

## Rules of Employment for Full-timers of Nagasaki University

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### Supplementary Provisions

Chapter 1 General Provisions

(Purpose)

Article 1 These Rules shall provide for the necessary matters, based on the provisions of paragraph 2 of Article 3 of the Rules of Employment for Nagasaki University Employees (Rule No. 44 of 2004; hereinafter, “Rules of Employment for Employees”), concerning work by full-timers (including full-timers who are transferred to a non-fixed-term labor contract [hereinafter, “Indefinite Labor Contract”] provided for in paragraph 1 of Article 18 of the Labor Contract Act [Act No. 128 of 2007] [hereinafter, “Indefinite Full-timers”]) who work at Nagasaki University (hereinafter, “University”).

2 Matters for which nothing is specified in these Rules shall be governed by the Labor Standards Act (Act No. 49 of 1947), the Labor Contract Act, the Act on the Revitalization of Science, Technology, and Innovation Development (Act No. 63 of 2008) and other relevant laws and orders and applicable regulations.

(Duties of University, etc.)

Article 2 The University and full-timers shall comply with these Rules in their respective positions.

Chapter 2 Employment, Absence from Work, Retirement, etc.

(Employment)

Article 3 The employment of full-timers shall be decided by selection.

2 At the time of selection under the preceding paragraph, persons who are sixty (60) years or older at the end of the fiscal year to which the date of employment belongs (or sixty-three (63) in the case of temporary janitors) shall be excluded; provided,

however, that this shall not apply if the President deems it specifically necessary.

3 At the time of employment of full-timers or transfer to the Indefinite Labor Contract, the President shall deliver a document in advance describing the following matters to the person whom the President employs or transfers to the Indefinite Labor Contract:

- (1) matters relating to the term of labor contract;
- (2) matters relating to the criteria when a labor contract with a fixed-term is renewed;
- (3) matters relating to the place of work and the content of service in which the Employee is to be engaged;
- (4) matters relating to the starting/ending time of work, the possibility of work exceeding the prescribed working hours, rest times, holidays and leave;
- (5) matters relating to salary;
- (6) matters relating to retirement.

4 Persons who are employed as full-timers shall submit the documents listed below to the President:

- (1) Personal resume;
- (2) Certificates on qualification;
- (3) Other documents that the President deems necessary.

5 If any changes occur in the matters described in the documents submitted under the preceding paragraph, the Fixed-term Employee shall notify the President in writing of such fact promptly.

(Term, etc. of Labor Contract)

Article 4 The term of the labor contract with full-timers shall be decided on a case-by-case basis within the scope of five years pursuant to the provisions of Article 14 of the Labor Standards Act.

2 A labor contract may be renewed; provided, however, that in addition to the cases set forth in Articles 14 and 15, if the service in question becomes no longer necessary, the University shall not renew the labor contract.

3 The ending time of the term of a labor contract in the cases of the preceding two paragraphs shall not exceed the last day of the fiscal year to which the day on which

the full-timer reaches sixty (60) years of age (or sixty-three (63) of age in the case of temporary janitors) belongs; provided, however, that this shall not apply if the President deems it specifically necessary to continue to employ said full-timer.

(Probation Period)

Article 4-2 Newly employed full-timers shall have a probation period of one month from the day of employment.

2 If the President recognizes during the probation period that the person in question is inappropriate as a full-timer, the person may be dismissed.

3 The probation period shall be included in the term under paragraph 1 of the preceding Article.

(Leave of Absence from Work)

Article 5 The President may order absence from work if the Indefinite Full-timer falls under any of the following items:

(1) If the part-timer needs rest and care for a long time due to a mental or physical disorder;

(2) If the part-timer is prosecuted in connection with a criminal case;

(3) If the part-timers' life, death or whereabouts cannot be known for reasons of flood, fire or other disaster;

(4) If the President otherwise determines absence from work is appropriate due to special reasons.

(Period of Leave of Absence from Work)

Article 6 The period of the leave of absence from work shall be determined by the President within a scope not exceeding three years after the deliberation of the Personnel Affairs Committee set forth in the Rules on the Nagasaki University Personnel Affairs Committee (Rule No. 36 of 2004; hereinafter, "Personnel Affairs Committee") for respective cases individually; in the case pursuant to the provisions of item 1 of the preceding Article, to the extent that rest and care are necessary; in the cases of items 3 and 4 of the preceding Article, to the extent necessary. In cases where the period of leave of absence from work is shorter than three years, the period may be renewed within a scope not exceeding three years after the date of starting the leave of absence from work after the deliberation of the Personnel

Affairs Committee. However, if the period of the leave of absence from work pursuant to the provisions of item 1 of the preceding Article or the renewal period thereof is specified, and if the Indefinite Full-timer in question under the leave of absence from work so agrees, the deliberation of the Personnel Affairs Committee shall be omitted.

