragraph). In this case, the portion of the total less than one (1) hour shall be considered to be one (1) hour if such is thirty (30) minutes or more and be rounded off if less than thirty (30) minutes.
- 4 The work in paragraphs 1 and 2 shall include the work which is deemed to have been done in excess of regular hours under the proviso of Article 12 of the Regulations for Working Hours, etc.

#### Article 20 Night shift allowance

- 1 For Employees who are ordered to work from 10 p.m. through 5 a.m. (including the Employees who are deemed to have worked in excess of the regular hours under the proviso of Article 12 of the Regulations for Working Hours, etc.), night shift allowance for the entire time therebetween shall be paid for each hour of work in an amount obtained by multiplying the salary amount per hour of work specified in the following article by the rate of 25/100.
- 2 The number of working hours that serves as the basis for the allowance payment in the preceding paragraph shall be calculated based on the total number of hours during the salary calculation period specified in Article 3 hereof (i.e., the number of hours calculated separately for each corresponding number of hours in paragraph 1 or 2 of the preceding article). In this case, the portion of the total less than one (1) hour shall be considered to be one (1) hour if such is thirty (30) minutes or more and be rounded off if less than thirty (30) minutes.

#### Article 21 Calculation of salary amount per hour of work

The salary amount per hour of work to be set forth in the following article and Articles 20 and 29 shall be the amount obtained by multiplying the total amount of base salary and base salary adjustment amount as well as monthly area allowance therefor and monthly starting salary adjustment allowance by twelve (12) and then dividing the result by the product obtained by multiplying the working hours per day by the number of prescribed working days in the relevant year.

#### Article 22 Special allowance for administrative Employees

- 1 In the event that any of the Employees listed in the following table works on a holiday specified in Article 8 of the Regulations for Working Hours, etc. (including the day which is a substitute day off under Article 9 or a compensatory day off under Article 10 of the same Regulations) due to extraordinary, emergency, or other business operation-related needs, or in the event that such Employee works during the time between 0:00 a.m. and 5:00 a.m. other than the regular working hours on any day other than holidays due to disaster response or other extraordinary or emergency needs, such Employee shall be paid special allowance for administrative Employees according to the categories set forth in the table for each work.

Categories of duties	Allowance amount	
	Work on a holiday (if actual working hours exceed 6 hours)	Work from 0:00 a.m. through 5:00 a.m. other than on holidays
Employees to whom the Designated Service Base Salary Schedule is applicable	12,000 yen (18,000 yen)	6,000 yen
Secretary-General, General Affairs and Planning Director, Educational Affairs Director	10,000 yen (15,000 yen)	5,000 yen
Dean of Institute of Global Studies, Dean of Institute of Japan Studies, Dean of School of Language and Culture Studies, Dean of School of International and Area Studies, Dean of School of Japan Studies, Director of Library, Director of Research Institute for Languages and Cultures of Asia and Africa	8,500 yen (12,250 yen)	4,300 yen
Division Chief of General Affairs and Planning Division, Division Chief of Personnel Division, Division Chief of Finance and Accounting Division, Division Chief of Facilities and Building Management Division, Division Chief of Research Promotion Division, Division Chief of Library and Information Resources Division, Division Chief of Educational Affairs Division, Division Chief of Student Affairs Division, Division Chief of Admissions Division, Division Chief of Student Exchange Division, Division Chief of Institute of Global Studies Administrative Division, Office Chief of Information Technology Office, Office Chief of Office for International Affairs, Division Chief, Public Relations Division, Office manager, Audit Office, Vice Director of Institute of Global Studies, Vice Director of Institute of Japan Studies, Vice Dean of School of Language and Culture Studies, Vice Dean of School of International and Area Studies, Vice Dean of School of Japan Studies, Vice Director of Research Institute for Languages and Cultures	7,000 yen (10,500 yen)	3,500 yen

of Asia and Africa, Director of Information Collaboration Center, Director of Health Care Center, Director of Contemporary African Studies Center, Director of Information Resources Center		
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- 2 Any necessary matters concerning the payment method of the special allowance for administrative Employees shall be specified separately.

Article 22-2 Entrance examination allowance

- 1 The entrance examination allowance shall be paid to the Employees who are ordered to engage in the entrance examination operations carried out by the University as listed in the following table based on the level of complexity, difficulty, and responsibility for the operations and the intensity of their operations. The amount of the allowance shall be the amount in the allowance amount column or the amount obtained by multiplying 1,300 yen by the number in the points column according to the categories set forth in the table.

Categories		All owanc e amount	Points	Not e
	First semester schedule	Person responsible for preparing questions and scoring	- 36	
		Question providing member	- 28	
		Scoring and tallying up member	- 5	For English, world history, and Japanese history, 8 points each.
		Listening comprehension test member	- 2	
		Speaking test member	- 1	
		Examination problems checking member	- 8	
		Examination proctor	- 4	
		Examination headquarters personnel	- 4	
	Second semester schedule	Person responsible for preparing questions and scoring	- 24	
		Question providing member	- 19	
		Scoring and tallying up member	- 5	For English or essays, 7 points.
		Examination problems checking member	- 6	



Undergraduate School

	Examination proctor	-	4	
	Examination headquarters personnel	-	4	
Special admission for undergraduate schools (*)	Document screening member	-	1	Number of screenings ×1 point; 8 points max.
	Person responsible for preparing questions and scoring	-	19	
	Question providing member	-	16	
	Scoring and tallying up member	-	5	
	Examination problems checking member	-	6	
	Examination proctor	-	4	
	Interview examiner	-	2	Number of examinees × 2 points
	Examination headquarters personnel	-	4	
Transfer admission	Document screening member	-	1	Number of screenings ×1 point; 8 points max.
	Person responsible for preparing questions and scoring	-	19	
	Question providing member	-	16	
	Scoring and tallying up member	-	5	
	Examination problems checking member	-	6	
	Examination proctor	-	4	
	Interview examiner	-	2	Number of examinees × 2 points
	Examination headquarters personnel	-	4	
Non-Degree Students	Examination conducting teacher	-	2	When an examination/interview is conducted
Research Students	Examination conducting teacher	-	2	When an examination/interview is conducted
Other Matters	Exam papers dividing member	-	2	

		Listening comprehension checking member	-	2	
		Admissions information processing member	-	4	
Graduate school	Master's Degree Program	Person responsible for preparing questions and scoring	-	6	
		Question providing member	-	5	
		Scoring and tallying up member	-	2	
		Collaborator	-	5	(1) If only providing questions, 4 points. (2) If only scoring, 3 points.
		Examination problems checking member	-	1	
		Examination proctor	-	1	
		Document screening member	-	4	
		Examiner for oral examination	-	2	Number of examinees × 2 points
		Examination headquarters personnel	-	2	
	Doctoral Degree Program	Question providing and scoring member (chief, deputy chief)	-	3	
		Collaborator	-	3	
		Examination problems checking member	-	1	
		Examination proctor	-	1	
		Examiner for oral examination	-	2	Number of examinees × 2 points
		Examination headquarters personnel	-	1	
Research Students	Examination conducting teacher	-	2	When an examination/interview is conducted	
National Center for University Entrance	Implementation of examination	Examination proctor	24,000	-	
		Examination headquarters personnel	24,000	-	

Examinations	Division of exam papers	Exam papers dividing member	12,000	-
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(\*) The special admission for undergraduate schools shall include admission recommended by high schools in Japan, admission by special recommendation for the students returned to Japan, admission for privately-funded international students, admission by utilizing the Examination for Japanese University Admission for International Students (EJU), and admission recommended by overseas high schools.

