

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

(Established on April 1, 2004)

Revised on: March 17, 2005 March 28, 2006
March 18, 2008 March 25, 2009
March 23, 2010 June 10, 2010
March 22, 2011 March 27, 2013
March 22, 2016 March 24, 2020
March 31, 2021 March 29, 2022
March 28, 2023

(Purpose)

Article 1 The purpose of these Regulations is to provide for matters concerning working hours, holidays, paid leave, etc. of non-regular staff members working at National University Corporation Kobe University under the provisions of Articles 25 and 31 of the Kobe University Rules on Conditions of Employment for Non-Regular 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 21 and paragraph 4 of Article 27 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 6-3 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 as provided in Articles 22 and 28 of the Rules shall be prescribed separately.

(One-month Variable Working Hours)

Article 4 In respect of non-regular 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 non-regular staff members covered in the preceding paragraph, shall be prescribed separately.

(One-year Variable Working Hours)

Article 5 In respect of non-regular 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 non-regular 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 32 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 non-regular 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 non-regular staff members covered in the preceding paragraph, shall be prescribed separately.

(Discretionary Labor System)

Article 7 In respect of non-regular 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 non-regular 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 Articles 23 and 29 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 Articles 23 and 29 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 non-regular staff member shall not be directed to work prescribed in the preceding paragraph 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 non-regular 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 part-time 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 non-regular staff member who takes care of a child under elementary school age, or any other family member(s), or by a non-regular staff member who is pregnant or within one year after childbirth, such non-regular 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 non-regular staff member may obtain approval for absence from work for a certain period of time, as is provided for separately.

(Attendance Register)

Article 17 Each non-regular staff member shall come to work by the starting time, and then immediately affix his or her seal or signature to the attendance record.

(Annual Paid Holidays)

Article 18 The amount for the annual paid holiday shall be the days determined in the relevant item according to the non-regular staff member's classification mentioned respectively in each of the following items.

- (1) Of non-regular full-time staff members with labor contract periods of 6 months or longer and non-regular part-time staff members with labor contract periods of 6 months or longer, a person who has 5 or more designated working days in a week, a person who has 4 or less designated working days in a week but has 30 or more designated working hours in a week, and a person who has working days that are fixed in periods other than weeks and has 217 or more designated working days in a year. On Appointment: 3 days; When staff members have engaged in continuous work for 6 months from the day of appointment, and has come to work for 80% or more of the total working days: 7 days in the next 6 months; When staff members have engaged in continuous work for a year or longer from the day of appointment, and the continuous working period has exceeded a year; When staff members have come to work for 80% or more of the total working days in each year that is to be counted from the day of appointment: the number of days listed in the Appended Table 1 in the following year respectively.
- (2) Of non-regular full-time staff members with labor contract periods of less than 6 months and non-regular part-time staff members with labor contract periods of less than 6 months, a person who has 5 or more designated working days in a week, a person who has 4 or less designated working days in a week but has 30 or more designated working hours in a week, and a person who has working days that are fixed in periods other than weeks and has 217 or more designated working days in a year. When staff members renew the labor contract, have engaged in continuous work for 6 months from the day of appointment, and have come to work for 80% or more of the total working days: 10 days in the next 1 year; When staff members have engaged in continuous work for 1 year and 6 months or more from the day of appointment, and have come to work for 80% or more of the total working days in each year that is to be counted from the day that the continuous working period has exceeded 6 months (hereinafter referred to as "Day of Completion of 6 Months"): the number of days listed in the Appended Table 2 in the following year respectively.
- (3) Of non-regular part-time staff members, a person who has 4 designated working days or less in a week and less than 30 designated working hours in a week, and a person who has working days that are fixed in periods other than weeks and has more than 48 but less than 216 designated working days in a year. When staff members have engaged in continuous work for 6 months from the day of appointment, and has come to work for 80% or more of the total working days: the number of days listed in the Appended Table 3; When staff members have come to work for more than 80% of the total working days in each year that is to be counted from the respective Day of Completion of 6 Months: the number of days listed in the Appended Table 3 in the following year respectively.

(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 non-regular 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 non-regular 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.

