

○National University Corporation Kobe University Regulations on Working Hours, Holidays,
Paid Leave, etc. of Staff Members

(Established on April 1, 2004)

Revised on: March 28, 2006, March 20, 2007,
March 18, 2008, March 25, 2009,
March 23, 2010, June 10, 2010,
March 27, 2013, March 26, 2014

(Purpose)

Article 1 The purpose of these Regulations is to provide for matters concerning working hours, holidays, paid leave, etc. of staff members working at National University Corporation Kobe University under the provisions of Article 27 of the National University Corporation Kobe University Rules on Conditions of Employment for Staff Members (hereinafter referred to as “Rules”)

(Changes in Starting and Ending Times, etc.)

Article 2 The procedures and other necessary matters regarding changes in starting and ending times, and rest time (hereinafter referred to as “early and late shifts”) in cases of necessity for the good conduct of business duties, or when requested by a staff member raising a child or taking care of a family member as provided for in paragraph 2 of Article 23 of the Rules shall be prescribed separately.

2. If a staff member who meets any of the following criteria lodges a request for a change for reasons of childcare, such staff member shall be allowed to work early and late shifts unless such change impedes operations.

(1) Staff member with a child who has not yet reached the first March 31 after his/her 9th birthday

(2) Staff member who has an elementary school child and goes to collect such child at a facility that provides services for sound upbringing of after-school children pursuant to paragraph 2 of Article 6-2 of the Child Welfare Act

3. If a staff member who takes care of one or more family members, as stipulated in Article 3 of the National University Corporation Kobe University Regulations on Family Care Leave, etc. for Staff Members, lodges a request for a change, such staff member shall be allowed to work early and late shifts unless such change impedes operations.

4. The starting time and the ending time of the early and late shifts stipulated in paragraph 2 and the preceding paragraph shall be set later than 7:00 a.m. and earlier than 10:00 p.m., respectively.

(Shift System)

Article 3 Starting and ending times, rest time, and holidays for work units that require working in shifts pursuant to Article 24 of the Rules shall be prescribed separately.

(One-month Variable Working Hours)

Article 4 In respect of staff members who are required to work in special working patterns for

operational reasons, holidays and working hours may be scheduled separately, provided that the average time worked per week over the course of a fixed period of no more than one month does not exceed 40 hours.

2. Necessary matters, including the scope of staff members covered in the preceding paragraph, shall be prescribed separately.

(One-year Variable Working Hours)

Article 5 In respect of staff members in workplaces where the workload is subject to seasonal fluctuations, holidays and working hours may be scheduled separately, provided that the average time worked per week over the course of a fixed period of no less than one month and no more than one year does not exceed 40 hours.

2. Necessary matters, including the scope of staff members covered in the preceding paragraph, shall be prescribed separately.

(Holidays for Staff Members under Part-time Work for Childcare)

Article 5-2 When a staff member who works in accordance with the preceding three Articles works under the condition of Part-time Work for Childcare as provided for in paragraph 2 of Article 28 of the Rules, holidays may be scheduled depending on the details of Part-time Work for Childcare applicable to him/her, as necessary, in addition to the holidays stipulated in the preceding three Articles.

(Flextime System)

Article 6 In a case of operational necessity, a staff member may be assigned to any duty in which decisions on starting and ending times are left up to such staff member.

2. Necessary matters, including the scope of staff members covered by the preceding Article, shall be prescribed separately.

(Discretionary Labor System)

Article 7 In respect of staff members for whom decisions on methods of execution of work need to be left largely to such staff members' discretion due to the nature of their work, a de-facto working hour system may be used.

2. Necessary matters, including the scope of staff members covered in the preceding paragraph, shall be prescribed separately.

(Rescheduling of Holidays)

Article 8 If it is necessary to direct a staff member to work on any of the holidays stipulated in Article 25 of the Rules for operational reasons, such holiday may be moved to a normal working day in the same week by prior notice.

(Holiday in Substitution)

Article 9 If a staff member is directed to work on any of the holidays stipulated in Article 25 of the Rules, and moving of the holiday as provided for in the preceding Article is not implemented, a holiday in substitution may be granted, subsequent to the original holiday.

(Work away from Normal Place of Work)

Article 10 In a case of operational necessity, a staff member may be directed to work away

from his or her normal place of work.