2 Any necessary matters concerning the payment of the entrance examination allowance shall be specified separately.

Article 23 Term-end allowance

1 The term-end allowance shall be paid to the Employees who work for the University as of June 1 and December 1 respectively (hereinafter in this Article, each of these days referred to as "Record Date"). The same shall apply to the Employees who have retired, lost office, or died (hereinafter, "Retired, etc." or "Retirement, etc."; the same shall apply to the following article) within one (1) month before the Record Date (except for the Employees to be specified separately). However, such allowance shall not be paid to the Employees to whom the Designated Service Base Salary Schedule is applicable.

2 The amount of the term-end allowance shall be the amount calculated by the following formula:  
Base salary, etc. to be received as of the Record Date (the date of Retirement, etc. for an Employee who has Retired, etc.): (monthly base salary + monthly base salary adjustment amount + monthly dependency allowance + monthly area allowance + amount added by positional rank + amount added for managerial employee) × (payment rate by period) × (rate by period of service)

3 The amount added by positional rank in the preceding paragraph shall be the amount obtained by multiplying the total of monthly base salary amount, base salary adjustment amount, and monthly area allowance amount for the above amounts by the rate of addition according to the categories of Employees as set forth in the following tables (the same shall apply in the following article).

(i) Person applicable for Clerical and Technical Service Base Salary Schedule

Employees	Rate of addition
Employees engaged in duties at Grades 10, 9, and 8	20/100
Employees engaged in duties at Grades 7 and 6	15/100
Employees engaged in duties at Grades 5 and 4	10/100
Employees engaged in duties at Grade 3	5/100

(ii) Person applicable for Nursing Service Base Salary Schedule

Employees	Rate of addition
Employees engaged in duties at Grades 3 and 2 (limited to those who graduated from junior college fifteen (15) or more years ago)	5/100

(iii) Person applicable for Educational Service Base Salary Schedule

Employees	Rate of addition
Employees engaged in duties at Grade 5	15/100 (or 20/100 for the Employees designated by the President)
Employees engaged in duties at Grades 4 and 3	10/100 (or 15/100 for the Employees designated by the President among those with duties at Grade 4)
Employees engaged in duties at Grade 2 (limited to those who completed a master's course five (5) or more years ago)	5/100

4 The amount added for managerial employee in paragraph 2 shall be the amount obtained by multiplying the monthly base salary amount by the rate of addition according to the categories of Employees set forth in the following table (the same shall apply in the following article).

Employees	Rate of addition
Secretary-General, General Affairs and Planning Director, Educational Affairs Director	15/100
Dean of Institute of Global Studies, Dean of Institute of Japan Studies, Dean of School of Language and Culture Studies, Dean of School of International and Area Studies, Dean of School of Japan Studies, Director of Research Institute for Languages and Cultures of Asia and Africa, Director of Library	10/100

5 The payment rate by period in paragraph 2 shall be the payment rate as set forth in the following table.

	Payment rate		
	General Employee	Specific Administrative Employee	Rehired Employee
	127.5/100	107.5/100	71.25/100

\*"Specific Administrative Employee" shall mean Secretary-General, General Affairs and Planning Director, and Educational Affairs Director (hereinafter the same shall apply in these Regulations).

6 The rate by period of service in paragraph 2 shall be the payment rate set forth in the following table according to the period of service of an Employee during a period of six (6) months or less before each Record Date. In this case, the period separately determined shall be excluded from the period of service.

Period of service	Payment rate
6 months	100/100
5 months or more but less than 6 months	80/100

3 months or more but less than 5 months	60/100
Less than 3 months	30/100

- 7 If an Employee falls under any one of the following items, no term-end allowance shall be paid:
- (1) Employees set forth below among the Employees who work for the University as of the Record Date:
    - (a) A person who is on administrative leave without pay;
    - (b) A person who is on administrative leave for a criminal case;
    - (c) A person who is suspended from duty;
    - (d) A person who is on childcare leave (excluding Employees who have worked for a period before the Record Date);
    - (e) A person who is on caregiver leave (excluding Employees who have worked for a period before the Record Date).
  - (2) Employees set forth below among the Employees who have retired (excluding the case of dismissal) within one (1) month before the Record Date:
    - (a) A person who was an Employee who fell under the preceding item on the day of retirement;
    - (b) A person who continues to be an employee of another national university corporation, etc. during a period until the Record Date after retirement (limited to a person whose period service as an Employee is added up at such national university corporation, etc.).
- 8 Any necessary matters concerning the payment method of the term-end allowance shall be specified separately.

Article 24 Diligent work allowance

- 1 The diligent work allowance shall be paid to the Employees who work for the University as of June 1 and December 1 (hereinafter in this Article, each of these days referred to as "Record Date") according to their work performance during the period within six (6) months before the Record Date.
- The same shall apply to the Employees who have Retired, etc. within one (1) month before the Record Date (except for the Employees to be specified separately). However, such allowance shall not be paid to the Employees to whom the Designated Service Base Salary Schedule is applicable.
- 2 The amount of the diligent work allowance shall be the amount calculated by the following formula:  
 Base salary, etc. to be received as of the Record Date (the date of Retirement, etc. for an Employee who has Retired, etc.): (monthly base salary + monthly base salary adjustment amount + monthly area allowance + amount added by positional rank + amount added for managerial employee) × (period rate) × (rate of performance)
- 3 The provisions of paragraphs 3 and 4 of the preceding article shall apply mutatis mutandis to the amount added by positional rank and the amount added to managerial employee in the preceding paragraph. The same shall apply in paragraph 7.
- 4 The monthly amount of area allowance in paragraph 2 shall not be based on the dependency allowance and the managerial employee allowance.
- 5 The period rate in paragraph 2 shall be the rate set forth in the following table according to the categories of the period of service of an Employee during a period of within six (6) months before the Record Date. In this

case, the period separately determined shall be excluded from the period of service.

Period of service	Rate
6 months	100/100
5 months and 15 days or more but less than 6 months	95/100
5 months or more but less than 5 months and 15 days	90/100
4 months and 15 days or more but less than 5 months	80/100
4 months or more but less than 4 months and 15 days	70/100
3 months and 15 days or more but less than 4 months	60/100
3 months or more but less than 3 months and 15 days	50/100
2 months and 15 days or more but less than 3 months	40/100
2 months or more but less than 2 months and 15 days	30/100
1 month and 15 days or more but less than 2 months	20/100
1 month or more but less than 1 month and 15 days	15/100
15 days or more but less than 1 month	10/100
Less than 15 days	5/100
0 day	0

- 6 The performance rate in paragraph 2 shall be determined on the basis of the performance rate for each level of work performance in the following table within a range not exceeding 215/100 (or 255/100 in the case of Specific Administrative Employees).

