

**Office Regulations for Non-regular Personnel, Etc. of the Public University Corporation,
The University of Aizu**

(April 1, 2017, Regulation No. 3)
(Revised April 1, 2018 Regulation No. 18)
(Revised March 29, 2019 Regulation No. 7)
(Revised February 1, 2020 Regulation No. 6)
(Revised March 31, 2020 Regulation No. 12)
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(Revised January 1, 2022 Regulation No. 15)
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(Revised April 1, 2024 Regulation No. 48)

Chapter One
General Provisions

Article One
(Purpose)

1.1 These REGULATIONS concerning office regulations (hereinafter referred to as “REGULATIONS”) determines necessary matters pertaining to the employment of Non-regular Personnel and Fixed-term Personnel (referred to as “NON-REGULAR PERSONNEL, ETC.”) working at the Public University Corporation, The University of Aizu (referred to as “CORPORATION”) as provided for in Article 89 of the Labor Standards Law (Law No. 49 of 1947. Hereinafter referred to as “LABOR STANDARDS LAW”) and Article 3, Paragraph 3 of the Office Regulations for Personnel of the Public University Corporation, The University of Aizu (referred to as “PERSONNEL OFFICE REGULATIONS”).

1.2 Matters not provided for in the REGULATIONS and its additional provisions shall be in accordance with the provisions of the LABOR STANDARDS LAW and other relevant laws and ordinances.

Article Two
(Definitions of Personnel, Etc.)

2.1 For the purpose of these REGULATIONS, Non-regular Personnel refers to personnel other than Regular Full-time Personnel who are employed to work for a fixed period within a business year (This includes Commissioned Personnel who entered into an Indefinite Employment Contract as provided for in Article 6, Paragraph 1. The same shall apply hereinafter.), the categories of which shall be as detailed in Appendix 1.

2.2 For the purpose of these REGULATIONS, Fixed-term Personnel refers to those employed with a predetermined employment period, etc., whose prescribed working hours do not differ from those of full-time personnel, as well as those employed by subsidies and grants from the national government, etc. or commissioned research funds, etc. from private companies, etc. and the categories of those shall be as detailed in Appendix 2.

2.3 With regard to matters concerning work by individuals mentioned in Paragraphs 2.1

and 2.2, unless specified in the provisions of Chapter 2 and below, provisions of the PERSONNEL OFFICE REGULATIONS, its ancillary regulations, and examples from Fukushima Prefecture shall apply.

Article Three

(Strict Observance of the REGULATIONS)

3.1 The CORPORATION, NON-REGULAR PERSONNEL, ETC. must observe by these REGULATIONS in good faith.

Chapter Two

Human Resources

Article Four

(Hiring)

4.1 Hiring of NON-REGULAR PERSONNEL, ETC. shall be conducted through a selective screening process.

Article Five

(Term of Contract)

5.1 The Term of Contract for NON-REGULAR PERSONNEL, ETC. (excluding Commissioned Personnel who entered into an Indefinite Employment Contract as provided for in Article 6, Paragraph 1, as well as Part-time Instructors) shall be one business year and this period can be renewed as detailed in Appendix 3 depending on the position category. However, the upper limit for renewal of the Term of Contract, except for Part-time Instructors, shall be the first March 31st following the date that the individual reaches the age 65.

5.2 The Term of Contract for Part-time Instructors shall not exceed six months, and may be renewed as set forth in Appendix 3.

5.3 Regardless of the provisions of Article 5.1, this need not apply in cases in which the Chairperson of the Board of Executives recognizes renewal as especially necessary.

Article Six

(Transition to an Indefinite Employment Contract)

6.1 Commissioned Personnel who have been employed for at least five years and General Research Assistants who have been employed for at least ten years under a total of at least two employment contracts with a defined period (hereinafter referred to as “Fixed-term Employment Contract”) since the date of their initial appointment may enter into an employment contract without a defined period (hereinafter referred to as “Indefinite Employment Contract”) by submitting a request to the Chairperson of the Board of Executives at least 30 days prior to the expiration date of their current employment contract.

6.2 The transition to an Indefinite Employment Contract detailed in the previous paragraph shall be from the day after the expiration of the term of the current employment contract by which the individual is employed, and the provisions of Article 8, Paragraph 1, Item 1 shall not apply.

6.3 The mandatory retirement age for Commissioned Personnel who have entered an

Indefinite Employment Contract (referred to as “Indefinitely Employed Commissioned Personnel”) shall be 60 years of age, and the individual shall retire on the first March 31st following the date that the individual reaches said age. Further, the mandatory retirement age for individuals who transitioned to an Indefinite Employment Contract in the fiscal year they reach the age of 60 or above shall be the individual's age in the fiscal year they made the request for the transition to indefinite employment plus one year.

6.4 The conditions of employment for Indefinitely Employed Commissioned Personnel shall be based on the employment contract in effect on the day that the individual requests the transition to an Indefinite Employment Contract, and these conditions of employment may be changed when both the employee and the employer consent to a request by either party for changes thereto.

Article Seven

(Reassignment of Indefinitely Employed Commissioned Personnel)

7.1 Indefinitely Employed Commissioned Personnel may, when necessary for operational reasons, be appointed to new assignments (referred to as “Change of Affiliation or Duties.” The same shall apply hereinafter.).

7.2 In sufficient consideration of the situation of the individual, such as their familiar responsibilities, etc., reassignment shall be announced no later than seven days in advance.

7.3 Indefinitely Employed Commissioned Personnel cannot decline reassignment without a valid reason.

Article Eight

(Resignation)

8.1 NON-REGULAR PERSONNEL, ETC. (Except for those with indefinite employment contracts. The same shall apply below.) shall resign in the event that any of the following items applies.

- (1) The employment period has expired
- (2) A resignation is tendered and this resignation is accepted by the Chairperson of the Board of Executives
- (3) The individual has died
- (4) An agreement regarding resignation is otherwise reached between employee and employer.

8.2 In the event that NON-REGULAR PERSONNEL, ETC. wish to tender their resignation in accordance with Item 2 of the previous paragraph, they must follow the stipulations of the following items.

- (1) A letter of resignation to the CORPORATION must be submitted at least 30 days in advance, in principle.
- (2) The NON-REGULAR PERSONNEL, ETC. must continue to engage in their duties even after tendering their resignation until the day their resignation takes effect.

Article Eight-Two

(Resignation)

8-2.1 NON-REGULAR PERSONNEL, ETC. (Limited to those with indefinite employment contracts. The same shall apply below.) shall resign in the event that any of the following items applies.

- (1) The individual has reached designated retirement age
- (2) The chairperson has approved a resignation tendered by the employee or 14 days have passed since the tendering of said resignation.
- (3) The individual has died.
- (4) An agreement regarding resignation is otherwise reached between employee and employer.

8-2.2 NON-REGULAR PERSONNEL, ETC. must continue to engage in their duties even after tendering their resignation in accordance with Article 8-2.1.2 until the day of their resignation takes effect.

8-2.3 The approval of the Chairperson of the Board of Executives set forth in Article 8.1.2 shall be given in writing in a timely manner.

Article Nine

(Reemployment of Indefinitely Employed Commissioned Personnel)

9.1 The CORPORATION shall reemploy for a period not to exceed one year individuals who resigned in accordance with the provisions of Article 6, Paragraph 3 who desire continued employment. However, that shall not apply to individuals dismissed for the reasons listed in the various items of Paragraph 1 of the following article.