2. In the case where a staff member is directed to work pursuant to the preceding paragraph, and where it is difficult to calculate the number of working hours for the work concerned, such staff member shall be deemed to have worked the number of working hours assigned; provided, however, that if it is necessary to work in excess of his or her prescribed working hours, such staff member shall be deemed to have worked the number of hours normally required to carry out the work.

(Work Outside of Prescribed Working Hours)

Article 11 In a case of operational necessity, a staff member may be directed to work in excess of his or her prescribed working hours, or to work on a holiday.

2. If so requested by a staff member who takes care of a child who is under elementary school age, or any other family member(s) (as specified in item 4 of paragraph 1 of Article 2 of the Act on the Welfare of Workers Who Take Care of Children or Other Family Members Including Child Care and Family Care Leave, Act No. 76 of 1991; the same shall apply hereinafter) for the purpose of taking care of the child or other family members, the staff member shall not be directed to work in excess of the number of hours separately specified; provided, however, that this shall not apply in cases where normal operation of business is impeded.

3. If so requested by a staff member who is pregnant or within one year after childbirth, or by a staff member with a child under three (3) years of age for the purpose of taking care of such child (except in a case where normal operation of business is impeded), such staff member shall not be directed to work in excess of his or her prescribed working hours, or to work on a holiday under paragraph 1.

(Late-night Work)

Article 12 In a case of operational necessity, a staff member may be directed to work late at night (from 10:00 p.m. to 5:00 a.m. on the following day).

2. If so requested by a staff member who takes care of a child under elementary school age, or any other family member(s), or by a staff member who is pregnant or within one year after childbirth, such staff member shall not be directed to work during the hours specified in the preceding paragraph.

(Work During Time of Disaster)

Article 13 If the need arises due to a disaster or other unavoidable event, a staff member may be directed to work in excess of his or her prescribed working hours, or to work on a holiday, to the extent necessary.

(Night /Day Duty)

Article 14 In a case of operational necessity, a staff member may be directed to undertake night or day duty outside of his or her prescribed working hours or on a holiday.

2. Necessary matters, including a description and hours of the duty mentioned in the preceding paragraph, shall be prescribed separately.

(Rest Times During Work Outside of Prescribed Working Hours, etc.)

Article 15 In the case where a staff member is directed to work outside of his or her prescribed working hours under the provisions of Article 11, or to work more than eight (8) hours due to operational necessity, such staff member shall be given at least one hour of cumulative rest times during working hours, inclusive of designated rest times within the prescribed working hours.

(Approval for Absence from Work)

Article 16 A staff member may obtain approval for absence from work for a certain period of time, as is provided for separately.

(Attendance Register)

Article 17 A staff member shall report for work by the specified starting time and shall immediately place his or her seal on the attendance register; provided, however, that in unavoidable circumstances, a staff member may sign his or her name instead.

(Annual Paid Holidays)

Article 18 Annual paid holidays shall be granted each year (referring to the period from January 1 through December 31; the same shall apply hereinafter), and the number of days of annual paid holiday entitlement per year shall be as respectively specified among the following items:

- (1) Staff members other than those listed in the next item: 20 days;
- (2) Staff members newly employed in the middle of the year (excluding those who join directly after serving as national government officials, etc.): Number of days specified depending on length of service as of such year, as provided for in Appendix 1; and
- (3) In addition to matters provided for in the preceding two paragraphs, other necessary matters concerning the number of days of annual paid holiday entitlement shall be prescribed separately.

(Annual Paid Holidays Carried Over)

Article 19 Unused annual paid holidays may be carried over to the following year, up to a maximum of 20 days.

(Procedures for Annual Paid Holidays)

Article 20 Annual paid holidays shall be granted in the period requested by a staff member. However, annual paid holidays may be granted in a different period if granting of holidays in the requested period is deemed to interfere with normal business operations.

2. A staff member who intends to take annual paid holidays shall fill out and submit a Leave of Absence Request Form in advance; provided, however, that, if such staff member is unable to submit the request form beforehand due to unavoidable circumstances, he or she may request approval immediately after the fact, upon describing the circumstances.

(Units of Annual Paid Holidays)

Article 21 Annual paid holidays shall be granted in units of days or half-days. However, annual paid holiday may also be granted in hourly units in cases where such treatment is deemed to be particularly necessary.

2. The scope of staff members who are allowed to take annual paid holidays in hourly units

and the ranges of days shall be prescribed separately.

(Sick Leave)

Article 22 If a staff member needs to receive medical treatment for injury or illness and his or her absence from work is deemed to be unavoidable, sick leave shall be granted for the minimum period required.