2 When the provisions of preceding paragraph apply, and if an Indefinite Full-timer who is ordered to enter a leave of absence from work pursuant to the provisions of item 1 of the preceding Article is ordered to take a leave of absence from work once again during the time from the date of reinstatement to the date of the first anniversary due to the same disease or injury, or due to a disease or injury arising from the previous disease or injury, the period of the later leave of absence from work shall be regarded as continuous from the period of the leave of absence from work prior to the reinstatement.

3 The period of the leave of absence from work pursuant to the provisions of item 2 of the preceding Article shall be the period during which the case in question is pending before the court.

(Delivery of an Explanatory Statement concerning Leave of Absence from Work)

Article 7 When an order to take a leave of absence is given to an Indefinite Full-timer, the order shall be rendered by delivering an explanatory statement describing the reasons therefor; provided, however, that this shall not apply if a letter of consent is submitted by the Indefinite Full-timer in question.

(Reinstatement)

Article 8 The President shall order an Indefinite Full-timer's reinstatement if he/she determines prior to the expiration of the period of the leave of absence from work set forth in Article 6 that the reasons therefor no longer apply; provided, however, that, in the case of leave of absence from work pursuant to the provisions of item 1 of Article 5, the President shall order the Indefinite Full-timer's reinstatement only if the Indefinite Full-timer in question applies for the reinstatement and the industrial physician certifies that the reason for the leave of absence from work no longer exists prior to the expiration of the period of the leave of absence from work.

2 In the case of the preceding paragraph, the President shall reinstate the Indefinite

Part-timer to his/her workplace before the leave of absence from work in principle. However, the President may reinstate him/her to another workplace, taking into account his/her physical or mental condition, etc.

(Status and Salary during Leave of Absence from Work)

Article 9 Persons on leave of absence from work shall retain their status as Indefinite Full-timers but shall not engage in their duties.

2 During the period of their leave of absence from work, persons on leave of absence from work shall not be paid any salary.

(Retirement)

Article 10 If a full-timer falls under any one of the following, he/she shall retire.

(1) If the Employee's term of labor contract expires;

(2) If the Employee applies for retirement, and the President approves it;

(3) If the part-timer reaches the mandatory retirement age;

(4) If the Employee's period of leave of absence from work expires, and the reasons for the leave of absence from work still exist;

(5) If the Employee dies;

(6) If the Employee becomes a candidate for a public office provided for in Article 3 of the Public Offices Election Act (Act No. 100 of 1950).

2 If the President intends to decide not to renew the labor contract (which shall be limited to labor contracts with persons who continue to work for longer than one year counting from the day of employment; provided, however, that labor contracts that indicate in advance that the labor contract with the person will not be renewed shall be excluded), the President shall give advance notice no later than 30 days prior to the date of expiration of said labor contract.

(Retirement for Own Reason)

Article 11 If a full-timer desires to retire for his/her own reason, he/she shall apply to the President in writing no later than 30 days prior to the desired date of retirement.

2 Even if the full-timer has submitted an application for retirement, he/she shall continue to engage in his/her duties as in the past until he/she retires.

(Retirement by the Mandatory Retirement Age)

Article 12 The mandatory retirement age for Indefinite Full-timers shall be sixty (60)

years of age; provided, however, that the mandatory retirement age for temporary janitors shall be sixty-three (63) years of age.

- 2 When the Indefinite Full-timers reach their mandatory retirement age, they shall retire on the first March 31 after the day on which they reach their mandatory retirement age; provided, however, that for a person who became an Indefinite Full-timer after his/her sixtieth (60th) birthday (or sixty-third (63rd) birthday for a temporary janitor), the day when the person became an Indefinite Full-timer shall be deemed as the date he/she reached the retirement age, and the person shall retire on the first March 31 after that deemed date.

(Re-employment of Persons Retired at Mandatory Retirement Age)

Article 13 The President may re-employ persons who retire pursuant to the provisions of the preceding Article (excluding persons who have reached the age of sixty-five (65)) by specifying a tenure within a scope not exceeding one year; provided, however, that this shall not apply if the person has not reached the mandatory retirement age for the job in which he/she is re-employed.

- 2 Work by a person who is re-employed pursuant to the provisions of the preceding paragraph shall be specified separately.

(Legitimate Dismissal)

Article 14 If a full-timer is subject to imprisonment or heavier punishment, the President shall dismiss the full-timer.

(Other Dismissal)

Article 15 If a full-timer falls under any of the following items, the President may dismiss the employee after the deliberation of the Personnel Affairs Committee:

- (1) If the part-timer's achievement of duties, etc., is seriously substandard;
- (2) The Employee has a mental or physical disorder that makes it seriously difficult or impossible to perform his/her duties;
- (3) If the full-timer otherwise lacks the aptitude required to be a full-timer;
- (4) Shrinkage of business activities generates surplus personnel, and reallocation, etc., is impossible;
- (5) A natural disaster or other unavoidable event makes it impossible for the University to continue its business;

(6) Services are unavoidably terminated by reasons of discontinuation of inflow of external funds, completion of project business, and so on.

