

## Difference in Working Hours and Other Conditions Between Employees Working Under the Discretionary Labor System for Professional Work and Regular Work Time Employees

(In and after April 2024)

Items	Employees working under the Discretionary Labor System (Supporting regulations, treatment, and others)	Employees working the regular work schedule (Supporting regulations, treatment, and others)
Working hours per day	Labor-Management Agreement on the Discretionary Labor System for Professional Work (Article 5) • Daily: <u>7 hours 45 minutes (deemed working hours)</u>	Regulations for Working Hours, Time-off and Leave for Employees (Article 3) • Daily working hours: 7 hours 45 minutes
Work start/end times	Same regulations as above (Article 6) • Teachers set their work start and end times at their discretion (excluding class and meeting times) between 5:00 and 22:00.	Same regulations as above (Articles 3 and 7, Appendix 1) • Regular work schedule: 8:30 a.m to 17:00 p.m., Monday to Friday, and some other variations * If an employee engages in a side business during the regular work schedule above, the employee must arrange the work time allocation.
Break time	Same regulations as above (Article 9) • Employees can take breaks at any time convenient for them, considering the progress of their work.	Same regulations as above (Articles 4 and 7, Appendix 1) • Regular break time: 12:00 p.m. to 12:45 p.m. and some other variations
Overtime work	Same regulations as above (Article 5) • Employees are deemed to have worked 7 hours and 45 minutes daily regardless of the actual hours worked. * When employee is engaged in medical treatment between 17:00 and 8:30 of the next day, except for holidays, Additional allowance for practice will be paid.	Same regulations as above (Article 10), the Labor-Management Agreement on Overtime Work and Work on Holidays, and the Agreement among University teachers, etc. on working hour management • <u>The University will not order employees to work overtime, in principle, except for those who perform urgent medical examinations and treatments at the Hospital.</u> • Extra wages will be paid to employees who are ordered to work overtime.
Holiday and night work (Night work: 10:00 p.m. to 5:00 a.m.)	Same regulations as above (Article 8) • Teachers are generally not permitted to work on statutory holidays(4 days off per 4 week period) or at night. However, if they intend to do so, prior approval must be obtained from the dean, director, or the head of the workplace. • If teachers work on a holiday, they will take a substitute holiday. * An employee working under the Discretionary Labor System may work(research) at overtime if it is convenient for the employee to work an  Similarly, employee working under the Discretionary Labor System may work(research) on a holiday or travel on business on a holiday(including travel to attend training) without taking a substitute holiday. * When employee is engaged in medical treatment for holidays, Additional allowance for practice will be paid.	Same regulations as above (Article 11), the same labor-management agreement, etc. as above • <u>The University will not order employees to work on holidays or at overtime, in principle, except for those who perform urgent medical examinations and treatments at the Hospital.</u> • If teachers work on a holiday, they will take a substitute holiday.

Tracking of attendance and work hours	<p>Same regulations as above (Article 10), and the Agreement among University teachers, etc. on working hour management (Article 3)</p> <ul style="list-style-type: none"> <li>• Attendance Book and Report of Leave/Absence, or other similar records</li> <li>• Attendance and hours worked are checked by requiring the submission of a Self-Report of Working Hours every month.</li> </ul> <p>* As for employees who record their attendance in Dr. JOY, the submission of the Self-Report of Working Hours can be omitted by using the</p>	<p>Same regulations as above (Articles 13 and 14)</p> <ul style="list-style-type: none"> <li>• Attendance Book and Report of Leave/Absence, or other similar records</li> </ul> <p>* As for employees who record their attendance in Dr. JOY, a hospital attendance management system, their attendance and hours worked are confirmed through Dr. JOY.</p>
Side business	<p>Regulations on Side Businesses of Employees</p> <ul style="list-style-type: none"> <li>• Prior approval must be obtained.</li> <li>• Employees do not have to determine the allocation of working hours.</li> </ul>	<p>Regulations on Side Businesses of Employees</p> <ul style="list-style-type: none"> <li>• Prior approval must be obtained.</li> <li>• Employees must determine the allocation of working hours.</li> </ul>

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