

National University Corporation University of Fukui Employee Work Rules

April 1, 2004

University of Fukui Rule No. 7

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Chapter 1 General Provisions

(Purpose)

Article 1. The purpose of these Rules is to provide for the necessary matters concerning the employment of workers at National University Corporation University of Fukui (hereinafter referred to as the "University") under the provisions of Article 89 of the Labor Standards Act (Act No. 49 of 1947; hereinafter referred to as the "Labor Standards Act").

(Definitions)

Article 2. The term “employee(s)” as used in these Rules shall mean teaching staff, URA (university research administrator), office staff, administrative staff, technical staff, medical care staff, and staff with special skills.

2. The term “teaching staff” used in these Rules shall mean employees in the position of professor, associate professor, (full-time) lecturer, assistant professor, research associate, vice- principal, vice-director, head teacher, senior teacher, teacher, nursing teacher, and nutrition teacher.
3. Matters concerning the employment period for those persons employed for a set period of time among those referred to in paragraph 1 shall be provided for separately.

(Scope of Application)

Article 3. These Rules shall apply to the employees set forth in the preceding article; provided, however, that employment of those listed in the following items shall be provided for separately:

- (1) Contract employees
- (2) Part-time employees
- (3) Non-Japanese researchers
- (4) Specially appointed employees

(Delegation of Authority)

Article 4. The President may delegate part of the authority specified in these Rules to the division heads.

(Relationship to Other Laws, Regulations, and Labor Agreements)

Article 5. Work performed by employees shall be governed by these Rules, as well as by the provisions of the Labor Standards Act, National University Corporation Act, and other applicable laws and regulations.

2. With regard to the employees subject to labor agreements other than these Rules, the provisions of the labor agreements shall take precedence over the provisions of these Rules in cases where the matters covered by these Rules are provided otherwise by the labor agreements.

(Compliance)

Article 6. The University and its employees shall, in their respective capacities, comply faithfully with these Rules and endeavor to put them into practice.

Chapter 2: Personnel Affairs

Section 1: Hiring

(Hiring)

Article 7. Employees to be hired shall be determined by examination or screening process.

(Clear Indication of the Working Conditions)

Article 8. When hiring an employee, the President shall issue, in advance, a document setting forth the following matters to the person being hired:

- (1) Matters concerning the period of the labor contract
- (2) Matters concerning the place of work and duties to be performed
- (3) Matters concerning the starting and finishing times of the working hours, the possibility of overtime work outside the prescribed working hours, break periods, days off and leave of absence, and shift changes if employees are to be engaged in shift work
- (4) Matters concerning salaries
- (5) Matters concerning retirement (including grounds for dismissal)

(Probationary Period)

Article 9. Persons hired as employees shall serve a 6-month probationary period from the date of hiring; provided, however, that this shall not apply to employees who are hired by the University directly after employment in the national or local government or similar government-related organization.

2. Employees who are deemed by the President to be unfit for ongoing employment at the University during the probationary period or unfit for regular employment at the University after probation due to poor work performance, mental or physical infirmity, or on any other grounds, may be dismissed under the provisions of Article 26.
3. Probationary periods shall be included in the calculation of years of continuous employment.

Section 2: Promotion and Demotion

(Promotion)

Article 10. Promotion of an employee shall be subject to a screening process.

2. The screening process in the preceding paragraph shall be conducted based on an evaluation of work performance, etc.

(Demotion)

Article 11. The President may demote an employee who falls under any of the following items:

- (1) When the work performance is poor
- (2) When the employee has difficulty in executing or is unable to execute assigned duties due to mental or physical infirmity
- (3) When the employee lacks the necessary aptitude

Section 3: Reassignment

(Reassignment and concurrent assignment)

Article 12. An employee may be reassigned to a different position or given concurrent assignments for operational reasons.

2. An employee ordered to take on another assignment as prescribed in the preceding paragraph shall not refuse such order without reasonable grounds.

(Temporary Transfer)

Article 13. An employee may be ordered to take a temporary transfer due to operational necessity.

2. Matters necessary for temporary transfers of employees shall be governed by the Employee Transfer Regulations of the University of Fukui, a National University Corporation prescribed separately (University of Fukui Regulation No. 6 of 2004).

(Assumption of New Duties)

Article 14. An employee ordered to assume new duties shall assume such duties within the period specified below from the date of order; provided, however, that if the employee is unable to assume the new duties within the specified time period due to unavoidable reasons, the employee must obtain the consent of their new supervisor.

- (1) Assumption of new duties without relocation: Immediately
- (2) Assumption of new duties with relocation: Within 7 days

Section 4: Administrative Leave

(Administrative Leave)

Article 15. The President may place an employee on administrative leave if the employee falls under any of the following items:

- (1) When the employee is on sick leave due to an injury or illness for a continuous period exceeding 90 days (one year in the case of tubercular disease)
 - (2) When the employee is charged with a criminal offense
 - (3) When the employee's fate or whereabouts is unknown due to a flood, fire, or any other disaster
2. The President may place an employee on administrative leave if the employee falls under any of the following items and requests leave:
- (1) When the employee is engaged in survey, research or guidance activities on academic matters that are deemed to be linked to their duties at a school, research institute, hospital or other public facility deemed appropriate by the President, or such operations as an investigation of international affairs that are deemed appropriate by the President
 - (2) When the employee is engaged in operations related to joint research with the national government (including independent administrative agencies; the same shall apply hereinafter) in science and technology, or operations related to research entrusted by the national government which are deemed to be linked to the duties of the employees, at the facilities specified in the preceding item or at the facilities designated by the University with regard to such research
 - (3) When the employee who, with the President's approval, concurrently serves as officers (excluding auditors), advisors or councilors (hereinafter referred to as "officers, etc.") of a company that utilizes the research results and is unable to perform their duties at the university due to the necessity to engage primarily in the duties of the officers, etc.

- (4) When the employee who is dispatched at the request of international organizations of which Japan is a member state, or at the request of foreign government agencies, etc.
 - (5) When the employee is engaged in labor union activities on a full-time basis
 - (6) When the employee is deemed appropriate to be placed on administrative leave for other special reasons
3. The provisions of this Article (excluding item 2 of paragraph 1) shall not apply to employees on probation.

(Positions Retained by Employees on Administrative Leave, etc.)

Article 16. Employees on administrative leave shall retain the positions they are in at the time they are placed on administrative leave or the new positions they are transferred to while on administrative leave; provided, however, that this shall not apply to their concurrent positions.

2. The provisions of the preceding paragraph shall not preclude filling the positions vacated by such employees with other employees by setting a period not exceeding the period of their administrative leave.

(Period of Administrative Leave)

Article 17. The period of administrative leave under Article 15 shall be determined by the President as specified in Appended Table 1.

(Procedures for Administrative Leave)

Article 18. When intending to place an employee on administrative leave, the President shall deliver a written explanation of the reasons for administrative leave; provided, however, that this shall not apply if written consent is submitted by the employee.

2. As to administrative leave under item 1 of paragraph 1 of Article 15, the period of administrative leave and the period for renewal to be determined by the President pursuant to the provisions of the preceding article shall, in principle, be based on the results of a health assessment performed by a physician. In this case, the President may order the employee to see an industrial physician at the University or a designated doctor, or may obtain the opinions of the employee's own doctor directly.
3. The employee ordered to see a doctor under the provisions of the preceding paragraph shall submit the doctor's certificate immediately.

(Reinstatement)

Article 19. The President shall order reinstatement if the reason for administrative leave is deemed to no longer exist before the expiration of the period of administrative leave under the provision of Article 17. However, in the case of administrative leave under the provisions of item 1 of paragraph 1 of Article 15, reinstatement shall be ordered only if the employee applies for reinstatement before the expiration of the period of the administrative leave and a physician confirms that the reason for such administrative leave no longer exists.

2. In the case set forth in the preceding paragraph, the President shall, in principle, have the employee return to the place where the employee was working prior to being placed on administrative leave. However, the employee may be assigned to other duties taking the mental and physical condition, etc. into account.

(Inclusion of Periods of Administrative Leave)

Article 19-2. If an employee placed on administrative leave under the provisions of item 1 of paragraph 1 of Article 15 is reinstated and becomes unable to work for a long period of time again within one year due to injury or illness attributable to the same reason, the employee may again be placed on administrative leave.

2. Notwithstanding the provisions of the preceding paragraph, if the President obtains the opinions of the University's industrial physician or other medical specialists, and implements appropriate measures, including reducing the working hours, (hereinafter referred to as "follow-up measures") in consideration of the employee's actual condition, the employee may be placed on administrative leave when either of the following situations applies:
 - (1) When the employee becomes unable to work for a long period of time again due to injury or illness attributable to the same reason during the period in which follow-up measures are in place
 - (2) When the employee becomes unable to work for a long period of time again within one year after the termination of the follow-up measures due to injury or illness attributable to the same reason
3. The periods of administrative leave under the preceding two paragraphs shall be included in the calculation of the period of administrative leave provided for in item 1 of paragraph 1 of Article 15.

(Status, Salaries, etc. during Administrative Leave)

Article 20. A person on administrative leave shall not perform assigned duties while retaining the status as an employee.

