

National University Corporation University of Fukui Work Rules for Specially Appointed Employees

November 21, 2007
University of Fukui Rule No. 18

Chapter 1 General Provisions

(Purpose)

Article 1. The purpose of these Rules is to provide for the employment of employees on fixed-term contracts who engage in duties with special purposes (hereinafter referred to as “specially appointed employees”) among those employees working 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 “specially appointed employees” as used in these Rules shall mean employees who correspond to any of the following.

- (1) Distinguished professor, specially appointed professor, specially appointed teaching staff, or specially appointed staff who work 38 hours and 45 minutes per week
- (2) Specially appointed professor, specially appointed teaching staff, or specially appointed staff who work less than 38 hours and 45 minutes per week
2. Regarding the job titles of specially appointed teaching staff and specially appointed staff, the provisions of paragraph 2 of Article 3 of the Regulations on Personnel Affairs of the University of Fukui, a National University Corporation (University of Fukui Regulation No. 5 of 2004) shall apply with the necessary modifications.
3. Notwithstanding the provision of the preceding paragraph, other titles appropriate for their duties may be used where there are special circumstances that make it difficult to use these titles.

(Compliance)

Article 3. The University and its specially appointed employees shall, in their respective capacities, comply faithfully with these Rules and endeavor to put them into practice.

Chapter 2: Personnel Affairs

(Hiring)

Article 4. Specially appointed employees shall be hired through a screening process

(Clear Indication of the Working Conditions)

Article 5. When hiring a specially appointed employee, the President shall issue to the person being

hired a document setting forth the following matters:

- (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
 - (4) Matters concerning salaries
 - (5) Matters concerning retirement (including grounds for dismissal)
 - (6) Other necessary matters
2. The matters prescribed in the preceding paragraph (limited to items 2, 3, and 6) may be revised taking into account the amount of work duties, the employee's capability, etc. when renewing the period of employment set forth in Article 7.

(Probationary Period)

Article 6. A person hired as a specially appointed employee shall serve a three-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. A specially appointed employee who is deemed by the President to be unfit to continue working at the University during probation or to be unqualified to continue working formally as a specially appointed employee at the University after probation due to poor work performance, a mental or physical infirmity, or on any other grounds may be dismissed under the provisions of Article 10.
3. Probationary periods shall be included in the calculation of years of continuous employment.

(Employment Period)

Article 7. The period of employment for a specially appointed employee shall not exceed one fiscal year.

2. The total period of all employment contracts concluded with the University (hereinafter referred to as "total contract period") shall be within five years; provided, however, that this shall not apply when the employee falls under any of the following and the President deems it necessary to employ the person beyond the five-year total contract period.
 - (1) When engaging in work duties related to a project which requires more than five years
 - (2) When continuously engaging as a result of the extension of a donated course or donated research division (including joint research courses and joint research divisions)
 - (3) When, in the case of any of the following job positions which require a license or qualification, it is difficult to secure human resources for such positions:
 - i. Counselor, coordinator, or clinical psychologist engaging in counseling work who is

qualified as a clinical psychologist, clinical developmental psychologist, or licensed psychologist

- ii. Person who is qualified as a physician and engages in medical practice
- iii. Medical care staff
- iv. Chief instructor at the Business Support Office who is qualified as a teacher and has experience in giving instruction at a special needs education school, etc.

(4) Among persons who work at the University of Fukui Hospital, the following job position for which it is difficult to secure human resources and securing employment will affect the revenue of the hospital (billing for medical service fees)

Nursery teacher

(5) Otherwise when a division head particularly makes a request and the President approves

3. In the case of any of the following, the employment contract shall not be renewed.

(1) When the maximum number of renewals are set at the time when the contract is initially concluded, and the contract has already been renewed for the maximum number of times

(2) When it was agreed at the last renewal that the contract will not be renewed

(3) When a disciplinary action is received during the current employment period

(4) When, because of deterioration of the financial situation of the University, it is difficult to renew the contract

(5) When the person is not fully capable of carrying out the work duties

(6) When the person engages in an act which violates a work order, or the person's work performance is poor, such as being absent from work without notice or

(7) When, as a result of the recent medical examination, there is a problem in relation to carrying out the work duties

(8) When the employee's duties have been completed or discontinued

(9) When the project, etc. related to the duties has been discontinued or reduced, or provision of external funds has ceased

(10) When there are objective and reasonable grounds equivalent to the above items

4. In the case where there is at least six months between the expiration date of an employment period and the first day of the next employment period, the period of the expired employment agreement shall not be added to the total employment period in the preceding paragraph.

(Upper Age Limit for Employment)

Article 8. No specially appointed employee shall be employed beyond the first March 31 after reaching 65 years of age.

2. Notwithstanding the provisions of the preceding paragraph, decisions made by the President shall prevail in special cases.