Work performance	Performance rate		
	General Employee	Specific Administrative Employee	Rehired Employee
Excellent	126.5/100 or more	150.5/100 or more	-
Good	115/100 or more but less than 126.5/100	136/100 or more but less than 150.5/100	52.75/100 or more
Fair	103.5/100	123.5/100	49.25/100
Poor	95/100 or less	114/100 or less	47.25/100 or less

- 7 The total of the diligent work allowance for each period shall be within the amount calculated by the following formula:

The total of (monthly base salary + monthly base salary adjustment amount + monthly dependency allowance + monthly area allowance + amount added by positional rank + amount added for managerial employee) × 107.5/100 (or 127.5/100 for Specific Administrative Employees, or 51.25/100 for Rehired Employees) for the Employees who belong to the University as of the Record Date (except for the Employees specified in the following paragraph).

- 8 The provisions of paragraph 7 of the preceding article shall apply mutatis mutandis to the payment of the diligent work allowance by replacing (a) and (b) in item 1 of the same paragraph with the "Person subjected to administrative leave."
- 9 Any necessary matters concerning the payment method of the diligent work allowance shall be specified separately.

#### Article 24-2 Special term-end allowance

- 1 The special term-end allowance shall be paid to the Employees who work for the University as of the Record Date and to whom the Designated Service Base Salary Schedule is applicable. The same shall apply to the Employee who has retired or been dismissed (except for the case under paragraph 2 of Article 56 of the Working Regulations) or died within one (1) month before the Record Date and to whom the Designated Service Base Salary Schedule was applicable.
- 2 The amount of special term-end allowance shall be based on the amount obtained by adding the sum of monthly base salary and monthly area allowance amount paid therefor that are to be received by an Employee as of each Record Date to the product of such sum and 20/100 (or in the case of Employees other than those who are subjected to administrative leave under Article 17, paragraph 1 of the Working Regulations (except for those to whom the provisions of item (1) of Article 26 thereof are applicable), the amount obtained by adding the product of monthly base salary and 25/100 to such total amount) (hereinafter, "Base Amount of Term-End Special Allowance"). The amount of special term-end allowance shall be the product of the amount obtained by multiplying the Base Amount by 175/100 and the rate specified in the table in Article 23, paragraph 6 according to the category of period of service of each Employee within six (6) months before the Record Date (in the event the work performance of any Employee during such period of service is not satisfactory, the amount of special term-end allowance shall be the amount in which an amount determined in accordance with the Employee's work performance is subtracted from the amount calculated as above).
- 3 Except in cases where any Employee who is to receive the payment of special term-end allowance is subjected to disciplinary action under Article 56, paragraph 2 of the Working Regulations during the period of service specified in the preceding paragraph, the amount determined in accordance with the work performance in the preceding paragraph shall not exceed the amount calculated by the following formula: (total amount of the respective monthly amounts specified in the preceding paragraph) × 20/100 × (rate specified in the same paragraph according to the month of payment of the special term-end allowance) × (rate specified according to the category of the Employee's period of service specified in the same paragraph).
- 4 The provisions of Article 23, paragraph 7 shall apply mutatis mutandis to the payment of the special term-end allowance.
- 5 Any necessary matters concerning the payment method of the special term-end allowance shall be specified separately.

#### Article 25 Exclusion from application for specific Employees

- 1 The provisions of Articles 19 and 22-2 shall not apply to the Employees set forth in Article 14, paragraph 1 and the Employees to whom the Designated Service Base Salary Schedule is applicable.
- 2 The provisions of Articles 12, 13, and 16 shall not apply to Rehired Employees.
- 3 The provisions of Articles 6, 8, 12, 13, 16, 18, 23, 24, and 24-2 shall not apply to the Employees who have selected the mandatory retirement at the age of sixty-four (64) or sixty-five (65) under the Selective Retirement Age System in Article 23 of the Working Regulations.
- 4 The application of the preceding paragraph shall be from the first month of the fiscal year in which the Employee turns sixty-four (64) years old.

#### Article 26 Salary of those on administrative leave

In the event that any Employee is subjected to administrative leave, no salary shall be paid during the period of such leave, except for the cases set forth in the following items:

- (1) In the event that an Employee is ordered to take administrative leave as set forth in Article 21, paragraph 1, item 1 of the Employment Regulations due to occupational injury or disease or injury or disease resulting from commuting, the entire salary shall be paid in full during the period of the administrative leave. However, if there is any compensation payment for loss of salary during a temporary absence from work, compensation benefits for workers who get injured or sick, etc. pursuant to the Industrial Accident Compensation Insurance Act (Act No. 50 of 1947), the amount obtained by deducting such compensation amount from the amount of salary shall be paid.
- (2) In the event that an Employee is ordered to take administrative leave under Article 21, paragraph 1, item 1 of the Employment Regulations due to injury or disease other than those in the preceding item, the Employee may be paid 80/100 of each of the base salary, dependency allowance, area allowance, housing allowance, term-end allowance, and special term-end allowance until the period of such administrative leave reaches one (1) year (or two (2) years in the case of tuberculosis illness).
- (3) Notwithstanding the provision of paragraph 1, in the event that an Employee falls under the cause described in Article 21, paragraph 1, item 2 of the Employment Regulations and is ordered to take administrative leave, such Employee may be paid 60/100 or less of each of the base salary, dependency allowance, area allowance, and housing allowance during the period of the administrative leave.
- (4) Notwithstanding the provisions of paragraph 1, in the event that an Employee falls under either of the causes set forth in Article 21, paragraph 1, items 3 and 5 of the Employment Regulations and is ordered to take administrative leave, the Employee may be paid 70/100 or less of each of the base salary, dependency allowance, area allowance, housing allowance, term-end allowance, and special term-end allowance during the period of the administrative leave.
- (5) Notwithstanding the provisions of paragraph 1, in the event that an Employee falls under the cause in Article 21, paragraph 1, item 4 of the Employment Regulations and is subjected to administrative leave and if the Employee is deemed to have suffered any occupational accident resulting in unknown vital status or unknown whereabouts leading to the administrative leave or any commuting injury as prescribed in Article 7 of the Industrial Accident Compensation Insurance Act (Act No. 50 of 1947), the Employee may be paid 100/100 or less of each of the base salary, dependency allowance, area allowance, housing



allowance, term-end allowance, and special term-end allowance during the period of the administrative leave.

Article 27 Salaries of those on childcare leave, etc.

1 The salaries of the Employees who take childcare leave, etc. under Article 3 of the Childcare Leave Regulations for Employees of Tokyo University of Foreign Studies (Regulation No. 58 of 2004; hereinafter, "Childcare Leave Regulations") shall be as set forth in the following items.