2. Salaries during the period of administrative leave, adjustment of the period of service, etc. shall be governed by the Salary Regulations of the University of Fukui, a National University Corporation (University of Fukui Regulation No. 7 of 2004, hereinafter referred to as the "Salary Regulations").

Section 5: Retirement and Dismissal

(Termination of Employment)

Article 21. An employee shall retire and lose the status as an employee in any of the following cases:

- (1) When the employee requests to retire for personal reasons and such request is approved by the President
- (2) When the employee is recommended by the President to retire and accepts the recommendation,

or when the employee applies for a program for employees who wish to retire prior to mandatory retirement (hereinafter referred to as “early retirement program”) as set forth in Article 8-6 of the Regulations on Retirement Allowance for Employees of the University of Fukui, a National University Corporation and the Presidents approves the application

- (3) When the employee reaches mandatory retirement age
 - (4) When the employee is employed for a fixed period of time and the period has expired
 - (5) When the period of administrative leave set forth in Article 17 has expired but the reason for administrative leave still exists and the employee is unable to return to work
 - (6) When the employee assumes the position as University board member
 - (7) When the employee has died
 - (8) When other grounds for retirement occur to the employee
2. Notwithstanding the provisions of item 1 of the preceding paragraph, a request for retirement may not be approved if the grounds for disciplinary action stipulated in any of the items of paragraph 1 of Article 68 apply to the employee who requested the retirement and disciplinary procedures against such employee are underway, or if the employee’s retirement is deemed to significantly impede the execution of the work duties.
 3. The matters necessary for handling recommended retirement and the early retirement program shall be provided for separately.

(Procedures for Retirement for Personal Reasons)

Article 22. An employee who intends to retire pursuant to item 1 of paragraph 1 of the preceding article shall submit a notice of retirement to the President at least 30 days prior to the intended date of retirement; provided, however, that if the employee is unable to submit a notice of retirement at least 30 days in advance due to unavoidable circumstances, such notice shall be submitted at least 14 days in advance.

2. An employee shall, even if the employee has submitted a notice of retirement, continue to engage in the regular duties until the employee retires.

(Mandatory Retirement Age)

Article 23. The mandatory retirement age for employees shall be as follows.

- (1) Teaching staff (excluding vice-principals of affiliated schools, vice-directors, head teachers, senior teachers, teachers, nursing teachers, and nutrition teachers): 65 years of age
 - (2) Employees other than those specified in (1): 60 years of age
2. The date of retirement at mandatory retirement age (hereinafter referred to as the “mandatory retirement date”) shall be the first 31st of March after the date when an employee reaches the mandatory age.

(Mandatory Retirement Age for Employees Converted to Non-fixed Term Employment Contract)

Article 23-2. The mandatory retirement age for employees who converted to an employment contract

without a fixed term pursuant to the provisions of Article 18 of the Labor Contracts Act (hereinafter referred to as “converted non-fixed term employee”) shall be as follows:

- (1) Teaching staff (excluding vice-principals of affiliated schools, vice-directors, head teachers, senior teachers, teachers, nursing teachers, and nutrition teachers): 65 years of age
- (2) Employees other than those specified in (1): 60 years of age
2. When a converted non-fixed term employee reaches the mandatory retirement age in the preceding paragraph, the employee shall retire on the first 31st of March after the date when an employee reaches the mandatory age.
3. Concerning persons who became a converted non-fixed term employee after reaching the mandatory retirement age in paragraph 1, the date on which the person became a converted non-fixed employee shall be deemed to be the date on which the person reached the mandatory retirement age, and the person shall retire on the first 31st of March thereafter.

(Special Provisions for Mandatory Age Retirement)

Article 24. Notwithstanding the provisions of the Article 23, the President may extend the mandatory retirement dates for an employee (excluding professors, associate professors, lecturers, assistant professors, and research associates among the teaching staff) by up to one year if there are sufficient grounds to deem that operations would be significantly impeded by the retirement in light of the special nature of assigned duties or the special circumstances under which assigned duties are performed.

2. The extension of the mandatory retirement date pursuant to the provisions of the preceding paragraph may be renewed for a further period not exceeding 3 years.

(Re-employment)

Article 25. Re-employment of employees shall be governed by the Regulations on Re-employment of Employees of the University of Fukui, a National University Corporation (University of Fukui Regulation No. 11 of 2006).

(Dismissal)

Article 26. The President may dismiss an employee if any of the cases in the following items applies:

- (1) When the employee becomes an adult ward or subject to a conservatorship
- (2) When the employee’s work performance is extremely poor
- (3) When the employee has considerable difficulty in performing or is unable to perform his/her duties due to mental or physical infirmity
- (4) When otherwise the employee lacks the aptitude necessary to perform assigned duties
- (5) When the employee falls under the provisions of paragraph 2 of Article 9
- (6) When the employee is sentenced to imprisonment without work or more severe punishment
- (7) When reducing the number of personnel is necessary due to the downsizing of operations
- (8) When it is impossible to continue the operations of the University due to natural disaster or for

other compelling reason

2. Dismissals under item 7 or item 8 of the preceding paragraph shall be subject to the conditions stipulated in the following items:
 - (1) Operational necessity for the reduction of personnel exists
 - (2) Efforts are made to avoid dismissal
 - (3) Persons to be dismissed have been selected on reasonable grounds
 - (4) Prior explanation has been given to employees, and discussions have been held in good faith
3. In addition to the cases set out in paragraph 1, if any of the cases in the following items applies after an employee employed for a fixed-term becomes a converted non-fixed term employee, the President may dismiss the converted non-fixed term employee.
 - (1) When the employee's duties have been completed or discontinued
 - (2) When the project, etc. related to the duties has been discontinued or reduced, or provision of external funds has ceased
 - (3) When the employee has failed to pass the performance assessment (or tenure track assessment) after a 5-year employment period
 - (4) When there are objective and reasonable grounds equivalent to the above items

(Restrictions on Dismissal)

Article 27. Notwithstanding the provisions of the preceding article, employees shall not be dismissed during either of the following periods:

- (1) Leave of absence from work for medical treatment caused by injury or illness in the course of employment and a period of 30 days thereafter
- (2) Special leave for female employees before and after childbirth under the provisions of items 5 and 6 of Article 61 and a period of 30 days thereafter

However, this shall not apply when, in the case set forth in item 1, an employee does not recover from an injury or illness within 3 years after initiation of medical treatment and payment of compensation for discontinuance is made under the provisions of Article 81 of the Labor Standards Act, or payment of compensation for discontinuance is deemed to have been made pursuant to the provisions of Article 19 of the Industrial Accident Compensation Insurance Act (Act No. 50 of 1947; hereinafter referred to as the "Industrial Accident Insurance Act"), or when it becomes impossible to continue operations due to a natural disaster or other unavoidable circumstances, and authorization of the Chief of the competent Labor Standards Inspection Office is obtained.

(Notice of Dismissal)

Article 28. When dismissing an employee pursuant to the provisions of Article 26, except where any of the cases set out in the following items applies, the employee shall be given at least 30 days' advance notice or shall be paid an allowance for immediate dismissal in an amount equivalent to the

average wage for a period of not less than 30 days as stipulated in Article 12 of the Labor Standard Act. The number of days of advance notice may be reduced by the number of days for which average daily wages are paid:

- (1) When the employee is on probation (excluding those employed continuously for more than 14 days)
- (2) When authorization of the Chief of the competent Labor Standards Inspection Office is obtained (Certificates of Retirement and Certificates of Grounds for Dismissal)

Article 29. If a person who retires or is dismissed makes a request for issuance of a certificate of retirement, the President shall issue such certificate without delay.

2. The matters to be stated in the certificate prescribed in the preceding paragraph shall be as follows:

- (1) Period of employment
- (2) Type of work
- (3) Position in the operations
- (4) Salary
- (5) Reasons for retirement (grounds for dismissal in the case of dismissal)

3. If an employee requests a certificate regarding the grounds for the dismissal during the period between the date of advance notice of dismissal under Article 28 and the date of dismissal, the President shall issue such certificate without delay; provided, however, that this shall not apply to the case where the employee retires after the date of advance notice of dismissal for reasons other than the grounds for the dismissal.

4. Certificates shall include only matters requested by the employee who retires, is dismissed, or is given an advance notice of dismissal.

Article 30. In addition to what is provided for in these Rules, the necessary matters concerning the personnel affairs shall be governed by the Regulations on Personnel Affairs of the University of Fukui, a National University Corporation (University of Fukui Regulation No. 5 of 2004) as separately determined.

Chapter 3: Salaries

Section 1: Salaries

(Salary)

Article 31. Decision-making, calculation, payment methods, and other necessary matters regarding salaries for employees shall be governed by the Salary Regulations and the Regulations on the Application of an Annual Salary System of the University of Fukui, a National University Corporation prescribed separately (University of Fukui Regulation No. 10 of 2014).

Section 2: Retirement Allowance

(Retirement Allowance)

Article 32. When an employee retires, a retirement allowance shall be paid based on the years of service and reason for retirement. However, a retirement allowance may not be paid depending on the reason for retirement.