2. The duration of sick leave in cases (hereinafter referred to as "specified sick leave" in this Article) other than those listed among the following items (hereinafter referred to as "sick leave due to work-related injury or illness" in this Article) shall not exceed 90 consecutive days, excluding the days of sick leave taken due to work-related injuries and illnesses and holidays during the period of such sick leave due to work-related injuries and illnesses (including holidays, holidays in substitution, and days of absence from work other than sick leave; hereinafter referred to as "excluded days" in this Article).

(1) Case where a staff member has severe difficulty working during menstrual periods

(2) Case where a staff member suffers from injury or illness in the course of employment or while commuting

(3) Case where, pursuant to Articles 37 and 38 of the National University Corporation Kobe University Regulations on Safety and Health Management (established on April 1, 2004), a staff member's guidance category is determined as, or is changed to, "Restriction on activities (B)" prescribed in Appendix 4 to the same Regulations and such staff member receives relevant follow-up measures

3. With regard to application of the provisions of the preceding paragraph, the following paragraph, and paragraph 5, in the case where a staff member (including one whose period of specified sick leave is considered to be ongoing under the provisions of this paragraph) takes specified sick leave of eight (8) consecutive days or more (except in the case where the cumulative total of days required to be worked during such consecutive days, excluding holidays, holidays in substitution and other days of absence from work, is less than three (3) days), and takes specified sick leave again after the day following the end of the specified sick leave taken consecutively, excepting excluded days, before the number of days worked full-time (hereinafter referred to as "actual number of days worked") reaches 20 days (hereinafter referred to as "aggregate sick leave determination period"), the successive period of specified sick leave and the period of specified sick leave taken immediately beforehand shall be deemed to be continuous.

4. In the case where a staff member takes specified sick leave of 90 consecutive days, excepting excluded days, and the staff member still needs to continue with medical treatment for another injury or illness (provided that the symptoms of another injury or illness are distinctly different from the symptoms which presented due to the injury or illness resulted in the specified sick leave taken during the period from the first day of such specified sick leave taken and the day before the day when another injury or illness occurred (hereinafter referred to as "date of another specified injury, etc." in this paragraph); hereinafter referred to as "another

specified injury, etc.” in this paragraph) beyond the period of 90 days, and his or her absence from work is deemed to be unavoidable, specified sick leave for another specified injury, etc. may be approved on or after the day following the end of the 90-day period, regardless of the provisions of paragraph 2. In such case, the duration of specified sick leave after the date of another specified injury, etc. shall not exceed 90 consecutive days, excepting excluded days.

5. In the case where a staff member takes specified sick leave of 90 consecutive days, excepting excluded days and, during the applicable aggregate sick leave determination period, such staff member again needs to receive medical treatment for another injury or illness whose symptoms are distinctly different from the symptoms which presented during the period of the specified sick leave taken due to the injury or illness which resulted in such specified sick leave, and his or her absence from work is deemed to be unavoidable, specified sick leave for the injury or illness may be approved again, regardless of the provisions of paragraph 2. In such case, the duration of specified sick leave shall not exceed 90 consecutive days, excepting excluded days.

6. Days off, holidays in substitution and days of absence from work other than sick leave due to work-related injury or illness shall be deemed to be days of specified sick leave taken under the provisions in paragraphs 2 through the preceding paragraph.

7. The provisions in paragraph 2 through the preceding paragraph shall not apply to staff members on probation.

(Procedures for Sick Leave)

Article 23 A staff member who requests sick leave shall fill out and submit a Leave of Absence Request Form in advance; provided, however, that if such staff member is unable to submit the request form beforehand due to unavoidable circumstances, he or she may request approval immediately after the fact, upon describing the circumstances.

2. If the length of sick leave exceeds one week, a physician’s medical certificate containing a planned period of medical treatment shall be submitted as an attachment to a Leave of Absence Request Form. The same shall apply in the case where further medical treatment is required beyond the planned period.

3. If a staff member obtains approval to take sick leave of more than one month based on a physician’s certificate, and if he or she returns to work during or after the period of medical treatment, such staff member shall submit a physician’s certificate stating that he or she is able to start work immediately.