(Restrictions on Dismissal)

Article 16 Even if a full-timer falls under Article 14 or any of items 1 to 4 or 6 of the preceding Article, the full-timer shall not be dismissed during a period falling under any of the following items:

(1) The period during which a Fixed-term Employee is injured or is affected by a disease for work-related reasons and is absent from work to receive medical care, and 30 days thereafter;

(2) A period during which a female full-timer before/after childbirth takes leave pursuant to the provisions of items 1 and 2 of paragraph 2 of Article 22, and 30 days thereafter.

2 Even if the President intends to dismiss a person falling under any of items 1 to 4 and 6 of the preceding Article, he/she shall not dismiss such person if the dismissal lacks an objectively reasonable reason and is not considered socially acceptable.

(Advance Notice of Dismissal)

Article 17 When the President dismisses a full-timer pursuant to the provisions of Articles 14 and 15, he/she shall give advance notice to the full-timer in person no later than 30 days in advance or pay a dismissal advance notice allowance of not less than 30 days of average wages, except in the case where approval of the competent labor standards office is obtained.

Chapter 3 Working Hours, Holidays, Leaves, etc.

(Working Hours)

Article 18 Working hours of full-timers shall be within the scope not exceeding 38 hours and 45 minutes per week on average in every four weeks, counting from the day of reckoning separately specified by the President and within the scope not exceeding 7 hours and 45 minutes per day.

2 The work starting time and work ending time of full-timers shall be as follows:

(1) Work starting time: 8:45 a.m.

(2) Work ending time: 5:30 p.m.

3 The rest time of full-timers shall be from 12:00 a.m. to 1:00 p.m.; provided, however,

that if the President deems it necessary for work-related reasons, the rest time may be changed.

4 Notwithstanding the provisions of the preceding three paragraphs, the work starting time, work ending time and rest time of the following persons shall be the same as those for regular employees (hereinafter, “Regular Employees”) set forth in the Regulations on Working Hours, Holidays and Leave, etc., of Employees of Nagasaki University (Regulation No. 42 of 2004; hereinafter, “Regulations on Working Hours, etc.”).

(1) Full-timers engaging in services relating to classroom lessons;

(2) Full-timers engaging in services relating to students, etc.;

(3) Full-timers working in the Faculty of Economics and engaging in services relating to classroom lessons of the evening course;

(4) Full-timers working at the University Hospital and engaging in services relating to medical treatment, etc.

5 Notwithstanding the provisions of the preceding paragraphs, the work starting time, work ending time and rest time of doctors-in-training who engage in clinical training based on the post-graduate clinical training program implemented by the University Hospital (which shall be limited to programs with a training period of two years) (hereinafter, “Post-graduate Clinical Training”) and who are designated by the President shall be as shown in the following table:

Working Times			Rest Time
Work starting time	Work ending time	Working Hours	
12:15	21:00	7:45	16:00–17:00

6 Notwithstanding the provisions of the preceding paragraphs, working times in the category of jobs adopting the shift-work system for work-related reasons shall be the same as those of Regular Employees.

7 If it is necessary due to work-related reasons, full-timers shall be ordered to extend their working hours or work on holidays as set forth in Article 20, notwithstanding the provisions of the preceding paragraphs. In this case, the University shall execute an agreement on over-time work and work on holidays with a person representing



the majority of full-timers of the University and shall submit said agreement to the director of the competent labor standards office in advance.

(Night Duty and Day Duty)

Article 19 In addition to the matters set forth in the preceding Article, the President may, with the approval of the director of the competent labor standards office, order full-timers to work on night duty and day duty for the purpose of regular patrols, and regular measurement of body temperature and pulse-taking for hospitalized patients.

2 Working on night duty and day duty shall be handled in accordance with the provisions of the Regulations on Night/Day Duty of Nagasaki University Hospital (Hospital Regulation No. 8 of 2009).

(Holidays)

Article 20 Holidays of full-timers shall be as follows:

(1) Saturdays;

(2) Sundays (which mean holidays provided for in paragraph 1, Article 35 of the Labor Standards Act);

(3) Holidays under the National Holidays Act (which mean holidays provided for under the National Holidays Act [Act No. 178 of 1948]; the same applies hereinafter);

(4) Holidays in the Year-end/Beginning of New Year Season (which mean the days from December 29 to January 3 of the next year [excluding holidays under the National Holidays Act]); the same applies hereinafter).

2 Notwithstanding the provisions of the preceding paragraph, full-timers who need to work in a special working pattern for operational reasons shall have eight holidays or more every four weeks counting from the initial date of reckoning defined by the President separately.

