

Hiroshima University Regulations for Appointment, Removal, Salaries, Working Hours, Time-Off and Leave of Part-Time Employees

- **Hiroshima University Regulations for Appointment, Removal, Salaries, Working Hours, Time**

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Visiting Associate Professor	Part-Time Employee who is engaged in the duties of a Professor, etc. related to his/her specialized course in a Graduate School, School, etc. (limited to those whose capabilities are equivalent to those of an Associated Professor of the University, and excluding those who fall under the categories of Special Professor and Splendid Professor)
Visiting Lecturer	Part-Time Employee who is engaged in the duties of a Professor, etc. related to his/her specialized course in a Graduate School, School, etc. (excluding those who fall under the categories of Visiting Professor, Visiting Associate Professor, Special Professor, or Splendid Professor)
Special Professor	Part-Time Employee who is engaged in duties such as teaching subjects related to his/her specialized area at a Graduate School, School, etc. after reaching the compulsory retirement age (including Professors who resigned due to reasons other than reaching the compulsory retirement age) and is specially approved by the University
Splendid Professor	Part-Time Employee who is employed by a governmental organization (including incorporated administrative organization) or a private company, engaged in duties such as teaching subjects related to his/her specialized area in an omnibus-style course at a Graduate School, School, etc. and is specially approved by the University
Part-Time Lecturer	Part-Time Employee who is engaged in the duties of a Professor, etc. in an Attached School
Part-Time Physician	Part-Time Employee who is engaged in medical care in a hospital
Industrial Physician	Part-Time Employee who is engaged in the duties of an industrial physician as defined in Article 11 of the Hiroshima University Regulations for Safety and Health Management (April 1, 2004 Regulations No. 113)
School Physician	Part-Time Employee who is engaged in the duties of a school physician as defined in Article 23, paragraph 4 of the School Health Act (1958 Law No.
School Dentist	Part-Time Employee who is engaged in the duties of a school dentist as defined in Article 23, paragraph 4 of the School Health Act
School Pharmacist	Part-Time Employee who is engaged in the duties of a school pharmacist as defined in Article 23, paragraph 4 of the School Health Act
Teaching Fellow	Part-Time Employee who is engaged in educational assistant work in classes, etc., secondary class teaching and independent class teaching under the guidance of a teacher in charge of class teaching (limited to students in Graduate School)

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Assistant Teaching Staff	Part-Time Employee who is primarily engaged in teaching assistant work
Clinical Staff	Part-Time Employee who is engaged in medical care work in a hospital (limited to students in the Graduate School of Biomedical & Health Sciences, and who have a medical or dental license)

Article 4 (Definitions)

For the purpose of these Regulations, the following terms shall have the meanings listed below:

- (1) initially appointing a person as a part-time employee of the University;
- (2) -time employee;
- (3) -time employee to continue to retain him/her in the workforce;
- (4) -time employee losing his/her status as such (excluding in the case of dismissal);
- (5) -time employee to retire pursuant to the provisions of Article 7, paragraph 2 and those of Article 11 of the Working Regulations for Part-time Employee; and
- (6) -time employee to stand by at home under the provisions of Article 33-2 of the Working Regulations for Part-time Employees.

Chapter 2 Recruitment, Retirement, etc.

Article 5 (Recruitment)

The University may recruit a person if it is appropriate in the judgment of the University to employ him/her as a part-time employee based on the amount and content of work.

Article 5-2 (Selection)

1. The selection of a prospective part-time employee shall be conducted by the department, office, etc. to which the person will belong, by one or more of the following methods: screening of application materials, written examination and interview examination.
2. In the case of the preceding paragraph, the selection of a Visiting Professor, Visiting Associate Professor or Visiting Lecturer shall be conducted by the department, office, etc. pursuant to the Hiroshima University Regulations for Faculty Member Selection Standards (April 1, 2004 Regulations No. 82).

Article 6 (Documents to Be Submitted for Recruitment)

1. A person who has been newly recruited as a part-time employee shall submit the documents listed below as necessary:
 - (1) Certificate of tax deducted (if the person earned an employment tax from another

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employer during the year of recruitment by the University);

- (2)
 - (3)
 - (4) Employment insurance certificate (if the person holds one); and
 - (5) Other documents that are deemed necessary by the University.
2. Any falsehood in the documents submitted, false representation of credentials or omission of any of required important matters may result in the cancellation of employment.
 3. Any change in the information provided in the documents to be submitted under paragraph 1 above shall be promptly notified to the University upon the occurrence thereof.

Article 7 (Renewal)

The employment agreement with a part-time employee shall, in principle, not be renewed, provided, however, that this provision shall not apply where the University deems necessary.

Article 8 (Term of Employment Agreement)

1. An employment agreement to be entered into with a part-time employee upon employment or renewal of employment shall be for a fixed term, and the termination date thereof shall not be later than the last day of the fiscal year in which the date of recruitment or renewal of employment falls.
2. The last day of the term of the employment agreement with a part-time employee shall not be later than the dates/days listed in the right-hand column of the table below, except where the University deems necessary.