9.2 Reemployment may be renewed for a period not to exceed one year.

9.3 The last day of the employment period provided for in the previous two paragraphs shall be on or before the first March 31 following the date the individual reaches the year of 65.

Article Ten

(Dismissal, Etc.)

10.1 The CORPORATION may, when any of the following items applies, dismiss a NON-REGULAR PERSONNEL, ETC. by not renewing the individual's employment contract, even if the period of the contract in question has not yet expired.

- (1) The individual's work performance is considerably inferior
- (2) The individual has difficulty performing their duties, or is unable to cope with said duties due to some mental or physical defect
- (3) The individual is subjected to a penalty of imprisonment or beyond
- (4) The individual lacks the aptitude required by the duties in some manner other than that provided for by the previous items
- (5) In the event that personnel redundancies are caused by some unavoidable business reason, such as curtailment of operations or organizational revision and there is no suitable position available for the individual
- (6) In the event that terminating the individual's work is unavoidable due to reasons such as the end of external grant funding or the completion of work on projects

10.2 Advanced notice of a decision not to renew employment contract or dismissal for the

reasons listed in each of the items of the previous paragraph (excluding Items 3 and 4) shall be conducted in accordance with the provisions of Article 1 of the Standards on Conclusion, Renewal and Termination of Employment Contracts (Ministry of Health, Labor and Welfare Announcement 357 of 2003) and Articles 20 and 21 of the LABOR STANDARDS LAW.

Chapter Three

Wages, etc.

Article Eleven

(Types of Wages, etc.)

11.1 The wages paid to NON-REGULAR PERSONNEL, ETC. shall be as detailed in Appendix 3 depending on the position category and as provided for in Appendix 3 and 4.

11.2 Examples from Fukushima Prefecture shall apply to the term-end allowances and retirement allowances paid to NON-REGULAR PERSONNEL, ETC.

Article Twelve

(Payment of Wages)

12. 1 Regarding the payment of the amount of wages to, NON-REGULAR PERSONNEL, ETC, the amount of wages for a period beginning for a period beginning on the first day of the month and ending on the last day of the month shall be paid on the 21th of the following month or supposing that the 21st is Saturday, Sunday, or a holiday prescribed in the Act on National Holidays [Act No. 178 of 1948](hereinafter referred to as “Holiday(s)”) , The payment shall be made on the day before the nearest 21st day that is not a holiday.

12.2 In the event that, during the middle of the month, an individual's PLANNED EMPLOYMENT PERIOD expires, or the individual resigns, wages shall be paid in a timely manner after said expiration or retirement.

12.3 In the event of a monthly wage with a fractional amount smaller than one yen, it shall be rounded up to the nearest yen.

Article Thirteen

(Reduction, Etc. of Salary)

13.1 In the event that a NON-REGULAR PERSONNEL, ETC. does not work prescribed working hours, in part or in whole, during a prescribed working day for which they receive a daily or monthly wage for reasons such as taking unpaid leave, tardiness, leaving work early, or absence, their salary shall either be reduced by the amount of salary for one hour of work calculated using the following formula for each hour they did not work, or they shall not receive salary for all days they did not work.

Temporary Personnel, Visiting Researchers, Special Researchers, Special Research Support Staff, Specific Project Education Support Staff, Specific Project Support Staff

$$\frac{\text{Monthly Salary} \times 12 \text{ Months}}{\text{Number of working days in a year}} = \text{Amount of salary for one hour of work}$$

Prescribed weekly working hours × 52 Weeks (Rounding down to the nearest one yen)
 Temporary Personnel (part-time), Commissioned Personnel, Special Research Support Staff (part-time), Specific Project Education Support Staff (part-time), Specific Project Support Staff (part-time)
 Daily Wage / Working Hours Per Day
 = Hourly Wage (Rounding Down Amounts Under One Yen)
 OR
 Daily Wage × Work Days per Month / Work Hours Per Month = Hourly Wage
 (Rounding Down Amounts Under One Yen)
 2 Wages shall be determined separately in cases where they cannot be calculated as detailed in the previous paragraph.

13.2 In the event that the proscribed work day falls on a holiday (excluding Saturdays and Sundays), Fixed-term personnel will, regardless of the provisions of the following paragraph, receive their prescribed daily salary for the day, unless the day is particularly indicated as a day not requiring work.

13.3 Except for cases involving the use of paid leave, in the event that a Fixed-term Personnel does not work for the entire period from the beginning to the end of the month, salary for the month in question will not be paid.

Chapter Four

Break Periods, Days on Which Work Is Not Required, Leave, Etc.

Article Fourteen

(Break Periods and Days on Which Work Is Not Required)

14.1 Break Periods and Days on Which Work Is Not Required for NON-REGULAR PERSONNEL, ETC. are defined as in the following items.

- (1) Break Periods: The break periods which are provided for in Article 2, Paragraph 2, Item 3 in the Regulation Concerning Working Hours, Holidays, Leave, Etc. for Personnel of the Public University Corporation, the University of Aizu Personnel.
- (2) Days on Which Work Is Not Required: Sundays, Saturdays, Holidays, and days from December 29 to January 3 in the following year

However, if the Chairperson of the Board of Executives recognizes as necessary for performing duties, (1) and (2) above may be determined separately.

Article Fifteen

(Types of Leave)

15.1 NON-REGULAR PERSONNEL, ETC. shall have paid leave and unpaid leave.

Article Sixteen

(Paid Leave)

16.1. NON-REGULAR PERSONNEL, ETC. are entitled of paid leave detailed in the

following items.

(1) Annual Paid Leave:

NON-REGULAR PERSONNEL, ETC. shall be entitled of annual paid leave as indicated in Appendix 5 to 7 below

(2) The periods recognized as necessary in cases where it is reasonable for NON-REGULAR PERSONNEL, ETC. (excluding General Research Assistants and Part-time Instructors) not to work for reasons to exercise their civil rights in Japan, such as voting

(3) In cases where a family member of the NON-REGULAR PERSONNEL, ETC. (excluding General Research Assistants and Part-time Instructors) has died, and the personnel has to attending a funeral, mourning, etc., NON-REGULAR PERSONNEL, ETC. are entitled of as indicated in Appendix 8

(4) Summer Holidays: The number of days indicated in Appendix 9.

(5) Seven days per fiscal year in the event a NON-REGULAR PERSONNEL, ETC. (excluding General Research Assistants and Part-time Instructors) marries

(6) The periods recognized as necessary in cases where it is reasonable for NON-REGULAR PERSONNEL, ETC. (excluding General Research Assistants and Part-time Instructors) not to work in order to appear before the National Diet, court, the legislative assembly of a local government, or other government office as a lay judge, witness, expert witness, unsworn witness, etc.

(7) The periods recognized as necessary in case where it is extremely difficult for NON-REGULAR PERSONNEL, ETC. (excluding General Research Assistants and Part-time Instructors) due to transportation being restricted or interrupted by laws related to prevention of infectious disease and/or medical care provided for infectious disease patients of infections

(8)The periods recognized as necessary in case where it is extremely difficult for NON-REGULAR PERSONNEL, ETC. (excluding General Research Assistants and Part-time Instructors) due to transportation being interrupted by earthquakes, flood damages, fires, or other disasters

(9) The periods recognized as necessary in case where it is extremely difficult for NON-REGULAR PERSONNEL, ETC. (excluding General Research Assistants and Part-time Instructors) to come to work due to loss of their home, etc. due to earthquakes, flood damages, fires, or other disasters

(10) The periods recognized as necessary in cases where it is reasonable for NON-REGULAR PERSONNEL, ETC. (excluding General Research Assistants and Part-time Instructors) not to work due to transportation accidents, etc.