- (1) No salary shall be paid during the period of childcare leave.
- (2) Notwithstanding the provision in the preceding paragraph, any Employees taking childcare leave who fall under the following may be paid term-end allowance, special term-end allowance, and diligent work allowance pertaining to the relevant Record Date:
  - (a) Employee who has worked for a period during the period of six (6) months or less prior to each Record Date specified in Article 23, paragraph 1 (including a period corresponding thereto);
  - (b) Employee who has worked for a period during the period of six (6) months or less prior to each Record Date specified in Article 24, paragraph 1.
- (3) In cases where an Employee who has taken childcare leave returns to the office, if deemed necessary for considering the balance with other Employees, he/she shall be deemed to have continuously worked for a period obtained by converting the period on the childcare leave at the conversion rate of 100/100 or lower, based on which the monthly base salary of the Employee may be adjusted or his/her pay step for salary increase may be adjusted on the day of return to the office and the first day of salary increase thereafter, or either of these days.
- (4) In cases where an Employee does not work for part of the working hours after receiving approval for partial leave under Article 11 of the Childcare Leave Regulations, notwithstanding the provisions of the following article, the salary amount per hour of work specified in Article 21 hereof for each hour which he/she does not work shall be deducted from his/her salary.

2 In addition to the provisions in the preceding paragraph, any necessary matters pertaining to the salaries of those on childcare leave, etc. shall be stipulated separately.

Article 28 Salaries of those on caregiver leave

1 The salaries of the Employees who take caregiver leave, etc. under Article 3 of the Regulations Concerning Caregiving Leave for Employees at Tokyo University of Foreign Studies (Regulation No. 59 of 2004; hereinafter, "Caregiver Leave Regulations") shall be as set forth in the following items.

- (1) No salary shall be paid during the period of caregiver leave.
- (2) Notwithstanding the provision in the preceding paragraph, any Employees taking caregiver leave who fall under the following may be paid term-end allowance, special term-end allowance, and diligent work allowance pertaining to the relevant Record Date.
  - (a) Employee who has worked for a period during the period of six (6) months or less prior to each Record Date specified in Article 23, paragraph 1 (including a period corresponding thereto);
  - (b) Employee who has worked for a period during the period of six (6) months or less prior to each Record

Date specified in Article 24, paragraph 1.

- (3) In cases where an Employee who has taken caregiver leave returns to the office, if deemed necessary for considering the balance with other Employees, he/she shall be deemed to have continuously worked for a period obtained by converting the period on the caregiver leave at the conversion rate of 3/3 or lower, based on which the monthly base salary of the Employee may be adjusted or his/her pay step for salary increase may be adjusted on the day of return to the office and the first day of salary increase thereafter, or either of these days.
  - (4) In cases where an Employee does not work for part of the working hours after receiving approval for partial caregiver leave under Article 9 of the Caregiver Leave Regulations, the salary amount per hour of work specified in Article 21 hereof for each hour which he/she does not work shall be deducted from his/her salary.
- 2 In addition to the provisions in the preceding paragraph, any necessary matters concerning the salaries of the Employees who take caregiver leave shall be specified separately.

#### Article 29 Reduction of salary

- 1 When an Employee does not work, unless specially approved, the amount obtained by multiplying the salary amount per hour of work as specified in Article 21 by the number of hours which he/she does not work shall be deducted from his/her salary.
- 2 The number of hours subject to reduction under the preceding paragraph shall be the total of the number of hours of absence from work, the number of hours of partial childcare leave, and the number of hours of partial caregiver leave during an applicable salary period. In this case, the portion of the total amount of time less than one (1) hour shall be considered to be one (1) hour if such is thirty (30) minutes or more and be rounded off if less than thirty (30) minutes.
- 3 For the time being, notwithstanding the provisions of paragraph 1, in the event that any Employee does not work continuously in excess of ninety (90) days from the date of commencement of sick leave for medical treatment of an injury (except for occupational and commuting injury) or disease (except for occupational and commuting disease; hereinafter in this paragraph, the same shall apply) or work prohibition measures for a disease, the base salary shall be reduced by half with respect to the days of such sick leave or measures after ninety (90) days.
- 4 In calculating the period of sick leave in the preceding paragraph, even the day of sick leave taken in units of hours and minutes shall be counted as one (1) day in calculating the period of ninety (90) days.
- 5 The day for which the base salary is reduced by half shall be the days in which the Employee does not work for the entire working hours per day due to sick leave, etc. during the consecutive non-working period after ninety (90) days (including the period of sick leave taken under Article 23, paragraph 8 of the Regulations for Working Hours, etc.).

#### Article 30 Calculation on a per diem basis, etc.

- 1 New Employees shall be paid base salary from the day of their employment, and any Employee whose monthly base salary is changed due to promotion, etc. shall be paid the newly-determined base salary from the day of

the change.

- 2 Any Employee who retires or loses his/her job shall be paid base salary up to the day of such event.
- 3 In case an Employee retires due to death, base salary up to the month of death shall be paid.
- 4 When base salary is paid pursuant to the provisions of paragraph 1 or 2, except in the case of payment from the first day of the relevant month or in the case of payment until the last day of the relevant month, the amount of base salary shall be calculated on a per diem basis based on the actual number of days of the relevant month less the number of any holiday(s) specified in Article 8 of the Regulations for Working Hours, etc. that fall(s) in the relevant month.
- 5 The provisions of the preceding four (4) paragraphs shall apply mutatis mutandis to the payment of base salary adjustment amount, starting salary adjustment allowance, managerial employee allowance, and area allowance.

#### Article 31 Calculation of fractions

In calculating the amount of salary per hour of work specified in Article 21, any fraction less than a half of one (1) yen resulting in such amount shall be rounded off, and any fraction a half of one (1) yen or more but less than one (1) yen shall be rounded up to one (1) yen.

#### Article 32 Treatment of fractions

Any fraction less than one (1) yen resulting in the finalized amount as calculated under these Regulations shall be rounded off.

#### Article 32-2 Correction of base salary, etc.

Any correction may be made for the future if an error is found in the determination of the base salary or the approval of various allowances of any Employee and such error is intended to be corrected.

#### Article 33 Payment of salary

- 1 The entire amount of the salary of each Employee shall be paid directly to him/her in currency. However, if there is any amount to be deducted from the salary of an Employee under laws and regulations, his/her salary shall be paid after deducting such amount from the amount of salary to be paid to the Employee.
- 2 In the event that any Employee requests to transfer all or a part of his/her salary to the own deposit or savings account, such payment may be made in that manner.

#### Article 34 Matters necessary for implementation

The matters necessary for implementation of these Regulations shall be determined separately by the President and shall also be in accordance with the case in the Act on Remuneration of Officers in Regular Service (Act No. 95 of 1950); hereinafter, "Remuneration Act").

#### Article 35 Measures in case of difficulty in complying with these Regulations

For the time being, the salary of an Employee in case of special circumstances that make it difficult to comply with these Regulations shall be decided by the President in a case-by-case basis in the same manner as in the case of national public employees, etc.

#### Supplementary Provisions

The amendments to the Salary Regulations for Employees of Tokyo University of Foreign Studies will take effect on January 30, 2025 but will be applied from December 1, 2024.