2. The scope of application, decision-making, calculation and other necessary matters regarding employees' retirement allowance shall be governed by the Regulations on Retirement Allowance for Employees of the University of Fukui, a National University Corporation prescribed separately (University of Fukui Regulation No. 8 of 2004).

Chapter 4: Execution of Duties

Section 1: Employees' Obligations and Matters to be Observed

(Obligation of Good Faith)

Article 33. Employees shall follow the instructions and orders of the President, be mindful of their official responsibilities, perform their duties fairly and in good faith, and strive to maintain order in the University.

(Obligation of Devotion to Duty)

Article 34. Employees shall be mindful of the public nature of the University's operations, and devote themselves to their duties.

(Periods Exempted from the Obligation of Devotion to Duty)

Article 35. An employee may be exempted from the obligation of devotion to duty during the period specified in any of the following items:

- (1) When an employee is permitted to participate in union negotiations during working hours
 - (2) When an employee who is an expectant or nursing mother (pregnant women or women within one year after childbirth), her spouses, or guardian of infants or toddlers is permitted to receive the health guidance or medical examinations under the provisions of Article 12 of the Act on Securing, etc. of Equal Opportunity and Treatment between Men and Women in Employment (Act No. 113 of 1972; hereinafter referred to as the "Equal Opportunities Act")
 - (3) When an employee who is an expectant or nursing mother is permitted to be absent from her duties to relieve the burden associated with commuting, or take a brief break (for supplementing diet) under the provisions of Article 13 of the Equal Opportunities Act
 - (4) When an employee is given permission to undergo comprehensive medical examinations planned and implemented by mutual aid associations during working hours
2. An employee who intends to obtain approval for exemption from the obligation of devotion to duty shall fill out a Leave of Absence Request Form and request the President's approval, in advance. However, if the employee is unable to submit such request beforehand due to illness,

disasters, or other compelling reasons, the employee may obtain an ex-post-facto approval immediately after the fact, stating the reason.

3. Periods exempted from the obligation of devotion to duty shall be dealt with in units of days, hours, or minutes as needed.

(Work Discipline)

Article 36. Employees shall follow the official instructions of their supervisors, maintain order in the workplace, and cooperate with each other in the performance of their duties.

2. Supervisors shall fulfill their duties while respecting the individuality of employees and providing them with guidance and training.

(Matters to be Observed)

Article 37. Employees shall observe the following rules:

- (1) Employees shall not, whether on duty or off duty, engage in any act which may harm the reputation of the University, damage the University's interests, or bring the entire staff into disrepute
- (2) Employees shall not divulge any confidential information that they learn in the course of their duties. The same shall apply after they retire from their positions
- (3) Employees shall not use their duties and positions for private purposes
- (4) Employees shall not, on the premises of the University and in its facilities (hereinafter referred to as "on the University's premises"), engage in any act which may cause disturbance, disrupt order, or corrupt public morals
- (5) Employees shall not, without the President's permission, engage in lending and borrowing money and goods for profit, or engage in buying and selling goods, on the University's premises.

(Ethics of Employees)

Article 38. Ethical Principles to be observed in the course of employment and the matters necessary for the maintenance of ethics among employees shall be governed by the Employee Ethics Regulations of the University of Fukui, a National University Corporation (University of Fukui Regulation No. 14 of 2004).

(Measures against Harassment)

Article 39. Employees shall not perform any act nor use any words that may violate the human rights of other employees, students, and other persons concerned, or otherwise unjustifiably offend them (hereinafter referred to as "harassment").

2. Measures to prevent harassment, etc. shall be prescribed separately.

Section 2: Concurrent Employment

(Concurrent Employment and Engagement in Other Undertakings, etc.)

Article 40. An employee shall obtain permission from the President if the employee intends to serve concurrently as an executive, advisor, or councilor in any undertaking other than at the University, engage in any other undertaking, or conduct administrative affairs.

2. The criteria for granting permission for concurrent employment shall be prescribed in the Regulations on Employees Engaged in Concurrent Employment of the University of Fukui, a National University Corporation prescribed separately (University of Fukui Regulation No. 10 of 2004).

(Intellectual Property Rights)

Article 41. The necessary matters concerning intellectual property rights shall be stipulated separately.

Chapter 5: Working Hours, Days Off and Leave of Absence, Absence from Work, Etc.

Section 1: Working Hours

(Working Hours)

Article 42. Working hours for employees shall be 38 hours and 45 minutes per week (from Sunday to Saturday, or from Saturday to Friday for vice-principals, vice-directors, head teachers, senior teachers, teachers, nursing teachers, and nutrition teachers; the same shall apply hereinafter), excluding break periods.

2. Working hours for 5 days from Monday to Friday shall be 7 hours and 45 minutes per day.

(Starting and Finishing Times, and Break Periods)

Article 43. The starting and finishing times and break periods for employees shall be specified in Appended Table 2; provided, however, that Appended Tables 3 to 5 shall apply to employees when deemed necessary in light of the nature of their work.

2. Notwithstanding the provisions of the preceding paragraph, starting and finishing times and break periods may be changed when deemed necessary for operational reasons.
3. The President may, under the provisions of labor-management agreements, change the break periods for employees if deemed necessary in light of the nature of their work.

(Special Provisions on Working Hours)

Article 44. Notwithstanding the provisions of Articles 42 and 43, if an employee needs to work in a non-standard working pattern due to the operational requirements of the University, the President may adopt for such employee a variable working hour system or a discretionary labor system for professional work.

(Variable Working Hours System on a Monthly Basis)

Article 44-2. With respect to employees who are required to work in a non-standard working pattern due to operational necessity, days off and working hours may be scheduled separately, provided that the average number of working hours per week in a set period of 1 month or less does not exceed 38

hours and 45 minutes.

2. The unit period used for scheduling, starting time, finishing time, and break periods under the variable working hour system set forth in the preceding paragraph shall be specified in Appended Tables 6 to 10.
3. Daily and weekly work schedules for employees falling under paragraph 1 shall be prepared for each such period of 1 month or less and notified to individual employees at least 7 days prior to the commencement of such period.

(Variable Working Hours System on a Yearly Basis)

Article 44-3. With respect to employees whose duties are subject to seasonal fluctuations in workload, days off and working hours may be scheduled separately, pursuant to labor-management agreements, provided that the average number of working hours per week in a set period greater than 1 month but not more than one year does not exceed 38 hours and 45 minutes.

2. The unit period used for scheduling, starting time, finishing time, and break periods for employees working under the variable working hour system in the preceding paragraph shall be specified in Appended Table 10-2.

(Discretionary Labor System for Professional Work)

Article 44-4. A discretionary labor system for professional work may be applied to an employee if necessary due to the nature of the work, under the provisions of labor-management agreements.

2. When the employee stipulated in the preceding paragraph comes and works on the prescribed working days, the employee shall be deemed to have worked the number of hours set forth in the labor-management agreements.

(Work outside the Workplace)

Article 45. An employee may, if deemed necessary for operational reasons, be ordered to work away from the normal place of work, including taking a business trip, etc.

2. When the employee is ordered to work as stipulated in the preceding paragraph and if it is difficult to calculate the number of hours worked, the employee shall be deemed to have worked the number of scheduled working hours. However, if it is necessary to work in excess of the scheduled working hours to perform the duties, the employee shall be deemed to have worked the number of hours normally required to perform such duties.
3. The employee ordered to travel on business shall immediately report back to the supervisors upon the return from the business trip.
4. Travel expenses for employees ordered to travel on business in the course of employment shall be governed by the separately stipulated Regulations on Travel Expenses of the University of Fukui, a National University Corporation (University of Fukui Regulation No. 27 of 2004).

(Overtime and Late-night Work, Work on Days off, and Early or Late Shifts)

Article 46. Notwithstanding the provisions of Article 42, the President may, under the provisions of

labor-management agreements, extend employees' working hours or have them work on days off when necessary.

2. The matters concerning work in excess of the statutory working hours performed by an employee who takes care of a child under elementary school age (including persons considered to be a child under item 1 of Article 2 of the Act on Childcare Leave, Caregiver Leave, and Other Measures for Welfare of Workers Caring for Children and Other Family Members; hereinafter the same shall apply to the remainder of this article, Article 61 items 7, 9 and 10, and Article 64) or other family members and requests reduction of their overtime working hours shall be provided for separately.
3. If so requested by an employee who takes care of a child under elementary school age or other family members, the President shall not have such employee engage in work late at night (from 10:00 p.m. to 5:00 a.m.) (hereinafter referred to as "late-night work"), except when normal operations would be impeded, as provided for separately.
4. If so requested by an employee who takes care of a child under elementary school age or other family members, the President shall allow such employees to work the early or late shift, except when normal operations would be impeded, as provided for separately.
5. If so requested by a female employee who is pregnant or within one year after childbirth, the President shall not have such female employee work overtime, work on a day off, or work late at night under the provisions of paragraph 1.
6. If so requested by employees who take care of a child less than 3 years of age, the President shall not have such employees work overtime or work on a day off under the provisions of paragraph 1, except when normal operations would be impeded, as provided for separately.