(Employees Converted to a Non-Fixed Term Employment Contract)

Article 8-2. Regarding employees who converted to an employment contract without a fixed term (hereinafter referred to as “non-fixed term employment”) pursuant to the provisions of Article 18 of the Labor Contracts Act (hereinafter referred to as “converted non-fixed term employee”), the Work Rules applicable immediately before conversion to non-fixed term employment shall apply; provided, however, that for the purpose of these Work Rules, provisions for fixed-term employment shall not apply. The matters set forth in paragraph 1 of Article 5 (limited to items 2, 3, and 6) that are revised when renewing the employment period shall be subject to regular revisions even after converting to non-fixed term employment.

2. Regarding converted non-fixed term employees, the job title of distinguished professor prescribed in the Regulations on Distinguished Professors of the University of Fukui, a National University Corporation shall be distinguished professor (non-fixed term); the job title of specially appointed professor prescribed in the Regulations on Specially Appointed Professors of the University of Fukui, a National University Corporation shall be specially appointed professor (non-fixed term) regarding the job titles of Article 3 of specially appointed teaching staff in Article 3 of the Regulations on Specially Appointed Teaching Staff of the University of Fukui, a National University Corporation and the job titles in paragraph 3 of Article 2 of the Regulations on Specially Appointed Staff of the University of Fukui, a National University Corporation, “(non-fixed term)” shall be added to the respective job titles.

(Request, etc. for Conversion to Non-Fixed Term Employment)

Article 8-3. A person who intends to request a conversion to non-fixed term employment must strive to submit to the President the request form for conversion to non-fixed term employment at least 30 days prior to the expiration of the contract period.

2. When the request in the preceding paragraph is made, the President shall notify the requestor by issuing a notice of receipt of a request for conversion to non-fixed term employment.
3. In the case when the person intends to withdraw the request in paragraph 1, the person must strive to submit to the President a withdrawal of the request for conversion to non-fixed term employment at least ten days prior to the scheduled expiration of the contract period.

(Mandatory Retirement of Employees Converted to Non-Fixed Term Employment Contract)

Article 8-4. The mandatory retirement age for converted non-fixed term employees shall be 65 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 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 the date on which the person reached the mandatory

retirement age, and the person shall retire on the first 31st of March thereafter.

(Termination of Employment)

Article 9. Specially appointed employees shall retire in any of the following cases:

- (1) When the employment period has expired
- (2) When the employee requests to retire for personal reasons and such request is approved by the President
- (3) When the employee has died
2. If an employment contract with a specially appointed employee will not be renewed after the contract period expires, the President shall notify the specially appointed employee to that effect at least 30 days before the date of expiration of the employment period.

If such employee requests that a certificate stating the reason for non-renewal be issued, the President shall issue such certificate without delay.

3. A specially appointed employee who intends to retire for personal reasons during the employment period 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 person is unable to submit a notice of retirement 30 days in advance due to unavoidable circumstances, such notice shall be submitted at least 14 days in advance.
4. Even if the person has submitted a notice of retirement, a specially appointed employee shall continue to engage in regular duties until the person resigns.

(Dismissal)

Article 10. The President shall dismiss a specially appointed 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 assigned duties due to mental or physical infirmity
- (4) When the employee otherwise lacks the aptitude necessary to perform the duties
- (5) When the employee is sentenced to imprisonment without work or a more severe punishment
2. The President may dismiss a specially appointed employee if any of the cases in the following items applies:
 - (1) When reducing the number of specially appointed employees is necessary due to the downsizing of operations
 - (2) When it is impossible to continue the operations of the University due to natural disaster or for other compelling reasons
3. Dismissal in 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) Discussions have been held in good faith with the employee
4. In addition to the cases set forth in paragraphs 1 and 2, if any of the cases in items 8 to 10 of paragraph 3 of Article 7 applies after a specially appointed employee becomes a converted non-fixed term employee pursuant to the provisions of Article 8-2, the President may dismiss the converted non-fixed term employee.

(Restrictions on Dismissal)

Article 11. Notwithstanding the provisions of the preceding article, employees shall not be dismissed during either of the following periods: 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 three 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 authorization of the Chief of the competent Labor Standards Inspection Office is obtained pursuant to the provision of Article 19-2 of the Labor Standards Act.

- (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; or
- (2) Unpaid leave for female specially appointed employees before and after childbirth under the provisions of items 1 and 2 of paragraph 2 of Article 30 and a period of 30 days thereafter.

(Notice of Dismissal)

Article 12. When dismissing a specially appointed employee pursuant to the provisions of Article 10, the employee shall be given at least 30 days' advance notice or paid an allowance for immediate dismissal in an amount equivalent to the average wage for a period of not less than 30 days; provided, however, that this shall not apply in the case where authorization for exclusion of dismissal notice is obtained from the Chief of the competent Labor Standards Inspection Office.

(Written Notice of Personnel Change)

Article 13. When any of the following cases applies to a specially appointed employee, the President shall issue a written notice of a personnel change (hereinafter referred to as the "written notice"). In any such case, while the written notice shall become effective immediately, the specially appointed employee shall not be treated in a manner disadvantageous to him or her until the person fully accepts such personnel change:

- (1) When the specially appointed employee is hired, or has his/her employment period renewed
- (2) When the specially appointed employee's retirement for personal reasons is approved
- (3) When the specially appointed employee retires (except in cases of dismissal and retirement for personal reasons)

2. Notwithstanding the provisions of the preceding paragraph, a notice of personnel change may not be issued where the details of the personnel change are clearly indicated in the Notice of Employment.
3. When a specially appointed employee is dismissed, the President shall do so by issuing a written notice. In such case, the written notice shall become effective at the time of issuance.