Appended Table 1-(a) Clerical and Technical Service Base Salary Schedule

Duty grade	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10
Pay step	Monthly amount	Monthly amount	Monthly amount	Monthly amount	Monthly amount	Monthly amount	Monthly amount	Monthly amount	Monthly amount	Monthly amount
	yen	yen	yen	yen	yen	yen	yen	yen	yen	yen
1	183,500	230,000	261,300	287,300	309,800	335,000	373,400	415,600	465,500	529,000
2	184,600	231,500	262,300	288,900	311,500	336,900	376,000	418,000	468,600	531,900
3	185,800	233,000	263,300	290,400	313,200	338,700	378,300	420,500	471,600	535,000
4	186,900	234,500	264,300	291,900	314,700	340,500	380,500	422,900	474,600	538,100
5	188,000	236,000	265,300	293,400	316,100	342,200	382,400	424,800	477,600	541,200
6	189,700	237,500	266,300	294,900	317,400	343,900	384,700	426,900	480,600	543,500
7	191,300	239,000	267,300	296,300	318,700	345,500	386,800	429,000	483,600	546,000
8	192,900	240,500	268,300	297,600	320,000	347,200	388,800	431,200	486,700	548,400
9	194,500	242,000	269,300	298,800	321,300	348,800	390,800	433,100	489,400	550,800
10	196,200	243,400	270,300	300,300	323,100	350,500	393,100	435,200	492,500	552,600
11	197,800	244,800	271,300	301,800	324,900	352,100	395,300	437,300	495,500	554,400
12	199,400	246,200	272,300	303,200	326,600	353,700	397,500	439,200	498,600	556,300
13	201,000	247,400	273,300	304,600	328,300	355,200	399,700	440,900	501,300	558,000
14	202,700	248,600	274,300	305,700	330,000	356,900	402,000	442,700	503,600	559,400
15	204,400	249,800	275,300	306,700	331,700	358,500	404,200	444,600	505,900	560,700
16	206,100	251,000	276,400	307,900	333,400	360,100	406,500	446,500	508,200	561,800
17	207,400	252,100	277,400	309,100	335,000	361,700	408,300	448,300	510,200	563,100
18	209,000	253,200	278,700	310,700	336,700	363,500	410,200	450,100	511,600	564,100
19	210,600	254,300	280,000	312,300	338,400	365,000	412,100	451,900	513,100	565,000
20	212,100	255,400	281,200	313,900	340,000	366,600	413,900	453,600	514,500	565,900
21	213,600	256,400	282,500	315,400	341,500	368,000	415,700	455,400	515,700	566,800
22	215,200	257,400	283,800	317,000	343,100	369,600	417,500	456,900	517,100	
23	216,800	258,400	285,000	318,600	344,700	371,200	419,300	458,300	518,600	
24	218,400	259,400	286,200	320,200	346,200	372,700	421,100	459,800	520,100	
25	220,000	260,400	287,300	321,700	347,600	374,600	422,700	461,200	521,200	
26	221,700	261,300	288,500	323,400	349,300	376,500	424,200	462,500	522,300	
27	223,000	262,200	289,800	325,000	350,900	378,400	425,700	463,800	523,500	
28	224,300	263,100	291,100	326,600	352,500	380,200	427,200	465,000	524,700	
29	225,600	263,900	292,400	328,000	353,700	381,700	428,700	466,000	525,700	
30	226,700	264,700	293,400	329,700	355,200	383,500	430,000	466,700	526,600	
31	227,800	265,500	294,400	331,400	356,700	385,200	431,300	467,400	527,500	
32	228,900	266,300	295,500	333,000	358,200	386,800	432,500	468,100	528,400	
33	230,000	267,000	296,600	334,200	359,900	388,500	433,700	468,800	529,200	
34	231,100	267,800	297,800	336,100	361,700	389,900	435,000	469,500	530,100	
35	232,200	268,600	298,900	337,800	363,400	391,300	436,300	470,100	530,800	
36	233,300	269,300	300,100	339,400	365,100	392,700	437,500	470,700	531,300	
37	234,400	270,000	301,300	340,900	366,500	394,100	438,700	471,200	532,000	
38	235,400	270,800	302,600	342,500	367,800	395,300	439,500	471,800	532,600	
39	236,400	271,600	303,900	344,100	369,000	396,500	440,300	472,400	533,400	
40	237,300	272,300	305,200	345,700	370,400	397,500	441,100	473,000	534,000	
41	238,200	273,000	306,500	347,400	371,500	398,600	441,700	473,500	534,500	
42	239,100	273,800	307,800	349,200	372,400	399,800	442,300	474,000		
43	239,900	274,600	309,100	351,000	373,400	400,900	442,900	474,400		
44	240,700	275,300	310,400	352,800	374,500	402,000	443,500	474,700		
45	241,400	276,000	311,700	354,300	375,300	402,700	444,200	475,000		
46	242,000	276,700	313,000	355,700	376,200	403,400	445,000			
47	242,600	277,400	314,300	357,100	377,100	404,100	445,400			
48	243,200	278,100	315,400	358,500	377,900	404,800	446,100			
49	243,800	278,800	316,300	360,000	378,700	405,400	446,600			
50	244,400	279,500	317,600	360,800	379,500	406,000	447,000			
51	245,000	280,200	318,900	361,800	380,300	406,500	447,400			
52	245,500	280,900	320,200	362,800	381,000	406,900	447,800			
53	246,000	281,500	321,400	363,700	381,700	407,300	448,200			
54	246,400	282,200	322,700	364,800	382,400	407,500	448,600			
55	246,700	282,800	323,900	365,700	383,100	407,800	449,000			
56	247,000	283,500	325,100	366,700	383,800	408,100	449,300			
57	247,300	284,100	326,400	367,600	384,300	408,400	449,600			
58	247,600	284,800	327,500	368,300	384,900	408,700	450,000			
59	247,900	285,400	328,600	369,000	385,500	409,000	450,300			
60	248,200	286,100	329,700	369,600	386,200	409,300	450,600			
61	248,500	286,700	330,400	370,000	386,600	409,500	450,900			
62	248,800	287,400	331,300	370,600	387,200	409,800				
63	249,100	288,000	332,000	371,300	387,800	410,100				
64	249,400	288,500	332,800	372,000	388,300	410,400				
65	249,700	289,000	333,600	372,300	388,700	410,600				
66	250,000	289,600	334,000	373,000	389,300	410,900				
67	250,300	290,100	334,600	373,700	389,900	411,200				
68	250,600	290,700	335,300	374,300	390,400	411,500				
69	250,900	291,200	336,100	374,600	390,800	411,700				
70	251,200	291,700	336,800	375,100	391,300	412,000				
71	251,500	292,300	337,500	375,700	391,800	412,300				
72	251,800	292,900	338,100	376,300	392,400	412,500				
73	252,100	293,400	338,600	376,600	392,700	412,700				
74	252,400	293,900	339,200	377,200	393,100	413,000				
75	252,700	294,300	339,700	377,900	393,500	413,300				
76	253,000	294,600	340,300	378,500	393,900	413,500				
77	253,300	294,800	340,600	378,900	394,200	413,700				
78	253,600	295,100	341,100	379,400	394,500	414,000				
79	253,900	295,300	341,500	380,000	394,800	414,300				
80	254,200	295,600	341,900	380,500	395,000	414,500				
81	254,500	295,800	342,300	381,000	395,200	414,700				
82	254,800	296,000	342,800	381,600	395,500	415,000				
83	255,100	296,300	343,300	382,100	395,800	415,300				
84	255,400	296,500	343,800	382,400	396,000	415,500				
85	255,700	296,800	344,100	382,800	396,200	415,700				
86	256,000	297,100	344,500	383,300	396,500					
87	256,300	297,400	344,900	383,700	396,800					
88	256,600	297,700	345,300	384,100	397,000					
89	256,900	298,000	345,600	384,500	397,200					
90	257,200	298,300	346,000	385,000	397,500					
91	257,500	298,600	346,400	385,400	397,800					
92	257,800	299,000	346,800	385,800	398,000					
93	258,100	299,200	347,000	386,100	398,200					