(Annual paid leave)

Article 21 The requirements and number of days of annual paid leave of full-timers shall be as follows:

(1) If full-timers continue working for six months from the day of employment and come to work on days which account for 80% or more of all working days: 10 days

in the next one year

(2) If full-timers set forth in the preceding item continue working for one year and six months from the day of employment and come to work on days which account for 80% or more of all working days of each one year counting from the day on which the continuous working period exceeds six months (hereinafter, "Six Months Elapsing Day"); in the next one year respectively, 10 days plus the number of days set forth in the right-hand column of the following table according to the category of the number of continuous working years counting from the Six Months Elapsing Day as set forth in the left-hand column of the following table (if the applicable number of days exceeds 20 days, 20 days)

Number of continuous working years counting from the Six Months Elapsing Day	Number of Days
1 year	1 day
2 years	2 days
3 years	4 days
4 years	6 days
5 years	8 days
6 years or longer	10 days

- 2 Under the preceding paragraph, continuous working means, in principle, working where the style of employment is considered by the University not to be contrary to common sense, and all working days mean all days on which full-timers are required to work, respectively, and the period of leave shall be treated as days on which full-timers come to work for the purpose of computing the number of days of working.
- 3 If part-timers desire to take annual paid leave, they shall apply to the President to take it. In this case, the President shall approve such application unless such taking of leave hinders the normal operation of services.
- 4 Within one year after the day on which eligible full-timers become entitled to 10 or more days of annual paid leave pursuant to the provisions of paragraph 1, the President may seek the opinions of the relevant full-timers and, in advance and based on their opinions, designate the periods in which they will take annual paid leave for 5 or less days (or if they have taken annual paid leave set forth in the

preceding paragraph, for the number of days calculated by deducting the number of days on which they have taken said leave [or 5 if the number of days exceeds 5] from 5) among the total days of annual paid leave to which they are entitled.

5 The number of days of annual paid leave unused within one year after entitlement to said leave may be carried over and used only within two years after entitlement.

6 If applied for by a full-timer who has annual paid leave carried over pursuant to the provisions of the preceding paragraph to take such leave, the leave carried over shall be handled as firstly applied for.

7 The unit for giving annual paid leave shall be one day, half a day or one hour.

8 Procedures for the application, etc., for annual paid leave shall be handled in the same manner as those for Regular Employees.

(Leave other than Annual Paid Leave)

Article 22 In the cases set forth in the following, the President shall give full-timers (in the cases set forth in items 5 to 8, who shall be limited to those whose working days per week are specified as five days or more and whose employment period is specified as six months or more or who continue working for six months or more) annual paid leave for the period set forth in each of the following items:

(1) If a full-timer exercise his/her voting right or other rights of a citizen and his/her not working is considered to be unavoidable: Period which is considered necessary

(2) If a full-timer appears in person at the diet, court, or parliament of a local government or other public agency as a civil judge, witness, expert witness, unsworn witness, etc., and his/her not working is considered to be unavoidable: Period considered to be necessary

(3) If, at the time of an earthquake, flood, fire or other disaster, not working by a full-timer is considered unavoidable to avoid his/her bodily risk on the way to and from the office: Period which is considered necessary

(4) If it is considered seriously difficult for a full-timer to come to office due to an earthquake, flood, fire or other disaster, or an accident, etc., affecting a means of transport: Period which is considered necessary

(5) If a family member of a full-timer (who shall be limited to family members as set forth in the column of family members of the Appended Table 4 of the Regulations

on Working Hours, etc.) dies and it is considered appropriate for a full-timer not to work for reasons of the funeral occasion, mourning or other ceremonies which are considered necessary in connection with the passing of the family member: Period equal to the leave specified in item 13 of paragraph 1 of Article 26 of said Regulations.

(6) If it is considered appropriate for a full-timer (excluding full-timers working at the University Hospital) not to work due to summer activities, including the Bon Festival, maintenance and improvement of mental/bodily health, or enrichment of family life: Period within the scope of three successive days in principle excluding holidays as specified in items of paragraph 1, Article 20 during the period from July to September of a year

(7) If it is considered appropriate for a full-timer working at the University Hospital not to work for the maintenance and improvement of mental/bodily health or enrichment of family life: Period within the scope of three successive days of a year in principle excluding holidays as specified in items of paragraph 1, Article 20

(8) Where a full-timer is due to get married, and if it is considered appropriate for the full-timer not to work due to events conducted in connection with his/her marriage, such as a wedding ceremony and a honeymoon: Up to five consecutive calendar days within the period from five days before the date of marriage to one month after the date of marriage

2 In the case of the following items, the President shall give unpaid leave to full-timers (who shall be limited to the following persons: in the case of item 4, persons other than those to which the application is excluded by the labor-management agreement; in case of item 8, full-timers whose working days are specified as five days per week and whose employment term is specified as six months or more or who continue working for six months or more) for the period set forth in the item in question.

