

# ○ Hiroshima University Regulations for Annual Salaries of Employees

Regulations No.            of December 24, 2019

## Hiroshima University Regulations for Annual Salaries of Employees

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### Supplementary Provisions

#### Chapter 1            General Provisions

##### (Purpose)

#### Article 1

1. These regulations stipulate matters necessary for salaries of employees who are working at Hiroshima University (hereinafter referred to as the “University”) and to whom the annual salary system (excluding the annual salary system with the measure of expenses for promoting introduction of an annual salary system; the same applies hereinafter) is applied (hereinafter referred to as “Annual Salaried Employees”), based on the provisions of Article 28 of the Hiroshima University Work Regulations for Employees (Regulations No. 78 of April 1, 2004).
2. In addition to the provisions of these regulations, the provisions of the Labor Standards Act (Act No. 49 of 1947) and other relevant laws and regulations apply to the salaries of Annual Salaried Employees.

##### (Delegation of Authority)

#### Article 2

The President may delegate part of his/her authority under these regulations to another officer or employee.

##### (Scope of Application)

#### Article 3

“Annual Salaried Employees” under these regulations mean Professors, Associate Professors, Lecturers, Assistant Professors, and Research Associates.

##### (Divisions, Types, Periods under Calculation, Payment Days, etc. of Salary)

#### Article 4

1. The divisions, types, periods under calculation and payment days of salary for Annual Salaried Employees are to be as per the following table.

	Academic appointment level allowance		

table in paragraph 1.

5. In addition to the provisions of the preceding paragraphs, matters necessary for the divisions, types, periods under calculation, payment days, etc. of salary are stipulated separately.

(Payment of Salary)

#### Article 5

1. The salary for an Annual Salaried Employee is to be paid in currency and in full directly to the Annual Salaried Employee; provided, however, that partial deduction from the amount of salary may be allowed for those stipulated by laws and regulations or those permitted in a written agreement with a labor union organized by a majority of workers at the workplace in the case where such labor union exists, or with a person representing a majority of workers in the case where such labor union does not exist (hereinafter referred to as the “Labor-management Agreement”).
2. Notwithstanding the provisions of the main clause of the preceding paragraph, if the consent of an Annual Salaried Employee is obtained, the salary for the Annual Salaried Employee may be paid by wire transfer to the Annual Salaried Employee’s savings account opened at a financial institution to which the University’s bank can make wire transfers.
3. In addition to the provisions of the preceding two paragraphs, matters necessary for payment of salary are stipulated separately.

(Calculation in Proportion to the Number of Days)

#### Article 6

1. With respect to the salary for a person who has become an Annual Salaried Employee, a person whose amount of annual base salary has changed, or a person who has been separated from service, in the course of a month, the following items are to be paid based on calculation in proportion to the number of days:
  - (1) Base Pay;
  - (2) Adjustments in Base Pay;
  - (3) Management position allowance;
  - (4) Starting pay adjustment allowance;
  - (5) Special adjustment allowance; and
  - (6) Wide-area personnel exchange allowance.
2. With respect to salary for a person to whom disciplinary administrative leave has been applied (hereinafter referred to as “Person on Disciplinary Administrative Leave”) or a person who has returned from disciplinary administrative leave, a

person to whom suspension from duty (*teishoku*) has been applied (hereinafter referred to as “Person Suspended from Duty”) or a person who has returned from suspension from duty (*teishoku*), a person to whom suspension (*shukkin-teishi*) has been applied or a person who has returned from suspension (*shukkin-teishi*), a person to whom non-disciplinary administrative leave has been applied or a person who has returned from non-disciplinary administrative leave, a person who has been temporarily transferred or a person who has returned from temporary transfer, a person who has been ordered to stay at home or a person who has returned from staying at home, a person who has taken leave for graduate school attendance, leave for social activities or leave for spouse overseas transfer (hereinafter referred to as “Person Taking Leave for Graduate School Attendance, etc.”) or a person who has returned from leave for graduate school attendance, leave for social activities or leave for spouse overseas transfer, or a person who has taken childcare leave (hereinafter referred to as “Person Taking Childcare Leave”) or a person who has returned from childcare leave, in the course of a month, the following items are to be paid based on calculation in proportion to the number of days, in addition to the items set forth in the preceding paragraph:

- (1) Family support allowance;
  - (2) Housing allowance; and
  - (3) Family-unattended-transfer allowance.
3. With respect to the salary for a person to whom the application of Article 20 has commenced or ceased in the course of a month, the following items are to be paid based on calculation in proportion to the number of days:
- (1) Base Pay;
  - (2) Adjustments in Base Pay;
  - (3) Special adjustment allowance; and
  - (4) Wide-area personnel exchange allowance.
4. The calculation in proportion to the number of days referred to in the preceding three paragraphs is to be conducted based on the number of days obtained by subtracting the number of days of time-off (including days designated as days substituting time-off) during the period under calculation of salary from the total number of days in the period under calculation of salary.
5. Notwithstanding the provisions of paragraphs 1 to 3, if an Annual Salaried Employee has died in the course of a month, salary is to be paid as if the Annual Salaried Employee died on the last day of the month.
- (Calculation of the Amount of Salary per Working Hour)

## Article 7

1. The amount of salary per working hour stipulated in Article 19 and Articles 31 to 33 is the amount obtained by dividing the total amount of the Base Pay, adjustments in Base Pay, the monthly amount of special adjustment allowance or wide-area personnel exchange allowance for them, additions stipulated in Article 25, paragraph 4 (hereinafter referred to as “Additions to Special Adjustment Allowance”), and monthly amounts of management position allowance, additional duty allowance and starting pay adjustment allowance, by the number of average prescribed working hours per month.
2. Notwithstanding the provisions of the preceding paragraph, if work stipulated in Articles 31 and 32 is for a task or operation for which special work allowance stipulated in Article 30 (excluding thesis review allowance, university teacher urgent night work allowance, additional medical service allowance, Doctor-Heli boarding allowance, allowance for giving advice, etc. on application for the Grants-in-Aid for Scientific Research, and lecturer allowance for teacher's license renewal lectures) is to be provided, the amount of salary per working hour stipulated in Articles 31 and 32 is to be the amount obtained by adding the amount of allowance per working hour pertaining to such work (or the amount obtained by dividing such amount by 7.75 in the case where such allowance is to be provided on a daily basis) to the amount stipulated in the preceding paragraph.

(Handling of a Fraction)

## Article 8

If the amount calculated pursuant to the provisions of these regulations includes any fraction, a fraction of less than 0.5 yen is to be rounded off, and a fraction of 0.5 yen or more but less than one yen is to be rounded up to the nearest one yen; provided, however, that this does not apply to the case where any special provision is stipulated in these regulations.

## Chapter 2          Base Salary

(Annual Base Salary)

## Article 9

1. The annual base salary for an Annual Salaried Employee is compensation for work for the prescribed working hours, and its amount is to be determined as the amount set forth in the Table of Base Pay for Annual Salaried Employees (Appended Table) based on the complexity and difficulty of duties, weight of responsibility, and job

performance skills and in consideration of the level of work, working hours, working environment and other working conditions.