(Special Leave of Absence)

Article 22 If it is deemed appropriate to be absent from work due to any of the reasons set forth in the following items, the period specified in the relevant item shall be granted as special paid leave:

- (1) When a staff member obtains approval for absence from work to rest or follow a supplementary diet under the provisions of Article 49 of the Rules: A period of time deemed necessary (excluding 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);
- (2) When a non-regular staff member must attend rituals such as a funeral or mourning due to the death of a family member (limited to family members listed in the Appended Table 4), special leave for a number of consecutive days shall be granted, provided the University considers such absence from work appropriate: 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 Appended Table (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);
- (3) When the present residence of a non-regular staff member is lost or damaged due to an earthquake, flood, fire, or other disaster, and it is deemed appropriate for the non-regular staff member to be absent from work for restoration work of said residence, etc.: A period of up to seven consecutive days, in principle;
- (4) When it is deemed extremely difficult for a non-regular staff member to come to work due to an earthquake, flood, fire, or other disaster, or an accident involving public transportation: A period deemed necessary;
- (5) When it is deemed to be unavoidable for a non-regular 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: A period of time deemed necessary
- (6) When a staff member is granted approval to undergo a comprehensive health examination during the prescribed working hours: A period of time deemed necessary

- (7) When it is deemed appropriate for a non-regular staff member to be absent from work for the purpose of enhancing work–life balance, such as attending a child’s school event or a family event, or promoting his or her health: A period of up to the following number of days per year;
Non-regular full-time staff members: 3 days
Non-regular part-time staff members:
Persons working 5 days a week: 3 days
Persons working 4 days a week: 2 days
Persons working 3 days a week: 1 days
- (8) When it is deemed appropriate for a non-regular 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 consecutive days
- (9) When a non-regular staff member with good work performance and 20 or more years of service at the University as of Labor Thanksgiving Day (hereinafter referred to as “Base Date”) seeks to refresh mentally and physically: A period of up to the following number of consecutive days, excluding holidays, during a one-year period from the Base Date of the relevant year;
Persons working 5 days a week: 5 days
Persons working 4 days a week: 4 days
Persons working 3 days a week: 3 days
Persons working 2 days a week: 2 days
Persons working 1 day a week: 1 day
- (10) When a non-regular staff member who is expected to give birth makes a request within eight weeks (or 14 weeks for multifetal pregnancy) prior to the expected date of delivery: The requested period up to the date of childbirth;
- (11) When a non-regular staff member gives birth (meaning delivery after 12 weeks of pregnancy; the same shall apply hereinafter): A period of up to eight weeks from the day following the date of childbirth (excluding the period during which a non-regular staff member who is at least six weeks postpartum requests to work and is assigned operations approved by a physician as having no adverse effect on her);
- (12) When, during a period from the day on which a non-regular staff member’s spouse (including a person in a de facto marital relationship without registering a marriage with the non-regular staff member; the same shall apply hereinafter) is admitted to hospital for childbirth to the day on which two weeks have passed after the date of said childbirth, it is deemed appropriate for the non-regular staff member to be absent from work for the purpose of, for example, accompanying the spouse during hospitalization deemed necessary for said childbirth: A period of up to two days;
- (13) When, during a period from six weeks (or 14 weeks for multifetal pregnancy) prior to a non-regular staff member’s spouse’s expected delivery date to the day on which one year has passed after the date of said delivery, it is deemed appropriate for the non-regular staff member who takes care of a child relating to said delivery or a child (including a child of his spouse) having not yet reached the first March 31 that occurs on or after the child’s ninth birthday to be absent from work for the purpose of taking care of the child: A period of up to five days during said period;
- (14) When a non-regular staff member undergoes fertility treatment, and it is deemed appropriate for the non-regular staff member to be absent from work for hospitalization or outpatient treatment: A period of up to 10 days per year;
- (15) Other cases designated by the President: A period of time deemed necessary

- 2 When it is deemed appropriate to be absent from work due to any of the reasons set forth in the following items, the period specified in the relevant item shall be granted as special unpaid leave (provided, however, that items (8) and (9) shall not apply to the non-regular staff members specified in the labor-management agreement as exempt persons (persons with two or less prescribed working days in a week)):
- (1) When a non-regular 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 non-regular staff member raising a child under 1 year of age breastfeeds the child or takes the child to or from a day-care center as deemed necessary to bring up the child: A period of up to 30 minutes each, twice a day (or, if the other parent of the child is approved to take the leave referred to in this item (including any equivalent leave) on the day on which the non-regular staff member intends to use the leave referred to in this item, or requests childcare time on the same day pursuant to Article 67 of the LSA, a period not exceeding 30 minutes each, twice a day, minus the duration of each instance approved or requested);
 - (3) Where it is found to be unavoidable for a non-regular staff member to miss work as it is significantly difficult for her to work during her menstrual period: A period of time deemed necessary
 - (4) Where it is necessary for a non-regular staff member to recuperate due to work-related injury or sickness and it is regarded as unavoidable for him or her to miss work: A period of time deemed necessary
 - (5) Where it is necessary for a non-regular staff member to recuperate due to injury or sickness and it is regarded as unavoidable for him or her to miss work (excluding the cases provided for in the preceding two items): A period of up to 10 days per year (from April 1 to March 31 of next year; the same applies hereinafter)
 - (6) When a staff member is granted approval to receive health guidance or undergo a health examination during the prescribed working hours as prescribed in Article 48 of the Rules: A period 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.)
 - (7) When a staff member is granted approval to miss work in order to ease commuting difficulties as prescribed in Article 49 of the Rules: A period of time deemed necessary within a range of one hour per day, either just after the start time or just before the end time
 - (8) When it is deemed appropriate for a non-regular staff member who takes care of a child (including a child of his or her spouse; the same shall apply hereinafter in this item) having not yet reached the first March 31 that occurs on or after the child's ninth birthday to be absent from work for the purpose of nursing the child (meaning taking care of the child who has suffered an injury or illness or having the child receive a vaccination or medical examination necessary to prevent illness): A period of up to five days (or 10 days for a non-regular staff member who takes care of two or more children having not yet reached the first March 31 that occurs on or after the children's ninth birthday) per year;
 - (9) When it is deemed appropriate for a non-regular 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 part-time staff member who takes care of 2 or more family members)
 - (10) Other cases designated by the President: A period of time deemed necessary