Chapter 3: Salaries

(Breakdown of Salary)

Article 14. Salary paid to specially appointed employees shall consist of a basic salary, overtime allowance, holiday pay, night shift allowance, night or day duty allowance, special duty allowance (limited to standby allowance, emergency call allowance, overtime surgery allowance, and allowance for working at a clinic), housing allowance, and commuting allowance.

(Basic Salary)

Article 15. Basic salary paid to specially appointed employees shall be an annual salary, and the amount shall be determined by the President individually.

2. The monthly amount of the basic salary paid to specially appointed employees shall be one-twelfth of the annual salary amount.

(Overtime allowance)

Article 16. In the case where an employee is ordered to work outside the normal working hours or on a day off pursuant to the provisions of Article 27, an overtime allowance shall be paid in accordance with the provisions of Article 19 of 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").

2. Notwithstanding the provision of the preceding paragraph, the allowance rate for the following overtime work paid to a specially appointed employee set forth in item 2 of Article 2 shall be equal to the hourly salary rate:
 - (1) Work on days when the number of daily working hours allocated, including regular working hours, does not exceed 7 hours and 45 minutes
 - (2) When 1 day off per week or 4 days off every 4 weeks (statutory days off) are secured, work on days off in weeks when the number of weekly working hours does not exceed 38 hours and 45 minutes

(Holiday Pay)

Article 17. In the case where a specially appointed employee set forth in item 1 of Article 2 is ordered to work on a day off pursuant to the provisions of Article 27, holiday pay shall be paid pursuant to the provisions of Article 20 of the Salary Regulations.

(Night or Day Duty Allowance)

Article 17-2. A night or day duty allowance shall be paid pursuant to the provisions of Article 23 of the Salary Regulations.

(Standby Allowance)

Article 17-3. A standby allowance shall be paid pursuant to the provisions of Article 18 of the Salary Regulations and Article 8 of the Detailed Regulations on Special Work Duty Allowance of the University of Fukui, a National University Corporation (University of Fukui Detailed Regulation No. 12 of 2004, hereinafter referred to as the “Detailed Regulations on Special Duty Allowance”).

(Housing Allowance)

Article 17-4. A housing allowance shall be paid to a specially appointed employee set forth in item 1 of Article 2 pursuant to the provisions of Article 15 of the Salary Regulations.

(Overtime Surgery Allowance)

Article 17-5. An overtime surgery allowance shall be paid pursuant to the provisions of Article 18 of the Salary Regulations and Article 9-2 of the Detailed Regulations on Special Duty Allowance.

(Commuting Allowance)

Article 18. A commuting allowance shall be paid pursuant to the provisions of Article 16 of the Salary Regulations.

2. Notwithstanding the provision of the preceding paragraph, when it is deemed appropriate taking into consideration the working style, travel expenses (hereinafter referred to as “travel expenses”) shall be paid to the specially appointed employee pursuant to the provisions of the Regulations on Travel Expenses of the University of Fukui, a National University Corporation (University of Fukui Regulation No. 27 of 2004) in lieu of a commuting allowance.

(Salary Payment)

Article 19. The salary of a specially appointed employee shall be paid directly in full and in cash to the specially appointed employee; provided, however, that if there is any amount to be deducted from the salary of a specially appointed employee under laws and regulations, the salary shall be paid to the specially appointed employee after deducting such amount.

2. If a specially appointed employee asks for all or part of his/her salary to be paid by bank transfer to his/her deposit or savings account, payment may be made by such means.
3. Basic salary and commuting allowance for the month shall be paid in full on the 17th of the month, and overtime allowance and holiday pay for the month shall be paid on the 17th of the following month; provided, however, that if the payment date (the 17th of each month shall hereinafter be referred to as the “payment date” in this paragraph) falls on a Sunday, payment shall be made two days before the payment date; if the payment date falls on a holiday Monday, payment shall be made on the day following the payment date if the payment date falls on a Saturday, payment shall be made on the day preceding the payment date.

4. In addition to the matters set forth from paragraph 1 through the preceding paragraph, regarding the matters necessary for salary payment, the provisions of Article 2 of the Salary Regulations shall apply with the necessary modifications.

(Salary Reduction)

Article 20. If a specially appointed employee does not work for part of the designated working hours (unless time not worked is treated as paid leave), unless such has been approved, for the working hours such personnel do not work, the basic salary paid to the specially appointed employee shall be reduced by the amount obtained by multiplying the number of hours not worked by the hourly salary.

2. The number of hours subject to reduction pursuant to the provision of the preceding paragraph shall be the total number of hours of absence in the payment period. Regarding any fractions of less than an hour in the total number of hours, 30 minutes or more shall be rounded up, and less than 30 minutes shall be rounded down.