94		299,400	347,400							
95		299,700	347,800							
96		300,100	348,200							
97		300,300	348,400							
98		300,600	348,800							
99		301,000	349,200							
100		301,400	349,500							
101		301,600	349,800							
102		301,900	350,200							
103		302,200	350,600							
104		302,500	351,000							
105		302,700	351,500							
106		303,000	351,900							
107		303,300	352,300							
108		303,600	352,700							
109		303,800	353,200							
110		304,200	353,600							
111		304,600	353,900							
112		304,900	354,200							
113		305,100	354,700							
114		305,300								
115		305,600								
116		306,000								
117		306,200								
118		306,400								
119		306,700								
120		307,000								
121		307,400								
122		307,600								
123		307,900								
124		308,200								
125		308,500								
Rehired Employee	192,000	219,500	260,000	279,700	294,900	320,600	362,700	396,200	448,000	528,700

Remarks: This table shall apply to all the Employees to whom no other base salary schedule is applicable.

Appended Table 1-(b) Skilled Service Base Salary Schedule

Duty grade	Grade 1	Grade 2	Grade 3
Pay step	Monthly amount	Monthly amount	Monthly amount
	yen	yen	yen
1	166,500	227,700	244,600
2	167,700	228,500	245,400
3	168,800	229,300	246,200
4	169,900	230,100	246,900
5	171,200	230,800	247,600
6	172,400	231,600	248,700
7	173,600	232,400	249,700
8	174,800	233,200	250,700
9	175,800	234,000	251,700
10	177,000	234,700	252,900
11	178,300	235,400	254,000
12	179,500	236,100	255,000
13	180,600	236,800	256,100
14	181,800	237,400	257,100
15	183,100	238,000	258,000
16	184,400	238,600	258,500
17	185,700	239,200	259,100
18	187,400	239,800	259,500
19	189,100	240,400	259,900
20	190,800	240,900	260,400
21	192,500	241,400	260,900
22	194,200	241,900	261,400
23	195,800	242,400	261,900
24	197,400	242,900	262,500
25	199,000	243,400	263,300
26	200,500	243,900	263,900
27	202,000	244,300	264,500
28	203,500	244,800	265,300
29	205,000	245,400	266,100
30	206,500	245,900	266,800
31	208,000	246,400	267,400
32	209,500	246,800	268,200
33	211,000	247,200	269,000
34	212,400	247,700	269,700
35	213,800	248,200	270,400
36	215,200	248,600	271,100
37	216,600	249,000	271,800
38	217,700	249,500	272,500
39	218,800	250,000	273,200
40	219,900	250,400	273,900
41	220,900	250,800	274,600
42	221,800	251,300	275,300
43	222,700	251,800	275,900
44	223,600	252,200	276,500
45	224,500	252,600	277,000
46	225,300	253,000	277,500
47	226,100	253,400	278,000
48	226,900	253,800	278,500
49	227,700	254,200	279,000
50	228,400	254,600	279,500
51	229,100	255,000	280,000
52	229,800	255,400	280,400
53	230,500	255,800	280,800
54	231,100	256,200	281,300
55	231,700	256,600	281,700
56	232,300	257,000	282,200
57	233,000	257,300	282,600
58	233,500	257,700	283,100
59	234,000	258,100	283,600
60	234,500	258,400	284,100
61	235,000	258,700	284,600
62	235,400	259,100	285,200
63	235,800	259,500	285,800
64	236,200	259,800	286,400
65	236,600	260,100	287,000
66	236,900	260,400	287,600
67	237,200	260,700	288,200
68	237,500	260,900	288,800
69	237,800	261,100	289,300
70	238,100	261,400	289,800
71	238,400	261,700	290,300
72	238,700	261,900	290,800
73	238,900	262,100	291,300
74	239,200	262,400	291,800
75	239,500	262,700	292,200
76	239,700	262,900	292,600
77	239,900	263,100	293,000

78	240,200	263,400	293,400
79	240,500	263,700	293,800
80	240,700	263,900	294,200
81	240,900	264,100	294,600
82	241,200	264,400	295,000
83	241,500	264,700	295,400
84	241,700	264,900	295,900
85	241,900	265,100	296,200
86	242,200	265,300	296,700
87	242,500	265,600	297,200
88	242,700	265,900	297,700
89	242,900	266,100	298,000
90	243,200	266,300	298,500
91	243,500	266,600	299,000
92	243,700	266,800	299,300
93	243,900	267,100	299,700
94	244,200	267,400	300,200
95	244,500	267,700	300,700
96	244,700	267,900	301,200
97	244,900	268,100	301,500
98	245,200	268,400	301,900
99	245,400	268,600	302,400
100	245,700	268,900	302,900
101	245,900	269,100	303,300
102	246,100	269,300	303,700
103	246,400	269,600	304,000
104	246,700	269,900	304,300
105	246,900	270,100	304,600
106	247,200	270,300	305,000
107	247,500	270,600	305,300
108	247,700	270,800	305,700
109	247,900	271,100	306,000
110	248,200	271,400	306,400
111	248,500	271,700	306,800
112	248,700	271,900	307,100
113	248,900	272,100	307,300
114	249,200	272,400	307,600
115	249,500	272,600	307,900
116	249,700	272,800	308,100
117	249,900	273,100	308,300
118	250,200	273,400	308,600
119	250,500	273,700	308,900
120	250,700	273,900	309,100
121	250,900	274,100	309,300
122		274,300	309,600
123		274,600	309,900
124		274,900	310,100
125		275,100	310,300
126		275,300	310,600
127		275,600	310,900
128		275,900	311,100
129		276,100	311,300
130		276,300	311,600
131		276,600	311,900
132		276,900	312,100
133		277,100	312,300
134		277,300	
135		277,600	
136		277,900	
137		278,100	
Rehired Employee	197,900	209,000	227,500

Remarks: This table shall apply to automobile drivers.