(11) The periods recognized as necessary in cases where it is reasonable for NON-REGULAR PERSONNEL, ETC. (excluding General Research Assistants and Part-time Instructors) not to work in order to avoid physical harm due to earthquakes, flood damages, fires, or other disasters, or a transportation accident, etc. on the way leaving work

(12) Fertility Treatment Leave: Up to five days (ten days in the case of in vitro fertilization and intracytoplasmic sperm injection) when it is deemed reasonable for NON-REGULAR PERSONNEL, ETC. (excluding General Research Assistants and Part-time Instructors) to be absent from work due to hospital visits, etc. for infertility treatment in the fiscal year of the contract

- (13) Prenatal Maternity Leave: The period up to the date of delivery requested by a female NON-REGULAR PERSONNEL, ETC. who is scheduled to give birth within eight weeks (14 weeks in the case of multiple pregnancies)
- (14) Postnatal Maternity Leave: The period of eight weeks following the day after the delivery in the case a female NON-REGULAR PERSONNEL, ETC. has given birth (However, if the female NON-REGULAR PERSONNEL requests to work after six weeks following the delivery, and her physician indicates that it will not adversely affect her, she may work.)
- (15) Spousal Childbirth Leave: Up to three days in the fiscal year of the contract during the period between the day the spouse of a NON-REGULAR PERSONNEL, ETC. is admitted to the hospital or other facility and two weeks after the delivery, when it is deemed necessary for purposes such as preparing for spouse's hospitalization and discharge related to childbirth, attending the delivery, or birth registration
- (16) Spousal Childcare Leave: Up to five days in one fiscal year between the period of eight weeks prior to their spouse's expected date of delivery and the date on which one year has passed from the day following the delivery, when it is deemed necessary for a NON-REGULAR PERSONNEL, ETC. (excluding General Research Assistants and Part-time Instructors) to look after the newborn baby or preschool children
- (17) The same rules as for Regular Full-time Personnel shall apply to exemption from official responsibilities of NON-REGULAR PERSONNEL, ETC. (excluding General Research Assistants and Part-time Instructors)

16.2 When NON-REGULAR PERSONNEL, ETC. (excluding General Research Assistants and Part-time Instructors) take one of the types of leave indicated in Item (1) of Paragraph 16.1 above, advance notice must be submitted to the director of the administrative section with which the personnel are affiliated.

16.3 When NON-REGULAR PERSONNEL, ETC. (excluding General Research Assistants and Part-time Instructors) take one of the types of leave indicated in Items (2) to (17) of Paragraph 16.1 above, the personnel must ask for approval of the director of the administrative section with which the personnel are affiliated in advance.

16.4 The unit of the leave stated in Paragraph 16.1 above shall be a day, half day or an hour as necessary.

Article Seventeen (Unpaid Leave)

17.1. NON-REGULAR PERSONNEL, ETC. may take unpaid leave. The period of the leaves shall be detailed in the following items.

- (1) In cases where NON-REGULAR PERSONNEL, ETC. (excluding General Research Assistants and Part-time Instructors) requires a long term medical treatment for sickness, such as tuberculosis, the period recognized as necessary within two years
- (2) In cases where it is recognized as reasonable for NON-REGULAR PERSONNEL, ETC. (excluding General Research Assistants and Part-time Instructors) not to work due to injury or disease, the period recognized as necessary within the number of days defined for the following disease categories:
 - a. adult diseases, psychiatric disorders, or specified diseases: 180 days

- b. injury or diseases other than those stated in the previous item “a” above: 90 days
- (3) In cases where female NON-REGULAR PERSONNEL, ETC. (excluding General Research Assistants and Part-time Instructors) have difficulty in performing their duties stemming from the pregnancy, a maximum of 14 days per fiscal year
- (4) In cases where female NON-REGULAR PERSONNEL, ETC. (excluding General Research Assistants and Part-time Instructors) who are pregnant or within one year after the delivery receive health advice provided for in Article 10 of the Maternal and Child Health Act (Law No. 141, 1965) or undergo medical examinations provided for in Article 13 of said law, the period recognized as necessary
- (5) In cases where pregnant NON-REGULAR PERSONNEL, ETC. (excluding General Research Assistants and Part-time Instructors) commute using public transportation which is crowded, and said situation is recognized as such leading to negative effect on health of the mother’s body and/or the fetus, one hour maximum at the beginning or the end of work per day
- (6) In cases where NON-REGULAR PERSONNEL, ETC. (excluding General Research Assistants and Part-time Instructors) raising a child under one year old breast-feed the child, which is recognized as necessary for development of the child, twice a day, 45 minutes maximum respectively
- (7) In cases where it is recognized as reasonable for NON-REGULAR PERSONNEL, ETC. to not work for reasons including taking care of a family member, seven days maximum per fiscal year (10 days maximum in cases of NON-REGULAR PERSONNEL, ETC. raising two or more children [including those of their spouse] on or before the first March 31 after which all children in question reach the age of 18).
- (8) With regard to NON-REGULAR PERSONNEL, ETC. (excluding General Research Assistants and Part-time Instructors) who are eligible to take family-care leave provided for in Article 12 of the Regulation Concerning Childcare Leave, Family-Care Leave, Etc. for Personnel of the Public University Corporation, The University of Aizu (hereinafter referred to as the “REGULATION ON CHILDCARE LEAVE, ETC.”) and who look after a family member having difficulty in normal activities in daily life due to illness, injury, physical or mental disability, or aging (hereafter in this item referred to as a “person in need of nursing care”), in cases where it is recognized as reasonable for the personnel not to work in order to look after the person in need of nursing care, five days maximum per fiscal year (in cases of two or more persons in need of nursing care, 10 days maximum)
- (9) In cases where it is recognized as unavoidable for female NON-REGULAR PERSONNEL, ETC. (excluding General Research Assistants and Part-time Instructors) not to work as they have difficulty in performing duties during a menstrual period, the period of up to two days per menstrual period
- (10) In cases of a holiday as a tribute to a dead spouse, parent or child of NON-REGULAR PERSONNEL, ETC. (excluding General Research Assistants and Part-time Instructors), one day in each case
- (11) In cases where it is recognized as unavoidable for NON-REGULAR PERSONNEL, ETC. (excluding General Research Assistants and Part-time Instructors) not to work due to medical examinations or hospitalization when offering registration as donors for marrow transplant or peripheral blood stem cell transplant at a prescribed organization

or when providing marrow or peripheral blood stem cells as a donor, a period recognized as necessary

17.2. NON-REGULAR PERSONNEL, ETC. planning to take unpaid leave shall give advance notice to the director of the administrative section with which the personnel are affiliated.

17.3. NON-REGULAR PERSONNEL, ETC. must promptly submit a certificate, etc., in one of the cases provided for in the previous paragraph when the CORPORATION asks for the submission of said certificate.

17.4. Unpaid leave shall be taken by the day, hour or minute as necessary.

Article Eighteen

(Childcare Leave and Partial Childcare Leave)

18.1. NON-REGULAR PERSONNEL, ETC. who live with and look after children of less than three years of age, planning to take childcare leave, may take childcare leave

18.2. Non-regular personnel, ETC. who live with a child before the elementary school education and who give notice of partial childcare leave may take partial childcare leave that must not exceed 2 hours of the prescribed working hours of a day and can be taken in units of 30 minutes (hereinafter referred to as the "PARTIAL CHILDCARE LEAVE").