(Pro-rata Calculation)

Article 21. Salary shall be paid to a newly employed specially appointed employee from that day.

2. In the case the specially appointed employee retires or is dismissed, salary shall be paid to the specially appointed employee until that day.
3. In the case the specially appointed employee retires due to death, salary shall be paid through that month.
4. In the case where salary is paid in accordance with the provisions of paragraph 1 or paragraph 2, when salary is not paid from the first day of the month or until the end of the month, the salary amount shall be calculated on a pro rata basis based on the actual number of days in the current month after deducting the number of days off.

(Calculation of Hourly Salary)

Article 22. The amount of hourly salary set forth in Article 16 and Article 20 shall be the amount of basic salary divided by the average number of designated working hours per month in the fiscal year.

(Calculation of Fractions)

Article 23. When calculating the amount of hourly salary set forth in the preceding article, fractions of less than 50 sen shall be rounded off, and fractions of 50 sen or more shall be rounded up to 1 yen.

(Handling of Fractions)

Article 24. In the case of a fraction less than 1 yen in the amount determined based on the calculation in accordance with the provisions of these Rules, such fraction shall be rounded off.

Chapter 4 Working Hours, Days Off and Leave of Absence, Etc.

(Working Hours)

Article 25. The number of working hours for specially appointed employees set forth in item 2 of

Article 2 shall be set within the scope without exceeding 7 hours and 45 minutes per day and 38 hours and 45 minutes per week.

2. The number of working hours for specially appointed employees set forth in item 1 of Article 2 shall not exceed 7 hours and 45 minutes per day and 38 hours and 45 minutes per week, and the starting and finishing times and the break period shall be as follows.

(1) Starting time: 8:30 a.m.

(2) Finishing time: 5:15 p.m.

(3) Break period: From 12:00 p.m. to 1:00 p.m.

3. Notwithstanding the provisions of the paragraph 1 and paragraph 2, when deemed necessary for operational reasons, the starting and finishing times and the break period may be varied within the number of working hours per day.

(Days off)

Article 26. Days off for specially appointed employees shall be as follows: When it is difficult to specify days off for specially appointed employees set forth in item 2 of paragraph 1 of Article 2 in accordance with the provisions of the preceding paragraph, such days off shall be provided for separately.

(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 cases where the President needs to issue an order to work on the days off prescribed in the preceding paragraph for operational reasons, the provisions of Article 52 and Article 53 of the National University Corporation University of Fukui Employee Work Rules (University of Fukui Rule No. 7 of 2004; hereinafter referred to as the "Employee Work Rules") shall apply.

3. The procedure for substitution of days off and substitute days off shall be subject to the provisions of Article 54 of the Employee Work Rules.

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

Article 27. Notwithstanding the provisions of Article 25, the President may, when necessary, extend the working hours of specially appointed employees or have them work on days off pursuant to the provisions of the labor-management agreements.

2. If the number of hours specially appointed employees are ordered to work under the provisions of the preceding paragraph exceeds eight hours during the working hours stipulated in Article 25, a break period of 1 hour (including break periods given during the prescribed working hours) shall be provided during working hours.

3. Work in excess of the statutory working hours performed by a specially appointed employee who takes care of a child under elementary school age (including persons considered to be 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, items 8 and 9 of paragraph 1 and item 3 of paragraph 2 of Article 30 and Article 31) or other family members, and requests for a reduction of overtime work hours shall be provided for separately.

4. If so requested by a specially appointed employee who takes care of a child under elementary school age or other family members, the President shall not have him or her engage in work late at night (from 10:00 p.m. to 5:00 a.m.) (hereinafter referred to as “late-night work”) unless normal operations are impeded as provided for separately.
5. If so requested by a specially appointed employee who takes care of a child under elementary school age or other family members, the President shall have him or her work early or late shift unless normal operations are impeded as provided for separately.
6. If so requested by a specially appointed employee who is pregnant or has given birth during the previous year, the President shall not order her to work overtime or on a day off as prescribed in paragraph 1.
7. If so requested by a specially appointed employee who takes care of a child less than three years of age or other family members, the President shall not order him or her to work overtime or on a day off as prescribed in paragraph 1 unless normal operations are impeded as provided for separately.

(Special Provisions on Working Hours)

Article 28. Notwithstanding the provisions of Article 25, of the specially appointed employees set forth in item 1 of Article 2, for employees where it is deemed necessary in light of the nature of their work, the President may adopt a variable working hour system or a discretionary labor system for professional work

(Variable Working Hours System on a Monthly Basis)

Article 28-2. With respect to specially appointed employees who are required to work in a non-standard working pattern due to operational necessity, the 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 governed by the provisions of paragraph 2 of Article 44-2 of the Employee Work Rules.
3. Daily and weekly work schedules for specially appointed employees falling under paragraph 1 shall be prepared for each period of one month or less and notified to individual employees at least seven days prior to the commencement of such period.

(Annual Paid Leave)

Article 28-3. The President shall grant annual paid leave to specially appointed employees set forth in item 1 of Article 2 in accordance with the provisions of Article 56 of the Employee Work Rules.