Title	Limitation on term of employment agreement
Visiting Professor	The first March 31 following the day on which the part-time employee reaches the age of 70
Visiting Associate Professor	
Visiting Lecturer	
Special Professor	
Splendid Professor	
Part-Time Lecturer	The first March 31 following the day on which the part-time employee reaches the age of 65
Part-Time Physician	The first March 31 following the day on which the part-time employee reaches the age of 70
Industrial Physician	
School Physician	
School Dentist	
School Pharmacist	
Teaching Fellow	The day on which the part-time employee loses his/her status as a student in a Graduate School doctoral course (excluding first semester courses)
Qualified Teaching Assistant	The day on which the part-time employee loses his/her status as a student in a Graduate School
Phoenix Teaching Assistant	The day on which the part-time employee loses his/her status as a student in a School or Graduate School
Research Assistant	The day on which the part-time employee loses his/her status as a student in a Graduate School doctoral course (excluding first semester courses)
Assistant Administrative	The first March 31 following the day on which the part-time employee reaches the age of 65

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Staff	
Assistant Technical Staff	
Assistant Skills Staff	
Temporary School Janitor	
Assistant Teaching Staff	
Clinical Staff	The day on which the part-time employee loses his/her status as a student in the Graduate School of Biomedical & Health Sciences and who has a medical or dental license

3. The term of the employment agreement with a part-time employee (limited to Assistant Administrative Staff, Assistant Technical Staff, Assistant Skills Staff, Temporary School Janitors and Assistant Teaching Staff) shall not exceed a total of five years from the date of the employment agreement which commences at the University on or after April 1, 2013 (or in the case where there is a non-applicable period as defined in Article 18, paragraph 2 of the Labor Contract Act (December 5, 2007 Law No. 128), from the date of the employment agreement that commences after such non-applicable period); provided, however, that the University may remove this limitation if it deems it necessary.
4. If a part-time employee applies for conversion to an employment agreement without a fixed term as prescribed in Article 18 of the Labor Contract Act by going through the procedure separately prescribed, the existing employment agreement with the part-time employee shall be converted to an employment agreement without a fixed term on the day following the day on which the existing employment agreement expires.
5. The employment agreement in the preceding paragraph shall expire on the day specified in the right-hand column of the table in paragraph 2 above; provided, however, that this provision shall not apply if deemed necessary by the University.

Article 8-2 (Terms and Conditions of Employment under an Employment Agreement without a Fixed Term)

The terms and conditions of employment for a part-time employee whose employee agreement has been converted to an employment agreement without a fixed term under the provisions of paragraph 4 of the preceding article shall be identical to those under the immediately previous employment agreement; provided, however, that the terms and conditions of employment for a part-time employee whose employment agreement has been converted to an employment agreement without a fixed term shall be determined for each fiscal year, since these terms and conditions, similarly to those of an employment agreement with a fixed term, should be determined by taking into account such factors as the progress of the activity in which the part-oriented activities, and the budget allocated to the activity.

Article 9 (Advance Notice of Termination of Employment Agreement)

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If the University intends to terminate the employment agreement with a part-time employee who has continued to work for the University following the renewal of his/her employment agreement pursuant to the proviso of Article 7, due to the expiry of the term of the employment agreement, the University shall provide the part-time employee with at least 30

Article 10 (Probationary period)

The University shall not provide a probationary period if a part-time employee falls under either of the following:

- (1) The University recruits a person who was employed by the University for two months or longer within one year prior to the date of the current recruitment; or
- (2) The University approves exemption of the person from a probationary period.

Article 11 (Dismissal during Probationary Period)

1. If the University intends to dismiss a part-time employee on probation on the ground of poor work performance, it may do so only if it has the results of the performance review and other facts that are deemed sufficient to judge the work performance of the part-time employee.
2. If the University intends to dismiss a part-time employee on probation on the ground of a mental or physical disorder, it may do so only if the part-time employee is diagnosed by the two physicians designated by the University to have a disease that requires extended medical care or rest or a mental or physical disorder that is difficult to be cured through medical care or rest, and if it is clear that the part-time employee will have difficulty in or be incapable of performing his/her duties due to the disease or disorder.

Article 12 (Retirement)

1. A part-time employee intending to retire from the University for personal reasons shall make a request to the University for retirement in writing, in principle at least 30 days prior to the intended date of retirement.
2. The University shall approve the retirement of a part-time employee if requested in writing unless there are special hindrances.
3. A part-time employee who has made a request for retirement shall be engaged in his/her duties until retirement, unless he/she is specifically approved for exemption from work.

Article 13 (Dismissal)

1. The University may dismiss a part-time employee on the ground of significantly poor work performance only if it has the results of the performance review and other facts that are deemed sufficient to determine that the work performance of the part-time employee is significantly poor.
2. If the University intends to dismiss a part-time employee on the ground that the part-time employee has a mental or physical disorder that significantly hinders or inhibits the part-time employee from performing his/her duties, it may do so only if the part-time employee is diagnosed by the two physicians designated by the University to have a disease that requires

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extended medical care or rest or a mental or physical disorder that is difficult to be cured through medical care or rest, and if it is clear that the disease or disorder will hinder or inhibit the part-time employee from performing his/her duties.

Article 14 (Issuance of Notice of Transfer)

to a part-time

employee in the event of any of the following situations:

- (1) The University has recruited, reassigned or renewed the employment of the part-time employee;
- (2) The part-time employee has retired (excluding where due to dismissal); or
- (3) The University has released the part-time employee from standby at home.

Article 15 The University shall issue a Notice to a part-time employee in the event of any of the following situations:

- (1) The University dismisses the part-time employee; or
- (2) The University orders the part-time employee to stand by at home.