(Break Periods for Overtime Work)

Article 47. When employees are ordered to work overtime under the provisions of paragraph 1 of the preceding article for more than 8 hours in a day during the working hours stipulated in Article 42, a break period of 1 hour (including the break periods during the prescribed working hours) shall be provided during the working hours.

(Work during Disasters)

Article 48. Employees may be ordered to work outside the fixed working hours or work on designated days off in the case of extraordinary need and to the extent necessary due to natural disasters or other unavoidable circumstances.

(Night or Day Duty)

Article 49. Employees may be assigned night or day duty at affiliated hospitals outside their scheduled working hours.

2. The details of night or day duty and other matters shall be governed by the Regulations on Day or Night Duty of the University of Fukui, a National University Corporation prescribed

separately (University of Fukui Regulation No. 23 of 2004).

(Attendance Book)

Article 50. Employees reporting for work by the starting time shall stamp their seals in the attendance book immediately upon arrival. Employees may sign their signatures instead in unavoidable circumstances.

(Days off)

Article 51. Days off for employees shall be as follows:

- (1) Sundays (statutory day off)
 - (2) Saturdays
 - (3) Holidays prescribed in the Act on National Holidays
 - (4) January 2, January 3, and the period from December 29 to 31
2. In the case where it is difficult to observe the provisions of the preceding paragraph, separate provisions shall be implemented.

(Substitution of Days off)

Article 52. If the President needs to order an employee to work on the days off stipulated in the provisions of the preceding article for operational reasons, the President may, in advance, designate a day to which working hours are assigned in the week (hereinafter referred to as “working day”) as a day off and transfer the working hours assigned to such working day to the day on which the President requires the employee to work, or may re-allocate 4 hours out of the working hours of the working day in the week to the day on which the President requires the employee to work instead of assigning the 4 hours to such working day.

2. Notwithstanding the provisions of the previous paragraph, when deemed particularly necessary by the President, the President may apply the provisions of the preceding paragraph by replacing the words “in the week” in the preceding paragraph with “during the period from the day 4 weeks before the date of the order to work to the day 4 weeks after the date of the order to work.”

(Days off in Substitution)

Article 53. In the case where the President orders an employee to work on the days off stipulated in the provisions of Article 51 for operational reasons without designating a day off in substitution as provided for in the preceding article, the President may designate a working day (other than days off) during a 4-week period starting from the original day off as a day off in substitution (hereinafter referred to as “substitute day off”).

(Substitution of Days Off, and Procedures for Substitute Days Off)

Article 54. Substitution of days off and designation of substitute days off shall be processed using a Form for Substitution of Days Off and Designation of Substitute Days Off, and substitute days off shall be designated in accordance with the wishes of employees wherever possible.

Section 2: Leave of Absence, etc.

(Types of Paid Leave)

Article 55. Paid leave for employees shall be annual paid leave, sick leave, and special leave.

(Annual Paid Leave)

Article 56. Annual paid leave shall be granted each year (a calendar year from January 1 to December 31), and the number of days per year is specified in the following items corresponding to the classes of employees set forth in each of the items (hereinafter referred to as the “number of basic leave days”).

- (1) Employees other than those listed in items 2 and 3: 20 days
- (2) Employees who are newly employed at some point during the year, or those who retire at some point during the year at the expiration of their service: Numbers of days listed in the “Number of days” column of Appended Table 11 corresponding to the length of their service in the year
- (3) Employees newly hired at some point during the year who join directly after serving as officials in another national university corporation or independent administrative agency; who join directly after serving as national government officials; who join directly after serving as officials subject to the Act on Special Measures Concerning Remuneration, etc. of Officials Who Work for a Corporation Operated by the State (Act No. 141 of 1954); who join directly after serving as local government officials; or who join directly after serving as officials at any corporation set forth in the items of Article 9-2 of the Enforcement Ordinance of the National Government Employees, etc. Retirement Allowance Act (Cabinet Order No. 215 of 1953) or at public financial corporations listed in Article 1 of the Act on Budget and Settlement of Public Financial Corporations (Act No. 99 of 1951), and are engaged in activities closely related to national affairs or similar undertakings (hereinafter referred to as “employees on exchange programs, etc.”): Number of days obtained by subtracting the number of days of leave equivalent to annual paid leave used prior to the date of employment at the University (or the number of days with any fraction less than 1 day rounded up; the same shall apply in the following item), from the number of days listed in the “Number of days” column of Appended Table 11 corresponding to the length of their service where employees are deemed to be newly hired on the day when they enroll in exchange programs, etc., (or the number of basic leave days if the number of days obtained is less than the number of basic leave days).
- (4) Persons who served as employees on exchange programs, etc. during the preceding year and are newly hired as employees in the year that follows, or persons who served as employees in the preceding year and went on to serve as employees on exchange programs, etc. in the following year and then returned to their position as employees : Number of days obtained by deducting the number of days of leave equivalent to annual paid leave or of annual paid leave used prior to

the date of hiring as employees, from the number of days determined by adding, to 20 days, the remaining number of days of leave equivalent to annual paid leave or number of days of annual paid leave in the preceding year (or 20 days if the number of days exceeds 20), taking into account the length of service as employees on exchange programs, etc. and the number of days of leave equivalent to annual paid leave unused in their service period (or the number of basic leave days if the number of days obtained is less than the number of basic leave days).

2. Annual paid leave (excluding days carried over under the provisions of this paragraph) may be carried over to the year that follows, up to a maximum of 20 days.

(Specifying the Period of Annual Paid Leave)

Article 56-2. The President shall specify in advance a 5-day period of annual paid leave out of the annual paid leave (only for employees to whom at least 10 days of annual paid leave are granted under the provisions of the preceding article) within one year from granting after hearing the individual employee's preference and taking such into consideration and cause the employees to take such leave. However, in the event annual paid leave is taken under the provisions of the preceding article, the number of days of annual paid leave already taken shall be subtracted from the 5 days.

(Request for Annual Paid Leave)

Article 57. In principle, annual paid leave shall be granted during the period requested by employees. However, annual paid leave may have to be taken during another period if the granting of leave during the period requested by employees is deemed by the President to impede normal operations.

2. An employee who intends to take annual paid leave shall submit a request for leave of absence to the President in advance;
provided, however, that if the supervisor deems it difficult for the employee to submit a request for leave of absence beforehand for unavoidable reasons, the employee may submit a request for leave of absence immediately after the fact, stating the reason.

(Units of Annual Paid Leave)

Article 58. Annual paid leave shall be granted in units of days or half days. However, under the provisions of the labor-management agreements, annual paid leave may be granted in units of hours, up to a maximum of 5 days of annual paid leave for each year, and when converting hours to days, 8 hours shall be deemed equal to 1 day.

(Sick Leave)

Article 59. When an employee is compelled to be absent from work in order to receive medical treatment for injury or illness, the employee shall be granted sick leave to the extent deemed to be the minimum required.

2. When requested by a female employee who has severe difficulty in working during menstrual periods, sick leave shall be granted for the amount of time needed.

(Procedures for Sick Leave)

Article 60. An employee who intends to request sick leave under the preceding article shall fill out a Leave of Absence Application Form and request the President's approval, in advance; provided, however, that if the employee is unable to submit such request beforehand for unavoidable reasons, the employee may request approval immediately after the fact, stating the reason.

2. When sick leave exceeds 1 week, a medical certificate from the physician who schedules the treatment period shall be submitted to the President immediately.
3. When sick leave is prolonged and the period of treatment indicated in the medical certificate set forth in the preceding paragraph elapses, another medical certificate shall be submitted to the President.
4. When an employee on sick leave for a long period of time intends to come back to work after recovery, the employee shall obtain the President's permission. In this case, the employee may be requested to submit a physician's certificate of recovery or certificate of permission to work.

(Special Leave)

Article 61. Employees who are absent from work during working days or working hours for the reasons any of the following items listed in the below table may be granted a leave of absence as special leave for the days and hours of such absence from work, as stipulated for each item.