18.3 Notwithstanding Paragraphs 18.1 and 2 above the Chairperson may deny notice of childcare leave or PARTIAL CHILDCARE LEAVE given by any of the following NON-REGULAR PERSONNEL, ETC., who are provided for as those who are not eligible to take childcare leave or PARTIAL CHILDCARE LEAVE given in accordance with the labor-management agreement:

(1) NON-REGULAR PERSONNEL, ETC. for whom it is clear that the PLANNED EMPLOYMENT PERIOD will terminate within one year, from the day the notice of childcare leave or partial childcare leave is given.

(2) NON-REGULAR PERSONNEL, ETC. whose prescribed working days are two days a week or less

18.4 Other than those provided for in Paragraph 18.1, 18.2 and 18.3 above, the REGULATION ON CHILDCARE LEAVE, ETC. shall apply to childcare leave and PARTIAL CHILDCARE LEAVE of NON-REGULAR PERSONNEL, ETC.

Article Nineteen

(Family-care Leave and Partial Family-care Leave)

19.1 NON-REGULAR PERSONNEL, ETC. may take family-care leave based on the provisions of Article 12 of the REGULATION ON CHILDCARE LEAVE, ETC.

19.2 NON-REGULAR PERSONNEL, ETC. may take partial family-care leave that must not exceed four continuous hours at either beginning or end of the prescribed working hours of a day and by the hour (hereinafter referred to as the "PARTIAL FAMILY-CARE LEAVE").

19.3. Notwithstanding Paragraphs 19.1 and 19.2 above the Chairperson may deny notice of family-care leave or PARTIAL FAMILY-CARE LEAVE given by any of the following NON-REGULAR PERSONNEL, ETC., who are provided for as those who are ineligible to take childcare leave or PARTIAL FAMILY-CARE LEAVE given in accordance with the labor-management agreement:

(1) NON-REGULAR PERSONNEL, ETC. for whom it is clear that the PLANNED

EMPLOYMENT PERIOD will terminate within 93 days counting from the day the notice of childcare leave or partial childcare leave is given

(2) NON-REGULAR PERSONNEL, ETC. whose prescribed working days are two days a week or shorter

19.4 Other than those provided for in Paragraph 19.1 to Paragraph 19.3 above, the REGULATION ON CHILDCARE LEAVE, ETC. shall apply to family-care leave and PARTIAL FAMILY-CARE LEAVE of NON-REGULAR PERSONNEL, ETC.

Chapter Five

Business Travel

Article Twenty

(Business Travel)

20.1 The CORPORATION may order NON-REGULAR PERSONNEL, ETC. to travel on business if it is necessary for operation of the Corporation.

20.2 The NON-REGULAR PERSONNEL, ETC., who completed the business travel must make a report promptly.

Article Twenty-one

(Travel Expenses)

21.1 Travel expenses are provided for NON-REGULAR PERSONNEL, ETC., who are travel on business in accordance to examples provided for on the Regulation Concerning Travel Expenses for Personnel of the Public University Corporation, The University of Aizu.

Chapter Six

Social Insurance

Article Twenty-two

(Social Insurance)

22.1 NON-REGULAR PERSONNEL, ETC., depending on the PLANNED EMPLOYMENT PERIOD and the content of duties to be engaged in, shall have health insurance, employee pension insurance, employment insurance and workers' accident compensation insurance. However, the provisions of the Local Public Service Mutual Aid Association Act (Law No. 152, 1962) and Local Public Service Accident Compensation Act (Law No. 121, 1967) shall apply to NON-REGULAR PERSONNEL, ETC. when they are qualified for the membership of the Mutual Aid Association of Public School Teachers due to the renewal of their employment period.

Chapter Seven

Miscellaneous Provisions

Article Twenty-three

(Special Exceptions Concerning Employment)

23.1 The provisions of Article 10 (Period of Probation), Article 11 (Promotion), Article 18 (Retirement Age), Article 19 (Re-employment), Article 25 (Salary) and Article 50 (Resignation/Retirement Allowance) of the PERSONNEL OFFICE REGULATIONS shall not apply to NON-REGULAR PERSONNEL, ETC.

Article Twenty-four
(Miscellaneous Provisions)

24.1 Besides the provisions of these regulations, necessary matters concerning NON-REGULAR PERSONNEL, ETC. shall be determined separately by the Chairperson.

Additional Provisions
(Date of Enforcement)

- 1 These regulations shall be enforced as of April 1, 2017.
- 2 When determining as to whether the number of fixed-term employment contracts meets a total of at least two contracts provided for in Paragraph 6.1 of the Office Regulations for Non-regular Personnel, Etc. of the Public University Corporation, The University of Aizu after the revision (hereinafter referred to as “REVISED OFFICE REGULATIONS FOR NON-REGULAR PERSONNEL, ETC.,” the same as in the following item), the number of fixed-term employment contracts shall be counted based on the date the fixed-term employment contract started after April 1, 2013.
(Transitional Measures)
- 3 When applying the provisions of Paragraph 5.1 of the REVISED OFFICE REGULATIONS FOR NON-REGULAR PERSONNEL, ETC. to Commissioned Personnel who have been employed before March 31, 2017 and reached 65 years of age as of April 1, 2017, “the first March 31st following the date that the individual reaches the age 65” in said paragraph shall be March 31, 2019.

Additional Provisions
(Date of Enforcement)

- 1 These regulations shall be enforced as of April 1, 2018.
(Transitional Measures)
- 2 With regard to the handling of the terms and renewal of contracts set forth in the Appendix 3 (related to Article Five and Article Eleven) for General Research Assistants, Part-time Instructors, Special Research Support Staff or Specific Project Education Support Staff whose total term of contract exceeded five years before April 1, 2018, the sentence in the table, “The term of contract can be renewed up to ten years” shall be changed to “The term of contract can be renewed up to five years after April 1, 2018.”
- 3 With regard to the application of the provisions of Article 5.1 to General Research Assistants who have been continuously employed on or before March 31, 2018 and have reached 65 years of age by April 1, 2018, the phrase “the first March 31st on or following the date that the individual reaches age 65” shall be changed to “March 31st, 2019.”

Additional Provisions
(Date of Enforcement)

1. This REGULATION shall be enforced as of April 1, 2019.

Additional Provisions
(Date of Enforcement)

1. This REGULATION shall be enforced as of February 1, 2020.

Additional Provisions

(Date of Enforcement)

1. This REGULATION shall be enforced as of April 1, 2020.

Additional Provisions

(Date of Enforcement)

1. This REGULATION shall be enforced as of April 1, 2021 and applied from the payroll of June 2021.

Additional Provisions

(Date of Enforcement)

1. This REGULATION shall be enforced as of December 1, 2021.

Additional Provisions

(Date of Enforcement)

1. This REGULATION shall be enforced as of January 1, 2022.

Additional Provisions

(Date of Enforcement)

1. This REGULATION shall be enforced as of April 1, 2022.

(Transitional measures)

General Research Assistants who have been continuously employed since before March 31, 2022 and whose total Fixed-term Employment Contract periods exceed ten years may request transition to an Indefinite Employment Contract in accordance with Article Six.