Article 16 (Situations Not Requiring Issuance of Notice)

Notwithstanding the provisions of the preceding two articles, the University may replace the issuance of a Notice with the issuance of a document alternative to a Notice or other appropriate means in any of the following situations:

- (1) A part-time employee is reassigned as a result of the creation, modification, abolition, etc. of an organization;
- (2) In the case provided in Article 14, item 2, the University deems it appropriate to replace the issuance of a Notice with other means; or
- (3) In either of the cases provided in the preceding article, the situation is too urgent to issue a Notice.

Chapter 3 Compensation

Article 17 (Compensation Categories, Types, Calculation Period, Payment Date, etc.)

1. The categories, types, calculation period and payment date of compensation for a part-time employee shall be as shown in the table below:

Compensation		Compensation calculation period	Compensation payment date
Category	Type		
Base wage	Regular wage	From the first day to the last day of a month	17th of the following month (or if the 17th falls on a day off prescribed in Article 29, paragraph 1, item 1 or 2 (hereafter in this paragraph, a -holiday day immediately following the 17th)
Allowance	Commutation allowance Allowance for special work Overtime allowance Holiday allowance Night-shift allowance Day/night duty allowance		

2. The base wage of a part-time employee shall be paid on an hourly basis. The part-time

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2. Notwithstanding the provisions in the body text of the preceding paragraph, on the consent of a part-time employee, the University may pay compensation by transfer to his/her deposit/saving account at a financial institution funds.
3. The necessary matters pertaining to payment of compensation other than those set forth in the preceding two paragraphs shall be prescribed separately.

Article 20 (Amount of Compensation per Hour Worked)

The amount of compensation per hour worked as set forth in Articles 25 through 27 shall be the amount of the base wage.

Article 21 (Treatment of Fractions)

Any fraction of less than fifty sen (0.5 yen) arising in an amount obtained by calculation pursuant to the provisions of these Regulations shall be rounded off, and any fraction more than fifty sen and less than one yen in such an amount shall be rounded up to one yen; provided, however, that this provision shall not apply if otherwise provided for in these Regulations.

Article 22 (Per Diem Calculation)

1. If a part-time employee has entered or returned from punitive leave, long-term suspension or short-term leave; has been ordered to be on, or has returned from, standby at home; or has entered or returned from childcare leave in the middle of a month, the commutation allowance for the part-time employee for that month shall be paid on a per diem basis, only if the use of expenses in connection with the employment of such part-time employee is otherwise prescribed.
2. Per diem calculation under the preceding paragraph shall be made based on the number of days obtained by removing holidays and days that are not working days from the total number of days contained in a compensation calculation period.

Article 23 (Regular Wage)

1. The regular wages for part-time employees shall be in the amounts shown in the table below:

Title	Classification	Amount of hourly wage
Visiting Professor Visiting Associate Professor Visiting Lecturer	Outside individual	5,010 yen
	Inside individual (the vice-principal, teacher, nursing teacher, nutrition teacher and contract teacher of an Attached School (hereinafter, conduct classes in teachership subjects (meaning subjects related to academic fields or subjects related to teachership) in the evening courses of the School of Law and the School of Economics)	3,230 yen

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	Inside individual (Attached School Teachers, etc. who conduct classes in Schools, etc. (excluding classes set forth in the above line of the Classification column))	1,770 yen
Special Professor	-	Separately decided
Splendid Professor	-	Separately decided
Part-Time Lecturer	ALT	3,500 yen
	Individual other than ALT	2,850 yen
Part-Time Physician	Professor-equivalent	4,500 yen
	Associate Professor-equivalent	3,500 yen
	Lecturer-equivalent	3,000 yen
	Assistant Professor-equivalent	2,500 yen
	Hospital physician-equivalent	1,500 yen
Industrial Physician		1,700 yen
School Physician		1,150 yen
School Dentist		1,150 yen
School Pharmacist		960 yen
Teaching Fellow		1,400 yen
Qualified Teaching Assistant	Individual who is in the first semester of a Graduate School	1,000 yen
	Individual who is in a doctoral course of a Graduate School (excluding first semester courses)	1,200 yen
Phoenix Teaching Assistant		845 yen
Research Assistant		1,200 yen
Assistant Administrative Staff, Assistant Technical Staff, Assistant Skills Staff or Temporary School Janitor		845 yen
Assistant Teaching Staff	Individual who is in a doctoral course of a Graduate School (excluding first semester courses) (including those who are approved by the University to be ab equivalent thereof)	1,200 yen
	Individual other than the above	1,000 yen
Clinical Staff	Physician	1,400 yen
	Dentist	1,300 yen

2. Notwithstanding the provisions of the preceding paragraph, if the University employs a part-time employee for whom it deems it necessary to take a separate measure, the University may set the regular wage of the part-time employee separately.

Article 24 (Commutation Allowance)

1. Commutation allowance shall be paid to part-time employees who meet the following conditions for the purpose of subsidizing the expenses required for commuting; provided, however, that commutation allowance shall not be paid to an individual whose primary status is a student and who commutes as a student to the workplace at which he/she works (excluding those who are taking a leave of absence from school or work under the provisions of the Hiroshima University General Provisions (April 1, 2004 Regulations No. 2) and the Hiroshima

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University Graduate School Regulations (April 1, 2004 Regulations No. 3)) or an individual who has not commuted on any of the days in a month:

- (1) A student who is scheduled to be employed for a period of one month or more;
- (2) A student who is scheduled to work on three days or more per week;
- (3) A student who is scheduled to work three hours or more per day; and
- (4) A student who, if commuting on foot, will commute over a distance of two kilometers each way (based on the length of the shortest of the routes that can usually be used)

2.