2. In addition to the provision of the preceding paragraph, the President shall specify the period when granting annual paid leave in accordance with the provisions of Article 56-2 of the Employee Work Rules.
3. Regarding the requests and units of annual paid leave in the preceding paragraph, provisions of Article 57 and Article 58 of the Employee Work Rules shall apply with the necessary modifications.

Article 29. The President shall grant annual paid leave to specially appointed employees set forth in Item 2 of Article 2 according to the categories listed below:

- (1) When a specially appointed employee for whom the number of designated working days per week is five days or more, a specially appointed employee for whom the number of designated working days per week is four days or less and the number of prescribed working hours per week is 30 hours or more, or a specially appointed employee for whom the number of prescribed working days is determined in units of time other than weeks and the number of prescribed working days per year is 217 days or more, continues to work for six months from the date of employment and reports for work on 80% or more of the total number of working days, ten days of leave shall be granted for the following year.
- (2) When the specially appointed employee described in item (1) continues to work for at least one year and six months from the date of employment, and reports for work on 80% or more of the total number of working days for each year from the day after six months of continuous service has been accrued (hereinafter referred to as the “day after six months’ continuous service has been accrued”), leave of ten days plus the number of days listed in the right-hand column of the following table corresponding to the number of years of continuous service from the day after six months’ continuous service has been accrued as listed in the left-hand column of the same table (or 20 days if such number of days exceeds 20) shall be granted for the following year.

Number of years of continuous service from the day after six months’ continuous service has been accrued	Number of days
1 year	1 day
2 years	2 days
3 years	4 days
4 years	6 days
5 years	8 days
More than 6 years	10 days

(3) When a specially appointed employee for whom the number of designated working days per week is four days or less (excluding a specially appointed employee for whom the number of designated working hours per week is 30 hours or more), or a specially appointed employee for whom the number of designated working days is determined in units of time other than weeks and the number of working days per year is 48 days or more and 216 days or less, continues to work for six months from the date of employment and reports for work on 80% or more of the total number of working days, or continues to work for at least one year and six months from the date of employment and reports for work on 80% or more of the total number of working days for each year from the day after six months' continuous service has been accrued, leave shall be granted for the number of days set forth in accordance with the categories of length of continuous service from the date of employment listed in the second to fifth columns of the following table for the following year: specifically, according to the categories consisting of the number of working days per week listed in the upper rows of the table in the case of a specially appointed employee for whom the number of designated working days per week is four days or less, or according to the categories consisting of the number of working days per year listed in the middle rows of the table in the case of an employee for whom the number of designated working days is determined in units of time other than weeks.

Number of working days per week	4 days	3 days	2 days	1 day
Number of working days per year	From 169 to 216 days	From 121 to 168 days	From 73 to 120 days	From 48 to 72 days
6 months	7 days	5 days	3 days	1 day
1 year and 6 months	8 days	6 days	4 days	2 days
2 years and 6 months	9 days	6 days	4 days	2 days
3 years and 6 months	10 days	8 days	5 days	2 days
4 years and 6 months	12 days	9 days	6 days	3 days
5 years and 6 months	13 days	10 days	6 days	3 days

6 years and 6 months or more	15 days	11 days	7 days	3 days
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2. The term continuous service as used in the preceding paragraph shall mean service, in principle, in the same department, in a form of employment deemed to be uninterrupted under socially accepted conventions, and the total number of working days shall mean all the days on which a specially appointed employee is required to work. When calculating the number of days worked, periods of annual paid leave, paid leave other than annual paid leave and unpaid leave shall be included as days worked.
3. The President shall specify in advance a five-day period of annual paid leave out of the annual paid leave (only for employees to whom at least ten days of annual paid leave are granted under the provisions of the paragraph 1) within one year from granting the annual leave after hearing employees' preferences 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 paragraph 1, the number of days of annual paid leave already taken shall be subtracted from the five days.
4. Any person who intends to take annual paid leave shall submit a request for leave of absence notifying the President of the period of such leave. In any such case, the President shall approve such request unless it is found to impede normal operations.
5. Annual paid leave (excluding leave carried over under the provisions of this paragraph) may be carried over to the following year, up to a maximum of 20 days.
6. If a specially appointed employee who has annual paid leave carried over under the provisions of the preceding paragraph submits a request for annual paid leave, such request shall be processed assuming that the carried over portion of annual paid leave is used first.
7. Annual paid leave shall be granted in units of days or half days (either the first half or the second half of the designated daily working hours shall be deemed to be equal to a half day); provided, however, that under the provisions of the labor-management agreements, annual paid leave may be granted in units of hours, up to a maximum of five days of annual paid leave for each fiscal year, and when converting days into hours, the working hours per day shall be deemed to be equal to one day, and when converting half days into hours, one half of the number of working hours per day shall be deemed to be equal to a half day (in either case, any fraction of less than 1 hour shall be rounded up).
8. Requests for annual paid leave shall be subject to the provisions of Article 57 of the Employee Work Rules.