Additional Provisions

(Date of Enforcement)

1. This REGULATION shall be enforced as of April 1, 2024.

Appendix 1 (related to Article 2)
Table of Non-regular personnel

Job title	Definition		Working hours
Temporary Personnel	Those who engage in duties indicated below		<p>7 hours and 45 minutes a day, 38 hours and 45 minutes a week maximum</p> <p>The Chairperson of the Board of Executives shall determine their working hours in accordance with example of full-time personnel other than faculty members. In this case, the Chairperson of the Board of Executives may shorten working hours if he/she recognizes it as particularly necessary for operation of deities.</p>
	Temporary Clerical Assistant	Temporary auxiliary duties related to general office work	
	Temporary Technical Assistant	Temporary auxiliary duties related to technical work	
	Temporary Skilled Staff	Temporary duties associated with special skills requiring special qualifications, licenses, proficiency, etc.	
	Temporary Staff	Duties other than those mentioned above.	
Temporary Personnel (part-time)	Those who engage in duties indicated below		<p>7 hours and 45 minutes a day, 31 hours a week maximum</p>
	Temporary Clerical Assistant	Temporary auxiliary duties related to general office work	
	Temporary Technical Assistant	Temporary auxiliary duties related to technical work	
	Temporary Skilled Staff	Temporary duties associated with special skills requiring special qualifications, licenses, proficiency, etc.	
	Temporary Staff	Duties other than those mentioned above	
Commissioned Personnel	Those who engage in duties indicated below		<p>No more than 5 days a week and 17 days a month, whose working hours do not exceed 7</p>
	Commissioned Health Consultant	Duties related to health counseling and health guidance	

	Commissioned Nurse	Duties related to health counseling and medical aid	hours and 45 minutes per day, and 29 hours per week.
	Commissioned Staff	Duties related to driving vehicles, management associated with opening the auditorium to the public and simple clerical assistance on campus	
	Commissioned Secretary	Duties related to carrying out secretarial duties for Chairperson of the Board of Executives, etc.	
	Commissioned Counselor	Duties related to counseling	
	Commissioned Interpreter and Translator	Duties related to interpreting and translation	
	Commissioned Foreign Personnel Advisor	Duties related to counseling foreign faculty members and foreign students on all aspects of life and assistance with accepting foreign faculty members	
	Commissioned Practical Training Assistant	Duties related to assisting with practical training at the Junior College Division	
	Commissioned ALO Staff	Duties related to carrying out clerical duties, contact with the Administrative Office, etc. for faculty members at the Administrative Liaison Office at the Research Quadrangles	
	Commissioned PR Promotion Staff	Duties related to planning of university PR	
	Research Support Staff	Duties related to conducting of a specific research theme at the CORPORATION	
	Commissioned Career Counselor	Duties related to employment/career development counseling and collection and provision of employment information	
	Commissioned Staff at the Center for Reinvention of Local Communities	Duties related to general business of the Center and contact and coordination with outside institutions, etc.	
	Higher Education Promotion Staff	Duties related to class management, administrative work, public relations, etc. of the Undergraduate and Graduate School	
	Learning Support Staff	Duties related to guidance and counseling on learning for students	

	Commissioned Payroll Staff	Duties related to handling salaries, social insurance, taxes, etc. of employees	
	Career Design Coordinator	Duties related to student career education	
	Globalization Promotion Staff	Duties related to sending out and acceptance of students, international conferences, conclusion of agreements, and the promotion of university globalization	
	Entrance Exam PR Promotion Staff	Duties related to entrance examinations and the promotion of their PR	
General Research Assistant	Individuals employed by the university with research funds of a faculty member that perform assistant work of the faculty member's research		Work days shall be determined by the Chairperson of the Board of Executives separately. Their working hours shall not exceed 7 hours and 45 minutes per day or 20 hours per week.
Part-time Instructor	Instructors other than regular full-time faculty members employed for fixed terms within one business year		Work days and hours shall be determined by the Chairperson of the Board of Executives separately.

Appendix 2 (related to Article 2)
Table of Fixed-term Personnel

Employment Type	Definition	Note
Visiting Researcher	Individuals who engage in collaborative research, etc. in a highly specialized field with a faculty member of the CORPORATION	—
Special Researcher	Individuals recognized as having particularly outstanding research abilities and qualifications as a faculty member who engage in collaborative research, etc. with a faculty member of the CORPORATION	—
Special Research Support Staff	Individuals who support the progress of a research topic at the CORPORATION	This employment type is limited to individuals employed with funds from Grant-in-Aid for Scientific Research awarded in accordance with the Regulation on the Handling of Grant-in-Aid for Scientific Research (Ministry of Education Notice No. 110 of March 30, 1965), research subsidies and grants awarded by the national government, etc., or funds received from an enterprise, etc. for the purpose of a cooperative research or commissioned research engaged in with an external institution such as a private firm or enterprise (hereinafter referred to as “ENTERPRISE, ETC” based on a contract and conducted in the CORPORATION.
Specific Project Education Support Staff	Individuals who support the accomplishment of educational activities in a specific project of the CORPORATION	This employment type is limited to individuals employed with national subsidies, etc. for educational purposes. If the Chairperson of the Board of Executives recognizes it as necessary, they may concurrently conduct duties of other position separately provided for. In this case, the remuneration for the duties in said position shall not be provided.
Specific Project Support Staff	Individuals who support the progress of a specific project at the CORPORATION	This employment type is limited to individuals employed with project funds subsidized by the national government, etc.
Special Research Support Staff (part-time)	Individuals who support the implementation of a particular research project at the CORPORATION (Working hours: 7 hours and 45 minutes a day, 31 hours a week maximum)	This employment type is limited to individuals employed with funds from Grant-in-Aid for Scientific Research awarded in accordance with the Regulation on the Handling of Grant-in-Aid for Scientific Research (Ministry of Education Notice No. 110 of March 30, 1965), research subsidies and grants awarded by the national government, etc., or funds received from an enterprise, etc. for the purpose of cooperative research or commissioned research conducted at the CORPORATION with an external institution such as a

		private enterprise (hereinafter referred to as "ENTERPRISE, ETC.") based on a contract.
Specific Project Education Support Staff (part-time)	Individuals who support the accomplishment of educational activities in a specific project of the CORPORATION (Working hours: 7 hours and 45 minutes a day, 31 hours a week maximum)	This employment type is limited to individuals employed with national subsidies, etc. for educational purposes. If the Chairperson of the Board of Executives recognizes it as necessary, they may concurrently conduct the duties of other positions separately provided for. In this case, the remuneration for the duties in said position shall not be provided.
Specific Project Support Staff (part-time)	Individuals who support the progress of a specific project at the CORPORATION (Working hours: 7 hours and 45 minutes a day, 31 hours a week maximum)	This employment type is limited to individuals employed with project subsidies provided by the national government, etc.

Appendix 3 (related to Article 5 and Article 11)

Table of Term of Contract and Wages, etc. of NON-REGULAR PERSONNEL, ETC.