Appended Table 1-(c) Nursing Service Base Salary Schedule

Duty grade	Grade 1	Grade 2	Grade 3
Pay step	Monthly amount	Monthly amount	Monthly amount
	yen	yen	yen
1	207,700	240,600	277,600
2	209,600	242,800	278,700
3	211,400	245,000	279,800
4	213,100	247,200	280,800
5	214,800	249,400	281,800
6	216,700	250,400	282,300
7	218,500	251,300	282,800
8	220,200	252,200	283,300
9	221,900	253,100	283,800
10	223,900	254,300	284,300
11	225,800	255,400	284,800
12	227,700	256,300	285,300
13	229,600	257,100	285,800
14	231,600	257,800	286,300
15	233,600	258,500	286,800
16	235,600	259,400	287,300
17	237,600	260,500	287,800
18	239,600	261,600	288,300
19	241,700	262,700	288,800
20	243,700	263,800	289,300
21	245,600	264,900	289,800
22	246,800	266,000	290,300
23	248,000	267,100	290,800
24	249,100	268,200	291,300
25	250,200	269,200	291,800
26	251,100	270,300	292,300
27	252,000	271,400	292,800
28	252,900	272,400	293,300
29	253,700	273,400	293,800
30	254,500	274,100	294,400
31	255,200	274,800	295,200
32	255,900	275,500	296,000
33	256,700	276,200	296,700
34	257,500	276,800	297,500
35	258,300	277,300	298,300
36	259,000	277,800	299,100
37	259,700	278,300	299,800
38	260,600	278,900	300,600
39	261,500	279,400	301,400
40	262,300	279,900	302,100
41	263,100	280,300	302,900
42	264,000	280,800	303,700
43	264,800	281,300	304,500
44	265,600	281,800	305,300
45	266,400	282,300	306,000
46	267,100	282,800	307,000
47	267,800	283,300	308,000
48	268,400	283,800	308,900
49	269,000	284,300	309,800
50	269,500	284,800	310,800
51	270,000	285,300	311,800
52	270,400	285,800	312,700
53	270,800	286,300	313,600
54	271,300	286,800	314,600
55	271,800	287,300	315,600
56	272,200	287,800	316,600
57	272,600	288,300	317,400
58	273,000	289,100	318,400
59	273,400	289,900	319,400
60	273,800	290,600	320,300
61	274,200	291,300	321,200
62	274,600	292,200	322,200
63	275,000	293,100	323,200
64	275,400	293,900	324,100
65	275,800	294,700	325,000
66	276,200	295,600	326,200
67	276,600	296,400	327,400
68	277,000	297,200	328,600
69	277,400	298,000	329,300
70	277,900	298,900	330,400
71	278,400	299,800	331,500
72	278,800	300,700	332,400
73	279,200	301,600	333,500
74	279,800	302,500	334,200
75	280,400	303,400	335,300
76	280,900	304,300	336,400
77	281,400	305,100	337,500



78	282,000	306,100	338,700
79	282,600	307,100	339,800
80	283,100	308,000	340,900
81	283,600	308,500	342,000
82	284,100	309,400	343,100
83	284,600	310,300	344,100
84	285,100	311,100	345,200
85	285,600	311,900	346,100
86	286,100	312,900	347,100
87	286,600	313,900	348,000
88	287,100	314,900	349,000
89	287,600	315,800	349,900
90	288,100	316,900	350,700
91	288,600	317,900	351,500
92	289,100	318,900	352,300
93	289,600	319,700	352,900
94	290,200	320,400	353,500
95	290,800	321,100	354,100
96	291,400	321,700	354,700
97	292,000	322,200	355,100
98	292,500	322,500	355,500
99	293,000	323,100	356,000
100	293,500	323,700	356,400
101	294,000	324,100	356,900
102	294,500	324,700	357,300
103	295,000	325,300	357,800
104	295,400	325,800	358,200
105	295,800	326,200	358,500
106	296,300	326,700	359,000
107	296,800	327,200	359,400
108	297,100	327,700	359,700
109	297,300	328,100	360,100
110	297,600	328,500	360,600
111	297,800	328,800	361,100
112	298,100	329,100	361,600
113	298,400	329,400	362,100
114	298,600	329,800	362,600
115	298,900	330,100	363,100
116	299,100	330,400	363,500
117	299,400	330,600	363,900
118	299,700	330,900	364,300
119	300,000	331,200	364,800
120	300,300	331,400	365,300
121	300,600	331,600	365,700
122	301,000	331,900	366,200
123	301,300	332,200	366,700
124	301,600	332,500	367,200
125	301,800	332,700	367,500
126	302,000	333,000	
127	302,300	333,400	
128	302,700	333,600	
129	302,900	333,800	
130	303,200	334,000	
131	303,600	334,400	
132	304,000	334,600	
133	304,200	334,900	
134	304,500	335,300	
135	304,800	335,700	
136	305,100	336,100	
137	305,300	336,400	
138	305,600	336,800	
139	305,900	337,200	
140	306,200	337,600	
141	306,400	337,900	
142	306,800	338,300	
143	307,200	338,600	
144	307,500	339,000	
145	307,700	339,300	
146	307,900	339,700	
147	308,200	340,100	
148	308,600	340,500	
149	308,800	340,800	
150	309,000	341,200	
151	309,300	341,600	
152	309,600	342,000	
153	310,000	342,300	
154	310,200		
155	310,400		
156	310,700		
157	311,000		
158	311,300		
159	311,600		
160	311,900		
161	312,300		

162	312,600		
163	312,900		
164	313,200		
165	313,600		
166	313,900		
167	314,200		
168	314,500		
169	314,900		
Rehired Employee	239,700	260,200	267,500

Remarks: This table shall apply to nurses.