-time employee in the table below:

Category of part-time employee	Amount of allowance	
(1) Part-time employee who usually uses trains or other public transportation system	The amount of commuting allowance shall be equal to the amount obtained by calculation based on the amount of fare payable by the part-time employee for commuting however, that if the Calculated Amount of Fare is over 55,000 yen, the amount of commuting allowance shall be 55,000 yen.	
(2) Part-time employee who usually commutes by car or other transportation means (including motor vehicles, motorbikes, motorized bicycles and bicycles	The distance over which the part-time employee commutes by Car, etc. (hereafter in) is less than five kilometers each way.	2,000 yen
	The Commuting Distance is five kilometers or more and less than 10 kilometers each way.	4,200 yen
	The Commuting Distance is 10 kilometers or more and less than 15 kilometers each way.	7,100 yen
	The Commuting Distance is 15 kilometers or more and less than 20 kilometers each way.	10,000 yen
	The Commuting Distance is 20 kilometers or more and less than 25 kilometers each way.	12,900 yen
	The Commuting Distance is 25 kilometers or more and less than 30 kilometers each way.	15,800 yen
	The Commuting Distance is 30 kilometers or more and less than 35 kilometers each way.	18,700 yen
The Commuting Distance is 35		

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<p>(3) Part-time employee who usually uses the Transportation System for commuting and pays the fares therefor, and also commutes by Car, etc.</p>	<p>The amount of commuting allowance shall be equal to the total of the Calculated Amount of Fare and the amount prescribed in item 2 (or 55,000 yen if the total is over 55,000 yen); provided, however, that where the distance over which a Car, etc. is used is less than two kilometers, the commuting allowance for the part-time employee shall be the amount calculated based on item 1, and where this amount is less than the amount prescribed in item 2, the commuting allowance shall be the amount prescribed in item 2.</p>
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3. Commuting allowance shall be paid to a part-time employee for the month following the month in which he/she comes to fall under any of the categories of part-time employee described in the table in the preceding paragraph (or if he/she comes to fall under any of such categories on the first day of a month, from that month); provided, however, that if a request for a commuting allowance is made after the elapse of 15 days from the day on which the part-time employee comes to fall under any of such categories, the commuting allowance shall be paid from the month following the month in which the day on which the request is received

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(2) Additional medical allowance	a. Clinical staff engaged in childbirth work	Childbirth work where the delivery takes place on a holiday or on a non-holiday day between 17:00 and 8:30 the following day	Per occasion	20,000 yen
	b. Clinical staff who work at an operation department, an advanced medical emergency center, an intensive care department or at an intensive care unit for surgical patients	Medical care work during night-time and on holiday as part of the scheduled working hours assigned	Per occasion	20,000 yen (including nighttime extra wage in the case of nighttime work)

3. The necessary matters pertaining to the payment of extraordinary work allowance other than those prescribed in the preceding paragraph shall be prescribed separately.

Article 24-3 (Day/Night Duty Allowance)

Day/night duty allowance shall be paid to a part-time employee (excluding part-time medical doctors) assigned to a medical or dental shift duty, in an amount of 20,000 yen (including an amount equivalent to the overtime allowance) per shift.

Article 25 (Overtime Allowance)

- Overtime allowance shall be paid to a part-time employee ordered to work beyond the scheduled working hours (excluding the cases prescribed in the following article).
- Overtime allowance shall be paid in an amount obtained by multiplying the amount of compensation per hour worked as prescribed in Article 20 by the rate prescribed for the applicable classification as set forth in the table below and then multiplied by the total number of hours worked.

Classification	Rate
(1) The total number of hours worked in a day and the scheduled working hours per day are up to seven hours and 45 minutes and the total number of hours worked in a week and the scheduled working hours per week are up to 38 hours and 45 minutes (excluding in the case prescribed in the following item).	100/100
(2) The total number of hours worked in a day and the scheduled working hours per day are up to seven hours and 45 minutes and the total number of hours worked in a week and the scheduled working hours per week are up to 38 hours and 45 minutes, and the work was conducted between 22:00 and 5:00 the following morning.	125/100
(3) The total number of hours worked in a day and the scheduled working hours per day are more than seven hours and 45 minutes and the total number of hours worked in a week and the scheduled working hours per week are more than 38 hours and 45 minutes (excluding in the case prescribed in the following item).	125/100
(4) The total number of hours worked in a day and the scheduled working hours per day are more than seven hours and 45 minutes and the total number of hours worked in a week and the scheduled working hours per week are more than 38 hours and 45 minutes, and the work was conducted between 22:00 and 5:00 the following morning.	150/100

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3. The total number of hours worked as prescribed in the preceding paragraph shall be the total number of hours worked in a compensation calculation period. Any fraction less than 15 minutes contained in the said total number of hours shall be rounded up to 15 minutes. Any fraction more than 15 minutes and less than 30 minutes contained in the said total number of hours shall be rounded up to 30 minutes. Any fraction more than 30 minutes and less than 45 minutes contained in the said total number of hours shall be rounded up to 45 minutes. Any fraction more than 45 minutes contained in the said total number of hours shall be rounded up to one hour.