(Procedures for Special Leave of Absence)

Article 23 A part-time 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 paragraph 1 item (11) of the preceding Article); provided, however, that if such part-time 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 part-time 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 Special Leaves of Absence)

Article 24 The unit of special leave shall be one day, one hour, or one minute, as appropriate; provided, however, that the unit of the leave referred to in Article 22, paragraph 1, items (12) to (14) and paragraph 2, items (8) and (9) shall be one day or one hour.

2 With regard to the number of days referred to in Article 22, paragraph 1, items (2), (3), and (7) to (9), any leave taken in units of one hour or one minute shall be treated as that taken in units of one day.

(Other Provisions)

Article 25 In addition to matters provided for in these Regulations, other necessary matters shall be prescribed separately.

Supplementary Provisions

1 These Regulations come into force on April 1, 2004.

2 Notwithstanding the provisions of the same Article, the continuous service period as prescribed in Article 18 for a non-regular staff member subjected to the provisions of paragraph 2 of the Supplementary Provisions of the Rules (Hereinafter referred to as "Continuous Service Persons") shall include the period he or she worked continuously as a non-regular staff member at Kobe University.

3 Notwithstanding the provisions of the same Article, the number of days of annual paid holidays as prescribed in Article 18 for Continuous Service Persons shall be based on previous examples.

Supplementary Provisions between the original and the latest are omitted.

Supplementary Provisions (March 28, 2023)

1 These Regulations come into force on April 1, 2023.

2 If a staff member whose spouse gave birth during the period from April 2, 2022, to March 31, 2023, has any remaining days of special leave provided for in Article 22, paragraph 1, item (13) of the National University Corporation Kobe University Regulations on Working Hours, Holidays, Paid Leave, etc., of Non-Regular Staff Members prior to this revision, the staff member may take said special leave only for up to the number of said remaining days for the period of one year from the date of such childbirth.

Number of Years of Continuous Service from the Employment Date	Number of Days
1 year	11 days
2 years	12 days
3 years	14 days
4 years	16 days
5 years	18 days
6 years or more	20 days

Appended Table 2

Number of Years of Continuous Service after the 6th Month of Employment is completed	Number of Days
1 year	11 days
2 years	12 days
3 years	14 days
4 years	16 days
5 years	18 days
6 years or more	20 days

Appended Table 3

Number of Prescribed Weekly Working Days	4 days	3 days	2 days	1 day	
Number of Prescribed Annual Working Days	From 169 to 216 days	From 121 to 168 days	From 73 to 120 days	From 48 to 72 days	
Period of Continuous Service from Employment Date	6 months	7 days	5 days	3 days	1 day
	1 year and 6 months	8 days	6 days	4 days	2 days
	2 years and 6 months	9 days	6 days	4 days	2 days
	3 years and 6 months	10 days	8 days	5 days	2 days
	4 years and 6 months	12 days	9 days	6 days	3 days
	5 years and 6 months	13 days	10 days	6 days	3 days
6 years and 6 months or more	15 days	11 days	7 days	3 days	

Appended Table 4

Relative	Number of Days
Spouse	7 days
Parent	
Child	5 days
Grandparent	3 days (or 7 days if the non-regular staff member is an heir per stirpes and succeeds to ritual implements, etc.)
Grandchild	1 day
Sibling	3 days
Uncle or aunt	1 day (or 7 days if the non-regular staff member is an heir per stirpes and succeeds to ritual implements, etc.)
Parent's spouse or spouse's parent	3 days (or 7 days if he or she has shared the same livelihood with the non-regular staff member)
Child's spouse or spouse's child	1 day (or 5 days if he or she has shared the same livelihood with the non-regular staff member)
Grandparent's spouse or spouse's grandparent	1 day (or 3 days if he or she has shared the same livelihood with the non-regular staff member)

Sibling's spouse or spouse's sibling	
Uncle's or aunt's spouse	1 day