	Case	Description	Period
Item 1	Exercise of civil rights	When it is deemed unavoidable that an employee must be absent from work in order to exercise civil rights, such as the right to vote	Period of time deemed necessary
Item 2	Legal obligation	When it is deemed unavoidable that an employee must be absent from work in order to fulfill the legal obligation as a lay judge, witness, expert witness, unsworn witness, etc., in the Diet, a court of law, a local assembly, or other public agency	Period of time deemed necessary
Item 3	Marrow transplant	When it is deemed unavoidable that an employee must be absent from work due to examination or hospitalization, etc. required when applying for registration as a bone marrow donor for bone marrow transplant with a registered organization, or to donate bone marrow for bone	Period of time deemed necessary

		marrow transplant to a person other than the spouse, parent, child, or sibling	
Item 4	Marriage	When it is deemed appropriate that, in the case of marriage, an employee is absent from work due to a wedding ceremony, travel, and other events considered necessary for the marriage	Period of no more than 5 consecutive days during the period from 5 days before the wedding day to 1 month after the wedding day
Item 5	Before childbirth	When requested by a female employee who is expected to give birth within 6 weeks (or 14 weeks in the case of multiple pregnancy)	Requested period of time until the day of childbirth
Item 6	After childbirth	When a female employee gives birth	Period of 8 weeks from the day following the date of delivery (excluding the period in which a female employee 6 weeks after childbirth engages, upon her request, in work deemed by the physician to have no adverse effects on her)
Item 7	Childcare	When an employee raising a child less than one year of age provides childcare considered necessary for the child, including feeding	Period of up to 30 minutes twice a day (or, for a male employee, if the child's mother is granted child care leave on the day when the employee intends to use leave under this item (including equivalent leave) or requests time to care for the child on such day under the provisions of Article 67 of the Labor Standards Act, the period of time not exceeding the time remaining after subtracting the duration of leave granted to or requested by the mother, from

			30 minutes for each time twice a day)
Item 8	Attendance at childbirth	When it is deemed appropriate that a male employee is absent from work to attend his wife giving birth to a child (including a person in a de facto marriage or similar relationship with the employee; the same shall apply to the next item)	Period of up to 2 days
Item 9	Participation of male employees in childcare	When it is deemed appropriate that, in the case where an employee's wife gives birth to a child, the employee is absent from work to care for the newborn baby or a child under elementary school age (including his wife's child from a previous relationship) in the period between 6 weeks before the expected date of childbirth (or 14 weeks in the case of multiple pregnancy) and 8 weeks after the childbirth	Period of up to 5 days
Item 10	Nursing care	When it is deemed appropriate that an employee raising a child under elementary school age (including spouse's child from a previous relationship) is absent from work to care for the child (meaning taking care of an injured or sick child, or having the child receive vaccination or medical checkup to prevent disease)	Period of up to 5 days per year in the case of 1 child under elementary school age (up to 10 days in the case of 2 or more children of such age)
Item 11	Bereavement leave	When it is deemed appropriate that, in the event of the death of a relative of an employee (limited to the relatives listed in the "Relative" column of Appended Table 12), the employee is absent from work to attend events considered necessary for the relative's death, such as a funeral and mourning	Period of up to the number of consecutive days listed in the same Appended Table corresponding to the respective relatives (or up to the number of consecutive days plus the number of days necessary for a round trip in the case of a visit to a funeral

			held in a distant location)
Item 12	Mourning	When it is deemed appropriate that an employee is absent from work to attend a special event for mourning for the spouse, child, or parent (limited to the events held within the number of years determined by the President after the death of a spouse, child, or parent)	Period of up to 1 day
Item 13	Summer vacation	When it is deemed appropriate that an employee is absent from work to maintain and enhance mental and physical health or improve the quality of family life	Period of up to 3 consecutive days per year, in principle, excluding days off and substitute days off during a period from July to September
Item 14	House repair	When it is deemed appropriate that, in the event that an employee's house in which the employee lives has been destroyed or damaged by an earthquake, floods, fire or other disasters, the employee is absent from work to restore the house	Period of up to 7 days
Item 15	Difficulty in commuting to work	When it is deemed extremely difficult to come to work due to an earthquake, flood, fire, other disaster, or a transportation accident, etc.	Period of time deemed necessary
Item 16	Avoidance of danger	When it is deemed unavoidable that an employee is absent from work to avoid physical danger from an earthquake, flood, fire, or other disaster on the way to work	Period of time deemed necessary
Item 17	Social contribution	When it is deemed appropriate that an employee is absent from work to voluntarily engage in any of the following activities for the benefit of society without compensation: (1) Activities to distribute daily necessities and provide support to victims in an area severely affected by an earthquake, storm, volcanic	Period of up to 5 days per year

		<p>eruption, etc. and the surrounding area;</p> <p>(2) Activities in welfare facilities for physically disabled persons, special nursing homes for the elderly, or other facilities aimed at implementing necessary measures primarily for persons with physical or mental disabilities, or persons who have suffered an injury or illness; or</p> <p>(3) Activities to provide care and other assistance to persons who normally have difficulty in daily life due to physical or mental disabilities, injury, or illness</p>	
Item 18	Suspension of all operations	When all of the University's operations are suspended simultaneously to encourage employees to refresh their body and mind and promote additional energy saving	Days listed in Appended Table 13
Item 19	Family care	When it is deemed appropriate that an employee is absent from work to care for the family member who needs nursing care continuously due to an injury, illness, or physical or mental disability for 2 weeks or more (meaning the family members prescribed in paragraph 2 of Article 2 of the <u>Regulations on Family Care Leave of the University of Fukui, a National University Corporation (University of Fukui Regulation No. 12 of 2004)</u>)	Period of up to 5 days per year in the case of 1 family member in need of nursing care or up to 10 days in the case of 2 or more family members in need of nursing care

(Procedures for Special Leave)

Article 62. An employee who intends to obtain approval for special leave shall fill out a Leave of Absence Request Form and request the President's approval in advance. However, if the employee is

unable to submit such request beforehand due to illness, disasters, or other compelling reasons, the employee may obtain an ex-post-facto approval immediately after the fact, stating the reason.

2. In the case set forth in the preceding paragraph, the employee shall submit a certificate, etc. as evidence when deemed necessary and requested by the President.

(Units for Granting Leave)

Article 63. Sick leave and special leave shall be handled in units of days, hours, or minutes as necessary. However, in the cases falling under items 5 and 6 of Article 61, leave shall be handled in daily units.

2. As to sick leave, hours shall be converted into days at 7 hours and 45 minutes per day.

Section 3: Absence from Work

(Childcare Leave, Partial Childcare Leave, or Reduced Working Hours for Childcare)

Article 64. An employee who needs to rear a child younger than 3 years of age may apply for childcare leave by submitting a request to the President.

2. An employee who needs to rear a child until the time when the child finishes the third grade at elementary school may apply for partial childcare leave or reduced working hours for childcare by submitting a request to the President.
3. Necessary matters concerning employees eligible for childcare leave, partial childcare leave, or reduced working hours for childcare and the related procedures, etc. shall be governed by the Regulations on Childcare Leave, etc. of the University of Fukui, a National University Corporation prescribed separately (University of Fukui Regulation No. 11 of 2004).

(Family Care Leave or Partial Family Care Leave)

Article 65. An employee who has any family member in need of care due to an injury or illness may apply for family care leave or partial family care leave by submitting a request to the President.

2. Necessary matters concerning employees eligible for family care leave, partial family care leave, leave periods, and or procedures, etc. shall be governed by the Regulations on Family Care Leave, etc. of the University of Fukui, a National University Corporation prescribed separately (University of Fukui Regulation No. 12 of 2004).

(Leave of Absence from work for self-development, etc.)

Article 65-2. When an employee with two or more years of service as an employee requests a leave of absence from work to study at a university, etc. or to engage in international contribution activities, the employee may be granted a leave of absence from work for self-development, etc. if operations are not deemed to be impeded.

2. Necessary matters concerning employees eligible for leave of absence from work, leave periods, and procedures, etc. shall be governed by the Regulations on Leave of Absence from Work for Self-development, etc. of the University of Fukui, a National University Corporation prescribed

separately (University of Fukui Regulation No. 7 of 2010).

Chapter 6: Training

(Employee Training)

Article 66. Employees shall be given an opportunity to receive training to improve knowledge and skills necessary for their work.

2. Regarding the training of employees, the President shall establish plans for training, including measures to encourage training, and strive to promote the implementation of such plans.
3. Teaching staff may, with the President's approval, implement training away from their workplace, as long as operations are not impeded.
4. The necessary matters concerning employee training shall be governed by the Regulations on Employee Training of the University of Fukui, a National University Corporation prescribed separately (University of Fukui Regulation No. 17 of 2004).

Chapter 7: Commendations and Disciplinary Actions

(Commendations)

Article 67. The President shall give a commendation to an employee who has rendered particularly distinguished service to the University, and the service is considered worthy of recognition as a model for others.

2. The necessary matters concerning employees to be commended under paragraph 1 shall be governed by the Regulations on Employee Commendation of the University of Fukui, a National University Corporation prescribed separately (University of Fukui Regulation No. 18 of 2004).

(Grounds for Disciplinary Action)

Article 68. The President shall impose disciplinary actions on employees in cases that fall under any of the following items, after completing the prescribed procedures:

- (1) Violation of the University's rules
 - (2) Conduct unbecoming conduct of an employee of the University
 - (3) Violation of obligations in the course of duties, or neglect of duties
2. The necessary matters concerning the disciplinary actions taken against employees based on the grounds stipulated in paragraph 1 shall be governed by the Regulations on Disciplinary Actions of the University of Fukui, a National University Corporation prescribed separately (University of Fukui Regulation No. 15 of 2004).

(Types of Disciplinary Actions, etc.)

Article 69. Types of disciplinary actions and their details are as follows.

- (1) Rebuke: Caution about future behavior
- (2) Salary reduction: Reduction of salary for a period of up to 6 months, with the amount of

individual reduction not to exceed one-half of the average daily salary, and total reductions for 1 month not to exceed one-tenth of the amount of the total salary for the month

- (3) Suspension from work: Suspension from work for a period of up to 6 months, during which time the employee shall not be allowed to engage in the work duties and no salary shall be paid
- (4) Dismissal under instruction: Recommendation to submit a letter of resignation. However, if the employee does not follow the recommendation, the employee shall be dismissed with a 30-day prior notice or a payment of at least 30 days' worth of average daily salary, or immediately dismissed without a notice period.
- (5) Disciplinary dismissal: Immediate dismissal without a notice period.