2. Classes of duties stipulated in the Table of Base Pay for Annual Salaried Employees (Appended Table) are classified according to the content of duties.
3. In addition to the provisions of the preceding two paragraphs, matters necessary for annual base salary are stipulated separately.

(Starting Pay)

#### Article 10

1. A class of duties in the Table of Base Pay for Annual Salaried Employees (Appended Table) that is to be applied to a newly hired person is to be determined according to the person's duties.
2. The rank of a person for whom a class of duties is determined pursuant to the preceding paragraph is to be determined in consideration of job experience, etc., using, as the base, the rank in a starting pay section that is set according to the division of the academic background section in the following table in the case where the division applied to the person is set forth in a job type section applied to the person in the same table (or the lowest rank in the person's class in the case where the person only has an academic background that is lower than the lowest division in the academic background section).


3. If the division applied to a person is not set forth in the job type section of the table in the preceding paragraph, the rank of the person may be determined in consideration of his/her job experience, etc., using, as the base, the lowest rank in the person's class or the rank for a job type set forth in the table in the preceding

paragraph that is lower than the person's job type.

4. Notwithstanding the provisions of the preceding two paragraphs, if the determined rank is deemed to be extremely unbalanced in relation to the ranks of other employees, or if a person with extremely outstanding achievements is to be hired, the University may adopt a special way of treatment.
5. In addition to the provisions of the preceding paragraphs, matters necessary for starting pay are stipulated separately.

(Raise in Rank)

#### Article 11

1. The rank of a promoted Annual Salaried Employee may be raised to a rank in a class that can be obtained after raising the Annual Salaried Employee's class to the class corresponding to the job to which the Annual Salaried Employee is promoted.
2. The rank of an Annual Salaried Employee with an excellent service record may be raised to a rank in a class that can be obtained after raising the Annual Salaried Employee's class to the class one level higher, according to the Annual Salaried Employee's duties and based on the comprehensive competency evaluation.
3. In addition to the provisions of the preceding two paragraphs, matters necessary for a raise in rank are stipulated separately.

(Fall in Rank)

#### Article 12

1. The rank of a demoted Annual Salaried Employee is to be lowered to a rank in a class that can be obtained after lowering the Annual Salaried Employee's class to the class corresponding to the job to which the Annual Salaried Employee is demoted.
2. The rank of an Annual Salaried Employee with an extremely poor service record is to be lowered to a rank in a class that can be obtained after lowering the Annual Salaried Employee's class to the class one level lower, according to the Annual Salaried Employee's duties and based on the comprehensive competency evaluation.
3. In addition to the provisions of the preceding two paragraphs, matters necessary for a fall in rank are stipulated separately.

(Pay Raise)

#### Article 13

1. A pay raise to a higher rank for an Annual Salaried Employee (excluding a person at the highest rank in a class of duties (Rank 81 in the case where the class of duties is Class 5) and a person for whom the pay raise date comes after the first April 1 on or after the date on which the person reaches 63 years of age; the same applies to the paragraphs from this paragraph to paragraph 5) may be conducted on January 1

each year, according to the Annual Salaried Employee's personal evaluation results or the Annual Salaried Employee's service record for a period of one year before the same date and the Annual Salaried Employee's period of service during a period of one year before the same date (hereinafter referred to as "Service Record, etc." in this Article). In such case, a pay raise to a higher rank for an Annual Salaried Employee who has already reached the rank in a class of duties set forth in the following items as of the pay raise date (hereinafter referred to as "Restrictive Pay Raise Rank Employee") may be conducted only if the Annual Salaried Employee's Service Record, etc. are extremely good, very good or good:

- (1) Class 2, Rank 125;
  - (2) Class 3, Rank 84;
  - (3) Class 4, Rank 85; or
  - (4) Class 5, Rank 55.
2. The number of ranks to be raised in the case of a pay raise for an Annual Salaried Employee (excluding a Restrictive Pay Raise Rank Employee) pursuant to the provisions of the preceding paragraph is to be as per the following items:
  - (1) For the first pay raise date after the Annual Salaried Employee was newly hired, the number of ranks to be raised is to be determined from one to eight according to the Service Record, etc., with a standard that the number of ranks to be raised for an Annual Salaried Employee who has worked for all of the period stipulated in the paragraph 1 with a good service record is to be four (or three in the case where the class of duties is Class 5); and
  - (2) For a pay raise date in or after the second time, the number of ranks to be raised is to be determined from one to nine according to the Service Record, etc., with a standard that the number of ranks to be raised for an Annual Salaried Employee who has worked for all of the period stipulated in the paragraph 1 with a good service record is to be three.
3. The number of ranks to be raised in the case of a pay raise for a Restrictive Pay Raise Rank Employee pursuant to the second sentence of paragraph 1 is to be as per the following items:
  - (1) For the first pay raise date after the Restrictive Pay Raise Rank Employee was newly hired, the number of ranks to be raised is to be determined as either one or two according to the Service Record, etc.; and
  - (2) For a pay raise date in or after the second time, the number of ranks to be raised is to be determined from one to three according to the Service Record, etc.

4. Notwithstanding the provisions of the preceding three paragraphs, if an Annual Salaried Employee with a good service record has risked his/her life to perform his/her duties, and thereby fallen into a critical condition or been severely disabled, or if the University otherwise deems it to be particularly necessary, a pay raise may be specially conducted for such Annual Salaried Employee.
5. Notwithstanding the provisions of the preceding three paragraphs, if the number of ranks to be raised pursuant to the provisions of the preceding three paragraphs exceeds the number of ranks equivalent to the number obtained by subtracting the number of the rank of an Annual Salaried Employee on the day immediately prior to the pay raise date (or the rank after a transfer in the case where an Annual Salaried Employee is transferred to work with a different class of duties on the pay raise day) from the number of the highest rank in the Annual Salaried Employee's class of duties on such pay raise date (Rank 81 in the case where the class of duties is Class 5), the number of ranks to be raised in a pay raise for such Annual Salaried Employee is to be the equivalent number.
6. If the University deems it necessary to take a different measure for an Annual Salaried Employee (excluding a person for whom the pay raise date comes after the first April 1 on or after the date on which the person reaches 63 years of age) whose class of duties is Class 5, a pay raise for such Annual Salaried Employee may be conducted beyond Rank 81.
7. In addition to the provisions of the preceding paragraphs, matters necessary for a pay raise are stipulated separately.

(Adjustments in Base Pay)

#### Article 14

1. If an Annual Salaried Employee's complexity or difficulty of duties, weight of responsibility, work intensity, working environment or other working conditions are significantly particular in comparison with those of other Annual Salaried Employees in the same class of duties, adjustments in Base Pay are to be paid based on the particularity of duties.
2. Annual Salaried Employees whose Base Pay is adjusted pursuant to the provisions of the preceding paragraph are those who work at places set forth in the working place section in the following table and whose jobs are set forth in the annual salaried employee section in the same table.

	Annual Salaried Employees	
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<p>C a d c da c a d</p>		
<p>. De de O d N e e a a</p>	<p>Annual Salaried Employees</p>	
<p>O a a a a b e Na a d a a a</p>	<p>Annual Salaried Employees</p>	

3. To an Annual Salaried Employee who is assigned to the Department of Anatomical Pathology of Hiroshima University Hospital with duties of directly handling samples

equivalent to 4.5/100 of the Base Pay in the case where such amount of base adjustments exceeds 4.5/100 of the Base Pay; and the amount for which a fraction is rounded off in the case where such amount of base adjustments includes a fraction of less than one yen) by an adjustment number pertaining to the Annual Salaried Employee that is set forth in the preceding two paragraphs.


