

○ Hiroshima University Regulations for Employee Commendations

(Regulations No. 96 of April 1, 2004)

**Amendment** Regulations No. 65 of March 31, 2005  
Regulations No. 36 of March 30, 2012  
Regulations No. 36 of March 27, 2018

Regulations No. 64 of March 28, 2008  
Regulations No. 114 of December 24, 2014

Hiroshima University Regulations for Employee Commendations

(Purpose)

Article 1 These Regulations prescribe the matters necessary for commendation of employees who are working for Hiroshima University (hereinafter, the "University"), in accordance with the provisions of Article 43, paragraph 2 of the Hiroshima University Work Regulations for Employees (Regulations No. 78 of April 1, 2004), Article 61, paragraph 2 of the Hiroshima University Work Regulations for Mariners (Regulations No. 79 of April 1, 2004), Article 32, paragraph 2 of the Hiroshima University Work Regulations for Re-Employed Employees (Regulations No. 80 of April 1, 2004) and Article 31, paragraph 2 of the Hiroshima University Work Regulations for Contract Employees (Regulations No. 101 of April 1, 2004).

(Subjects of Commendation)

Article 2 Commendation shall be awarded to employees with excellent work performance who fall under any of the requirements below (however, item 2 excludes teachers and re-employed employees, and item 3 excludes teachers, re-employed employees and contract employees):

- (1) Employee who contributed to the development of the University;
- (2) Employee whose period of holding office as an employee of the University, public offices, etc. is 20 years or more as of Labor Thanksgiving Day (which period is hereinafter referred to as "length of service") and whose period of holding office as an employee of the University is 10 years or more; provided, however, that in the case of a contract employee, he/she shall be an administrative or technical contract employee working five days per week, his/her period of holding office as an employee of the University shall be 20 years or more in total as of Labor Thanksgiving Day, and he/she shall be recommended by the Dean, Director, etc.;

or

- (3) Employee who falls under either of the following as of his/her retirement date:

- a. Employee whose length of service is 20 years or more and whose period of holding office as an employee of the University is 10 years or more (excluding those who have been awarded commendation under the preceding paragraph); or
  - b. Employee whose length of service is 30 years or more and whose period of holding office as an employee of the University is 15 years or more.
2. Notwithstanding item 2 of the preceding paragraph, the otherwise eligible employee shall not be awarded commendation if he/she falls under either of the following as of the date of commendation:
- (1) The employee is on suspension of employment (except where the suspension of employment is due to an occupational injury or disease);
  - (2) The employee is on long-term sick leave (except where the sick leave is due to a non-occupational injury or disease and has continued for not more than 90 consecutive days from the beginning of the sick leave);
  - (3) The employee is on childcare leave;
  - (4) The employee is on nursing leave;
  - (5) The employee is on leave for attendance at a graduate school;
  - (6) The employee is on leave to engage in an international contribution activity;
  - (7) The employee is on leave to accompany his/her spouse;
  - (8) The employee is on disciplinary suspension of employment, suspension from work or suspension from attendance; or
  - (9) The employee is on standby at home.

(Commendation)

Article 3 Commendation pursuant to paragraph 1, item 1 of the preceding Article shall be made in accordance with the provisions of the Hiroshima University Guidelines for Presidential Commendations (President's Decision of April 1, 2004).

2. Commendation set forth in paragraph 1, items 2 and 3 of the preceding Article shall be awarded to one employee only once in connection with each item, including commendation equivalent to one awarded by another university, public office, etc. under paragraph 1 of the preceding Article.

(Grant of Certificate of Commendation)

Article 4 Commendation set forth in Article 2, paragraph 1, items 2 and 3 (hereinafter, "Length-of-service Awards") shall be made by the President by granting a certificate of commendation.

2. Recipients of a certificate of commendation may be presented with a commemorative gift, together with the certificate of commendation set forth in the preceding paragraph.

(Date of Commendation)

Article 5 Length-of-service Awards shall be awarded on the following days:

- (1) Employees who fall under Article 2, paragraph 1, item 2: Labor Thanksgiving Day
- (2) Employees who fall under Article 2, paragraph 1, item 3: Day of retirement

(Calculation of Length of Service or Period of Holding Office as a University Employee)

Article 6 The length of service for an employee shall be calculated based on the number of months contained in the period during which the employee held office as an employee of the University, a public office, etc. until the month in which the date of his/her commendation set forth in item 1 or 2, as applicable, of the preceding Article falls.

2. The period of holding office as an employee of the University for an employee shall be calculated based on the number of months contained in the period of holding office as an employee of the University until the month in which the date of his/her commendation set forth in item 1 or 2, as applicable, of the preceding Article falls.
3. The period of holding office as an employee of a public office, etc. due to personal exchanges shall be included in the period of holding office as an employee of the University.

(Period for Exclusion)

Article 7 The following periods shall be excluded from calculation of a period of holding office:

- (1) Period of suspension of employment (excluding the period of suspension of employment due to temporary assignment or the period of suspension of employment due to an occupational injury or disease);
- (2) Period during which the employee did not attend to his/her duties while on childcare leave;
- (3) Period during which the employee did not attend to his/her duties while on leave for attendance at a graduate school;
- (4) Period during which the employee did not attend to his/her duties while on leave to engage in an international contribution activity;
- (5) Period during which the employee was, through a disciplinary action, subject to a disciplinary suspension of employment, a suspension from work, a suspension from attendance or a reduction in pay; and
- (6) Period during which the employee was ordered to be on standby at home.

(Miscellaneous)

Article 8 If it is impossible, or if the President deems it seriously inappropriate, to apply these Regulations due to any special circumstance, the University may deal with such situations differently than prescribed herein.

Supplementary Provision

These Regulations shall come into effect as of April 1, 2004.

Supplementary Provision (Regulations No.

Supplementary Provision (Regulations No. 114 of December 24, 2014)  
These Regulations shall come into effect as of January 1, 2015.

Supplementary Provision (Regulations No. 36 of March 27, 2018)  
These Regulations shall come into effect as of April 1, 2018.