(Reprimands, etc.)

Article 70. Reprimands or strict warnings shall be given in writing or verbally to employees not subject to disciplinary actions under the preceding article if strict adherence to the work rules and maintenance of discipline are required.

(Compensation for Damage)

Article 71. If an employee causes damage to the University willfully or by gross negligence, the employee shall be subject to disciplinary actions, etc. under the provisions of Article 69 or Article 70 and shall be liable to provide compensation for the damage in whole or in part.

Chapter 8: Safety and Health, Accident Compensation

(Safety and Health Management)

Article 72. The President shall implement the measures necessary to enhance employees' health and prevent them from being exposed to danger.

(Obligation of Cooperation)

Article 73. Employees shall observe the Industrial Safety and Health Act (Act No. 57 of 1972), and other relevant laws and regulations, follow the instructions of the President, and cooperate in the safety and health measures implemented by the University, to ensure the safety, hygiene, and health of employees in the workplace.

(Safety and Health Education)

Article 74. Employees shall participate in the safety and health education and training implemented by the University.

(Emergency Measures)

Article 75. When an employee discovers a fire or other disasters, or learns that such disasters may occur, the employee shall implement emergency measures, immediately report to their supervisors and other related parties, and strive to minimize damage in cooperation with each other.

(Matters to be Observed regarding Safety and Health)

Article 76. Employees shall observe the following rules:

- (1) Employees shall follow the orders, instructions, etc. given by the President relating to safety and health, and put them into action
- (2) Employees shall endeavor to keep their workplace well-organized and clean, make efforts to prevent accidents, and improve the level of hygiene in their workplace
- (3) Employees shall not move safety and health equipment, fire extinguishers, sanitary installations, or other equipment and facilities installed to counter or prevent danger, etc., from their assigned places without permission, and shall not enter such places without permission
2. The necessary matters concerning the safety and health management for employees shall be governed by the Regulations on Management of Safety and Health of Employees of the University of Fukui, a National University Corporation (University of Fukui Regulation No. 19 of 2004) as separately determined.

(Medical Examinations)

Article 77. The University shall implement regular medical examinations for employees at the time of employment and once every year (at least once every 6 months for certain employees as prescribed in the Industrial Safety and Health Act, etc.).

2. In addition to the medical examinations set forth in the preceding paragraph, employees engaged in harmful work operations as defined in laws and regulations shall undergo medical examinations for specified items.
3. An employee shall not refuse to undergo the medical examinations implemented by the University; provided, however, that this shall not apply if the employee undergoes medical examinations conducted by another physician and submits a document to certify the results.
4. The results of the medical examinations shall be notified to each employee. The University may, when deemed necessary as a result of the medical examinations, order a reduction in working hours, assignment of different duties, or any other measures necessary for an employee to maintain the health.

(Prohibition of Work)

Article 78. The President may prohibit an employee from working if the employee falls under any of the following items:

- (1) Is infected with a communicable disease, or who is or is suspected to be a carrier of a communicable disease
- (2) Has a disease that may be aggravated by engaging in work
- (3) Has similar conditions to those specified in the preceding two items

(Compensation for Work-related Accidents)

Article 79. With respect to work-related accidents, employees shall receive compensation pursuant to the provisions of the Regulations on Compensation for Work-related Accidents of the University of Fukui, a National University Corporation (University of Fukui Regulation No. 16 of 2004;

hereinafter referred to as the “Accident Compensation Regulations”), in addition to what is provided for in the Labor Standard Act and the Industrial Accident Insurance Act.

(Commuting Accidents)

Article 80. With respect to commuting accidents, employees shall receive compensation pursuant to the provisions of the Accident Compensation Regulations, in addition to what is provided for in the Labor Standard Act and the Industrial Accident Insurance Act.

Chapter 9: Miscellaneous Provisions

(Standards for Use of Accommodations)

Article 81. Use of accommodations by employees shall be governed by the Regulations on Accommodations of the University of Fukui, a National University Corporation (University of Fukui Regulation No. 32 of 2016).

(Childcare Facilities)

Article 81-2. An employee raising a child aged between zero (8 weeks or more after birth) and 6 years (under elementary school age) may use the childcare facilities provided by the University of Fukui.

2. The necessary matters concerning the use of childcare facilities shall be separately prescribed.

(Handling of Complaints)

Article 82. A complaint handling system shall be set up in the University to handle employees' complaints concerning personnel and labor affairs.

2. The necessary matters concerning the complaint handling system shall be governed by the provisions of the Regulations on Handling of Complaints concerning Personnel Affairs of the University of Fukui, a National University Corporation (University of Fukui Regulation No. 23 of 2005).

(Use of Facilities)

Article 83. Teaching staff may use the facilities at the University outside their working hours when necessary for conducting self-directed research activities.

Supplementary Provisions

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

Supplementary Provisions (University of Fukui Rule No. 17, October 4, 2004)

These Rules shall come into force on October 4, 2004, and the revised provisions of the National University Corporation University of Fukui Employee Work Rules shall apply as from April 1, 2004.

Supplementary Provisions (University of Fukui Rule No. 4, March 9, 2005)

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

Supplementary Provisions (University of Fukui Rule No. 18, September 14, 2005)

These Rules shall come into force on September 14, 2005, and the revised provisions of the National University Corporation University of Fukui Employee Work Rules shall apply as from August 1, 2005.

Supplementary Provisions (University of Fukui Rule No. 2, March 22, 2006)

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

Supplementary Provisions (University of Fukui Rule No. 10, June 26, 2006)

These Rules shall come into force on June 26, 2006, and the revised provisions of the National University Corporation University of Fukui Employee Work Rules shall apply as from April 1, 2006.

Supplementary Provisions (University of Fukui Rule No. 14, December 20, 2006)

These Rules shall come into force on December 20, 2006.

Supplementary Provisions (University of Fukui Rule No. 4, March 22, 2007)

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

Supplementary Provisions (University of Fukui Rule No. 10, June 27, 2007)

These Rules shall come into force on June 27, 2007, and the revised provisions of the National University Corporation University of Fukui Employee Work Rules shall apply as from April 1, 2007.

Supplementary Provisions (University of Fukui Rule No. 19, November 21, 2007)

These Rules shall come into force on November 21, 2007.

Supplementary Provisions (University of Fukui Rule No. 2, March 19, 2008)

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

Supplementary Provisions (University of Fukui Rule No. 4, March 17, 2009)

These Rules shall come into force on April 1, 2009, and the revised provisions of item 2 of Article 61 of the National University Corporation University of Fukui Employee Work Rules shall apply as from May 21, 2009.

Supplementary Provisions (University of Fukui Rule No. 1, February 16, 2010)

These Rules shall come into force on February 16, 2010, and the revised provisions of Article 81-2 of the National University Corporation University of Fukui Employee Work Rules shall apply as from April 1, 2009.

Supplementary Provisions (University of Fukui Rule No. 6, March 16, 2010)

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

Supplementary Provisions (University of Fukui Rule No. 12, September 15, 2010)

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

Supplementary Provisions (University of Fukui Rule No. 16, November 17, 2010)

1. These Rules shall come into force on December 1, 2010.
2. With respect to employees who are on administrative leave under the provisions of item 1 of paragraph 1 of Article 15 of the National University Corporation University of Fukui Employee Work Rules and employees who are subject to the follow-up measures prescribed in the revised

paragraph 2 of Article 19-2 of the National University Corporation University of Fukui Employee Work Rules, revised Work Rules shall apply on the date of enforcement of the revised Rules.

Supplementary Provisions (University of Fukui Rule No. 6, December 21, 2011)

These Rules shall come into force on February 1, 2012.

Supplementary Provisions (University of Fukui Rule No. 1, March 21, 2012)

These Rules shall come into force on April 1, 2012.

Supplementary Provisions (University of Fukui Rule No. 5, September 19, 2012)

These Rules shall come into force on October 1, 2012.

Supplementary Provisions (University of Fukui Rule No. 8, October 17, 2012)

These Rules shall come into force on October 17, 2012.

Supplementary Provisions (University of Fukui Rule No. 8, March 14, 2013)

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

Supplementary Provisions (University of Fukui Rule No. 1, February 19, 2014)

These Rules shall come into force on February 19, 2014.

Supplementary Provisions (University of Fukui Rule No. 16, May 20, 2015)

These Rules shall come into force on July 9, 2015.

Supplementary Provisions (University of Fukui Rule No. 2, March 15, 2016)

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

Supplementary Provisions (University of Fukui Rule No. 17, July 20, 2016)

These Rules shall come into force on July 20, 2016.

Supplementary Provisions (University of Fukui Rule No. 38, November 15, 2016)

These Rules shall come into force on January 1, 2017.

Supplementary Provisions (University of Fukui Rule No. 39, December 21, 2016)

These Rules shall come into force on January 1, 2017.