Article 26 (Holiday Allowance)

1. Holiday allowance shall be paid to a part-time employee ordered to work on a holiday (excluding where a substitute day off is designated) or a substitute day off (hereinafter, a provisions of Article 30).
2. Holiday allowance shall be paid in an amount obtained by multiplying the amount of compensation per hour worked as prescribed in Article 20 by a rate of 135/100 (or 160/100 where the work is conducted between 22:00 and 5:00 the following day) and then by the total number of hours worked on Holidays, etc..
3. The total number of hours worked on Holidays, etc. as prescribed in the preceding paragraph shall be the total number of hours worked in a compensation calculation period. Any fraction less than 15 minutes contained in the said total number of hours shall be rounded up to 15 minutes. Any fraction more than 15 minutes and less than 30 minutes contained in the said total number of hours shall be rounded up to 30 minutes. Any fraction more than 30 minutes and less than 45 minutes contained in the said total number of hours shall be rounded up to 45 minutes. Any fraction more than 45 minutes contained in the said total number of hours shall be rounded up to one hour.

Article 27 (Night Duty Allowance)

1. Night duty allowance shall be paid to a part-time employee ordered to work, as the scheduled working hours, during the time period between 22:00 and 5:00 the following day.
2. Night duty allowance shall be paid in an amount obtained by multiplying the amount of compensation per hour worked as prescribed in Article 20 by a rate of 25/100 and then multiplied by the total number of hours worked during the time period as prescribed in the preceding paragraph.
3. The total number of hours worked on Holidays, etc. as prescribed in the preceding paragraph shall be the total number of hours worked in a compensation calculation period. Any fraction less than 15 minutes contained in the said total number of hours shall be rounded up to 15 minutes. Any fraction more than 15 minutes and less than 30 minutes contained in the said total number of hours shall be rounded up to 30 minutes. Any fraction more than 30 minutes and less than 45 minutes contained in the said total number of hours shall be rounded up to 45

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minutes. Any fraction more than 45 minutes contained in the said total number of hours shall be rounded up to one hour.

Chapter 4 Working Hours, Days Off, Leave, etc.

Article 28 (Scheduled Working Hours and Break Times)

1. The scheduled working hours for a part-time employee shall, in principle, be not more than 30 hours, excluding break times, per week.
2. For a part-time employee whose scheduled working hours are 30 hours per week, the starting time and the finishing time of work and the break times shall, in principle, be as shown in the table below:

Starting and finishing time of work	Break time
Starting time: 8:30 Finishing time: 15:30	From 12:00 to 13:00

3. Notwithstanding the provisions of the preceding paragraph, if necessary due to business circumstances, the University may set the work starting and finishing times and the break times on a case-by-case basis as long as the scheduled working hours per day do not exceed seven hours and 45 minutes.
4. If necessary due to business circumstances, the University may move the work starting time, work finishing time or break time earlier or later.
5. Notwithstanding the provisions of paragraphs 1 through the preceding paragraph, the working days, the scheduled working hours, the work starting and finishing times and the break times for the members of Clinical Staff shall be allocated on a member-to-member basis, and be notified to each member by distributing a work allocation table not later than seven days prior to the first day of the relevant month.
6. When allocating work under the preceding paragraph, consideration for educational purposes shall be made so as not to hinder the research guidance, classes, etc. being taken by each Clinical Staff member as a Graduate School student and so that the scheduled working hours per week will be around twenty hours, excluding break times.
7. When recruiting as a Clinical Staff member a person who is being employed as a Teaching Fellow, Qualified Teaching Assistant, Phoenix Teaching Assistant or Research Assistant in the Graduate School of Biomedical & Health Sciences, consideration shall be made so as not to hinder such work. In addition, the Graduate School class subjects being taken, the content of the work to be engaged in as a part-time employee and the periods of work to be allocated shall be clarified, and the working hours of the person shall be managed properly. In doing so, it shall be ensured that the total of the scheduled working hours per week of the person shall not exceed the work limitations prescribed in the preceding paragraph.

Article 29 Holidays shall be as listed below:

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- (1) Saturdays and Sundays;
 - (2) Holidays prescribed in the National Holidays Act (1948 Law No. 178); and
 - (3) Days between December 29 and January 3 of the following year (excluding the holidays prescribed in the preceding two items).
2. Notwithstanding the provisions of the preceding paragraph, the University may designate other days as holidays if necessary due to business circumstances.

Article 30 (Substitution of Working Days)

If it is necessary to order a part-time employee to work on a non-working day due to business circumstances, the University may designate a day to substitute the non-working day

Article 31 (Working at a Location Other Than the Ordinary Workplace)

1. The University may order a part-time employee to work away from the normal workplace if necessary due to business circumstances.
2. In the case where a part-time employee is ordered to conduct his/her work as prescribed in the preceding paragraph during all or part of the working hours on a working day, and if it is difficult to determine the number of hours spent for such work, the part-time employee shall be assumed to have worked for the scheduled working hours on such working day.

Article 32 (Work outside the Scheduled Working Hours)

1. If necessary due to business circumstances, the University may order a part-time employee to ;
provided, however, that the total of the scheduled working hours and the hours spent in Overtime Work shall not exceed seven hours and 45 minutes per day or 38 hours and 45 minutes per week.
2. The necessity due to business circumstances as prescribed in the preceding paragraph shall include cases where a part-time employee applies for Overtime Work in advance and the University grants such application based on its recognition of business necessity. In the event that the University recognizes that a compelling reason prevented the part-time employee from applying in advance, the part-time employee shall be allowed to submit an application promptly after the fact.
3. A part-time employee who has been ordered to conduct proper Overtime Work under the provisions of paragraph 1 or 2 shall, in principle, not be allowed to reject such order without a good reason.
4. Notwithstanding the provisions of paragraph 1 or 2, the University shall not order a part-time employees who is pregnant or within one year after childbirth (hereinafter, an to work overtime where so requested by the Expectant/Nursing Mother.
5. Notwithstanding the provisions of paragraph 1 and 2, if requested by a part-time employee who is raising a child less than three years of age or a family member requiring care (which

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refers to a family member as defined in Article 3, paragraph 2 of the Hiroshima University Regulations for Employee Family Care Leave (April 1, 2004 Regulations No. 93); hereinafter,

-requiring Family

the Care-requiring Family Member, the University shall not order the part-time employee to work beyond the scheduled working hours; provided, however, that this shall not apply if normal business operation is expected to be hampered.

