

Rules of Employment for Part-timers of Nagasaki University

Table of Contents

Chapter 1 General Provisions (Article 1-Article 2)

Chapter 2 Employment, Absence from Work, Retirement, etc. (Article 3-Article 17)

Chapter 3 Working Hours, Holidays, Leaves, etc. (Article 18-Article 22)

Chapter 4 Salary (Article 23-Article 32)

Chapter 5 Miscellaneous Provisions (Article 33-Article 35)

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 part-timers (including part-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] and part-timers (excluding senior assistant professors) who have the right to apply for transfer to an Indefinite Labor Contract and who retire due to the expiration of the term of their labor contract on or after the first March 31 after the day on which they reach sixty (60) years old and are employed on the day following the date of such retirement [hereinafter, “Indefinite Part-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 part-timers shall comply with these Rules in their respective positions.

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

(Employment)

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

2 At the time of selection under the preceding paragraph, persons who are sixty-five (65) years or older at the end of the fiscal year to which the date of employment belongs (or sixty-eight (68) in the case of senior assistant professors) shall be excluded; provided, however, that this shall not apply to persons whom the President deems it specifically necessary to employ.

3 At the time of employment of part-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 part-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.

6 The provisions of paragraphs 1, 2, and 4 and the preceding paragraph shall not apply to Indefinite Part-timers employed pursuant to Article 13.

(Term, etc. of Labor Contract)

Article 4 The term of a labor contract with part-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 any of the following cases applies, the University shall not renew the labor contract.
 - (1) If the service performed by the relevant part-timer becomes no longer necessary
 - (2) If the first March 31 after the day on which the part-timer (excluding senior assistant professors) who has the right to apply for transfer to an Indefinite Labor Contract reaches sixty (60) years old has passed
- 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 part-timer in question reaches sixty-five (65) years of age (or sixty-eight (68) of age in the case of senior assistant professors) belongs; provided, however, that this shall not apply if the President deems it specifically necessary to continue to employ said part-timer.

(Probation Period)

Article 4-2 Newly employed part-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 part-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 Part-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 Part-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 the preceding paragraph apply, and if an Indefinite Part-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 a 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 Part-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 Part-timer in question.

(Reinstatement)

Article 8 The President shall order the Indefinite Part-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 Part-timer's reinstatement only if the Indefinite Part-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 Part-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 part-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 part-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 part-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 the Indefinite Part-timers shall be sixty-five (65) years of age; provided, however, that the mandatory retirement age for senior assistant professors shall be sixty-eight (68) years of age.

2 When Indefinite Part-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 Part-timer after his/her sixty-fifth (65th) birthday (or sixty-eighth (68th) birthday for a senior assistant professor), the day when the person became an Indefinite Part-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.

(Employment of a Person Who Has the Right to Apply for Transfer to an Indefinite Labor Contract)

Article 13 If any person who retires pursuant to item 1 of paragraph 1 of Article 10 is applicable to item 2 of paragraph 2 of Article 4, the President may employ such person as an Indefinite Part-timer on the day following the date of such retirement.

(Legitimate Dismissal)

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

(Other Dismissal)

Article 15 If a part-timer falls under any of the following items, the President may

dismiss the part-timer 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 part-timer otherwise lacks the aptitude required to be a part-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 part-timer falls under Article 14 or any of items 1 to 4 or 6 of the preceding Article, the part-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 part-timer before/after childbirth takes leave pursuant to the provisions of items 12 and 13 of paragraph 1 of Article 21, 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 part-timer pursuant to the provisions of Articles 14 and 15, he/she shall give advance notice to the part-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 part-timers shall be within the scope not exceeding 7 hours and 45 minutes per day and 30 hours per week.

2 The work starting/ending times and rest times of part-timers shall be either of the following:

(1) Work starting time: 8:45 a.m.; work ending time: 3:45 p.m.; rest time: 12:00 a.m. to 1:00 p.m.

(2) Work starting time: 10:00 a.m.; work ending time: 5:00 p.m.; rest time: 12:00 a.m. to 1:00 p.m.

3 If the President determines that the provisions of the preceding paragraph are difficult to implement due to work-related reasons, he/she shall specify separately notwithstanding the provisions of said paragraph.

4 If it is necessary due to work-related reasons, part-timers shall be ordered to extend their working hours or work on holidays under the next Article, notwithstanding the provisions of the preceding three 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 part-timers of the University and shall submit said agreement to the director of the competent labor standards office in advance.