Supplementary Provisions (University of Fukui Rule No. 6, March 13, 2017)

These Rules shall come into force on April 1, 2017.

Supplementary Provisions (University of Fukui Rule No. 14, June 20, 2017)

These Rules shall come into force on June 20, 2017, and the revised provisions of the National University Corporation University of Fukui Employee Work Rules shall apply as from April 1, 2017.

Supplementary Provisions (University of Fukui Rule No. 3, March 20, 2018)

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

Supplementary Provisions (University of Fukui Rule No. 1, March 20, 2019)

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

Supplementary Provisions (University of Fukui Rule No. 14, June 26, 2019)

These Rules shall come into force on June 26, 2019.

Appended Table 1 (Relating to Article 17 of these Rules: Administrative Leave)

Reason for administrative leave		Period of administrative leave
Para.1	Item 1	Up to 3 years
"	Item 2	Period of time during which a case is pending in court
"	Item 3	Up to 3 years
Para. 2	Item 1	Up to 3 years, with a 2-year extension allowed
"	Item 2	" "
"	Item 3	" "
"	Item 4	Up to 5 years
"	Item 5	"
"	Item 6	To be determined on a case-by-case basis

Appended Table 2 (Relating to Article 43 of these Rules)

Working hours	Break periods
8:30 a.m. to 5:15 p.m.	12:00 p.m. to 1:00 p.m.

Appended Table 3 (Relating to Article 43 of these Rules)

Classes of employees	Working hours		Break periods	Assignment of employees to time slots A and B shall be determined for each month, and notification shall be given in advance.
Employees working in each section of the Student Affairs Department (excluding Entrance Examination Section)	A	8:30 a.m. to 5:15 p.m.	12:00 p.m. to 1:00 p.m.	
	B	9:30 a.m. to 6:15 p.m.	1:00 p.m. to 2:00 p.m.	

Appended Table 4 (Relating to Article 43 of these Rules)

Classes of employees	Working hours	Break periods
Teaching staff working in the Bunkyo, Matsuoka, and Tsuruga areas (excluding those	8:30 a.m. to 5:15 p.m.	12:00 p.m. to 1:00 p.m.

subject to a discretionary labor system)		
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Appended Table 5 (Relating to Article 43 of these Rules)

Classes of employees		Working hours		Break periods
Teaching staff working in affiliated schools	Kindergarten	8:20 a.m. to 5:05 p.m.		Monday 1:05 p.m. to 2:05 p.m. Tuesday to Friday 3:05 p.m. to 4:05 p.m.
	Compulsory education school	I	8:10 a.m. to 4:55 p.m.	10:25 a.m. to 10:45 a.m. 1:10 p.m. to 1:30 p.m. 4:00 p.m. to 4:20 p.m.
		II	8:10 a.m. to 4:55 p.m.	1:10 p.m. to 1:30 p.m. 4:10 p.m. to 4:50 p.m.
	School for Special needs education	8:30 a.m. to 5:15 p.m.		3:30 p.m. to 4:30 p.m. However, concerning the business holidays set out in <u>items 4 to 9 of paragraph 1 of Article 9 of the Regulations on Special Needs Education Schools of the University of Fukui, a National University Corporation.</u> 12:00 p.m. to 1:00 p.m.

Appended Table 6 (Relating to Article 44-2 of these Rules)

Classes of employees	Unit period for assignment	Working pattern		Working hours	Break periods
Teaching staff working in the Emergency Department and the Department of General Medicine at University of Fukui Hospital	4 weeks (Starting from April 1, 2004)	2 shifts	Day shift on weekdays	8:30 a.m. to 5:15 p.m.	11:45 a.m. to 12:45 p.m.
					12:45 p.m. to 1:45 p.m.
			Night shift on weekdays	5:15 p.m. to 8:30 a.m. on the following day	9:00 p.m. to 10:00 p.m.
					2:00 a.m. to 4:30 a.m.
					8:00 p.m. to 9:00 p.m.
			Day shift on holidays	8:30 a.m. to 9:30 p.m.	12:30 p.m. to 1:30 p.m.
5:00 p.m. to 5:30 p.m.					
Night shift on holidays	8:00 p.m. to 9:30 a.m. on the following day	8:00 a.m. to 9:00 p.m.			
		11:30 a.m. to 12:30 p.m.			
		4:30 p.m. to 5:00 p.m.			
		12:00 a.m. to 1:00 a.m.			

					5:00 a.m. to 5:45 a.m.
					1:00 a.m. to 2:00 a.m.
					5:45 a.m. to 6:30 a.m.
		3 shifts	Day shift	8:30 a.m. to 5:15 p.m.	11:45 a.m. to 12:45 p.m.
					12:45 p.m. to 1:45 p.m.
			Evening shift	3:15 p.m. to 12:00 a.m.	6:30 p.m. to 7:30 p.m.
					7:30 p.m. to 8:30 p.m.
			Late-night shift	12:00 a.m. to 8:45 a.m.	3:00 a.m. to 4:00 a.m.
					4:00 a.m. to 5:00 a.m.

Appended Table 7 (Relating to Article 44-2 of these Rules)

Classes of employees	Unit period for assignment	Working pattern	Working hours	Break periods
Employees working in the Administrative Office	1 month (Starting from the 1st day of each month)	A	8:30 a.m. to 7:15 p.m.	12:00 p.m. to 1:00 p.m.
		B	8:30 a.m. to 5:15 p.m.	12:00 p.m. to 1:00 p.m.

		C	8:30 a.m. to 3:15 p.m.	12:00 p.m. to 1:00 p.m.
		D	10:30 a.m. to 5:15 p.m.	12:00 p.m. to 1:00 p.m.
		E	8:30 a.m. to 12:15 p.m.	
		F	1:00 p.m. to 5:00 p.m.	

Appended Table 8 (Relating to Article 44-2 of these Rules)

Classes of employees	Unit period for assignment	Working pattern	Working hours	Break periods
Employees working in the Department of Clinical Laboratory, Department of Blood Transfusion, and Department of Pathology at University of Fukui Hospital	4 weeks (Starting from April 1, 2004)	Day shift	8:30 a.m. to 5:15 p.m.	12:00 p.m. to 1:00 p.m.
		16-hour shift with variable working hours	8:30 a.m. to 10:30 a.m. on the following day (Night duty from 10:00 p.m. to 6:00 a.m. on the following day)	12:00 p.m. to 1:00 p.m. 4:30 p.m. to 5:00 p.m. 7:30 p.m. to 8:00 p.m. on the following day 8:00 a.m. to 8:30 a.m.
		8-hour shift with variable	5:15 p.m. to 10:30 a.m. on the following day	7:00 p.m. to 8:00 p.m.

		working hours	(Night duty from 10:00 p.m. to 6:00 a.m. on the following day)	on the following day 8:00 a.m. to 8:30 a.m.
		Half-day shift	8:30 a.m. to 12:30 p.m.	
Employees working in the Department of Pharmacy at University of Fukui Hospital	4 weeks (Starting from April 1, 2004)	Day shift	8:30 a.m. to 5:15 p.m.	11:45 a.m. to 12:45 p.m.
				12:45 p.m. to 1:45 p.m.
				1:15 p.m. to 2:15 p.m.
		16-hour shift with variable working hours	8:30 a.m. to 12:30 p.m. on the following day (Night duty from 10:00 p.m. to 8:30 a.m. on the following day)	12:00 p.m. to 1:00 p.m. 6:00 p.m. to 6:30 p.m. on the following day 8:30 a.m. to 9:00 a.m.
8-hour shift with variable working hours	5:15 p.m. to 12:30 p.m. on the following day (Night duty from 10:00 p.m. to 8:30 a.m. on the following	7:00 p.m. to 8:00 p.m.		

			day)	
		Half-day shift	8:30 a.m. to 12:30 p.m.	
Employees working in the ME Device Management Division, Medical Supply Center at University of Fukui Hospital	4 weeks (Starting from January 1, 2017)	Day shift	8:30 a.m. to 5:15 p.m.	12:00 p.m. to 1:00 p.m.
		Early shift A	7:45 a.m. to 4:30 p.m.	11:15 a.m. to 12:15 p.m.
		Early shift B	8:00 a.m. to 4:45 p.m.	11:15 a.m. to 12:15 p.m.
		16-hour shift with variable working hours	8:30 a.m. to 12:30 p.m. on the following day (Night duty from 9:30 p.m. to 8:30 a.m. on the following day)	12:00 p.m. to 1:00 p.m. 4:30 p.m. to 5:00 p.m.
		12-hour shift with variable working hours	8:30 a.m. to 9:30 p.m.	12:00 p.m. to 1:00 p.m. 4:30 p.m. to 5:00 p.m.
		Half-day shift	8:30 a.m. to 12:30 p.m.	