Article 32-2 (Late-night Work)

1. The University may order a part-time employee to work overtime late at night (which refers to -night if necessary for business circumstances.
2. Notwithstanding the provisions of the preceding paragraph, no hospital shall order Late-night Work if so requested by a part-time employee who is an Expectant/Nursing Mother.
3. Notwithstanding the provisions of paragraph 1, the University shall not order Late-night Work if so requested by a part-time employee who is raising a child before the time of commencement of elementary school (which refers to a child before the first March 31 after his/her sixth birthday; the same shall apply hereafter) or nursing a Care-requiring Family Member (excluding if the part-time employee is living in the same household with an Expectant/Nursing Mother or a family member at the age of sixteen or more who is capable of taking care of such child or Care-requiring Family Member) in order to provide child care to the child or nursing care to the Care-requiring Family Member; provided, however, that this shall not apply if normal business operation is expected to be hampered.

Article 33 (Overtime Work in Time of Disaster)

1. The University may order a part-time employee to conduct Overtime Work if necessary in the case of an extraordinary need due to a disaster or other unavoidable circumstances.
2. If the University orders Overtime Work under the preceding paragraph, it shall follow the procedure required under the Labor Act.
3. The University shall not order Late-night Work under paragraph 1 above, if so requested by a part-time employee who is an Expectant/Nursing Mother.

Article 34 (Attendance and Leaving)

1. Part-time employees shall follow the prescribed procedure when they attend or leave work.
2. Part-time employees shall leave work promptly, in principle upon the completion of the scheduled working hours or the Overtime Work they are ordered to conduct; provided, however, that this shall not apply if the University otherwise approves in consideration of the business purpose of the relevant activity of the University and the characteristics of work according to such purpose.

Article 35 (Late Arrival, Early Leaving, Absence from Work and Private Outing)

1. If a part-time employee intends to arrive late, leave early or be absent from work or make a private outing during the scheduled working hours, he/she shall make a request in advance to

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obtain the permission of the University; provided, however, that in the event that the part-time employee is unable to make a request in advance due to an unexpected situation or other unavoidable reason, he/she may immediately notify thereof and, after the fact, promptly submit a request for the permission of the University.

2. Where a part-time employee fails to obtain the permission of the University under the preceding paragraph or if the University does not grant the requested permission, the part-time employee shall be deemed to be absent without leave.

Article 35-2 (Work on Day/Night Duty)

Where necessary due to business circumstances, the University may order a part-time employee to work on day or night duty outside the scheduled working hours or on a holiday.

Article 36 (Types of Leave)

Leave of part-time employees shall be of three types: annual paid leave, special paid leave and special unpaid leave.

Article 37 (Annual Paid Leave)

1. The University shall grant annual paid leave of th

working days per week or year set out in the said table, to part-time employees who have been in continuous service for over six months from the day of their being newly recruited, on the day of their having served continuously for six months from the date of such recruitment

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Number of scheduled working days per week	5	4	3	2	1
Number of scheduled working days per year	217 or more	169 to 216	121 to 168	73 to 120	48 to 72
Number of days granted	10	7	5	3	1

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Hiroshima University Regulations for Appointment, Removal, Salaries, Working Hours, Time-Off and Leave of Part-Time Employees

		7th year onwards	20	15	11	7	3
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Article 38 (Carry Forward of Annual Paid Leave)

Part-time employees shall be entitled to carry forward the days remaining in their annual paid leave newly granted to them in the current year, to the following year during which they are in continuous service.

Article 39 (Request for Annual Paid Leave)

1. If a part-time employee intends to take annual paid leave, he/she shall request the leave in advance by designating the period; provided, however, that in the event that the part-time employee is unable to request in advance due to sickness, disaster or other unavoidable reason, he/she shall promptly submit a request after returning from the leave.
2. The University may change the period of leave designated by the part-time employee if normal business operation is expected to be hampered.
3. After having accepted a request for annual paid leave, the University may cancel if normal business operation has been hampered due to unavoidable reasons or the request has been found to be defective.

Article 40 (Unit of Annual Paid Leave)

Annual paid leave shall be taken in units of whole or half days (limited to part-time employees whose scheduled working hours per day are seven hours and 45 minutes); provided, however, that in cases of annual paid leave of the number of days prescribed in the Labor-management Agreement or annual paid leave granted in excess of the number of days prescribed in Article 39 of the Labor Act, annual paid leave may be taken in units of one hour.

Article 41 (Special Paid Leave)

1. The University shall grant special paid leave when requested by a part-time employee due to

deems it reasonable for the part-time employee to be absent from work.