(1) If a female full-timer expecting to give birth within six weeks (or 14 weeks in the case of multiple pregnancy) applies: Period applied until the day of delivery

(2) If a female full-timer gives birth: Period from the day following the day of delivery until the day on which eight weeks elapse (excluding the period in which, if a

female full-timer for whom six weeks have elapsed after the delivery applies to work, said full-timer engages in a job which is approved by a medical doctor to cause no trouble to her)

- (3) If a full-timer raising a child under the age of one year breastfeeds or takes other care which is considered necessary for raising such child: two times a day--each time not exceeding 30 minutes (in the case of a male full-timer, if a parent of a child other than the full-timer is approved to take a leave under this item (including a similar leave) on a day on which the full-timer intends to take the leave under this item or applies for child raising time on the same day pursuant to the provisions of Article 67 of the Labor Standards Act, a period not exceeding the period obtained by deducting the period pertaining to such approval or application from two times a day--each time not exceeding 30 minutes)
- (4) If a full-timer raising a preschool child (including a child of a spouse) applies not to work for the purpose of nursing the child (which means taking care of the child if injured or sick, or taking the child receive a vaccination or health check): Period not exceeding five days within the period from April 1 to March 31 of the following year (hereinafter, "One Fiscal Year") (in the case of two or more preschool children, 10 days)
- (5) If a full-timer who nurses or takes care of a family member who has trouble going about his/her daily life for reasons of injury, sickness, aging or physical or mental disorder (hereinafter, "Care Requiring Person") applies not to work for the purpose of nursing: Period not exceeding five days within One Fiscal Year (in the case of two or more Care Requiring Persons, 10 days)
- (6) If it is seriously difficult for a female full-timer to work on days of menstruation, and not working is considered unavoidable: Period which is considered necessary
- (7) If a full-timer needs to receive medical care by reason of work-related injury or sickness, and not working is considered unavoidable: Period which is considered necessary
- (8) If a full-timer needs to receive medical care by reason of injury or sickness, and not working is considered unavoidable (except for cases set forth in the preceding two items): Period not exceeding 10 days within the One Fiscal Year

(9) If a full-timer applies for registration as a donor of bone marrow for bone marrow engraftment or of peripheral stem cells for peripheral stem cell transplantation to a person that registers such donors, or the full-timer offers bone marrow for bone marrow engraftment or peripheral stem cells for peripheral stem cell transplantation to a person other than his/her spouse, parents, children or siblings, and not working is considered unavoidable for reasons of testing or hospitalization which becomes necessary as a result of such application or offer: Period which is considered necessary

3 Leave under the preceding two paragraphs (excluding the leave set forth in item 9 of the preceding paragraph) shall be handled by the unit of one day, one hour or one minute as necessary; provided, however, that the cases set forth in items 1 and 2 of the preceding paragraph shall be handled by the unit of one day.

4 Procedures for the notification, etc., of leaves other than annual paid leave shall be handled in the same manner as those for Regular Employees.

(Child-care Leave, etc.)

Article 23 Child-care leave, nursing-care leave and partial child-care leave of full-timers shall be governed by the provisions of the Regulations on Child-care Leave, etc., of Full-timers and Part-timers of Nagasaki University (Regulation No. 52 of 2004).

#### Chapter 4 Salary

(Decision of Salary)

Article 24 The salary of full-timers shall be a daily wage, the amount of which shall be within the scope calculated by the following formula based on the monthly amount of the base salary in accordance with the standard set forth in the Regulations on Salaries of Employees of Nagasaki University (Regulation No. 47 of 2004; hereinafter, "Salary Regulations").

Amount of daily wage = (monthly amount of base salary + regional allowances)  $\times 12 / [52 \times 38.75] \times 7.75$

2 Notwithstanding the provisions of the preceding paragraph, the above-mentioned provisions shall not apply to full-timers who are employed as medical section members, trained doctors or training doctors (hereinafter, "Medical Section Members,

etc.”) or under other specific research programs or research expenses, and who are approved by the President.

3 Regional allowances set forth in paragraph 1 shall be the regional allowances set forth in Article 14 of the Salary Regulations.

(Bonus)

Article 25 If the President deems it necessary, the University may a pay differential bonus or other bonuses in the same manner as for Regular Employees as set forth in paragraph 3 of Article 2 of the Salary Regulations.

(Housing Allowances)

Article 26 The University shall pay housing allowances to full-timers whose working hours per week are specified as 38 hours and 45 minutes (excluding the persons set forth below) in accordance with the housing allowances for Regular Employees as set forth in Article 15 of the Salary Regulations.

(1) Medical Section Members, etc (excluding training doctors engaging in post-graduate clinical research).;

(2) Persons whose term of labor contract is shorter than three months.

(Commuting Allowances)

Article 27 The University shall pay commuting allowances to full-timers who are employed by specifying a period of one month or more in the same manner as for Regular Employees as set forth in Article 16 of the Salary Regulations.