5. In addition to the provisions of the preceding paragraphs, matters necessary for payment of adjustments in Base Pay are stipulated separately.

### Chapter 3 Special Provisions on Salaries, etc.

(Salary for Persons on Administrative Leave)

#### Article 15

1. If administrative leave is applied to an Annual Salaried Employee on the grounds that he/she falls under a case where long-term medical treatment is needed, due to an accident in the line of duty or while commuting, salary may be paid up to 100/100 during the period of the administrative leave; provided, however, that in the case where the Annual Salaried Employee receives temporary absence from work compensation benefits, temporary absence from work benefits, temporary absence from work special payment, or injury and disease compensation pension pursuant to the provisions of the Industrial Accident Compensation Insurance Act (Act No. 50 of 1947), salary is not to be paid, except for the annual performance-based salary.
2. If administrative leave is applied to an Annual Salaried Employee on the grounds that he/she falls under a case where long-term medical treatment is needed, due to a private injury or disease, to a

3. If administrative leave is applied to an Annual Salaried Employee on the grounds that he/she has been prosecuted for a criminal case (hereinafter referred to as “Criminal Administrative Leave”), the base salary, family support allowance, special adjustment allowance, wide-area personnel exchange allowance, housing allowance, and annual performance-based salary may each be paid up to 60/100 during the period of the administrative leave.
4. If administrative leave is applied to an Annual Salaried Employee on the grounds that it is unknown whether he/she is alive or dead or his/her whereabouts are unidentifiable, due to a water accident, fire accident or any other accident, the base salary, family support allowance, special adjustment allowance, wide-area personnel exchange allowance, housing allowance, and annual performance-based salary may each be paid up to 70/100 during the period of the administrative leave; provided, however, that in the case where the administrative leave is deemed to be caused by an accident in the line of duty, the above payments may be made up to 100/100.
5. If administrative leave is applied to an Annual Salaried Employee on the grounds that he/she falls under a case where an Annual Salaried Employee is engaged in a research, study, etc. that is deemed to be associated with the Annual Salaried Employee’s duties, at a school, laboratory, hospital or any other public institution, or where an Annual Salaried Employee is engaged in a research, study, etc. that is deemed to be associated with the Annual Salaried Employee’s duties, at a school, laboratory, hospital or any other public institution, based on entrustment from the State or a specified incorporated administrative agency, the base salary, family support allowance, special adjustment allowance, wide-area personnel exchange allowance, housing allowance, and annual performance-based salary may each be paid up to 70/100 during the period of the administrative leave.
6. If administrative leave is applied to an Annual Salaried Employee on the grounds that he/she falls under a case where the Annual Salaried Employee needs to concurrently work at, or cooperate or get involved in the business of, an enterprise for profit or any other organization, for utilization of his/her research achievements, participation in management, or for any other similar purpose, and therefore the Annual Salaried Employee is deemed to be unable to perform duties at the University, salary is not to be paid during the period of the administrative leave.
7. In addition to the provisions of the preceding paragraphs, matters necessary for salary for persons on administrative leave are stipulated separately.

(Salary for Persons on Administrative Leave in the Case of Dispatch of Employees to International Organizations)

#### Article 16

1. To an Annual Salaried Employee to whom administrative leave is applied on the grounds that he/she falls under a case where the Annual Salaried Employee is dispatched based on a request for dispatch given from an international organization of which Japan is a member, an agency of a foreign government or any other similar organization (hereinafter referred to as a “Dispatched Employee”), the base salary, family support allowance, special adjustment allowance, wide-area personnel exchange allowance, housing allowance, and annual performance-based salary (hereinafter referred to as the “Base Salary, etc.”) may each be paid up to 70/100 during the period of the administrative leave; provided, however, that in the case where the amount of compensation to be paid for work conducted by a Dispatched Employee at a receiving organization is deemed by the University to be low, the Base Salary, etc. may be paid up to 100/100.
2. In addition to the provisions of the preceding paragraph, matters necessary for salary for persons on administrative leave in the case of dispatch of employees to international organizations are stipulated separately.

Temporary Transfer)

#### Article 17

To an Annual Salaried Employee who has been temporarily transferred to another organization, salary is not to be paid, in principle.

(Salary for the Period under an Order of Staying at Home)

#### Article 18

To an Annual Salaried Employee who has been ordered to stay at home, the Base Salary, etc. may be paid up to 100/100 during the period of staying at home; provided, however, that in the case where the Annual Salaried Employee has been ordered to stay at home on the grounds that he/she had been sentenced to imprisonment without work or heavier punishment, the base salary, family support allowance, special adjustment allowance, wide-area personnel exchange allowance, and housing allowance may each be paid up to 60/100.

(Reduction of Salary)

#### Article 19

1. For all or part of the prescribed working hours in a pay in which an Annual Salaried Employee has not worked pursuant to the provisions of Article 14 of the Regulations for Working Hours, etc., or a period in which an Annual Salaried Employee has taken family care leave or hours in which an Annual Salaried Employee has taken partial leave for childcare or partial leave for family care, salary is to be paid after

deducting the amount obtained by multiplying the amount of salary per working hour stipulated in Article 7 by the total number of such hours; provided, however, that in the case where an Annual Salaried Employee has not worked for all hours for working during a period under salary calculation due to work absence, family care leave, partial leave for childcare or partial leave for family care, the Base Pay, adjustments in Base Pay, the monthly amount of special adjustment allowance or wide-area personnel exchange allowance for them, Additions to Special Adjustment Allowance, the monthly amounts of the management position allowance, additional duty allowance and starting pay adjustment allowance during such period under salary calculation are to be reduced.

2. The total number of hours stipulated in the preceding paragraph is the total of the number of hours in a period under salary calculation, and if the total number of hours includes any fraction, a fraction of less than 15 minutes is to be rounded off, a fraction of 15 minutes or more but less than 30 minutes is to be rounded down to 15 minutes, a fraction of 30 minutes or more but less than 45 minutes is to be rounded down to 30 minutes, and a fraction of 45 minutes or more but less than one hour is to be rounded down to 45 minutes.

(Reduction of Base Pay, etc. by Half)

#### Article 20

1. If an Annual Salaried Employee takes private injury or disease leave stipulated in Article 21, paragraph 3 of the Regulations for Working Hours, etc. or becomes subject to a measure of prohibition of working pertaining to a disease stipulated in Article 30 of the Hiroshima University Regulations for Safety and Health Management (Regulations No. 113 on April 1, 2004) (hereinafter referred to as “Private Injury and Disease Leave, etc.”) and continues not to work even after 90 days have elapsed since the day of commencement of such Private Injury and Disease Leave, etc. (or the day of commencement of the initial Private Injury and Disease Leave, etc. in the case where an injury or disease has been cured, but the Private Injury and Disease Leave, etc. continues due to the incurrance of another injury or disease), the Base Pay and adjustments in Base Pay (hereinafter referred to as “Base Pay, etc.”) for days of such Private Injury and Disease Leave, etc. after the lapse of the period (limited to days on which the Annual Salaried Employee has not worked for all working hours assigned to work of one time, due to the Private Injury and Disease Leave, etc.) are to be reduced by half. In such case, the calculation of a period of non-working is to be conducted pursuant to the provisions of Article 21, paragraph 3 to Article 22 of the Regulations for Working Hours, etc.,

which are applied by deeming the term “private injury and disease leave” to be replaced with “Private Injury and Disease Leave, etc.”