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Reason	Period (Unit)
(1) The part-time employee intends to exercise the right to vote prescribed in the Public Offices Election Act (1950 Law No. 100), the right related to a national review of the judges of the Supreme Court or the right related to the voting for recall of a member of the assembly or the head of an ordinary public local government, and it is deemed unavoidable to be absent from work.	Necessary time (to be taken by the unit of a day, hour or minute)
(2) The part-time employee is required to appear in a court, the Diet, the assembly of a local government or other public agency as a citizen judge (including an alternate judge), citizen judge candidate, witness, expert witness, unsworn witness, etc. (hereinafter, the University decides that it is unavoidable for him/her to be absent from work; or the spouse, etc. of the part-time employee, who is raising a child until the first March 31 after his/her ninth birthday or nursing a Care-requiring Family Member, makes an Appearance in Court, etc., and the University decides that it is reasonable for the part-time employee to be absent from work for the purpose of providing child care or nursing care.	Necessary time (to be taken by the unit of a day, hour or minute)
(3) The University decides that it is deemed significantly difficult for the part-time employee to come to work due to a typhoon, earthquake, flood, fire or other disaster or an accident in the Transportation System (herein	Necessary time (to be taken by the unit of a day, hour or minute)
(4) The University decides that it is deemed unavoidable, due to a disaster, etc. for the part-time employee to be absent from work in order to avoid a physical danger in the course of returning home.	Necessary time (to be taken by the unit of an hour or minute)
(5) The part-time employee is pregnant, and the University decides that such time off is necessary to avoid adverse effects from her work burden on the health conditions of the employee and the baby.	Time necessary to rest or supplement meals (to be taken by the unit of an hour or minute)
(6) The part-time employee receives a medical checkup for the prevention of lifestyle-related diseases covered by medical insurance managed by the Japan Health Insurance Association.	Necessary time up to two days (to be taken by the unit of a day, hour or minute)

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said table; provided, however, that if a part-time employee takes leave for the reason of item (6), the leave shall be treated as being taken in the unit of a day even if it is actually taken in unit of an hour or minute.

Article 42 (Special Unpaid Leave)

1. The University shall grant special unpaid leave when requested by a part-time employee due to the University decides that it is reasonable for the part-time employee to be absent from work.

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Reason	Period (Unit)
(1) The part-time employee intends to apply for registration as a donor of marrow for marrow transplants or peripheral-blood stem cells for peripheral blood cell transplants to an organization handling such registration, or is scheduled to donate his/her marrow for a marrow transplant or peripheral-blood stem cells for a peripheral blood cell transplant to a person who is not his/her spouse, parent, child or sibling, and the University decides that it is unavoidable for the part-time employee to be absent from work for the purpose of inspection, hospitalization, etc. associated with such application or donation.	Necessary time (to be taken by the unit of a day, hour or minute)
(2) The part-time employee is expecting a baby within six weeks (or fourteen weeks in the case of multiple pregnancy) from the estimated delivery day, and makes a request for special unpaid leave.	Requested period until the actual delivery day (to be taken by the unit of a day, hour or minute)
(3) The part-time employee has given birth (which refers to delivery at or after the twelfth week in pregnancy; the same shall apply hereafter).	Period until eight weeks have passed from the day following the day of delivery (excluding the period worked by the part-time employee who is over six weeks after giving birth, based on her request to work during such period and the judgment by an obstetric doctor that such work has no adverse effect on her) (to be taken in the unit of a day or hour)
(4) The part-time employee has significant difficulties in working during menstrual periods, and the University decides that it is unavoidable for her to be absent from work during such periods.	Necessary time (to be taken by the unit of a day, hour or minute)
(5) The part-time employee is an Expectant/Nursing Mother, and receives health guidance under Article 10 of the Maternal and Child Health Act (1965 Law No. 141) or medical checkups under Article 13 of the said act.	During pregnancy: Until twenty-three weeks in pregnancy, once per four weeks; from 24 weeks until 35 weeks in pregnancy, once per two weeks; and from 36 weeks until childbirth, once per week (or any other frequency designated by an obstetric doctor or midwife) Within one year after giving birth: Periods deemed necessary within one day, at the frequency designated by an obstetric doctor or midwife (to be taken by the unit of a day, hour or minute)
(6) The part-time employee is pregnant and the University decides that the Transportation System is congested to the extent that time off is necessary to avoid an adverse effect on the health conditions of the employee and the baby.	Necessary period up to a total of one hour within a day, at the start or finish of the scheduled working hours (to be taken by the unit of an hour or minute)

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<p>(7) The part-time employee needs to rest and receive treatment due to an injury or sickness suffered while at work or commuting to and from work, and the University decides that it is unavoidable for him/her to be absent from work.</p>	<p>Necessary period (to be taken by the unit of a day, hour or minute)</p>
<p>(8) The part-time employee participates in a recreation event approved by the University.</p>	<p>Period up to a total of sixteen hours in a year (to be taken by the unit of an hour or minute)</p>
<p>(9) The part-time employee is raising a child (including and the University decides that it is reasonable for the part-time employee to be absent from work for the purpose of providing nursing care to the Child (which refers to taking care of the Child when he/she is suffering an injury or sickness or to having the Child vaccinated or receive a medical checkup).</p>	<p>Period up to a total of five days in a year (or 10 days where the part-time employee has two or more children) (to be taken by the unit of a day or hour)</p>
<p>(10) The part-time employee has a Care-requiring Family Member, and the University decides that it is reasonable for the part-time employee to be absent from work for the purpose of providing the Care-requiring Family Member with nursing or other care (which refers to conducting other caregiving tasks, such as escorting his/her to a hospital, etc. and conducting procedures to receive the provision of nursing-care services on behalf of him/her).</p>	<p>Periods up to a total of five days in a year (or 10 days where the part-time employee has two or more Care-requiring Family Members) (to be taken by the u(r)3(ea)f1 0 0 1 393.31</p>

Hiroshima University Regulations for Appointment, Removal, Salaries, Working Hours, Time-Off and Leave of Part-Time Employees

If a special situation arises to which the application of these Regulations is deemed by the President to be not possible or to be significantly inappropriate, such situation may be treated differently.