Category	Job title	Handling of Term of Contract and Renewal	Wages	Details of Salary
Non-regular personnel	Temporary Personnel	<p>The duration for fixed-term personnel employed on a daily basis (hereinafter referred to as “PLANNED EMPLOYMENT PERIOD”) shall be no more than 12 months in a single business year.</p> <p>The aggregate PLANNED EMPLOYMENT PERIODS shall not exceed three years. However, in the event that the Chairperson of the Board of Executives recognizes doing so as being especially necessary, the period may be extended to a maximum of five total years. In cases where any of the following items apply, individuals, who have vacated a position due to the expiry of the PLANNED EMPLOYMENT PERIOD, and six or more months have passed since the position was vacated, may be employed again.</p> <p>(1) When employing a temporary technical assistant with a special qualification or license</p> <p>(2) When employing fixed-term personnel for duties for which it is notably difficult to find fixed-term personnel, due to the special characteristics, etc. of the duties</p>	Wages, overtime allowances, holiday allowances, commuting allowances, term-end allowances, diligence allowance, and retirement allowances	Wages shall be provided in accordance with Appendix 4.

	Temporary Personnel (part-time)	<p>The PLANNED EMPLOYMENT PERIOD shall be no more than 12 months in a single business year.</p> <p>The aggregate of PLANNED EMPLOYMENT PERIODS shall not exceed three years. However, in the event that the Chairperson of the Board of Executives recognizes doing so as being especially necessary, the period may be extended to a maximum of five total years. In cases where any of the following items apply, individuals who have vacated a position due to the expiration of the PLANNED EMPLOYMENT PERIOD may be employed again after six or more months have passed since the position was vacated.</p> <p>(1) When employing a temporary technical assistant with a special qualification or license</p> <p>(2) When employing fixed-term personnel for duties for which it is notably difficult to find fixed-term personnel due to the special characteristics, etc. of the duties</p>	Wages, overtime allowances, holiday allowances, commuting allowances, term-end allowances, diligence allowance	Wages shall be provided in accordance with Appendix 4.
	Commissioned Personnel	The employment contract can be renewed. However, in the event that commissioned personnel resign from their post during the term of contract, the term of contract for new commissioned personnel replacing shall be the remaining period of their predecessors.	Wages, overtime allowances, commuting allowances, term-end allowances, and diligence allowances	Wages shall be provided hourly, daily or monthly, and its amount shall be determined separately by the Chairperson of the Board of Executives.
	General Research Assistant	The employment contract can be renewed for a period of up to ten years. However, in the event that a General Research Assistant resigns from their post during the term of contract, the term of contract for the new General Research Assistant replacing them shall be the remainder of their predecessors' term of contract.	Wages and commuting allowances, term-end allowances, and diligence allowance	Wages shall be provided on an hourly basis, and their amount shall be determined separately by the Chairperson of the Board of Executives
	Part-time Instructor	The term of contract for Part-time Instructors may be renewed for the maximum of ten years. However, a term of contract must be less than six months.	Wages	Wages shall be provided on an hourly, daily or monthly basis, and their amount shall

				be determined separately by the Chairperson of the Board of Executives.
Fixed-term Personnel	Visiting Researcher	The term of contract for visiting researchers shall be at least three months and up to one year, in principle. However, this can be extended as necessary.	Wages, commuting allowances, overtime allowances, diligence allowance, and retirement allowances	The monthly amount of wages shall be determined separately by the Chairperson of the Board of Executives.
	Special Researcher	The term of contract can be renewed up to three years.		The monthly amount of wages shall be determined separately by the Chairperson of the Board of Executives.
	Special Research Support Staff	The term of contract can be renewed up to ten years.	Wages, commuting allowances, term-end allowances, diligence allowance, and retirement allowances	The monthly amount of wages shall be determined separately by the Chairperson of the Board of Executives.
	Specific Project Education Support Staff			
	Specific Project Support Staff	The term of contract can be renewed up to five years.	Wages, commuting allowances, overtime allowances, term-end allowances, diligence allowance, and retirement allowances	The monthly amount of wages shall be determined separately by the Chairperson of the Board of Executives.
Fixed-term Personnel (part-time)	Special Research Support Staff	The term of contract can be renewed up to ten years.	Wages, commuting allowances, term-end allowances, and diligence allowance	The daily amount of wages shall be determined separately by the Chairperson of the Board of Executives.
	Specific Project Education Support Staff			
	Specific Project Support Staff	The term of contract can be renewed up to five years.	Wages, commuting allowances, overtime allowances, term-end allowances, and diligence allowance	The daily amount of wages shall be determined separately by the Chairperson of the Board of Executives.

Notes:

1. The amount of allowances shall be in accordance with, mutatis mutandis, the Fukushima Prefecture Ordinance on the Wages, Working Hours, Etc. of Fiscal Year Appointed Employees, the Fukushima Prefecture Ordinance on Prefectural Employee Retirement Allowances, the enforcement regulations for said ordinances, etc. applied mutatis mutandis except for the following matters.

(1) The base amount of term end allowances shall be calculated as follows.

① Daily Wage Employees: Daily Wage × Monthly working days

② Hourly Wage Employees: Hourly Wage × Working hours per day × Monthly working days

In case of the not specified the type of case, shall be determined separately by the Chairperson of the Board of Executives.

(2) The period of employment used to calculate the payment rate for retirement allowances shall be the period of employment following April 1, 2020.

(3) The hourly rate used to pay overtime pay to Temporary Personnel (part-time) and Specific Project Support Staff (part-time) shall be calculated as follows.

Daily Wage / Working Hours Per Day

= Hourly Wage (Rounding Up Amounts Under One Yen)

2. The types of salary for Temporary Personnel (part-time) shall be the compensation, term end allowances, and diligence allowance for employees listed in Article 22.2, Paragraph 1, Item 1 of the Local Autonomy Act prescribed in Article 2, Paragraph 1 of the Fukushima Prefecture Ordinance on the Wages, Working Hours, Etc. of Fiscal Year Appointed Employee and the overtime pay, holiday allowances, and commuting allowances provided for in Articles 9, 10, and 16 of the ordinance respectively applied mutatis mutandis.

3. The types of salary for Temporary Personnel shall be the equivalents of the salaries/wages, commuting allowances, holiday pay, and term end allowances for employees listed in Article 2, Paragraph 1, Item 1 of the Local Autonomy Act prescribed in Article 22.1, Paragraph 1 of the Fukushima Prefecture Ordinance on the Wages, Working Hours, Etc. of Fiscal Year Appointed Employee and the equivalent of the retirement allowances provided for Fiscal Year Appointed Employee in the Enforcement Regulation for the Fukushima Prefecture Ordinance on the Wages, Working Hours, Etc. of Fiscal Year Appointed Employees.

Appendix 4 (related to Article 11)

Table of Wage Standards for Fixed-term personnel

Category	Wage Standard Amount
Temporary Clerical Assistant	Amount corresponding to 1/21 of the monthly salary for Grade 1, Salary Level 9 to Grade 1, Salary Level 19 on the Table of Salaries for Administrative Posts
Temporary Skilled Worker	Amount corresponding to 1/21 of the monthly salary for Grade 1, Salary Level 21 on the Table of Salaries for Skilled Workers
Temporary Worker	Amount corresponding to 1/21 of the monthly salary for Grade 1, Salary Level 5 on the Table of Salaries for Skilled Workers

Appendix 4 (Related to Article 11)