2. The amounts of special adjustment allowance and wide-area personnel exchange allowance pertaining to a period for which the Base Pay, etc. are reduced by half pursuant to the provisions of the preceding paragraph are to be calculated based on the amounts of Base Pay, etc. after such reduction by half.
3. For the amount of annual performance-based salary pertaining to a period for which the Base Pay, etc. are reduced by half pursuant to the provisions of paragraph 1, the amount of annual performance-based salary is to be reduced by half.

## Chapter 4          Fringe Benefits

### (Management Position Allowance)

#### Article 21

1. Management position allowance is to be provided to an Annual Salaried Employee who holds a position of management or supervision that falls under Article 41, item 2 of the Labor Standards Act (hereinafter referred to as “Management Position Employee”); provided, however, that the allowance is not to be provided to a Management Position Employee who does not work for all days of a month.
2. Application divisions of management position allowance are to be divided into the types set forth in the application division section in the following table, which are set according to the eligible job titles stipulated in the same table.



3. The monthly amount of management position allowance is to be the total of the amounts set forth in the following items:

- (1) The amount set forth in the allowance amount (monthly amount) section in the following table that is set according to the Management Position Employee's application division; and



- (2) The amount obtained by dividing the amount obtained by multiplying the amount of Base Pay by 15/100 and then by 444/100, by 12 (limited to a Management Position Employee whose application division is Type I and whose class of duties is Class 5 (hereinafter referred to as “Specified Management Position Employee”)).
4. If an Annual Salaried Employee holds two or more eligible job titles in the eligible job title section stipulated in the table in paragraph 2, the management position allowance is to be provided, pursuant to the provisions of the preceding paragraph, only for a job title with the highest application division stipulated in the same table among such eligible job titles (or in the case where the Annual Salaried Employee holds two or more job titles with the highest application division, only for one of such job titles).
5. In addition to the provisions of the preceding paragraphs, matters necessary for the provision of management position allowance are stipulated separately.  
(Additional Duty Allowance)

#### Article 22

1. Additional duty allowance is to be provided to an Annual Salaried Employee to whom an additional duty with extreme burdens is assigned, according to such additional duty; provided, however, that the allowance is not to be provided to an Annual Salaried Employee who does not work for all days of a month.
2. The monthly amount of additional duty allowance is to be an allowance amount that is set according to an additional duty division set forth in the following table.




provided from the month following the month including the day of such assignment (or from the month including the said day in the case where the said day is the first day of the month).

6. If an Annual Salaried Employee resigns from his/her job, dies, or is dismissed, or if a duty in an additional duty division set forth in the table in paragraph 2 ceases to be assigned to an Annual Salaried Employee, the additional duty allowance is to be provided until the month including the day of the ceasing of duty assignment (or until the month preceding the month including the said day in the case where the said day is the first day of the month).
7. In addition to the provisions of the preceding paragraphs, matters necessary for the provision of additional duty allowance are stipulated separately.  
(Starting Pay Adjustment Allowance)

#### Article 23

1. Starting pay adjustment allowance is to be provided to an Annual Salaried Employee who has a medical practitioner's license stipulated in the Medical Practitioners' Act (Act No. 201 of 1948) or a dental practitioner's license stipulated in the Dental Practitioners Act (Act No. 202 of 1948), and who is engaged in duties requiring specialized knowledge and skills in medical science and dentistry.
2. The provision period of starting pay adjustment allowance is to be up to 35 years, and the monthly amount of the allowance for a newly hired Annual Salaried Employee is to be as per the following divisions:
  - (1) For an Annual Salaried Employee for whom the period from the date of graduation from university to the date of hiring is four years or less (or six years for a person who has completed advanced clinical training or five years for a person who has completed practical training), the amount in the amount section for the first year in the provision period division section set forth in item 3;
  - (2) For an Annual Salaried Employee who has acquired the prescribed credits of a doctoral program at a graduate school and who has been hired within three years from the day on which the prescribed period in the same program has elapsed, the amount in the amount section for the first year in the provision period division section set forth in the following item; or
  - (3) For an Annual Salaried Employee other than those set forth in the preceding two items, the amount in the amount section that is set according to the provision period division section set forth in the following table, which is calculated by deeming the allowance to have been provided for the number of

years obtained by deducting four years (or six years for a person who has completed advanced clinical training or five years for a person who has completed practical training) from the number of years (if the number of years includes any fraction of less than one year, such fraction is to be rounded up to one year) from the date of graduation from university to the date of hiring (hereinafter referred to as the “Deemed Provision Period”).

	50,800 yen
	50,800 yen
	50,800 yen
	50,800 yen
	50,800 yen
	50,800 yen
	50,800 yen
	49,000 yen
	47,200 yen
	45,400 yen
	43,600 yen
	41,800 yen
	40,000 yen
	38,200 yen
	36,400 yen
	35,000 yen
	33,600 yen
	32,200 yen
	30,800 yen
	29,400 yen
	28,000 yen

	25,400 yen
	24,400 yen
	23,800 yen
	23,200 yen
	22,600 yen
	22,000 yen
	21,200 yen
	20,900 yen
	20,500 yen
	19,900 yen
	19,000 yen
	18,100 yen
	17,400 yen

3. If an Annual Salaried Employee has ceased to receive the starting pay adjustment allowance due to separation from service but becomes eligible to receive the starting pay adjustment allowance again due to rehiring, the amount of starting pay adjustment allowance is to be the amount in the amount section for the provision period division obtained by assuming that the Annual Salaried Employee was newly hired on the day of rehiring and applying the provisions of the preceding paragraph (hereinafter referred to as the “Assumed Provision Period”); provided, however, that in the case where the provision period of starting pay adjustment allowance that was actually provided before rehiring (hereinafter referred to as the “Actual Provision Period”) exceeds the Assumed Provision Period, the amount to be provided is to be the amount in the amount section for the provision period division set forth in the table in item 3 of the preceding paragraph that is calculated based on the Actual Provision Period.
4. The amount to be provided that is calculated by applying the preceding two paragraphs is to be revised to the amount in the amount section that is set according to the provision period division section in the table stipulated in paragraph 2, item 3, after the lapse of each year since the date of hiring.
5. In addition to the provisions of the preceding paragraphs, matters necessary for the

provision of starting pay adjustment allowance are stipulated separately.

(Family Support Allowance)

Article 24

1. Family support allowance is to be provided to an Annual Salaried Employee who has a dependent relative who has no other livelihood and is supported mainly by the Annual Salaried Employee.
2. The monthly amount of family support allowance is to be the total of the amounts set forth in the following items:
  - (1) The amount set forth in the base allowance amount section in the following table that is set according to the eligible person divisions in the same table;


- (2) The amount obtained by multiplying the number of children who are dependent relatives and who are in the age period from the first April 1 on or after the date on which the children reach 15 years of age to the first March 31 on or after the date on which the children reach 22 years of age, by 5,000 yen; and
  - (3) The amount obtained by dividing the amount obtained by multiplying the total amount of the preceding two items by 260/100 (or 220/100 in the case of a

Specified Management Position Employee), by 12.