(Leave of Absence Other than Annual Paid Leave)

Article 30. In the following cases, the President shall grant paid leave to a specially appointed

employee for the period specified in each case:

- (1) When a specially appointed employee's absence from work to exercise voting rights or other civil rights is deemed unavoidable: Period deemed necessary
- (2) When a specially appointed employee's absence from work to appear as a lay judge, witness, expert witness, or unsworn witness before the Diet, a court of law, a local assembly, or another public agency is deemed unavoidable: Period deemed necessary
- (3) When a specially appointed employee's absence from work to avoid physical danger from an earthquake, flood, fire, or another disaster occurring on his/her way from work is deemed unavoidable: Period deemed necessary
- (4) When it is deemed extremely difficult for a specially appointed employee to come to work due to an earthquake, flood, fire, other disaster, or a transportation accident, etc.: Period deemed necessary
- (5) When it is deemed appropriate that in the event of the death of a relative of a specially appointed employee (limited to the relatives listed in the "Relative" column of Appended Table 12 of the Employee Work Rules), the specially appointed employee be absent from work to attend events connected to the relative's death at which attendance is considered necessary, such as a funeral and mourning: Period of up to the number of consecutive days listed in the "Number of days" column of the same Appended Table corresponding to the relative concerned (or up to the number of consecutive days plus the number of days necessary for a round trip in the case of attending a distant funeral)
- (6) When it is deemed appropriate that in the event a specially appointed employee will get married and will be absent from work for the wedding ceremony, travel, and other events considered necessary for the marriage: Period of no more than five consecutive days during the period from 5 days before the wedding day to 1 month after the wedding day
- (7) When it is deemed appropriate that a specially appointed employee be absent from work because his wife (including a person in a de facto marriage or similar relationship with the specially appointed employee; the same shall apply in the next item) will give birth: Period of up to two days
- (8) When it is deemed appropriate that, in the case of a specially appointed employee's wife giving birth, the specially appointed employee be absent from work to look after the newborn baby or a child (including his wife's child from a previous relationship) who has not yet started elementary school during the period between 6 weeks (or 14 weeks in the case of a multiple pregnancy) before the expected date of birth and 8 weeks after the birth: Period of up to five days
- (9) When it is deemed appropriate that a specially appointed employee looking after a child (including his/her spouse's child from a previous relationship) who has not yet started elementary school be absent from work to care for the child (meaning taking care of an injured

or sick child or having the child receive a vaccination or medical checkup to prevent disease): Period of up to five days per fiscal year in the case of one child under elementary school age (up to ten days in the case of two or more children of such age)

(10)When it is deemed appropriate that a specially appointed employee who is continuously employed from July 1 to September 30 of a fiscal year and whose period of employment including the period from July 1 to September 30 of that fiscal year is six months or more be absent from work to maintain and develop his/her mental and physical health or improve the quality of his/her family life: Period not exceeding the following periods, in principle, excluding days off, during the period from July to September of a fiscal year:

- i. When the working hours per week are at least 30 hours 3 consecutive days
- ii. When working hours per week are at least 20 hours and less than 30 hours 2 consecutive days

(11)The following days on which all of the University’s operations are suspended simultaneously to encourage employees to refresh their body and mind, and promote additional energy saving

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)

(12)When it is deemed appropriate that a specially appointed employee is absent from work to care for his/her family member who needs nursing care continuously due to an injury, illness, or physical or mental disability for two weeks or more (meaning the family members prescribed in paragraph 2 of Article 2 of the Regulations on Family Care Leave of the University of Fukui, a National University Corporation (University of Fukui Regulation No. 12 of 2004)): Period of up to 5 days per fiscal year in the case of one family member in need of nursing care, or of up to ten days in the case of two or more family members in need of nursing care

2. In the following cases, the President shall grant a specially appointed employee unpaid leave for the period specified for each case:

(1) When a female specially appointed employee expected to give birth within 6 weeks (or 14 weeks in the case of a multiple pregnancy) makes a request: Requested period of time until the

date of birth

- (2) When a female specially appointed employee gives birth: Period of 8 weeks from the day following the date of delivery (excluding the period in which the female specially appointed employee, following 6 weeks after giving birth and upon her request, engages in work a physician deems to have no adverse effect on her)
 - (3) When a specially appointed 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 in the case of a male specially appointed employee, if the child's parent other than the specially appointed employee has been approved to take leave under this item on the day the specially appointed 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 period of leave granted to or requested by the other parent from 30 minutes on each occasion twice a day)
 - (4) When a female specially appointed employee's absence from work due to severe difficulty in working during menstrual periods is deemed unavoidable: Period deemed necessary;
 - (5) When a specially appointed employee's absence from work is deemed unavoidable in order to receive medical treatment for an injury or illness suffered or contracted in the course of his/her duties: Period deemed necessary;
 - (6) When a specially appointed employee set forth in item 1 of Article 2's absence from work is deemed unavoidable in order to receive medical treatment for an injury or illness (excluding the case set forth in the two preceding items): Period not exceeding ten days per year (from April 1 of a year to March 31 of the following year)
 - (7) When a specially appointed employee's absence from work is deemed unavoidable due to examinations or hospitalization, etc., necessary to apply for registration as a bone marrow donor for a bone marrow transplant with a registry organization, or to donate bone marrow for a bone marrow transplant to a person other than his/her spouse, parent, child, or sibling: Period deemed necessary;
3. Any leave of absence set forth in the two preceding paragraphs shall be handled in units of days, hours, or minutes as necessary; provided, however, that leave of absence set forth in items 1 and 2 of the preceding paragraph shall be handled in units of days.
 4. Requests for leave of absence other than annual paid leave shall be governed by the provisions of Article 62 of the Employee Work Rules.
 5. With respect to application of the provisions of item 10 of paragraph 1 to specially appointed employees who are affiliated with Administration Department or University of Fukui Hospital and to specially appointed employees who belong to the Faculty of Medical Sciences and