(Special Leave of Absence)

Article 24 If absence from work is deemed appropriate for any of the following reasons, special leave of absence shall be granted for the period specified for that item:

(1) When a staff member volunteers to register as a bone marrow donor for bone marrow transplantation at a registry organization, or donates bone marrow for bone marrow transplantation to a recipient other than his or her spouse, parent, child or sibling, and his or her absence from work due to examination, hospitalization, etc. associated with such

- registration or donation is deemed to be unavoidable: a period of time deemed necessary;
- (2) When a staff member engages in any of the following social contribution activities (excluding activities solely in support of his or her relative(s)) voluntarily, without compensation, and his or her absence from work is deemed to be appropriate: a period of up to 5 days per year:
 - (a) Activities to provide support to victims in cities, towns and villages (including special zones) affected by earthquake, rainstorm, volcanic eruption, or other natural disaster on a scale requiring relief activities under the Disaster Relief Act (Act No. 118 of 1947), or prefectures in which they reside, or in neighboring prefectures, including distribution of everyday necessities, provision of hot meals to persons who have difficulties in daily life due to damage to their homes, disruptions to water, electricity and/or gas supply, etc., provision of care to people in shelters, clearing of debris, and/or provision of other necessary assistance;
 - (b) Activities in university-authorized facilities, including facilities for the physically disabled, special nursing homes for the elderly, and other facilities designed to implement necessary measures mainly for persons who have physical or mental disabilities, or who are suffering from injury or illness; or
 - (c) In addition to the activities in sub-items (a) and (b), activities to provide direct assistance to persons who normally have difficulty leading their daily lives due to physical or mental disability, or due to injury or illness, including preparing meals, washing and mending clothes, paying visits to express sympathy, etc.;
 - (3) When it is deemed appropriate for a staff member to be absent from work in order to get married, take a trip, or attend any other marriage-related event deemed to be necessary during the period between five (5) days before the wedding and one month after the wedding: a period of up to 5 days;
 - (4) When a staff member obtains approval to receive health guidance or undergo health examination(s) during working hours under the provisions of Article 53 of the Rules: a length of time deemed necessary within the limits of the prescribed working hours in a day, once every four (4) weeks until the 23rd week of pregnancy; once every two (2) weeks from the 24th through 35th week of pregnancy; once every week from the 36th week of pregnancy through childbirth; and once during the first year after giving birth (the number of times for each period instructed by a physician if any specific instructions are given by a physician, etc.);
 - (5) When a staff member obtains approval for absence from work to alleviate the burden of commuting, take time out, or follow a supplementary diet under the provisions of Article 54 of the Rules: a period of time deemed necessary, not exceeding one hour per day at the beginning and the end of prescribed working hours, respectively, to alleviate the burden of commuting; and a period of time deemed necessary to take time out or follow a

- supplementary diet (excepting hours that continue from the starting time or to the ending time of prescribed working hours, and hours that continue to a period of absence from work approved under other regulations);
- (6) If requested by a staff member who is expected to give birth within eight (8) weeks (or within 14 weeks in the case of a multiple pregnancy): a requested period of time until the day of childbirth;
- (7) When a staff member gives birth (referring to delivery after 12 weeks of pregnancy; the same shall apply hereinafter): a period of eight (8) weeks from the day after childbirth (excluding the period in which a staff member at six (6) weeks after childbirth, at her request, engages in work that is deemed by a physician to have no adverse effects on such staff member's health);
- (8) When a staff member raising a child of less than one year of age performs feeding deemed necessary for childcare, and takes the child to and from a day-care center: a period of up to 30 minutes twice a day (in the case of a male staff member, if the other parent of the child is granted approval to take leave under this item (including equivalent leave) on the day when the male staff member intends to take leave under this item, or requests time for childcare as provided for in Article 67 of the Labor Standards Act on the same day: a period of time not exceeding the amount of time remaining after subtracting the time duration granted to or requested from the other parent from 30 minutes, for each time, twice a day);
- (9) When it is deemed appropriate for a staff member to be absent from work in order to attend on his wife (including a person who has not submitted notification of marriage, but is under virtually the same circumstances in a marital relationship) who gives birth during the period between the date of hospitalization and two (2) weeks after childbirth, if deemed necessary: a period of up to two (2) days;
- (10) When it is deemed appropriate for a staff member who takes care of a child (including a child of a spouse; the same shall apply hereinafter in this item) before the time of commencement of elementary school to be absent from work to care for the child (referring to caring for an injured or sick child, or having a child receive a vaccination or a medical checkup to prevent illness): a period of up to five (5) days per year (or 10 days in the case of a staff member who takes care of more than one child before the time of commencement of elementary school);
- (11) When it is deemed appropriate for a staff member to be absent from work in order to care for a family member who needs constant care for longer than two (2) weeks due to injury, illness, or physical or mental disability: a period of up to five (5) days per year (or 10 days in the case of a staff member who takes care of more than one family member);
- (12) When it is deemed appropriate for, in the event of the death of a staff member's relative (as listed in the "Relative" column of Appendix 2), such staff member to be absent from work to attend events considered necessary associated with the relative's death, such as a funeral and a mourning period: a period of up to the number of consecutive days in the