Table of Wage Standards for Temporary Personnel

Category	Wage Standard Amount
Temporary Clerical Assistant (18 years old)	The amount of monthly salary for Grade 1, Salary Level 9 on the Table of Salaries for Administrative Posts
Temporary Clerical Assistant (19 years old)	The amount of monthly salary for Grade 1, Salary Level 10 on the Table of Salaries for Administrative Posts
Temporary Clerical Assistant (20 years old)	The amount of monthly salary for Grade 1, Salary Level 11 on the Table of Salaries for Administrative Posts
Temporary Clerical Assistant (21 years old)	The amount of monthly salary for Grade 1, Salary Level 12 on the Table of Salaries for Administrative Posts
Temporary Clerical Assistant (22 years old)	The amount of monthly salary for Grade 1, Salary Level 13 on the Table of Salaries for Administrative Posts
Temporary Clerical Assistant (23 years old)	The amount of monthly salary for Grade 1, Salary Level 14 on the Table of Salaries for Administrative Posts
Temporary Clerical Assistant (24 years old)	The amount of monthly salary for Grade 1, Salary Level 15 on the Table of Salaries for Administrative Posts
Temporary Clerical Assistant (25 years old)	The amount of monthly salary for Grade 1, Salary Level 16 on the Table of Salaries for Administrative Posts
Temporary	The amount of monthly salary for Grade 1, Salary Level 17 on the

Clerical Assistant (26 years old)	Table of Salaries for Administrative Posts
Temporary Clerical Assistant (27 years old)	The amount of monthly salary for Grade 1, Salary Level 18 on the Table of Salaries for Administrative Posts
Temporary Clerical Assistant (28 years old and above)	The amount of monthly salary for Grade 1, Salary Level 19 on the Table of Salaries for Administrative Posts
Temporary Clerical Assistant (Part-time) (18 years old)	Amount corresponding to 1/21 of the monthly salary for Grade 1, Salary Level 9 on the Table of Salaries for Administrative Posts (Daily Wage)
Temporary Clerical Assistant (Part-time) (19 years old)	Amount corresponding to 1/21 of the monthly salary for Grade 1, Salary Level 10 on the Table of Salaries for Administrative Posts (Daily Wage)
Temporary Clerical Assistant (Part-time) (20 years old)	Amount corresponding to 1/21 of the monthly salary for Grade 1, Salary Level 11 on the Table of Salaries for Administrative Posts (Daily Wage)
Temporary Clerical Assistant (Part-time) (21 years old)	Amount corresponding to 1/21 of the monthly salary for Grade 1, Salary Level 12 on the Table of Salaries for Administrative Posts (Daily Wage)
Temporary Clerical Assistant (Part-time) (22 years old)	Amount corresponding to 1/21 of the monthly salary for Grade 1, Salary Level 13 on the Table of Salaries for Administrative Posts (Daily Wage)
Temporary Clerical Assistant (Part-time) (23 years old)	Amount corresponding to 1/21 of the monthly salary for Grade 1, Salary Level 14 on the Table of Salaries for Administrative Posts (Daily Wage)
Temporary Clerical Assistant (Part-time) (24 years old)	Amount corresponding to 1/21 of the monthly salary for Grade 1, Salary Level 15 on the Table of Salaries for Administrative Posts (Daily Wage)
Temporary Clerical Assistant (Part-time)	Amount corresponding to 1/21 of the monthly salary for Grade 1, Salary Level 16 on the Table of Salaries for Administrative Posts (Daily Wage)

(25 years old)	
Temporary Clerical Assistant (Part-time) (26 years old)	Amount corresponding to 1/21 of the monthly salary for Grade 1, Salary Level 17 on the Table of Salaries for Administrative Posts (Daily Wage)
Temporary Clerical Assistant (Part-time) (27 years old)	Amount corresponding to 1/21 of the monthly salary for Grade 1, Salary Level 18 on the Table of Salaries for Administrative Posts (Daily Wage)
Temporary Clerical Assistant (Part-time) (28 years old and above)	Amount corresponding to 1/21 of the monthly salary for Grade 1, Salary Level 19 on the Table of Salaries for Administrative Posts (Daily Wage)
Temporary Technical Assistant	The amount of monthly salary for Grade 1, Salary Level 21 on the Table of Salaries for Skilled Workers
Temporary Technical Skilled Staff (Part-time)	Amount corresponding to 1/21 of the monthly salary for Grade 1, Salary Level 21 on the Table of Salaries for Skilled Workers (Daily Wage)
Temporary Laborer	The amount of monthly salary for Grade 1, Salary Level 5 on the Table of Salaries for Skilled Workers
Temporary Laborer (Part- time)	Amount corresponding to 1/21 of the monthly salary for Grade 1, Salary Level 5 on the Table of Salaries for Skilled Workers (Daily Wage)

Notes

1 The Table of Salaries for Administrative Posts and the Table of Salaries for Skilled Workers in this table refer to tables of salaries provided for in Article 3 of the Public University Corporation, The University of Aizu, Corporation Regulation Concerning Personnel Salaries.

2 The age referred to in the table is the individual's the age as of April 1 of their fiscal year of employment.

3 Wages shall be rounded to the nearest ¥10.

4 Wages for temporary technical assistants shall be calculated according to the example of starting salary calculation for regular full-time employees and wages for temporary technical assistants(part-time) shall be determined as the amount corresponding to 1/21 of the starting salary calculated for regular full-time employees (rounding to the nearest ¥10 as necessary). However, the basic wages for employment of students, etc. shall be determined separately by the Chairperson of the Board of Executives.

5 Basic wages for waged non-regular personnel, etc. provided for in Article 7 working less than

7 hours and 45 minutes a day shall be determined as an hourly wage in the amount corresponding to $1/7.75$ the wage determined in Paragraph 8.2 (rounded to the nearest ¥10 as necessary).

6 The Chairperson, notwithstanding the provisions of Paragraph 8.2 and 8.3, upon recognition of circumstances surrounding the local demand and supply for labor or other special circumstances, can determine wages in accordance with provisions provided for separately.

Appendix 5 (related to Article 16)

Table of the days of annual paid leave for Fixed-term Personnel

1. The days of paid leave granted to Temporary Personnel, Temporary Personnel (part-time), Special Research Support Staff (part-time), Specific Project Education Support Staff (part-time), Specific Project Support Staff (part-time) shall be as in the table below.

Days of annual paid leave	The number of fiscal years employed
1	10
2	11
3	12
4	14
5	16
6	18
7	20

- 2 The days of paid leave granted to Temporary Personnel, Temporary Personnel (part-time), Special Research Support Staff (part-time), Specific Project Education Support Staff (part-time), Specific Project Support Staff (part-time) who are hired or resign in the middle of a fiscal year shall be provided based on the following table.

Prescribed number of working days	per week		4 days	3 days	2 days	1 day
	per year (In the case of 217 days or less per year)		169 to 216 days	121 to 168 days	73 to 120 days	48 to 72 days
Days of annual paid leave	Fiscal years of employment	1 st FY	7	5	3	1
		2 nd FY	8	6	4	2
		3 rd FY	9	6	4	2
		4 th FY	10	8	5	2
		5 th FY	12	9	6	3
		6 th FY	13	10	6	3
		7 th FY onwards	15	11	7	3

3. Paid leave can be provided outside the table above in cases where the Chairperson recognizes it as necessary.

4. With regard to Temporary Personnel with a PLANNED EMPLOYMENT PERIOD of 12

months, in the event that they have not taken at least five days of paid leave (only counting days in which at least half a day of leave has been taken [half days are calculated as 0.5]; the same applies in the rest of this paragraph and the following paragraphs.) six months after their employment, the Chairperson must make them take five days of annual paid leave within the PLANNED EMPLOYMENT PERIOD by designating a period for them to take leave with the Designation of Period for Annual Paid Leave (Form 1) after asking and respecting their opinions.