Appended Table 1-(d) Teaching Service Base Salary Schedule

Duty grade	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5
Pay step	Monthly amount	Monthly amount	Monthly amount	Monthly amount	Monthly amount
	yen	yen	yen	yen	yen
1	217,800	261,400	317,100	358,300	423,100
2	220,300	263,600	319,300	360,900	425,000
3	222,700	265,700	321,500	363,500	426,800
4	225,100	267,600	323,600	366,000	428,500
5	227,500	269,400	325,700	368,400	430,200
6	229,900	270,900	327,600	370,800	432,100
7	232,400	272,400	329,400	373,300	434,000
8	234,800	273,900	331,200	375,700	435,800
9	237,300	275,700	333,000	378,200	437,200
10	239,100	277,700	334,900	380,700	439,100
11	240,900	279,700	336,700	383,200	441,000
12	242,700	281,700	338,500	385,600	442,900
13	244,300	283,700	340,300	388,000	444,300
14	245,900	285,900	341,900	389,600	446,200
15	247,500	288,000	343,500	391,100	448,100
16	249,000	290,100	345,000	392,600	450,000
17	250,500	292,000	346,500	393,600	451,700
18	251,900	294,700	348,100	395,300	453,500
19	253,200	297,400	349,700	396,700	455,300
20	254,600	300,000	351,300	398,000	457,100
21	256,000	302,600	352,700	399,200	459,100
22	257,500	305,000	354,700	400,200	461,300
23	259,000	307,400	356,700	401,200	463,700
24	260,500	309,600	358,700	402,200	466,000
25	262,000	311,800	360,500	403,100	468,000
26	263,700	313,800	362,100	404,200	470,100
27	265,400	315,800	363,700	405,300	472,200
28	267,100	317,800	365,300	406,400	474,200
29	268,600	319,800	366,600	407,500	476,200
30	270,500	321,700	368,100	408,600	478,500
31	272,400	323,600	369,500	409,700	480,700
32	274,300	325,500	370,800	410,800	482,600
33	276,100	327,300	372,100	411,900	484,500
34	277,300	329,200	373,300	413,000	486,600
35	278,500	331,100	374,500	414,100	488,800
36	279,600	333,000	375,600	415,300	490,800
37	280,600	334,700	376,700	416,300	492,900
38	281,600	335,900	378,100	417,400	494,900
39	282,700	337,000	379,400	418,500	496,800
40	283,800	338,100	380,700	419,700	498,700
41	284,600	338,700	382,000	420,600	500,700
42	285,700	339,100	383,300	421,700	502,600
43	286,800	339,500	384,600	422,800	504,300
44	287,700	339,900	385,900	423,800	506,200
45	288,300	340,500	387,200	424,800	508,100
46	289,300	341,000	388,400	425,900	509,900
47	290,200	341,500	389,600	427,000	511,700
48	291,100	341,900	390,700	428,100	513,500
49	292,100	342,300	391,800	429,100	515,200
50	292,600	342,700	393,000	430,300	516,900
51	293,100	343,100	394,100	431,500	518,700
52	293,700	343,500	395,200	432,700	520,500
53	294,200	343,900	396,300	433,400	522,000
54	294,700	344,300	397,500	434,300	523,600
55	295,000	344,700	398,700	435,200	525,300
56	295,400	345,100	399,800	436,000	526,900
57	295,800	345,500	400,800	436,800	528,500
58	296,300	345,900	401,800	437,700	529,800
59	296,800	346,300	402,800	438,600	531,100
60	297,200	346,700	403,700	439,400	532,300
61	297,600	347,100	404,900	440,100	533,500
62	298,000	347,500	406,300	441,000	534,500
63	298,400	347,900	407,700	442,000	535,500
64	298,800	348,300	409,100	442,900	536,500
65	299,200	348,700	409,900	443,800	537,100
66	299,600	349,100	410,900	444,700	538,000
67	300,000	349,500	411,900	445,700	538,900
68	300,400	349,900	413,000	446,600	539,800
69	300,800	350,300	413,900	447,600	540,700
70	301,200	350,800	414,700	448,600	541,500
71	301,600	351,200	415,500	449,500	542,200
72	302,000	351,600	416,200	450,500	542,700
73	302,400	351,900	416,900	451,400	543,400
74	302,800	352,400	417,800	452,300	543,900
75	303,200	352,800	418,600	453,200	544,700
76	303,600	353,200	419,200	454,200	545,300
77	304,000	353,600	419,800	455,000	545,800

78	304,400	354,100	420,300	455,400	546,400
79	304,800	354,600	420,700	456,000	547,000
80	305,200	355,100	421,100	456,600	547,600
81	305,500	355,600	421,400	457,300	548,200
82	305,900	356,300	421,800	458,000	
83	306,300	357,000	422,100	458,300	
84	306,600	357,700	422,500	458,900	
85	306,900	358,300	422,800	459,300	
86	307,300	358,900	423,200	459,700	
87	307,700	359,500	423,600	460,100	
88	308,100	360,100	424,000	460,400	
89	308,600	360,600	424,300	460,700	
90	309,000	361,000	424,600	461,000	
91	309,400	361,400	425,000	461,500	
92	309,800	361,800	425,300	461,800	
93	310,200	362,200	425,600	462,100	
94	310,700	362,600	426,000	462,400	
95	311,200	363,100	426,300	462,700	
96	311,600	363,500	426,600	463,000	
97	311,800	364,100	426,900	463,300	
98	312,200	364,600	427,200	463,800	
99	312,600	365,000	427,500	464,100	
100	313,000	365,500	427,800	464,400	
101	313,200	365,900	428,100	464,700	
102	313,600	366,400	428,400		
103	313,900	366,700	428,700		
104	314,400	367,100	429,000		
105	314,800	367,600	429,300		
106	315,100	368,000	429,600		
107	315,400	368,500	429,900		
108	315,700	369,000	430,200		
109	315,900	369,400	430,500		
110	316,200	369,900	430,800		
111	316,600	370,300	431,100		
112	317,000	370,700	431,400		
113	317,300	371,100	431,700		
114	317,700	371,500	432,000		
115	318,000	371,900	432,300		
116	318,300	372,300	432,600		
117	318,600	372,700	432,800		
118	319,000	373,100			
119	319,400	373,500			
120	319,800	373,900			
121	320,000	374,200			
122	320,200	374,600			
123	320,400	375,100			
124	320,700	375,400			
125	321,000	375,800			
126	321,200	376,300			
127	321,500	376,800			
128	321,800	377,200			
129	322,100	377,600			
130	322,400	378,100			
131	322,800	378,600			
132	323,000	379,100			
133	323,200	379,600			
134	323,500	380,100			
135	323,800	380,600			
136	324,000	381,100			
137	324,300	381,600			
138	324,500	382,100			
139	324,800	382,600			
140	325,100	383,100			
141	325,400	383,600			
142	325,800				
143	326,200				
144	326,600				
145	326,800				
146	327,200				
147	327,500				
148	327,900				
149	328,100				
150	328,500				
151	328,800				
152	329,200				
153	329,400				
154	329,800				
155	330,200				
156	330,600				
157	330,800				
Rehired Employee	240,100	288,000	299,000	321,200	406,100

Remarks: This table shall apply to professors, associate professors, lecturers, junior lecturers, and assistants.

Appended Table 1-(e) Designated Service Base Salary Schedule

Pay step	Monthly amount
	yen
1	643,000
2	679,000
3	716,000
4	739,000
5	761,000
6	772,000

Remarks: This table shall apply to the Employees designated by the President.

Appended Table 2: Table of Categories for Application of Base Salary Adjustment Amount (Related to Article 11)

Place of work	Applicable Employee	Adjustment No.
Graduate school	1 Among the professors, associate professors, and lecturers who are designated to be in charge of graduate school (hereinafter, "Teachers in Charge of Graduate School"), those who are in charge of any doctoral program in the graduate school and who are engaged in research guidance for students as a main academic supervisor (hereinafter, "Guidance as Main Academic Supervisor") (limited to those who provide guidance to four (4) or more students).	3
	2 Among the Teachers in Charge of Graduate School, those who are in charge of any doctoral program in the graduate school and who are in charge of two (2) or more units of lectures, etc. or engaged in Guidance as Main Academic Supervisor (except for those set forth in 1).	2
	3 Among the Teachers in Charge of Graduate School, those who are in charge of any master's program in the graduate school and who are in charge of two (2) or more units of lectures, etc. or engaged in Guidance as Main Academic Supervisor (except for those set forth in 1 and 2).	2

Appended Table 3: Base Amount of Base Salary Adjustment Amount

Title	Base amount
Lecturer	11,900 yen; however, 11,857 yen for pay step 1
Associate professor	12,700 yen
Professor	15,000 yen