

**Regulation Concerning Working Hours, Holidays, Leave, Etc. for Personnel of  
the Public University Corporation, the University of Aizu Personnel**

(Regulation No. 44, April 1, 2006)

Revised: Regulation No. 87, January 1, 2007

Revised: Regulation No. 13, April 1, 2008

Revised: Regulation No. 11, April 1, 2010

Revised: Regulation No. 16, July 6, 2010

Revised: Regulation No. 20, February 1, 2017

Revised: Regulation No. 7, March 29, 2019

**Article One**

(Objective)

1.1 This REGULATION, based upon the provisions of Article 34 of the Ruling Concerning Office Regulations for Personnel of the Public University Corporation, the University of Aizu provides for necessary matters concerning personnel working hours, holidays, and leave.

1.2 Fukushima Prefecture's Ordinance Concerning Personnel Working Hours, Holidays, Leave, Etc. (Fukushima Prefectural Ordinance No. 4, 2005; hereinafter referred to as the "ORDINANCE"), Rules Concerning Personnel Working Hours, Leave, Etc. (Fukushima Prefecture Personnel Committee Rule No. 8, 2005; hereinafter referred to as the "RULE"), Fukushima Prefecture Office Regulations (Fukushima Prefecture Directive No. 2, 1977; hereinafter referred to as the "DIRECTIVE"), and other established regulations, notices, etc. of Fukushima Prefecture shall apply to matters not provided for in this REGULATION.

**Article Two**

(Working Hours, Holidays, Etc.)

2.1 The working hours of personnel shall be 38 hours and 45 minutes in a week and 7 hours and 45 minutes in a day not counting rest periods.

2.2 The starting time, ending time, and rest period of personnel shall be as follows:

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

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

(3) Rest period: 12:00 noon to 1:00 p.m.

2.3 Notwithstanding Paragraph 2.2 and 2.3., the specialized-job-type discretionary working hours system shall apply to personnel who are faculty members.

2.4 The holidays of personnel shall be as follows:

(1) Sundays and Saturdays (hereinafter referred to as the "weekly holidays")

(2) Holidays as provided for in the National Holiday Law (Law No. 178, 1948)

(3) From December 29 to January 3 in the following year (excluding days indicated in item (2) above).

(4) Other days designated by the University as holidays

2.5 Notwithstanding Article of 2.2 and 2.4 above, the Chairperson may separately determine weekly holidays and working hours for personnel who need to work under a special arrangement due to circumstances related to management of business

2.6 Notwithstanding Article 2.1 through 2.6 above, the Chairperson may separately

determine weekly holidays and working hours for personnel working shortened working hours for childcare (those who are approved for shortened working hours provided for in Article 10-2, Paragraph 1 of the Regulation Concerning Childcare Leave, Family-Care Leave, Etc. for Personnel of the Public University Corporation, The University of Aizu).

### **Article Three**

(Transfer of Weekly Holidays, Etc.)

3.1 The Chairperson may, when required to order personnel to work specifically on a day designated as a holiday by the provisions of Article 2, change a working day within the period prescribed by the RULE into a weekly holiday in accordance with the RULE and transfer the working hours of that working day to the day on which the Chairperson needs to order the personnel to work. Alternatively, the Chairperson may transfer four hours from the working hours of a working day within the period prescribed by the RULE to the day on which the Chairperson orders the personnel to work.

### **Article Four**

(Rest Period)

4.1 The rest period provided for in Article 2 may be given not at different times, if such handling is required in consideration of the special circumstances of the personnel's duties.

### **Article Five**

(Work Outside Official Working Hours)

5.1 The Chairperson may, when temporary or urgent circumstances necessitate it for execution of operations, order personnel to work outside official working hours.

### **Article Five-two**

(Compensation Time Off for Overtime Work Outside Official Working Hours)

5.2.1 In accordance with the Regulation provided for in Paragraph 3, Article 17 of the Regulation Concerning Salaries for Personnel of the Public University Corporation, the University of Aizu, the Chairperson may designate, to the personnel to be paid the overtime allowances, all or partial working hours of working days (referred to as a "working day" in Paragraph 1, Article 17) (with the exclusion of the National Holiday Law or a holiday at year-end or the New Year provided for in the same Paragraph) that have been transferred to a holiday according to Article 2 and 3 within the periods provided for in the Regulation as hours to be paid as a part of the relevant overtime allowances in accordance with the Regulation (hereinafter referred to as "COMPENSATION TIME OFF").