3. If a person who newly becomes an Annual Salaried Employee has a dependent relative, the family support allowance is to be provided from the month following the month including the day on which the person becomes an Annual Salaried Employee (or from the month including the said day in the case where the said day is the first day of the month), and if an Annual Salaried Employee with no dependent relative comes to newly have a dependent relative, the family support allowance is to be provided from the month following the month including the day on which the event occurred (or from the month including the said day in the case where the said day is the first day of the month); provided, however, that if notification using a dependent application form is made after a lapse of 15 days from the day on which the event occurred, the family support allowance is to be provided from the month following the month including the day on which such notification is accepted (or from the month including the said day in the case where the said day is the first day of the month).
4. If an Annual Salaried Employee resigns from his/her job, dies, or is dismissed, or if all dependent relatives of an Annual Salaried Employee cease to fulfill the requirements, the family support allowance is to be provided until the month including the day of such event (or until the month preceding the month including the day of such event in the case where the day is the first day of the month).
5. In addition to the provisions of the preceding paragraphs, matters necessary for the provision of family support allowance are stipulated separately.

(Special Adjustment Allowance)

#### Article 25

1. Special adjustment allowance is to be provided to the following Annual Salaried Employees for whom special adjustments in salary are required, considering geographical conditions, the social situation in general, circumstances within the University, etc.:
  - (1) Annual Salaried Employees whose main working place is located in Hiroshima City;
  - (2) Annual Salaried Employees whose main working place is located in Hiroshima Prefecture, excluding Hiroshima City; and
  - (3) Annual Salaried Employees whose main working place is located in a region other than those in the preceding two items.
2. Fractions for provision of special adjustment allowance for the following Annual Salaried Employees are to be those stipulated in the following items:

- (1) Annual Salaried Employees set forth in item 1 of the preceding paragraph, 6/100
  - (2) Annual Salaried Employees set forth in item 2 of the preceding paragraph, 3/100
  - (3) Annual Salaried Employees set forth in item 3 of the preceding paragraph, fraction for provision stipulated by the University separately
3. The monthly amount of special adjustment allowance is to be the total of the following amounts:
- (1) The amount obtained by multiplying the total of the monthly amounts of the base salary, management position allowance (excluding the amount referred to in Article 21, paragraph 3, item 2; the same applies in this Article) and family support allowance (excluding the amount referred to in Article 24, paragraph 2, item 3; the same applies in this Article), by the fraction for provision set forth in the applicable item of the preceding paragraph;
  - (2) The amount obtained by dividing the amount obtained by multiplying the amount obtained by multiplying the monthly amount of base salary by 444/100, by the fraction for provision set forth in the applicable item of the preceding paragraph, by 12; and
  - (3) The amount obtained by dividing the amount obtained by multiplying the amount obtained by multiplying the monthly amount of family support allowance by 260/100 (or 220/100 in the case of a Specified Management Position Employee), by the fraction for provision set forth in the applicable item of the preceding paragraph, by 12.
4. In addition to the monthly amount pursuant to the provisions of the preceding paragraph, if the University deems it necessary to take a different measure on salary, the University may provide an amount stipulated separately.
5. Notwithstanding the provisions of the preceding three paragraphs, for an Annual Salaried Employee who is set forth in item 1 or 2 of paragraph 1 and who is hired through personnel exchange, if the fraction for provision in the provisions of paragraph 2 is less than the fraction for provision of an allowance equivalent to the regional allowance of the State that was provided to the Annual Salaried Employee by the previous organization before hiring (hereinafter referred to as the “Equivalent Allowance”), the monthly amount stipulated in paragraph 3 may be the amount obtained by multiplying the total of monthly amounts of the base salary, management position allowance and family support allowance by a fraction for provision stipulated by the University separately considering the fraction for

provision of the Equivalent Allowance, within the period from the day of hiring to the day on which two years elapse (or a period deemed by the President to be necessary due to special circumstances).

6. Notwithstanding the provisions of paragraphs 1 to 3 and paragraph 5, for an Annual Salaried Employee to whom the wide-area personnel exchange allowance is applied and for whom the monthly amount of such allowance exceeds the monthly amount stipulated in paragraph 3, the monthly amount stipulated in the same paragraph is not to be provided.
7. In addition to the provisions of the preceding paragraphs, matters necessary for the provision of special adjustment allowance are stipulated separately.

(Wide-area Personnel Exchange Allowance)

#### Article 26

1. Wide-area personnel exchange allowance is to be provided to Annual Salaried Employees for whom hiring or returning (hereinafter referred to as "Hiring, etc.") has been conducted through personnel exchange and whose housing and work organization immediately prior to such Hiring, etc. are both located at a distance of 60 kilometers or more from the working place immediately after such Hiring, etc. and other Annual Salaried Employees for whom the allowance provision is deemed to be necessary in terms of balance with the above Annual Salaried Employees, for the period from the day of such Hiring, etc. to the day on which three years elapse.
2. Fractions for provision of wide-area personnel exchange allowance for the following Annual Salaried Employees are to be those stipulated in the following items:
  - (1) For Annual Salaried Employees whose work organization immediately prior to Hiring, etc. is located at a distance of 300 kilometers or more from the working place immediately after such Hiring, etc. as set forth in the preceding paragraph, 10/100
  - (2) For Annual Salaried Employees whose work organization immediately prior to Hiring, etc. is located at a distance of 60 kilometers or more but less than 300 kilometers from the working place immediately after such Hiring, etc. as set forth in the preceding paragraph, 5/100
3. The monthly amount of wide-area personnel exchange allowance is to be the total of the following amounts:
  - (1) The amount obtained by multiplying the total of the monthly amounts of the base salary, management position allowance (excluding the amount referred to in Article 21, paragraph 3, item 2; the same applies in this Article) and family support allowance (excluding the amount referred to in Article 24, paragraph 2,

item 3; the same applies in this Article), by the fraction for provision set forth in the applicable item of the preceding paragraph;

- (2) The amount obtained by dividing the amount obtained by multiplying the amount obtained by multiplying the monthly amount of base salary by 444/100, by the fraction for provision set forth in the applicable item of the preceding paragraph, by 12; and
  - (3) The amount obtained by dividing the amount obtained by multiplying the amount obtained by multiplying the monthly amount of family support allowance by 260/100 (or 220/100 in the case of a Specified Management Position Employee), by the fraction for provision set forth in the applicable item of the preceding paragraph, by 12.
4. Notwithstanding the provisions of the preceding three paragraphs, for an Annual Salaried Employee for whom Hiring, etc. has been conducted through personnel exchange, if the fraction for provision in the provisions of paragraph 2 is less than the fraction for provision of an allowance equivalent to the wide-area personnel exchange allowance that was provided to the Annual Salaried Employee by the previous organization before Hiring, etc. (hereinafter referred to as the “Wide-area Personnel Exchange Allowance Equivalent Allowance”), the monthly amount of wide-area personnel exchange allowance may be the amount obtained by multiplying the total of monthly amounts of the base salary, management position allowance and family support allowance by a fraction for provision stipulated by the University separately considering the fraction for provision of the Wide-area Personnel Exchange Allowance Equivalent Allowance, within the period from the day of such Hiring, etc. to the day on which three years elapse.
  5. Notwithstanding the provisions of the preceding paragraphs, if the monthly amount of wide-area personnel exchange allowance does not exceed the monthly amount stipulated in paragraphs 3 and 5 of the preceding Article, the wide-area personnel exchange allowance is not to be provided.
  6. In addition to the provisions of the preceding paragraphs, matters necessary for the provision of wide-area personnel exchange allowance are stipulated separately.  
(Housing Allowance)