(Holidays)

Article 19 Holidays of part-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) Days designated by the President;

(4) 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);

(5) Holidays in the Year-end/Beginning of New Year Season (which mean holidays in the Year-end/Beginning of New Year Season [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, part-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 20 The requirements and number of days of annual paid leave of part-timers shall be as follows:

- (1) If part-timers whose working days per week are specified as five days or more, part-timers whose working days per week are specified as four days or less and whose working hours per week are 30 hours, and part-timers whose working days are specified by a period other than a week and whose working days per year are 217 days or more, 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 part-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

(3) If part-timers whose working days per week are specified as four days or less (excluding part-timers whose working hours per week are 30 hours) and part-timers whose working days are specified by a period other than a week and whose working days per year are 48 days or more and 216 days or less continue working for six months from the day of employment and come to work on days that account for 80% or more of all working days, or continue working for one year and six months from the day of employment and come to work on days that account for 80% or more of all the working days of each one year counting from the Six Months Elapsing Day, the number of days set forth in the right-hand column of the following table according to the category of continuous working period counting from the day of employment shall be given in the next one year respectively: in the case of part-timers whose working days per week are specified as four days or less, according to the category of the number of working days per week as set forth in the left-hand column of said table; in the case of part-timers whose working days are specified by a period other than a week, according to the category of the number of working days per year as set forth in the middle column of said table:

Number of working days per week		4 days	3 days	2 days	1 day
Number of working days per year		169 days to 216 days	121 days to 168 days	73 days to 120 days	48 days to 72 days
Continuous working period counting from the day of employment	6 months	7 days	5 days	3 days	1 day
	1 year and 6 months	8 days	6 days	4 days	2 days
	2 years and 6 months	9 days	6 days	4 days	2 days
	3 years and 6 months	10 days	8 days	5 days	2 days
	4 years and 6 months	12 days	9 days	6 days	3 days
	5 years and 6 months	13 days	10 days	6 days	3 days
	6 years and 6 months	15 days	11 days	7 days	3 days

- 2 Under the preceding paragraph, continuous working means, in principle, working where the style of employment is considered at the University not to be contrary to common sense, and all working days mean all days on which part-timers are required to work, respectively, and the period of leave shall be treated as days on which part-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 part-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 part-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 part-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. In this case, annual paid leave by the unit of half a day can be taken on days when part-timers are assigned to work five hours or more.
- 8 Procedures for application, etc., for annual paid leave shall be handled in the same manner as those for employees who are required to work on a regular basis (hereinafter, "Regular Employee").

(Leave other than Annual Paid Leave)

Article 21 In cases set forth in the following, the President shall give part-timers (in the cases set forth in items 5 to 11, 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 part-timer exercises his/her voting right or other rights as a citizen and his/her not working is considered to be unavoidable: Period which is considered necessary
- (2) If a part-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 part-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 part-timer to come to the 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 it is considered appropriate for a part-timer (excluding part-timers working at the University Hospital; the same applies hereinafter in this item) 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 paragraph 1 of Article 19 during the period from July to September of a year (or the period from June to October of a year for part-timers for whom it is deemed difficult to use all or part of the leave under this item within said period because it is the peak season of their work or due to other work-related circumstances)
- (6) If it is considered appropriate for a part-timer working at the University Hospital not to work for reasons of 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 paragraph 1 of Article 19
- (7) If a family member of a part-timer (who shall be limited to family members set forth in the column of family members in Appended Table 4 of 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.”]) dies and it is considered appropriate for the part-timer not to work for reasons of the occasion of a funeral, 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
- (8) Where a part-timer is due to get married, and if it is considered appropriate for the part-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
- (9) Where it is considered appropriate for a part-timer not to work for reasons such as hospital visits to receive fertility treatment: Up to five calendar days within the period from April 1 to March 31 of the next year (“One Fiscal Year”) (or ten days if such hospital visits, etc. relate to external fertilization or microinsemination)
- (10) Where it is considered appropriate for a part-timer not to work for reasons such as childbirth (including part-timers who have not registered the marriage but whose circumstances are, de facto, the same as those of a person in a marital relationship; the same applies in the following item): Up to two days within the period from the day on which the part-timer’s wife is hospitalized, etc. for childbirth to two weeks after the day of childbirth
- (11) Where a part-timer’s wife who is expecting to give or has given birth is within the period from six weeks (or 14 weeks in the case of multiple pregnancies) before the due date to eight weeks after the day of the childbirth and where it is considered appropriate for the part-timer who is raising the child given birth and/or a preschool child (including the spouse’s child) not to work in order to raise these children: Up to five days within the said period
- (12) If a female part-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
- (13) If a female part-timer gives birth: Period from the day following the day of delivery until the day on which eight weeks elapse (excluding a period in which, if

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

2 In the case of the following items, the President shall give unpaid leave to part-timers (who shall be limited to persons, in the case of item 2, other than those to whom the application is excluded by the labor-management agreement) for the period set forth in the item in question.