5.2.2 The personnel to take the COMPENSATION TIME OFF according to Item 1, Paragraph 2, Article 5 are not required to work during the official working hours with the exception of the cases where they are, in particular, ordered to work during the relevant COMPENSATION TIME OFF.

### **Article Five-three**

(Early or Late Arrival for Work by Personnel Due to Child Care or Nursing Care)

5.3.1 When personnel falling under Item (1) or Item (2) below make a request in accordance

with the RULE and for the purpose of looking after relevant children, the Chairperson shall, in accordance with the RULE, grant the personnel early or late arrival for work relevant to the request, except in cases where it is extremely difficult to take alternatives for performing duties originally assigned to relevant personnel. (This refers to work within allocated working hours with starting and/or finishing time designated in advance, for the purpose of looking after relevant children. This definition shall apply to provisions provided for in this article.)

(1) Personnel having children not yet in primary schools

(2) Personnel having children at school age, in accordance to the RULE

5.3.2 When personnel having a family member(s) who has/have a difficulty performing activities of daily life (hereinafter referred to as the “persons requiring nursing care”) make a request, in accordance with the RULE and for the purpose of looking after the relevant family member in need of nursing care, the Chairperson shall, in accordance with the RULE, grant the personnel early or late arrival for work relevant to the request, except in cases where it is extremely difficult to take alternatives for performing duties originally assigned to relevant personnel.

5.3.3 Other than those provided for in the two preceding paragraphs above, necessary matters related to early/or late arrival for work, including relevant procedures, shall be in accordance with the provisions provided for in the RULE.

## **Article Six**

(Restriction on Late-Night Work and Overtime Work of Personnel Providing Child Care or Nursing Care)

6.1 With regard to personnel with children not yet in primary schools (excluding personnel whose spouse and a parent of relevant children is regularly able to look after relevant children late at night (late at night, for the purpose of this article, refers to the time from 10:00 p.m. to 5:00 a.m. on the following day), in accordance with the RULE) make a request to be exempted from working late at night, in accordance with the RULE and for the purpose of looking after relevant children, the Chairperson shall not order relevant personnel to work late at night, except when such exemption will interfere with the normal execution of official duties.

6.2 When personnel having children under three years of age make a request to be exempted from the work provided for in Article 5, in accordance with the RULE and for the purpose of looking after relevant children, the Chairperson must not order relevant personnel to take on the work provided for in Paragraph 5.1 (excepting temporary work arising from the need to respond to disasters and other unavoidable events, this shall apply to the following paragraph), except in cases where it is extremely difficult to take alternatives for performing duties originally assigned to relevant personnel.

6.3 With regard to personnel with children not yet in primary schools (excluding personnel whose spouse and parent of relevant children is regularly able to look after relevant children in accordance with the RULE) makes a request to be exempted from work provided for in Article 5, in accordance with the RULE and for the purpose of looking after relevant children, the Chairperson shall not order relevant personnel to take on the work provided for in Article 5 for more than 24 hours a month and 150 hours a year, except in cases where it would be extremely difficult to take measures for performing the duties of relevant personnel.

6.4 The provisions of Paragraph 6.1 and 6.3 also apply to personnel who must look after persons who have difficulty performing activities of daily life (hereinafter referred to as the “persons requiring nursing care”) as provided for in Article 12, Paragraph 1.

### **Article Seven**

(Compensatory Holidays for Holidays Other than Weekly Holidays)

7.1 The Chairperson may, when ordering the personnel to specifically work all the working hours of a working day that have been transferred to a holiday provided for in the National Holiday Law or a holiday at year-end or the New Year (referred to as the “all working hours on a holiday” in the following paragraph), designate, before that holiday and in accordance with the RULE, a working day, etc. that fall after that holiday as a compensatory work holiday (with the exclusion of the working days, etc. and holidays which COMPENSATION TIME OFF were designated in accordance with the regulation provided in Paragraph 1, Article 5.1.2).

7.2 Personnel working all working hours on a holiday the personnel were ordered to work and who were given a compensatory work holiday as provided for in Paragraph 7.1, shall not be required to work during the official working hours on that compensatory holiday, except when personnel are specifically ordered to work on that compensatory work holiday.

### **Article Eight**

(Types of Leave)

8.1 The personnel shall have available annual leave with pay, sick leave, special leave, childcare leave, and family-care leave.

### **Article Nine**

(Annual Leave with Pay)

9.1 Annual leave with pay shall be given every year, and shall be 20 days per year.

9.2 Annual leave with pay (excluding annual leave with pay that has been carried forward as provided for in this paragraph) may be carried forward to the following year, provided that the number of days carried forward is within the number of days provided for in the RULE.