#### Article 27

1. Housing allowance is to be provided to reduce burdens of rent pertaining to leasing of housing.
2. The monthly amount of housing allowance is to be the amount set forth in the allowance amount section of the following table that is set according to the Annual

Salaried Employee’s division stipulated in the same table (or the total of allowance amounts stipulated in applicable items in the same table in the case of an Annual Salaried Employee who falls under both items of the same table).

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<p>. Annual Salaried Employee</p> <p>d da a b ba</p> <p>ed b e e e da</p> <p>ee b e a . 5 d</p> <p>a a d a b da a e e c b dae</p> <p>a d a a b a</p> <p>d . ( , , a a d</p> <p>a e c A aa d</p> <p>a e a e e a da</p> <p>e a e ( da e ( a</p> <p>c e e b da e</p> <p>c a a da A aa</p> <p>d da e a e aa e</p>	<p>Annual Salaried Employee</p>

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3. If an Annual Salaried Employee comes to fall under a division for Annual Salaried Employees set forth in the table in the preceding paragraph, the housing allowance is to be provided from the month following the month including the day on which the event occurred (or from the month including the said day in the case where the said day is the first day of the month); provided, however, that if a housing notification is submitted after a lapse of 15 days from the day on which the event occurred, the housing allowance is to be provided from the month following the month including the day on which such notification is accepted (or from the month including the said day in the case where the said day is the first day of the month).
4. If an Annual Salaried Employee resigns from his/her job, dies, is dismissed, or ceases to fall under a division for Annual Salaried Employees set forth in the table in paragraph 2, the housing allowance is to be provided until the month including the day on which the event occurred (or until the month preceding the month including the said day in the case where the said day is the first day of the month).
5. In addition to the provisions of the preceding paragraphs, matters necessary for the provision of housing allowance are stipulated separately.

(Commuting Allowance)

#### Article 28

1. Commuting allowance is to be provided to an Annual Salaried Employee whose one-way distance of commuting by walking (using the shortest route that can be used in general) is two kilometers or more, in order to subsidize expenses for commuting; provided, however, that the allowance is not to be provided to an Annual Salaried Employee who does not commute for all the days of a month.
2. The monthly amount of commuting allowance is to be the amount set forth in the allowance amount section of the following table that is set according to the Annual Salaried Employee's division stipulated in the same table.

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3. Notwithstanding the provisions of the preceding paragraph, with respect to an Annual Salaried Employee who uses a limited express train of a shinkansen railway, etc. (hereinafter referred to as “Shinkansen Railway, etc.”) for commuting, in the case where the Annual Salaried Employee’s commuting distance would be 60 kilometers or more and commuting time would be 90 minutes or more if he/she commuted using an ordinary commuting route and means without using the Shinkansen Railway, etc., and where such commuting time is deemed to be reduced by 30 minutes or more by the use of the Shinkansen Railway, etc., the monthly amount of commuting allowance is to be the total of the amount equivalent to half of the amount calculated on the basis of the amount of fares, etc. necessary for commuting by the Annual Salaried Employee (which means the amount obtained by deducting the amount equivalent to the amount of fares, etc. which becomes the basis for calculation of the calculated amount of fares, etc. from the amount of fares, etc. pertaining to the train use) (or 20,000 yen in the case where the amount equivalent to half of the said amount exceeds 20,000 yen) and the amount based on the provisions of the preceding paragraph.
4. Notwithstanding the provisions of paragraph 2, with respect to an Annual Salaried Employee who uses an automobile, etc. and a toll road of a national expressway, etc.

(hereinafter referred to as the “Expressway, etc.”) for commuting, in the case where the Annual Salaried Employee’s distance of using an automobile, etc. would be 30 kilometers or more if he/she commuted by using an ordinary commuting route with an automobile, etc. without using the Expressway, etc., and where the use of the Expressway, etc. is deemed to be reasonable on the ground that the commuting time is reduced by the use of the Expressway, etc., the monthly amount of commuting allowance is to be the total of the amount equivalent to half of the toll of the Expressway, etc. necessary for commuting by the Annual Salaried Employee (or 20,000 yen in the case where such amount exceeds 20,000 yen) and the amount based on the provisions of paragraph 2.

5. If an Annual Salaried Employee comes to fall under a division for Annual Salaried Employees set forth in the table in paragraph 2 or fulfills the requirements for the Annual Salaried Employee referred to in the preceding paragraph, the commuting allowance is to be provided from the month following the month including the day on which the event occurred (or from the month including the said day in the case where the said day is the first day of the month); provided, however, that if a commuting notification is submitted after a lapse of 15 days from the day on which the event occurred, the commuting allowance is to be provided from the month following the month including the day on which such notification is accepted (or from the month including the said day in the case where the said day is the first day of the month).
6. If an Annual Salaried Employee resigns from his/her job, dies, is dismissed, or ceases to fall under a division for Annual Salaried Employees set forth in the table in paragraph 2, the commuting allowance is to be provided until the month including the day on which the event occurred (or until the month preceding the month including the said day in the case where the said day is the first day of the month).
7. In addition to the provisions of the preceding paragraphs, matters necessary for the provision of commuting allowance are stipulated separately.

(Family-unattended-transfer Allowance)

#### Article 29

1. Family-unattended-transfer allowance is to be provided to an Annual Salaried Employee who has moved to another place to live along with a personnel transfer with change of working place, change of working place, or hiring (limited to those specially approved by the University) and is separated from his/her spouse with whom he/she used to live together, due to a disease of the father or mother or any other compelling reason and for whom it is deemed to be difficult to commute to the

working place where he/she works immediately after such personnel transfer, etc. from the place where he/she lived immediately prior to such personnel transfer, etc., considering the commuting distance, etc., and who lives by himself/herself at all times, or for whom the allowance provision is deemed to be necessary in terms of balance with such Annual Salaried Employee; provided, however, that the allowance is not to be provided if it is not deemed to be difficult to commute to a working place where he/she works from a place where his/her spouse lives, considering the commuting distance, etc.

2. The monthly amount of family-unattended-transfer allowance is to be the amount stipulated in the following table, which is set according to the traveling distance from the place where the Annual Salaried Employee lives to the place where the Annual Salaried Employee's spouse lives.