engage in medical practice at University of Fukui Hospital, the term “period from July to September of a fiscal year” shall be deemed to be replaced by “period from June to March of a fiscal year,” and “three consecutive days” and “two consecutive days” may be divided into separate calendar days.

6. Specially appointed employees required to work for operational reasons during the period of suspension of all operations stipulated in item 11 of paragraph 1 shall be allowed to take compensatory leave on consecutive days or on separate calendar days between June and March in a fiscal year.

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

Article 31. Among specially appointed employees, those who need to look after a child less than one year of age may apply for childcare leave by submitting a request to the President.

2. Specially appointed employees who fall under any of the following may apply for partial childcare leave by submitting a request to the President.

- (1) An employee set forth in item 1 of paragraph 1 of Article 2 who needs to rear a child until the time when the child finishes his/her third grade at elementary school

- (2) An employee set forth in item 2 of paragraph 1 of Article 2 who needs to rear a child younger than three years of age and whose designated working hours per day exceed 6 hours

3. Specially appointed employees who fall under any of the following may apply for reduced working hours for childcare by submitting a request to the President.

- (1) An employee set forth in item 1 of paragraph 1 of Article 2 who needs to rear a child until the time when the child finishes his/her third grade at elementary school

- (2) An employee set forth in item 2 of paragraph 1 of Article 2 who needs to rear a child younger than three years of age and whose designated working hours per day exceed 6 hours

4. 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). In that case, “contract employee” shall be deemed to be replaced by “specially appointed employee set forth in item 1 of paragraph 1 of Article 2” and “part-time employee” shall be deemed to be replaced by “specially appointed employee set forth in item 2 of paragraph 1 of Article 2.”

(Family Care Leave or Partial Family Care Leave)

Article 32. A specially appointed 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. The necessary matters concerning employees eligible for family care leave or partial family care leave, as well as the periods, procedures, etc., shall be governed by the Regulations on

Family Care Leave, etc. of the University of Fukui, a National University Corporation (University of Fukui Regulation No. 12 of 2004) prescribed separately. In that case, “contract employee” shall be deemed to be replaced by “specially appointed employee set forth in item 1 of paragraph 1 of Article 2” and “part-time employee” shall be deemed to be replaced by “specially appointed employee set forth in item 2 of paragraph 1 of Article 2.”

Chapter 5: Welfare Benefits

(Social Insurance, Etc.)

Article 33. When a specially appointed employee falls under the category of insured persons pursuant to the standards set forth in the Health Insurance Act (Act No. 70 of 1922), the Employees' Pension Insurance Act (Act No. 115 of 1954), the Employment Insurance Act (Act No. 116 of 1974), and the Industrial Accident Compensation Insurance Act (Act No. 50 of 1947), the President shall undertake the required procedures immediately.

Chapter 6: Miscellaneous Provisions

(Application of Employee Work Rules)

Article 34. Among the provisions of the Employee Work Rules, those of Article 29 (Certificates of Retirement and Certificates of Grounds for Dismissal), Article 34 (Obligation of Devotion to Duty), Article 35 (Periods Exempted from the Obligation of Devotion to Duty), Article 36 (Work Discipline), Article 37 (Matters to Be Observed), Article 38 (Ethics for Employees), Article 39 (Measures against Harassment), Article 40 (Concurrent Employment and Engagement in Other Undertakings, etc.), Article 41 (Intellectual Property Rights), Article 45 (Work outside the Workplace), Article 49 (Night or Day Duty), Article 50 (Attendance Book), Article 68 (Grounds for Disciplinary Action), Article 69 (Types of Disciplinary Actions, Etc.), Article 70 Reprimands, Etc.), Article 71 (Compensation for Damage), Article 72 (Safety and Health Management), Article 73 (Obligation of Cooperation), Article 74 (Safety and Health Education), Article 75 (Emergency Measures), Article 76 (Matters to Be Observed regarding Safety and Health), Article 77 (Medical Examinations), Article 78 (Prohibition of Work), Article 79 (Compensation for Work-related Accidents), Article 80 (Commuting Accidents), Article 81(Standards for Use of Accommodation), Article 81-2 (Childcare Facilities), Article 82 (Handling of Complaints), and Article 83 (Use of Facilities) shall apply with the necessary modifications to specially appointed employees.