9.3 The Chairperson must grant annual leave with pay in the period requested by the personnel, except in cases where granting annual leave with pay in the requested season will interfere with the normal execution of business, in which case the Chairperson can grant annual leave with pay in another period.

9.4 In the event that personnel 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.) in accordance with the previous paragraph, after nine months have passed since January 1 for administrative staff members and after six months have passed since January 1 for faculty members, the Chairperson must make them take five days of annual paid leave within the term of employment 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 personnel with an initial period of employment shorter than 12 months who did not take at least five days of annual paid leave within the period, 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 in the following 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 term personnel shall be deducted from N4. (N5)

The Chairperson must make them take N5 days of annual paid leave within the term of employment 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 (six months after January 1 for administrative personnel and nine months after January 1 for faculty members).

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.

9.5 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 in accordance with Paragraph 9.3 above before the designated period arrives, the designation of the period for them to take leave after that shall be voided.

### **Article Ten**

(Sick Leave)

10.1 Sick leave shall be granted when the personnel need to treat an injury or sickness and it is unavoidable for the personnel not to work.

10.2 The duration of sick leave shall be according to the provisions of the RULE.

### **Article Eleven**

(Special Leave)

11.1 Special leave shall be granted in cases where it is reasonable for the personnel not to work because of reasons to exercise one's voting wishes, marriage, childbirth, traffic accident, or other special circumstances.

### **Article Twelve**

(Family-Care Leave)

12.1 Family-care leave shall be granted in cases where it is reasonable for the personnel not to work because the personnel need to look after a spouse (for the purpose of this REGULATION, "spouse" shall include those who are in effect in a conjugal relation with the personnel without registering their marriage), parent, child, spouse's parent, or other person as provided for in the RULE, who, as a result of an injury, sickness, or old age, has difficulty performing activities of daily life over a period provided for in the RULE.

### **Article Thirteen**

(Approval of Sick Leave, Special Leave, and Family-Care Leave)

13.1 Sick leave, special leave (excluding special leave provided for in the RULE), and family-care leave must be approved by the Chairperson of the Board of Executives.

### **Article Fourteen**

(Miscellaneous Provisions)

14.1 The Chairperson shall separately determine other matters related to the personnel working hours, etc. other than provided for by this REGULATION.

### **Additional Provisions**

1. This REGULATION shall take effect as of April 1, 2006.
2. With regard to personnel continuing to work at the University, by the provisions of the Local Independent Administrative Agency Law, Article 59, Paragraph 2, granted or authorized leave before the effective date of this REGULATION, based on the Local Public Service Law, Fukushima Prefecture Ordinance, Fukushima Prefecture Ruling, Fukushima Prefecture Personnel Committee Ruling, the University of Aizu Regulations, or other laws or regulations (hereinafter referred to as the "Local Public Service Law, etc."), the granting or authorization of the leave shall continue in effect unless the University issues a separate official notification to the contrary.

### **Additional Provisions**

1. This REGULATION shall be enforced as of January 1, 2007.

### **Additional Provisions**

1. This REGULATION shall be enforced as of April 1, 2008.

### **Additional Provisions**

- 1.1 This Regulation shall be enforced as of April 1, 2010.

### **Additional Provisions**

(Date of Enforcement)

1. This REGULATION shall be enforced as of July 6, 2010.  
(Interim Measure)
2. Provisions provided for in Paragraph 5.2.1 of the revised REGULATION shall also apply to designation of compensation time off for overtime work outside official working hours relevant to overtime allowances paid according to Paragraph 17.3 of the revised Regulation Concerning Salaries for Personnel of the Public University Corporation, the University of Aizu (hereinafter referred to as the "REVISED REGULATION ON SALARIES"), for cases that the total number of working hours provided for in respective items of Paragraph 17.3 of the REVISED REGULATION ON SALARIES exceeded the number of working hours worked in excess of official working hours provided for in Paragraph 17.2 of the pre-revised

Regulation Concerning Salaries for Personnel of the Public University Corporation, the University of Aizu.

**Additional Provisions**

(Date of Enforcement)

1. This REGULATION shall be enforced as of February 1, 2017.

**Additional Provisions**

(Date of Enforcement)

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

**Designation of Period for Annual Paid Leave (Year            )**  
**年次有給休暇時季指定簿 (     年)**

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		
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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、新たに指定すること。