

Regulation Concerning Leave by Personnel for Self-Edification, Etc. of the Public University Corporation, The University of Aizu

(Regulation No. 3, April 1, 2008)

Article One

(Objective)

1.1 This regulation, based upon provisions provided for in Article 36-2 of the Office Regulations for Personnel of the Public University Corporation, The University of Aizu, provides for necessary matters pertaining to leave by personnel for self-edification, etc.

1.2 With regard to matters not provided for in this regulation, the “Prefecture Ordinance on Leave by Personnel for Self-Edification, Etc. (Fukushima Prefecture Ordinance No. 87, 2007, hereinafter referred to as “ORDINANCE”), and other related instructive rules and notifications, etc. shall accordingly apply thereto.

Article Two

(Approval of Leave for Self-Edification, Etc.)

2.1 The Chairperson of the Board of Executives, when an individual whose period of employment as personnel (those stipulated in Article 2, Paragraph 2.1 of the Office Regulations for Personnel of the Public University Corporation, The University of Aizu) has reached three years or longer applies for leave for self-edification, etc., and if the requested leave is recognized as not disturbing administration of business operation and as useful for development of business duty-associated abilities of the said personnel, may approve of leave for self-edification, etc. requested by the said personnel, while also taking into account other relevant circumstances.

2.2 Application for the leave in the preceding paragraph must include the first day and the last day of the period planned for leave for self-edification, etc., and detailed explanations on a program at the university, etc. the said personnel intends to attend, or details of activities for international contribution during the requested period of leave, must also be included in the application.

Article Three

(Period of Leave for Self-Edification, Etc.)

3.1 The period of leave for self-edification shall be two years, with regard to leaves for enrollment at university programs, etc. (The period may be three years in cases where this period is specifically necessary for attainment of achievements at programs at universities, etc.) With regard to leave for activities for international contribution, the period shall not exceed three years.

Article Four

(Extension of the Period of Leave for Self-Edification, Etc.)

4.1 Personnel taking leave for self-edification who wish to extend the period for leave, etc. may apply for extension of the period of leave for self-edification, etc. to the Chairperson of the Board of Executives, while clarifying exactly the last day of the planned period for extension, as long as the extended period of leave for self-edification

starting from the first day of the initially requested period and the last day of the extended period does not exceed the period provided for in the preceding article.

4.2 The period of leave for self-edification, etc. can only be extended once, with the exception of special cases.

4.3 The provisions in Article 2, Paragraph 1 will also apply to approval of extension of period of leave for self-edification, etc.

Article Five

(Effects of Leave for Self-Edification, Etc.)

5.1 Personnel taking leave for self-edification, etc. shall maintain status as personnel, but shall not be engaged in employment duties.

5.2 Salaries shall not be provided to personnel taking leave for self-edification during the relevant period of the leave.

Article Six

(Nullification of Approval for Leave for Self-Edification, Etc.)

6.1 Approval for leave for self-edification, etc. shall lose its validity, should personnel taking leave for self-edification, etc. be subject to leave of absence or suspension.

6.2 The Chairperson of the Board of Executives, when s/he recognizes that personnel taking leave for self-edification, etc. has ceased attending programs at universities, etc. or activities for international contribution related to the said approval for leave for self-edification, etc., shall render the approval for leave for self-edification invalid.

Article Seven

(Reporting, Etc.)

7.1 In the following cases, in addition to cases requested by the Chairperson of the Board of Executives, personnel taking leave for self-edification, etc. must report to the Chairperson of the Board of Executives situations regarding enrollment in programs at universities, etc. or activities for international contribution.

- (1) Cases where the said personnel has ceased attending programs at universities, etc. or activities for international contribution
- (2) Cases where the said personnel has taken a leave of absence from a program of an educational institution related to the approval for leave for self-edification, etc., been given disciplinary action of suspension by the said educational institution, or frequently skip classes thereof, or where the relevant individual has failed to take part in all or part of activities for international contribution related to the approval for the said approval for leave for self-edification.
- (3) Cases where interference has merged with regard to enrollment in programs at universities, etc. or to activities for international contribution related to the said approval for leave for self-edification, etc.

7.2 In addition to requiring reports by personnel taking leave for self-edification, etc. provided for in the preceding paragraph, the Chairperson of the Board of Executives

shall maintain adequate communication with the said personnel through contact on a regular basis.

Article Eight

(The Period of Employment Basis for Calculation of Retirement Allowances)

8.1 Assessment of the period of employment basis for calculation of retirement allowances for personnel taking leave for self-edification, etc. shall follow the assessment procedures adopted by the Government of Fukushima Prefecture.

Article Nine

(Miscellaneous Provisions)

9.1 Other than those provided for in this regulation, necessary matters concerning leave by personnel for self-edification, etc. shall be determined separately by the Chairperson of the Board of Executives.

ADDITIONAL PROVISIONS

1. (Date of Enforcement)

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

2. (Interim Measures)

With regard to the period of employment as personnel provided for in Paragraph 2.1, Article 2 herein, the period of employment served as personnel of the Government of Fukushima Prefecture shall be handled as being included in the period of served employment as personnel of the Public University Corporation.