Appended Table 9 (Relating to Article 44-2 of these Rules)

Classes of employees	Unit period for assignment	Working pattern	Working hours	Break periods
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Cooks working in the Department of Nutrition at University of Fukui Hospital	4 weeks (Starting from April 1, 2004)	Early shift	5:00 a.m. to 2:00 p.m.	6:30 a.m. to 6:45 a.m. 12:00 p.m. to 1:00 p.m.
		2nd Early shift	7:00 a.m. to 4:00 p.m.	10:15 a.m. to 10:30 a.m. 12:00 p.m. to 1:00 p.m.
		Day shift	8:30 a.m. to 5:15 p.m.	12:00 p.m. to 1:00 p.m.
		Day shift A	8:00 a.m. to 5:00 p.m.	11:00 a.m. to 11:15 a.m. 1:00 p.m. to 2:00 p.m.
		Day shift B	10:00 a.m. to 7:00 p.m.	12:00 p.m. to 1:00 p.m. 5:15 p.m. to 5:30 p.m.

Appended Table 10 (Relating to Article 44-2 of these Rules)

Classes of employees	Unit period for assignment	Working pattern		Working hours	Break periods
Employees working in the Department of	4 weeks (Starting from April	Early shift	A1	7:00 a.m. to 3:45 p.m.	10:45 a.m. to 11:45 a.m.

Nursing at University of Fukui Hospital (excluding Director of Nursing, Deputy Director of Nursing assistant nurses, nurses concurrently serving in the Health Administration Center)	1, 2004)		A2	7:30 a.m. to 4:15 p.m.	11:15 a.m. to 12:15 a.m.
			A3	8:00 a.m. to 4:45 p.m.	11:45 a.m. to 12:45 p.m.
		Day shift	B1	8:30 a.m. to 5:15 p.m.	12:00 p.m. to 1:00 p.m.
			B2	8:30 a.m. to 7:30 p.m.	12:00 p.m. to 1:00 p.m. 5:00 p.m. to 5:20 p.m.
		Late shift	C1	9:00 a.m. to 5:45 p.m.	12:45 p.m. to 1:45 p.m.
			C2	9:15 a.m. to 6:00 p.m.	1:00 p.m. to 2:00 p.m.
			C3	9:45 a.m. to 6:30 p.m.	1:30 p.m. to 2:30 p.m.
			C4	10:15 a.m. to 7:00 p.m.	2:00 p.m. to 3:00 p.m.
			C5	10:45 a.m. to 7:30 p.m.	2:30 p.m. to 3:30 p.m.
			C6	11:15 a.m. to 8:00 p.m.	3:00 p.m. to 4:00 p.m.
		C7	11:45 a.m. to 8:30 p.m.	3:30 p.m. to 4:30 p.m.	

			C8	12:15 p.m. to 9:00 p.m.	4:00 p.m. to 5:00 p.m.
			C9	12:45 p.m. to 9:30 p.m.	4:30 p.m. to 5:30 p.m.
		Evening shift	D1	3:15 p.m. to 12:00 a.m.	7:00 p.m. to 8:00 p.m.
		Late-night shift	E1	12:00 a.m. to 8:45 a.m.	4:15 a.m. to 5:15 a.m.
		16-hour shift with variable working hours	F1	8:30 a.m. to 9:00 a.m. on the following day	12:00 p.m. to 1:00 p.m. 5:00 p.m. to 6:00 p.m. 8:00 p.m. to 8:30 p.m. 12:00 a.m. to 6:30 a.m.
			F2	4:30 p.m. to 8:45 a.m. on the following day	8:00 p.m. to 8:45 p.m. 0:30 a.m. to 1:00 a.m. 5:00 a.m. to 5:45 a.m.
		12-hour shift with variable	G1	8:30 a.m. to 9:30 p.m.	0:15 p.m. to 1:00 p.m.

		working hours			5:00 p.m. to 5:30 p.m.
			G2	9:00 p.m. to 10:00 a.m. on the following day	1:00 a.m. to 1:30 a.m. 5:00 a.m. to 6:00 a.m.
			G3	8:30 p.m. to 9:30 a.m. on the following day	1:00 a.m. to 1:30 a.m. 5:00 a.m. to 6:00 a.m.

Appended Table 10-2 (Relating to Article 44-3 of these Rules)

Classes of employees	Unit period for assignment	Working pattern	Working hours	Break periods
Teaching staff working in the kindergarten affiliated with the School of Education	As set forth in the labor-management agreements	A	8:20 a.m. to 5:05 p.m.	1:05 p.m. to 2:05 p.m.
		B	8:20 a.m. to 5:05 p.m.	3:05 p.m. to 4:05 p.m.
		C	8:20 a.m. to 5:05 p.m.	12:05 p.m. to 1:05 p.m.
Teaching staff working in the Compulsory education school	As set forth in the labor-management agreements	A-I	8:10 a.m. to 5:55 p.m.	10:25 a.m. to 10:45 a.m. 1:10 p.m. to 1:30 p.m. 4:00 p.m. to 4:20

				p.m.
		B-I	8:10 a.m. to 4:55 p.m.	10:25 a.m. to 10:45 a.m. 1:10 p.m. to 1:30 p.m. 4:00 p.m. to 4:20 p.m.
		C-I	8:10 a.m. to 0:25 p.m.	
		D-I	8:10 a.m. to 6:55 p.m.	10:25 a.m. to 10:45 a.m. 1:10 p.m. to 1:30 p.m. 4:00 p.m. to 4:20 p.m.
		E-I	8:10 a.m. to 3:25 p.m.	12:00 p.m. to 1:00 p.m.
		F-I	8:10 a.m. to 5:40 p.m.	10:25 a.m. to 10:45 a.m. 1:10 p.m. to 1:30 p.m. 4:00 p.m. to 4:20 p.m.
		G-I	8:10 a.m. to 4:25 p.m.	10:25 a.m. to 10:45 a.m.

				1:10 p.m. to 1:30 p.m. 3:45 p.m. to 4:05 p.m.
		A-II	8:10 a.m. to 5:55 p.m.	1:10 p.m. to 1:30 p.m. 4:10 p.m. to 4:50 p.m.
		B-II	8:10 a.m. to 4:55 p.m.	1:10 p.m. to 1:30 p.m. 4:10 p.m. to 4:50 p.m.
		C-II	8:10 a.m. to 11:55 a.m.	
		D-II	8:10 a.m. to 6:55 p.m.	1:10 p.m. to 1:30 p.m. 4:10 p.m. to 4:50 p.m.
		E-II	8:10 a.m. to 3:40 p.m.	11:55 a.m. to 12:55 p.m.
		F-II	8:10 a.m. to 5:40 p.m.	1:10 p.m. to 1:30 p.m. 4:10 p.m. to 4:50 p.m.

Employees working in the Department of Radiology at University of Fukui Hospital	1 year (Starting from April 1 of each year)	Day shift	8:30 a.m. to 5:15 p.m.	12:00 p.m. to 1:00 p.m.
		8-hour shift with variable working hours	5:15 p.m. to 8:30 a.m. on the following day (Night duty from 12:00 a.m. to 6:00 a.m. on the following day)	8:30 p.m. to 9:30 p.m. 6:00 a.m. to 6:30 a.m.

Appended Table 11 (Relating to Article 56 of these Rules)

Length of service	Number of days
Not more than 1 month	2 days
More than 1 month but not exceeding 2 months	3 days
More than 2 months but not exceeding 3 months	5 days
More than 3 months but not exceeding 4 months	7 days
More than 4 months but not exceeding 5 months	8 days
More than 5 months but not exceeding 6 months	10 days
More than 6 months but not exceeding 7 months	12 days
More than 7 months but not exceeding 8 months	13 days
More than 8 months but not exceeding 9 months	15 days
More than 9 months but not exceeding 10 months	17 days
More than 10 months but not exceeding 11 months	18 days
More than 11 months but less than one year	20 days

Appended Table 12 (Relating to Article 61 of these Rules)

Relative	Number of days
Spouse	7 days
Parent	
Child	
Grandparent	3 days (or 7 days if the employee comes into an inheritance as an heir per stirpes and inherits items used in rituals)
Grandchild	1 day
Sibling	3 days
Uncle or aunt	1 day (or 7 days if the employee comes into an inheritance as an heir per stirpes and inherits items used in rituals)
Spouse of parent, or parent of spouse	3 days (or 7 days in the case of a relative who was dependent on the employee for living expenses)
Spouse of child or child of spouse	1 day (or 5 days in the case of a relative who was dependent on the employee for living expenses)
Spouse of grandparent, or grandparent of spouse	1 day (or 3 days in the case of a relative who was dependent on the employee for living expenses)
Spouse of sibling or sibling of spouse	1 day (or 3 days in the case of a relative who was dependent on the employee for living expenses)
Spouse of uncle or aunt	1 day

Appended Table 13 (Relating to Article 61 of these Rules)

Day of the week on which August 14 falls	Days on which the offices are closed
Sunday	August 12 (Friday), 15 (Monday) and 16 (Tuesday)
Monday	August 14 (Monday), 15 (Tuesday) and 16 (Wednesday)
Tuesday	August 13 (Monday), 14 (Tuesday) and 15 (Wednesday)
Wednesday	August 14 (Wednesday), 15 (Thursday) and 16 (Friday)
Thursday	August 13 (Wednesday), 14 (Thursday) and 15 (Friday)

Friday	August 12 (Wednesday), 13 (Thursday) and 14 (Friday)
Saturdays;	August 12 (Thursday), 13 (Friday) and 16 (Monday)