(Special Work Allowances)

Article 28 If full-timers engage in work, etc., covered by the payment of special work allowances set forth in Article 18 of the Salary Regulations, the University shall pay said allowances in the same manner as for Regular Employees (which shall be limited to cases where, in the case of allowance for engaging in medical treatment set forth in Article 11 of the Detailed Rules on Payment of Special Work Allowances of Nagasaki University [Detailed Rule No. 22 of 2004; hereinafter, “Detailed Rules on Payment of Special Work Allowances”], medical section members or trained doctors [persons having a medical practitioners' license as set forth in the Medical Practitioners' Act (Act No. 201 of 1948) (hereinafter, “Medical Doctors”)] engage in services set forth in said Article); provided, however, that this shall not apply to

emergency medical treatment allowances set forth in Article 10 of the Detailed Rules on Payment of Special Work Allowances.

2 In the case of the preceding paragraph, “professors and associate professors” in the table of paragraph 2 of Article 11 of the Detailed Rules on Payment of Special Work Allowances shall be deemed replaced with “medical section members or trained doctors (limited to Medical doctors)” and “30,000 yen” with “25,000 yen” and “40,000 yen” with “30,000 yen,” and the evaluation categories A, B and C shall apply.

(Overtime-working Allowances)

Article 29 For full-timers who work based on paragraph 7 of Article 18, the University shall pay overtime-working allowances in the same manner as those for Regular Employees as set forth in Article 19 of the Salary Regulations.

(Night-working Allowances)

Article 30 For full-timers who are designated to work between 10:00 p.m. and 05:00 a.m. of the following day, the University shall pay night-working allowances for the entire hours worked during such time in the same manner as those for Regular Employees as set forth in Article 21 of the Salary Regulations.

(Night Duty and Day Duty Allowances)

Article 31 For full-timers who work based on paragraph 1 of Article 19, the University shall pay night duty and day duty allowances in the same manner as those for Regular Employees as set forth in paragraph 1 of Article 23 of the Salary Regulations.

(End-of-term Allowances and Diligent Allowances)

Article 32 For full-timers whose working hours per week are specified as 38 hours and 45 minutes (excluding Medical Section Members, etc., and persons whose term of labor contract is shorter than six months), the University shall pay end-of-term allowances and diligent allowances in the same manner as those for Regular Employees as set forth in Articles 25 and 26 of the Salary Regulations.

(Clinical Training Allowances)

Article 33 The University shall pay clinical training allowances when training doctors engage in post-graduate clinical training.

2 The amount of allowances under the preceding paragraph shall be 100,000 yen per



month.

(Computation Period for Salary)

Article 34 The computation period for salaries shall be from the first day to the last day of the previous month of the payment month.

(Payment of Salary)

Article 35 The payment of salaries shall be made in the same manner as those for Regular Employees.

#### Chapter 5 Miscellaneous Provisions

(Mutatis Mutandis Application of Provisions of Rules of Employment for Employees, etc.)

Article 36 The provisions of Articles 27, 28, 30 to 36, 37-2, 40, 41 (excluding the provisions of item 1 of paragraph 1), 42 to 46 and 47-2 to 49 of the Rules of Employment for Employees as well as of Articles 6-2, 6-3, 15-2 to 15-4, 18, and 28 to 37 of the Regulations on Working Hours, etc., shall apply mutatis mutandis to full-timers. In this case, “business trip or move to a new place of work” in Article 46 of the Rules of Employment for Employees shall be deemed replaced with “business trip,” and “six months” in Article 29 of the Regulations on Working Hours, etc. shall be deemed replaced with “93 days.”

(Application for the Execution of a Labor Contract without a Fixed-term)

Article 37 Application for the execution of the Indefinite Labor Contract shall be made no later than 30 days prior to the expiration date of the term of the labor contract.

(Additional Provisions)

Article 38 In addition to the matters prescribed in these Rules, necessary matters shall be specified separately.

#### Supplementary Provisions

- 1 These Rules shall come into effect as of April 1, 2004.
- 2 With respect to the employment of persons, among daily-employed employees who were enrolled on March 29, 2004 at Nagasaki University as set forth in paragraph 1 of Article 3 of the Act on the Establishment of a National University (Act No. 150 of 1949) prior to the abolishment pursuant to the provisions of Article 2 of the Act on

the Maintenance, etc., of Related Acts as a Result of the Enforcement of the National University Corporation Act (Act No. 117 of 2003) (hereinafter, “Old Nagasaki University”) and who are employed by the University on the effective date of these Rules, who have been enrolled at the Old Nagasaki University before March 29, 1988, the provisions of the proviso in paragraph 2 of Article 4 shall not apply.

- 3 To employees who were employed on daily basis and enrolled on March 29, 2004 at the Old Nagasaki University and who are employed by the University on the effective date of these Rules, the University shall pay retirement allowances until March 31, 2008 in the same manner as in the past.