Supplementary Provisions

(Enforcement Date)

Article 1. These Rules shall come into force on November 21, 2007.

(Payment of Reduced Salary)

Article 2. From June 1, 2012, to March 31, 2014, regarding the salary paid to specially appointed employees set forth in item 1 of Article 2, the provisions of Article 9 of the Supplementary Provisions of Salary Regulations of the University of Fukui, a National University Corporation shall apply with the necessary modifications.

Supplementary Provisions (University of Fukui Rule No. 6, March 19, 2008)

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

Supplementary Provisions (University of Fukui Rule No. 8, May 20, 2008)

These Rules shall come into force on May 20, 2008.

Supplementary Provisions (University of Fukui Rule No. 7, March 17, 2009)

These Rules shall come into force on April 1, 2009, and the provisions of item 2 of paragraph 1 of Article 30 of the National University Corporation University of Fukui Work Rules for Specially Appointed Employees after the revision shall apply from May 21, 2009.

Supplementary Provisions (University of Fukui Rule No. 5, February 16, 2010)

These Rules shall come into force on February 16, 2010, and the provisions of Article 34 of the revised National University Corporation University of Fukui Work Rules for Specially Appointed Employees shall apply from April 1, 2009.

Supplementary Provisions (University of Fukui Rule No. 9, March 16, 2010)

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

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

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

Supplementary Provisions (University of Fukui Rule No. 18, November 17, 2010)

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

Supplementary Provisions (University of Fukui Rule No. 20, December 1, 2010)

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

Supplementary Provisions (University of Fukui Rule No. 3, March 16, 2011)

These Rules shall come into force on March 16, 2011.

Supplementary Provisions (University of Fukui Rule No. 3, March 21, 2012)

1. These Rules shall come into force on April 1, 2012.
2. Notwithstanding the provision of the preceding paragraph, the provision of Article 17-4 of the revised National University Corporation University of Fukui Work Rules for Specially Appointed Employees shall apply from February 1, 2012 only when the Departments, etc. the employee works at relocates. In that case, when a notification is made pursuant to the provision of Article 6 of the Detailed Regulations on Housing Allowance of the University of Fukui, a National University Corporation (University of Fukui Detailed Regulation No. 6 of 2004), only when the notification is made within 15 days from the enforcement date of these rules, the provision of the proviso to Article 9 shall not apply.

Supplementary Provisions (University of Fukui Rule No. 4, May 29, 2012)

1. These Rules shall come into force on June 1, 2012.
2. Notwithstanding the provision of the preceding paragraph, the provisions of Article 17-2 and Article 17-3 of the revised National University Corporation University of Fukui Work Rules for Specially Appointed Employees shall apply from May 1, 2012.

Supplementary Provisions (University of Fukui Rule No. 11, March 14, 2013)

1. These Rules shall come into force on April 1, 2013.
2. The employment contract period prior to March 31, 2013 shall not be included in the total contract period.
3. The term “six months” in paragraph 4 of Article 7 shall be deemed to be replaced by the period set forth in the Labor Contracts Act in the case where the contract period of the fixed-term labor contract immediately following the expired contract is 10 months or less.
4. Notwithstanding the provision of paragraph 1, the number of days of annual paid leave on the enforcement date for specially appointed employees set forth in item 1 Article 2 who continue to serve from the day before the enforcement date of these rules shall be the number of days of annual paid leave granted in accordance with the provisions of item 3 of paragraph 1 of Article 56 of Employee Work Rules applicable with necessary modifications pursuant to the provision of paragraph 1 of Article 28-2 of the revised National University Corporation University of Fukui Work Rules for Specially Appointed Employees. In that case, the phrase “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 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.”)” in item 3 of paragraph 1 of Article 56 of the Employee Work Rules shall be deemed to be replaced by “specially appointed employees set forth in item 1 of Article 2.”

Supplementary Provisions (University of Fukui Rule No. 5, August 11, 2014)

These Rules shall come into force on August 11, 2014 and apply from August 1, 2014.

Supplementary Provisions (University of Fukui Rule No. 7, March 18, 2015)

These Rules shall come into force on April 1, 2015.

Supplementary Provisions (University of Fukui Rule No. 6, March 15, 2016)

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

Supplementary Provisions (University of Fukui Rule No. 40, December 21, 2016)

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

Supplementary Provisions (University of Fukui Rule No. 7, March 13, 2017)

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

Supplementary Provisions (University of Fukui Rule No. 1, January 24, 2018)

These Rules shall come into force on January 24, 2018.

Supplementary Provisions (University of Fukui Rule No. 6, March 20, 2018)

1. These Rules shall come into force on April 1, 2018.
2. For specially appointed employees other than specially appointed staff who continue to serve from the day before the enforcement date and are over the age set forth in paragraph 1 of Article 8 of the revised National University Corporation University of Fukui Work Rules for Specially Appointed Employees, the provisions of the rules before the revision shall apply.

Supplementary Provisions (University of Fukui Rule No. 5, March 20, 2019)

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

Supplementary Provisions (University of Fukui Rule No. 17, June 26, 2019)

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