3. If an Annual Salaried Employee fulfills the requirements for the Annual Salaried Employee referred to in paragraph 1, the family-unattended-transfer allowance is to be provided from the month following the month including the day on which the event occurred (or from the month including the said day in the case where the said day is the first day of the month); provided, however, that if a family-unattended-transfer notification is submitted after a lapse of 15 days from the day on which the event occurred, the family-unattended-transfer allowance is to be provided from the month following the month including the day on which such notification is accepted (or from the month including the said day in the case where

the said day is the first day of the month).

4. If an Annual Salaried Employee resigns from his/her job, dies, is dismissed, or falls under the proviso of paragraph 1, the family-unattended-transfer allowance is to be provided until the month including the day on which the event occurred (or until the month preceding the month including the said day in the case where the said day is the first day of the month).
5. In addition to the provisions of the preceding paragraphs, matters necessary for the provision of family-unattended-transfer allowance are stipulated separately.

(Special Work Allowances)

#### Article 30

1. To an Annual Salaried Employee who is engaged in significantly dangerous or difficult work or other significantly special work that requires special consideration to salary and for which it is deemed inappropriate to consider the specialty in terms of the annual base salary, a special work allowance is to be provided, according to the specialty of the work.
2. The names of special work allowances, eligible Annual Salaried Employees, operation descriptions, provision divisions, and amounts to be provided are to be as per the following table.

Name of allowance	Subject Annual Salaried Employees	Content of work	Payment category Amount of payment	
(1) Radiation handling allowance	Annual Salaried Employees engaging in radiation handling services	Radiation handling services in controlled areas (exposure: 100 microsieverts or greater a month)	One day	230 yen
(2) Allowance for examination of academic dissertations	Annual Salaried Employees who examine academic dissertations (excluding a thesis to finish the course of a graduate school)	Work of examining academic dissertations	One case	Chief examiner 15,000 yen Assistant chief examiner 5,000 yen

(3) Allowance for university teachers' midnight and urgent services	Annual Salaried Employees (excluding Annual Salaried Employees in managerial positions)	Services engaged in at midnight and urgently for responding to incidents or accidents in which students are involved or to malfunctions, etc. of equipment which are installed in joint usage education and research facilities, etc. on the campus and made available for all internal joint usage
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					66,600 yen
				20<TNH≤25	85,100 yen
				25<TNH≤30	103,600 yen
				30<TNH≤35	122,100 yen
				35<TNH≤40	140,600 yen
				40<TNH≤45	159,100 yen
				45<TNH≤50	177,900 yen
				50<TNH≤55	196,900 yen
				55<TNH≤60	215,900 yen
				60<TNH≤65	235,200 yen
				65<TNH≤70	257,200 yen
				70<TNH≤75	279,200 yen
				75<TNH≤80	301,200 yen
				80<TNH≤85	323,200 yen
				85<TNH≤90	345,200 yen
				90<TNH≤95	367,200 yen
				95<TNH≤100	389,200 yen
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				411,200 yen
	b. Annual Salaried Employees for Delivery services	Delivery services for delivery on holidays or during the time from 5:00 p.m. to 8:30 a.m. the following day on days other than holidays	One time	21,000 yen
	c. Annual Salaried Employees working in the operation department , at the advanced emergency medical service center, in the intensive care unit or in the surgical intensive care unit	Practice services at night or on holidays during the prescribed working hours	One time	21,000 yen (if the services are provided at night, the night duty allowance shall be included)

(5)	Doctor- Heli on-board allowance	Annual Salaried Employees who engage in practice in hospitals	Emergency medical care services on board the doctor-Heli (helicopters equipped with medical devices for emergency medical care, including the fire-fighting and disaster prevention helicopters of the Hiroshima Prefecture Doctor Helicopter Project) and other practice services
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(8) Internal lecturer allowance	Annual Salaried Employees who deliver lectures in teacher training courses (which mean courses for subjects and courses for teaching profession) in the night main courses of the School of Law or the School of Economics	Lecture services, etc.	One hour	3,230 yen
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3. In addition to the provisions of the preceding two paragraphs, matters necessary for the provision of special work allowances are stipulated separately.

(Overtime Work Allowance)

#### Article 31

1. Overtime work allowance is to be provided if an Annual Salaried Employee is ordered to work in excess of the prescribed working hours (excluding the case stipulated in the following Article).
2. The amount of overtime work allowance per working hour that is to be provided for all hours of working is to be the amount obtained by multiplying the amount of salary per working hour stipulated in Article 7 by the fraction in the following table that is set according to the division stipulated in the same table.

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<p>(6) Work exceeding the prescribed working hours of Annual Salaried</p> <p>Employees, the hours of which become, together with the work falling under</p> <p>the provisions of Paragraph 2, Items 1 and 2 of the next Article, longer than 60</p> <p>hours a month, and the work was engaged in at midnight</p>	

3. Notwithstanding the provisions of the preceding paragraph, if working hours for a week including a day on which an Annual Salaried Employee is ordered to work instead of a day of time-off exceeds the prescribed working hours for a week, the amount of overtime work allowance per working hour that is to be provided for all hours of working (limited to the prescribed working hours on the day on which the Annual Salaried Employee is ordered to work instead of a day of time-off) is to be the amount obtained by multiplying the amount of salary per working hour stipulated in Article 7 by the fraction obtained by subtracting 100/100 from the fraction in the table in the preceding paragraph that is set according to the division stipulated in the same table.
4. All hours of working stipulated in the preceding two paragraphs means the total of hours of working during a period under salary calculation, and if the total of hours includes any fraction, a fraction of 15 minutes or less is to be rounded up to 15 minutes, a fraction of more than 15 minutes but 30 minutes or less is to be rounded up to 30 minutes, a fraction of more than 30 minutes but 45 minutes or less is to be rounded up to 45 minutes, and a fraction of more than 45 minutes is to be rounded up to one hour.

(Holiday Work Allowance)

Article 32

1. Holiday work allowance is to be provided if an Annual Salaried Employee is ordered to work on days of time-off (excluding the case where days substituting time-off are designated) or days substituting time-off (hereinafter referred to as "Holidays, etc.").
2. The amount of holiday work allowance per working hour that is to be provided for all hours of working on Holidays, etc. is to be the amount obtained by multiplying the amount of salary per working hour stipulated in Article 7 by the fraction in the following table that is set according to the division stipulated in the same table.

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3. All hours of working on Holidays, etc. stipulated in the preceding paragraph means the total of hours of working during a period under salary calculation, and if the total of hours includes any fraction, a fraction of 15 minutes or less is to be rounded up to 15 minutes, a fraction of more than 15 minutes but 30 minutes or less is to be rounded up to 30 minutes, a fraction of more than 30 minutes but 45 minutes or less is to be rounded up to 45 minutes, and a fraction of more than 45 minutes is to be rounded up to one hour.

(Night Shift Allowance)

Article 33

1. Night shift allowance is to be provided to an Annual Salaried Employee who is ordered to work during the period of time from 10:00 p.m. to 5:00 a.m. on the

following day as his/her prescribed working hours (excluding the case where the additional medical service allowance stipulated in Article 30, paragraph 2, item 4 is to be provided).