Supplementary Provisions (Rule No. 82 of September 1, 2004)

These Rules shall come into effect as of September 1, 2004, and the provisions of the Amended Rules of Employment for Daily-employed Employees of Nagasaki University shall apply as of July 1, 2004.

Supplementary Provisions (Rule No. 17 of March 31, 2005)

These Rules shall come into effect as of April 1, 2005.

Supplementary Provisions (Rule No. 17 of March 28, 2006)

Revised Rule No. 14 of March 24, 2008

Rule No. 7 of March 26, 2013

- 1 These Rules shall come into effect as of April 1, 2006. However, the revised provisions of paragraph 3 of Article 4 shall come into effect as of March 28, 2006.
- 2 The monthly amount of the base salary for daily-employed employees and full-timers who are employed by the University on and after April 1, 2006 (excluding persons who have been enrolled on or before March 29, 1980 at Nagasaki University set forth in paragraph 1 of Article 3 of the Act on the Establishment of a National University [Act No. 150 of 1949] prior to the abolishment on March 29, 2003 pursuant to the provisions of Article 2 of the Act on the Maintenance, etc., of Related Acts as a Result of the Enforcement of the National University Corporation Act [Act No. 117 of 2003], which constitutes the base for the daily wage set forth in paragraph 1 of Article 24 [which is called the “Basic Amount of Base Monthly Salary” in the next paragraph and paragraph 4]), shall not exceed the monthly amount of the base salary specified in the Supplementary Provisions Appended Table.

- 3 If the Basic Amount of Base Monthly Salary of daily employed employees who were enrolled at the University as daily employed employees on March 30, 2006 (hereinafter, “Record Date”) and are employed by the University on April 1, 2006, and whose content of work does not change does not reach the Basic Amount of Base Monthly Salary on the Record Date, the Basic Amount of Base Monthly Salary as of the Record Date may be the Basic Amount of Base Monthly Salary notwithstanding the provisions of paragraph 1 of Article 24.
- 4 If it is considered necessary to achieve a balance between daily employed employees who were enrolled at the University as daily employed employees on the Record Date and are employed by the University on April 1, 2006 (excluding daily employed employees set forth in the preceding paragraph) and daily employed employees to whom the monthly amount of base salary pursuant to the provisions of the preceding paragraph applies, the Basic Amount of Base Monthly Salary may be decided for such daily employed employees in the same manner in accordance with the provisions of paragraph 3 based on the approval of the President.
- 5 The provisions of the preceding two paragraphs shall apply mutatis mutandis to daily employed employees and full-timers who were employed by the University on the Record Date and are continuously employed by the University on and after April 1, 2007.

Supplementary Provisions Appended Table Table of Monthly Amount of Base Salary

Table of Applicable Base Salary	Monthly Amount of Base Salary
Table of Base Salary for Administrative Post (1)	Monthly Amount of Base Salary for Grade 1 No. 33 Wage in the Table of Base Salary for Administrative Post (1)
Table of Base Salary for Administrative Post (2) (Applicable only to persons who are set forth in item 1 of paragraph 1 of Remarks in the Qualification Standard Table by Class in the Table of Base Salary for Administrative Post (2) in Appended Table 2 of the Detailed Rules for the Standard of First Salary, Promotion, Increase in Wage, etc., for Employees of Nagasaki University (Detailed	Monthly Amount of Base Salary for Grade 2 No. 41 Wage in the Table of Base Salary for Administrative Post (2)

Rule No. 12 of 2004) (hereinafter, "Appended Table")	
Table of Base Salary for Administrative Post (2) (Applicable only to persons who are set forth in item 2 of paragraph 1 of Remarks in the Appended Table)	Monthly Amount of Base Salary for Grade 1 No. 81 Wage in the Table of Base Salary for Administrative Post (2)
Table of Base Salary for Administrative Post (2) (Applicable only to persons who are set forth in item 3 of paragraph 1 of Remarks in the Appended Table)	Monthly Amount of Base Salary for Grade 1 No. 69 Wage in the Table of Base Salary for Administrative Post (2)
Table of Base Salary for Medical Post (2)	Monthly Amount of Base Salary for Grade 2 No. 49 Wage in the Table of Base Salary for Medical Post (2)

Supplementary Provisions (Rule No. 19 of March 30, 2007)

These Rules shall come into effect as of April 1, 2007.

Supplementary Provisions (Rule No. 1 of January 18, 2008)

These Rules shall come into effect as of January 18, 2008.

Supplementary Provisions (Rule No. 14 of March 24, 2008)

- 1 These Rules shall come into effect as of April 1, 2008.
- 2 To persons to whom retirement allowances were paid pursuant to the provisions of paragraph 3 of the Supplementary Provisions for the Rules of Employment for Full-timers of Nagasaki University after the amendment by these Rules, the University shall pay the same amount as the retirement allowances in the same manner as in the past, as bonus continuously on and after April 1, 2008.