When designating a period for taking the days of annual paid leave calculated in accordance with this paragraph, the period shall be designated in units of days in the event that the personnel does not wish to take the leave in units of half days.

5. In the event that it is foreseen that the personnel will not be able to take the annual paid leave on the designated date(s), the Chairperson must designate another period for them to take leave after again asking and respecting their opinions. Further, in the event that the personnel have taken at least five days of paid annual leave at their request before the designated period arrives, the designation of the period for them to take leave after that shall be voided.
6. If a Temporary Personnel is recommissioned after the end of the commissioning period, it shall be possible to carry over the unused days of paid annual leave that were granted during the previous commissioning period. However, the maximum days of paid annual leave that can be carried over shall be 20 days.

Appendix 6 (related to Article 16)

Table of the number of days for paid leave that can be taken by Commissioned Personnel, General Research Assistants and Part-time Instructors

1. The maximum number of days for Commissioned Personnel, General Research Assistants and Part-time Instructors shall be indicated in the table below.

Prescribed number of working days	Per week		4	3	2	1
	Per year		169 – 216	121 – 168	73 – 120	48 – 72
Number of annual paid leave days	Number of working fiscal year	1 st FY	7	5	3	1
		2 nd FY	8	6	4	2
		3 rd FY	9	6	5	2
		4 th FY	10	8	6	2
		5 th FY	12	9	6	3
		6 th FY	13	10	6	3
		7 th FY and longer	15	11	7	3

2. Commissioned Personnel, General Research Assistants and Part-time Instructors may carry over up to 15 days of annual paid leave days from among the number of those that were newly provided during the previous commissioned period to the following period in cases where they are re-commissioned as Commissioned Personnel, General Research Assistants and Part-time Instructors after the expiration of a commissioning period.
3. With regard to Commissioned Personnel and General Research Assistants with a term of commissioning of 12 months who are provided at least 10 days of annual paid leave, in the event that they have not taken at least five days of paid leave (only counting days in which at least half a day of leave has been taken [half days are calculated as 0.5]; the same applies in the rest of this paragraph and the following paragraphs.) six months after their commissioning, the Chairperson must make them take five days of annual paid leave within the term of commissioning by designating a period for them to take leave with the Designation of Period for Annual Paid Leave (Form 1) after asking and respecting their opinions.

When designating a period for taking the number of days of annual paid leave calculated in accordance with this paragraph, the period shall be designated in units of days in the event that the personnel do not wish to take the leave in units of half days.

4. In the event that it is discovered that a Commissioned Personnel or a General Research Assistant will not be able to take annual paid leave on the designated date(s), the Chairperson must designate another period for them to take leave after again asking and

respecting their opinions. Further, in the event that the personnel have taken at least five days of paid annual leave at their request before the designated period arrives, the designation of the period for them to take leave after that shall be voided.

Appendix 7 (related to Article 16)

Fixed-term Personnel

Table of the number of days for paid leave that can be taken by fixed-term personnel

1. The maximum number of days for Fixed-term Personnel shall be indicated in the table below.

Commissioned Period	Number of annual paid leave days
Less than 1 month	2
1 to 2 months	3
2 to 3 months	5
3 to 4 months	7
4 to 5 months	8
5 to 6 months	10
6 to 7 months	12
7 to 8 months	13
8 to 9 months	15
9 to 10 months	17
10 to 11 months	18
11 to 12 months	20

2. Fixed-term Personnel may carry over up to 20 days of annual paid leave days from among the number of those that were newly provided during the previous commissioned period to the following period in cases where they are re-commissioned as Fixed-term Personnel after the expiration of a commissioning period.
3. With regard to Fixed-term Personnel with a PLANNED EMPLOYMENT PERIOD of 12 months, in the event that they have not taken at least five days of paid leave (only counting days in which at least half a day of leave has been taken [half days are calculated as 0.5]; the same applies in the rest of this paragraph and the following paragraphs.) six months after their employment, the Chairperson must make them take five days of annual paid leave within the PLANNED EMPLOYMENT PERIOD by designating a period for them to take leave with the Designation of Period for Annual Paid Leave (Form 1) after asking and respecting their opinions.

However, with regard to Fixed-term Personnel with an initial PLANNED EMPLOYMENT PERIOD shorter than 12 months who did not take at least five days of annual paid leave within the period and are reemployed in the following fiscal year, the number of days of annual paid leave for which the Chairperson must designate a period for them to take shall be calculated in the following manner.

- 1) The number of months of the initial employment period (N1) and the number of months of the reemployment period in the following fiscal year (N2) will be added (N3). (N1+N2 = N3 If N3 is larger than 12, then go to 2))

2) N3 shall be divided by 12. The result shall be multiplied by 5. (0.5 or higher shall be rounded up to 1.0) (N4)

3) The number of days of annual paid leave that has already taken by the Fixed-term Personnel shall be deducted from N4. (N5)

The Chairperson must make them take N5 days of annual paid leave within the PLANNED EMPLOYMENT PERIOD by designating a period for them to take leave with the Designation of Period for Annual Paid Leave (Form 1) after asking and respecting their opinions.

When designating a period for taking the number of days of annual paid leave calculated in accordance with this paragraph, the period shall be designated in units of days in the event that the fixed-term personnel do not wish to take the leave in units of half days.

4. In the event that it is discovered that the Fixed-term Personnel will not be able to take the annual paid leave on the designated date(s), the Chairperson must designate another period for them to take leave after again asking and respecting their opinions. Further, in the event that the fixed-term personnel have taken at least five days of paid annual leave at their request before the designated period arrives, the designation of the period for them to take leave after that shall be voided.

Appendix 8 (related to Article 16)

The number of days for bereavement leave

Deceased person		No. of days
Spouse		10
Blood relative	Parent	7
	Child	5
	Grand parent	3
	Grandchild	1
	Sibling	3
	Uncle or aunt	1
In-laws	Parent in-law	7
	Child's spouse	1
	Spouse's grand parent	1
	Spouse's sibling	1
	Spouse's uncle or aunt	1

Appendix 9 (related to Article 16)

The number of summer holidays

Prescribed number of working days per week	5 days or more	4 days	3 days
Prescribed number of working days per year (Those with 217 working days or less per year and hired in the middle of fiscal year.)	217 days or more	169 to 216 days	121 to 168 days
No. of summer holidays	3	2	1

Note:

Summer holidays are limited to personnel who have been employed continuously for six months (including personnel for which continued employment is planned) during the summer holiday utilization period (June 1 to October 31) and are expected to work at least three days per week or at least 121 days per year.

Designation of Period for Annual Paid Leave (FY)
年次有給休暇時季指定簿(年度)

Job Title :

職名 :

Name :

氏名 :

Designated date 指 定 日	Period(Hours) 期 間(時 間)		Seal of Confirmation 確 認 印		Remarks 備 考
			Director's Seal 所属長印	Seal 印	
月 日	From: 月 日 時 分から To: 月 日 時 分まで	days 日間			
月 日	From: 月 日 時 分から To: 月 日 時 分まで	days 日間			
月 日	From: 月 日 時 分から To: 月 日 時 分まで	days 日間			
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月 日	From: 月 日 時 分から To: 月 日 時 分まで	days 日間			
月 日	From: 月 日 時 分から To: 月 日 時 分まで	days 日間			

Designate date(s) in units of half days or in units of days.

半日または1日以上で指定すること。

If you cannot take annual paid leave on the designated date(s), have another period designated.

指定日に年次有給休暇を取得できなかった場合は、新たに指定をすること。