2. The amount of night shift allowance per working hour that is to be provided for all hours of working during the period of time stipulated in the preceding paragraph is to be the amount obtained by multiplying the amount of salary per working hour stipulated in Article 7 by 25/100.
3. All hours of working stipulated in the preceding paragraph means the total of hours of working during a period under salary calculation, and if the total of hours includes any fraction, a fraction of 15 minutes or less is to be rounded up to 15 minutes, a fraction of more than 15 minutes but 30 minutes or less is to be rounded up to 30 minutes, a fraction of more than 30 minutes but 45 minutes or less is to be rounded up to 45 minutes, and a fraction of more than 45 minutes is to be rounded up to one hour.

(Night and Day Duty Allowance)

#### Article 34

Night and day duty allowance is to be provided to an Annual Salaried Employee who is ordered to serve as a doctor or dentist on duty, in the amount of 21,000 yen (including the amount equivalent to overtime work allowance) per work.

(Special Holiday Work Allowance for Management Position Employees)

#### Article 35

1. Special holiday work allowance for management position employees is to be provided to an Annual Salaried Employee who receives the management position allowance based on the provisions of Article 21 if the Annual Salaried Employee performs any of the types of work set forth in the following items due to an extraordinary or urgent necessity or any other operational necessity:
  - (1) Having worked during the time from 12:00 a.m. to 5:00 a.m. on a day other than a day of time-off stipulated in Article 4 of the Regulations for Working Hours, etc. or a day substituting time-off by applying mutatis mutandis the provisions of Article 5 of the same regulations (hereinafter referred to as "Holiday, etc." in this paragraph) (excluding the case falling under the following item);
  - (2) Having worked in excess of three hours per day during a period of time other than the prescribed working hours stipulated in Article 3 of the Regulations for Working Hours, etc. on a day other than a Holiday, etc.; or
  - (3) Having worked on a Holiday, etc.

2. The amount of special holiday work allowance for management position employees per work based on the provisions of the preceding paragraph is to be the amount stipulated in the following table, which is set according to the Annual Salaried Employee's application division stipulated in the table in Article 21, paragraph 2.



3. Notwithstanding the provisions of the preceding two paragraphs, if the work is for an extremely short time that is less than one hour, special holiday work allowance for management position employees is not to be provided.
4. In addition to the provisions of the preceding three paragraphs, matters necessary for the provision of special holiday work allowance for management position employees are stipulated separately.

(Academic Appointment Level Allowance)

Article 36

1. Academic appointment level allowance is to be provided considering the level of burdens and responsibility, etc. of duties.
2. Academic appointment level allowance is to be provided to an Annual Salaried Employee in service on June 1 and December 1 (hereinafter referred to as “Base Date” in this Article).
3. The amount of academic appointment level allowance to be provided is the amount obtained by multiplying the amount set forth in item 1 (or the total of the amounts set forth in items 1 and 2 in the case of a person stipulated separately) by a fraction for provision by periods of service stipulated in the following table that is set according to a division of the section of period of service in the same table for a period of service during the period of six months including and prior to the Base Date stipulated separately:


- (1) The amount obtained by multiplying the amount obtained by multiplying the monthly amount of special adjustment allowance or wide-area personnel exchange allowance for base salary by 222/100, by the fraction for provision that is set according to the relevant division in the following table; and

Division	Fraction for provision
Professor	15/100
Associate Professor and Lecturer	10/100
Assistant Professor and Research Associate (limited to those with Class 2, Rank 29 or above in either case)	5/100

- (2) The amount obtained by multiplying the amount obtained by multiplying the total amount of the Base Pay, adjustments in Base Pay, and the monthly amount of special adjustment allowance or wide-area personnel exchange allowance for them, and the monthly amount of Additions to Special Adjustment Allowance by 5/100, by 222/100 (only for a person stipulated separately).
4. In addition to the provisions of the preceding three paragraphs, matters necessary for the provision of academic appointment level allowance are stipulated separately.

(Annual Performance-based Salary)

Article 37

1. The base amount of annual performance-based salary of an Annual Salaried Employee is to be determined as the amount set forth in the Table of Base Pay for Annual Salaried Employees (Appended Table) according to the amount of annual base salary.
2. The annual performance-based salary is to be provided to an Annual Salaried Employee in service respectively on June 1 and December 1 (hereinafter referred to as the “Base Date” in this Article) according to his/her personal evaluation results or service record.
3. The amount of annual performance-based salary to be paid is to be the amount obtained by multiplying the amount obtained by multiplying the amount obtained by adding the amount of increase or decrease in annual performance-based salary that is determined according to the evaluation grade stipulated separately to the amount of annual performance-based salary set forth in the Table of Base Pay for Annual Salaried Employees (or the amount obtained by multiplying such amount by 44/100 in the case of a person for whom the first April 1 on or after the date on which the person reaches 63 years of age has arrived), by 50/100, by a fraction for provision by periods of service stipulated in the following table that is set according to a division of the section of period of service in the same table for a period of service during the period of six months including and prior to the day immediately prior to the Base Date.


4. Annual performance-based salary is not to be paid to an Annual Salaried Employee who falls under any of the following items:
  - (1) A person who is on administrative leave as of the Base Date (excluding a person to whom administrative leave is applied on the grounds that he/she falls under a case where long-term medical treatment is needed, due to an accident

in the line of duty or while commuting) and for whom salary is not paid;

- (2) A person on Criminal Administrative Leave as of the Base Date;
  - (3) A Person on Disciplinary Administrative Leave as of the Base Date;
  - (4) A Person Suspended from Duty as of the Base Date;
  - (5) A Person Taking Childcare Leave as of the Base Date, or a Person Taking Leave for Graduate School Attendance, etc. as of the Base Date who does not have a period of working (including periods of annual paid leave, sick leave, special leave, and administrative leave on the grounds that he/she falls under a case where long-term medical treatment is needed, due to an accident in the line of duty or while commuting) during a period of six months including and prior to the Base Date; or
  - (6) A person who has been sentenced to imprisonment without work or heavier punishment during a period of six months including and prior to the Base Date.
5. Notwithstanding the provisions of the preceding three paragraphs, for an Annual Salaried Employee who has a reason by which it is deemed appropriate to cease or suspend payment of annual performance-based salary, the payment of annual performance-based salary is to be ceased or suspended.
6. In addition to the provisions of the preceding paragraphs, matters necessary for the payment of annual performance-based salary are stipulated separately.
- (Special Allowance)

#### Article 38

Special allowance is to be provided, based on standards stipulated separately, to an Annual Salaried Employee who is deemed to have extremely outstanding achievements in activities on education, research, medical service or the operational organization of the University.

### Chapter 6 Implementation of Regulations

(Exclusion from Application for Specific Annual Salaried Employees)

#### Article 39

1. The provisions of Articles 22, 31 and 32 do not apply to a Management Position Employee; provided, however, that if a Management Position Employee works late at night, the amount per working hour obtained by multiplying the amount of salary per working hour stipulated in Article 7 by 25/100 is to be provided for all hours of working.
2. For the calculation of the number of the total hours of all hours of working stipulated

in the proviso of the preceding paragraph, the provisions of Article 31, paragraph 4 are to apply.

(Miscellaneous Provision)

#### Article 40

If these regulations cannot be applied due to special circumstances, or if the application of these regulations is deemed by the University to be extremely inappropriate or to cause a loss of balance with other Annual Salaried Employees, the University may use a special way of treatment.

Supplementary Provision

These regulations come into effect as of April 1, 2020.