Supplementary Provisions (Rule No. 43 of September 9, 2008)

These Rules shall come into effect as of May 21, 2009.

Supplementary Provisions (Rule No. 11 of March 31, 2009)

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

Supplementary Provisions (Rule No. 23 of August 3, 2009)

- 1 These Rules shall come into effect as of August 3, 2009.
- 2 Full-timers who have obtained approval to take leave pursuant to the provisions of item 6 of paragraph 1 of Article 15 of the Rules of Employment for Full-timers of

Nagasaki University prior to the amendment, and full-timers who have obtained approval to take leave pursuant to the provisions of item 5 of paragraph 1 of Article 14 of the Rules of Employment for Part-timers of Nagasaki University prior to the amendment, during the period from June 1, 2009 until the previous day of the date of enforcement of these Rules (hereinafter, "Date of Enforcement") shall not be authorized to take leave pursuant to the provisions of item 7 of paragraph 1 of Article 15 of the Rules of Employment for Full-timers of Nagasaki University after the amendment, and the provisions of item 6 of paragraph 1 of Article 15 of the Rules of Employment for Part-timers of Nagasaki University after the amendment during the period from the Date of Enforcement to December 31, 2009.

Supplementary Provisions (Rule No. 30 of November 27, 2009)

These Rules shall come into effect as of December 1, 2009.

Supplementary Provisions (Rule No. 1 of January 22, 2010)

These Rules shall come into effect as of January 22, 2010.

Supplementary Provisions (Rule No. 2 of January 22, 2010)

These Rules shall come into effect as of January 22, 2010.

Supplementary Provisions (Rule No. 21 of March 29, 2010)

These Rules shall come into effect as of April 1, 2010.

Supplementary Provisions (Rule No. 27 of June 25, 2010)

These Rules shall come into effect as of June 30, 2010.

Supplementary Provisions (Rule No. 40 of October 12, 2010)

These Rules shall come into effect as of October 12, 2010.

Supplementary Provisions (Rule No. 19 of March 29, 2011)

These Rules shall come into effect as of April 1, 2011.

Supplementary Provisions (Rule No. 20 of June 29, 2012)

These Rules shall come into effect as of July 1, 2012.

Supplementary Provisions (Rule No. 26 of October 1, 2012)

These Rules shall come into effect as of October 1, 2012.

Supplementary Provisions (Rule No. 1 of February 5, 2013)

These Rules shall come into effect as of February 5, 2013, and the provisions of the Amended Rules of Employment for Full-timers of Nagasaki University shall come into

effect as of February 1, 2013

Supplementary Provisions (Rule No. 7 of March 26, 2013)

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

Supplementary Provisions (Rule No. 7 of March 28, 2014)

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

Supplementary Provisions (Rule No. 37 of November 28, 2014)

- 1 These Rules shall come into effect as of April 1, 2015.
- 2 If the monthly amount of the base salary, which constitutes the base for the daily wage set forth in paragraph 1 of Article 24 (hereinafter, “Basic Amount of Base Monthly Salary”), for persons who have been continuously employed by the University as full-timers since the previous day of the date of enforcement of these Rules (hereinafter, “Date of Enforcement”) and whose content of work has not changed does not reach the Basic Amount of Base Monthly Salary as of the previous day of the Date of Enforcement, the Basic Amount of Base Monthly Salary as of the previous day of the Date of Enforcement may be the Basic Amount of Base Monthly Salary until March 31, 2018, notwithstanding the provision of the aforementioned paragraph.
- 3 If it is considered necessary to achieve a balance between full-timers who have been continuously employed by the University since the previous day of the Date of Enforcement (excluding the full-timers set forth in the preceding paragraph) and the full-timers whose Basic Amount of Base Monthly Salary is determined pursuant to the provision of the preceding paragraph, the Basic Amount of Base Monthly Salary for the former may be decided in accordance with the provision of said paragraph on the basis of the approval of the President.

Supplementary Provisions (Rule No. 45 of December 27, 2016)

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

Supplementary Provisions (Rule No. 16 of March 31, 2017)

These Rules shall come into effect as of April 1, 2017.

Supplementary Provisions (Rule No. 17 of March 30, 2018)

These Rules shall come into effect as of April 1, 2018.

Supplementary Provisions (Rule No. 54 of December 28, 2018)

These Rules shall come into effect as of January 1, 2019.

Supplementary Provisions (Rule No. 30 of December 9, 2019)

These Rules shall come into effect as of December 9, 2019.

Supplementary Provisions (Rule No. 22 of March 31, 2020)

These Rules shall come into effect as of April 1, 2020.

Supplementary Provisions (Rule No. 17 of April 1, 2020)

These Rules shall come into effect as of April 1, 2020.