“Number of days” column specified depending on the category of relative in the same Appendix (or up to the number of consecutive days plus the number of days necessary for a round trip in the case of a visit to a funeral held in a distant place);

- (13) When it is deemed appropriate for a staff member to be absent from work in order to attend a special event for mourning for his or her parent (only if such event takes place within 15 years after the death of his or her parent): a period of up to one day;
- (14) When it is deemed appropriate for a staff member to be absent from work in order to take part in various Bon events, and to maintain or enhance his or her mental and physical health or to improve the quality of his or her family life during the summer season: a period of up to 3 consecutive days per year, in principle, excluding holidays and holidays in substitution during the period from July through September;
- (15) When a staff member is granted approval to undergo a comprehensive health examination during the prescribed working hours: a period of time deemed necessary;
- (16) When it is deemed appropriate for a staff member to be absent from work for restoration of his or her present home which has been destroyed or damaged by earthquake, flood, fire, or other disaster: a period of up to 7 consecutive days, in principle;
- (17) When it is deemed to be extremely difficult for a staff member to attend his or her workplace due to earthquake, flood, fire, or other disaster, or in the event of a traffic accident, etc.: a period of time deemed necessary
- (18) When it is deemed to be unavoidable for a staff member to be absent from work in order to avoid physical danger due to earthquake, flood, fire, or other disaster while commuting to his or her home from the workplace;
- (19) When a staff member who has completed 20 or more years of service as of “Labor Thanksgiving Day” (hereinafter referred to as “base date”) with a good work performance record at the University takes leave to refresh his or her physical and mental health: a period of up to 5 consecutive days excluding holidays in a year starting from the base date; or
- (20) Other necessary periods of time designated by the president.

(Procedures for Special Leave of Absence)

Article 25 A staff member who requests special leave of absence shall fill out and submit a Leave of Absence Request Form in advance (except in the case under item 9 of the preceding Article); provided, however, that if such staff member is unable to submit the request form beforehand due to unavoidable circumstances, he or she may request approval immediately after the fact, upon describing the circumstances.

2. A staff member who requests special leave of absence shall submit a document indicating the reason for such request, the requested period of leave, etc. as an attachment to a Leave of Absence Request Form.

(Units of Sick Leave and Special Leave of Absence)

Sick leave and special leave of absence shall be granted in units of days, hours or minutes, as necessary. However, in the case of leave of absence under items 9 through 11 of Article

24, leave of absence shall be granted in either daily or hourly units.

2. In the case of leave of absence under items 2, 3, 12, 14 or 16 of Article 24, even if the leave is granted in units of hours or minutes, such leave shall be deemed to be taken for a day.

(Other Provisions)

Article 27 In addition to matters provided for in these Regulations, other necessary matters shall be prescribed separately.

Supplementary Provisions

1. These Regulations shall come into effect on April 1, 2004.

2. The remaining number of annual paid holidays as of the day preceding the date of enforcement of these Regulations shall be included in the number of annual paid holidays after the date of enforcement.

Supplementary Provisions (March 28, 2006)

These Regulations shall come into effect on April 1, 2006.

Supplementary Provisions (March 20, 2007)

These Regulations shall come into effect on April 1, 2007.

Supplementary Provisions (March 18, 2008)

These Regulations shall come into effect on April 1, 2008.

Supplementary Provisions (March 25, 2009)

These Regulations shall come into effect on May 21, 2009.

Supplementary Provisions (March 23, 2010)

These Regulations shall come into effect on April 1, 2010.

Supplementary Provisions (June 10, 2010)

These Regulations shall come into effect on June 30, 2010.

Supplementary Provisions (March 27, 2013)

These Regulations shall come into effect on April 1, 2013.

Supplementary Provisions (March 26, 2014)

These Regulations shall come into effect on April 1, 2014, and the provisions of the National University Corporation Kobe University Regulations on Working Hours, Holidays, Paid Leave, etc. of Staff Members as amended shall apply to sick leave taken on or after the same date.