Supplementary Provisions

1. These Provisions shall come into effect as of April 1, 2008.
2. Annual paid leave granted under the provisions of Articles 45 through 47 of the Hiroshima University Regulations for Appointment, Removal, Salaries, Working Hours, Time-Off and Leave of Part-Time Employees before being amended by these Provisions shall be deemed to have been granted under Article 37 of the Hiroshima University Regulations for Appointment, Removal, Salaries, Working Hours, Time-Off and Leave of Part-Time Employees as amended by these Provisions.
3. The Hiroshima University Outline for Handling Research Support Staff (March 31, 2006 President Decision) shall be abolished.

Supplementary Provisions (March 31, 2009 Provisions No. 74)

These Provisions shall come into effect as of April 1, 2009.

Supplementary Provisions (March 31, 2010 Provisions No. 88)

1. These Provisions shall come into effect as of April 1, 2010.
2. The Interim Outline for Handling Clinical Staff (November 30, 2009 President Decision) shall be abolished.

Supplementary Provisions (March 30, 2012 Provisions No. 40)

1. These Provisions shall come into effect as of April 1, 2012.
2. Where a student, who was in the Graduate School of Integrated Biomedical & Health Sciences as of the day on which these Provisions came into effect, has been employed as Clinical Staff,

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the Hiroshima University Regulations for Appointment, Removal, Salaries, Working Hours, Time-Off and Leave of Part-Time Employees as amended by these Provisions shall be read as

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student ceases to be enrolled at the said Graduate School.

Supplementary Provisions (March 26, 2013 Provisions No. 24)

These Provisions shall come into effect as of April 1, 2013.

Supplementary Provisions (March 26, 2014 Provisions No. 26)

These Provisions shall come into effect as of April 1, 2014.

Supplementary Provisions (December 24, 2014 Regulations No. 119)

These Provisions shall come into effect as of January 1, 2015.

Supplementary Provisions (March 24, 2015 Regulations No. 38)

These Provisions shall come into effect as of April 1, 2015.

Supplementary Provisions (September 29, 2015 Regulations No. 120)

These Provisions shall come into effect as of October 1, 2015.

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Supplementary Provisions (March 24, 2016 Regulations No. 34)

These Provisions shall come into effect as of April 1, 2016.

Supplementary Provisions (June 28, 2016 Provisions No. 170)

1. These Provisions shall come into effect as of July 1, 2016.
2. Notwithstanding the provisions of the Hiroshima University Regulations for Appointment, Removal, Salaries, Working Hours, Time-Off and Leave of Part-Time Employees as amended by these Provisions, persons who have been employed as part-time employees as of the day on which these Provisions came into effect shall be subject to these Regulations before amended by these Provisions.

Supplementary Provisions (December 27, 2016 Provisions No. 243)

These Provisions shall come into effect as of January 1, 2017.

Supplementary Provisions (September 26, 2017 Provisions No. 142)

1. These Regulations shall come into effect as of October 1, 2017.
2. Notwithstanding the provisions of the body text of Article 8, paragraphs 2 and 5 of these Regulations as amended by these Provisions, the limitation on the term of the employment agreement with a person who has continuously been in service as a part-time employee as of October 1, 2017 (limited to a Visiting Professor, Visiting Associate Professor, Visiting Lecturer, Part-Time Lecturer, Part-Time Physician, Industrial Physician, School Physician, School Dentist or School Pharmacist) and who will see, on or before March 31, 2021, the first March 31 following the day on which the part-time employee reaches the age of 70, shall be until March 31, 2021.
3. Notwithstanding the provisions of the body text of Article 8, paragraphs 2 and 5 of these Regulations as amended by these Provisions, the limitation on the term of the employment agreement with a person who has continuously been in service as a part-time employee as of October 1, 2017 (limited to Assistant Administrative Staff, Assistant Technical Staff, Assistant Skills Staff, Temporary School Janitors and Assistant Teaching Staff) and who will see, on or before March 31, 2021, the first March 31 following the day on which the part-time employee reaches the age of 65, shall be until March 31, 2021.

Supplementary Provisions (March 24, 2018 Regulations No. 41)

1. These rules shall come into effect as of April 1, 2018. However, the modification of the table in Article 3, the modification to add rules for Special Professor and Splendid Professor in the table of Article 8 Paragraph 2, and the modification of the table of Article 23 Paragraph 1 shall come into effect as of April 1, 2019.
2. Notwithstanding the provisions of paragraphs 2 and 5 of Article 8 of the Hiroshima University Regulations for Appointment, Removal, Salaries, Working Hours, Time-Off and Leave of Part-Time Employees as amended by these Provisions, the final date of the employment contract term of a person who continues to be a Part-Time Lecturer as of April 1, 2018 and reaches the age of 65 prior to March 31, 2021 shall be March 31, 2021.

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Supplementary Provisions (November 29, 2018 Regulations No. 156)

These Regulations shall come into effect from November 29, 2018, and the Hiroshima University Regulations for Appointment, Removal, Salaries, Working Hours, Time-Off and Leave of Part-Time Employees after the revision by these Regulations shall be applicable from October 1, 2018.