(1) If a part-timer raising a child under the age of one year breastfeeds or takes other care which is considered necessary for raising such child: twice a day--each time not exceeding 30 minutes (in the case of a male part-timer, if a parent of a child other than the part-timer is approved to take a leave under this item (including similar leave) on a day on which the part-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)

(2) If a part-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 when injured or sick, or taking the child to receive a vaccination or health check): Period not exceeding five days within One Fiscal Year (in the case of two or more preschool children, 10 days)

(3) If a part-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)

(4) If it is seriously difficult for a female part-timer to work on days of menstruation, and not working is considered unavoidable: Period which is considered necessary

(5) If a part-timer needs to receive medical care for reasons of work-related injury or sickness, and not working is considered unavoidable: Period which is considered necessary

(6) If a part-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 part-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 the result of such application or offer: Period which is considered necessary

3 Leave under the preceding two paragraphs 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 12 and 13 of paragraph 1 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 for Regular Employees.

(Child-care Leave, etc.)

Article 22 Child-care leave, nursing-care leave and partial child-care leave of part-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

(Salary)

Article 23 The salary of part-timers shall be hourly wages, which are determined by the President separately, taking the content of their jobs into account.

(Bonus)

Article 24 If the President deems it necessary, the University may pay a differential bonus or other bonuses in the same manner as for Regular Employees as set forth in paragraph 3 of Article 2 of the Regulations on Salaries of Employees of Nagasaki University (Regulation No. 47 of 2004; hereinafter, "Salary Regulations").

(Commuting Allowances)

Article 25 The University shall pay commuting allowances to part-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.

(Returning Medical Doctors' Support Allowances)

Article 26 The University shall pay returning medical doctors' support allowances to medical doctors and dentists who are employed and work pursuant to the provisions of the Regulations on the Treatment of Returning Medical Doctors of Nagasaki University Hospital (Regulation No. 3 of 2008).

2 The amount of the allowances under the preceding paragraph shall be 800 yen per hour of work.

(Special Work Allowances)

Article 27 If part-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.

(Overtime-working Allowances)

Article 28 For part-timers who work based on paragraph 4 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 29 For part-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.

(Exemption for Senior Assistant Professors, etc.)

Article 30 The provisions of Articles 25 and 27 (excluding Article 25 for persons set forth in item 5 and excluding Article 27 for persons set forth in item 7) shall not apply to the following persons:

- (1) Senior assistant professors
- (2) School medical doctors, school dentists and school pharmacists
- (3) Among research supporters (science research) and technical supporters (science research), persons who are students enrolled in the doctoral courses of graduate schools
- (4) Senior assistant professors (researchers of research institutes)
- (5) Teaching assistants, research assistants, student assistants and work study

assistants

(6) Medical assistants

(Computation Period for Salary)

Article 31 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 32 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 33 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, 28 to 33, and 37 of the Regulations on Working Hours, etc., shall apply mutatis mutandis to part 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 34 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 35 In addition to the matters set forth 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 part-timers who were enrolled in Nagasaki University set forth in paragraph 1 of Article 3 of the Act on the Establishment of the 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) on the previous day of the effective date of these Rules, and who were employed by the University on the effective date of these Rules continuously, the provisions then in force shall remain applicable, notwithstanding the provisions of the main text of paragraph 2 of Article 4.

- 3 For the time being, the University shall pay a nursing personnel, etc. treatment improvement allowance to the employees who are working at the University Hospital listed below:
 - (1) Nurses
 - (2) Assistant nurses, physical therapists, dietitians, clinical psychologists, assistant surveyors, medical technicians, inspectors, medical assistants, and other persons deemed necessary by the President
- 4 The monthly amount of the allowance under the preceding paragraph shall be as specified below for different employees:
 - (1) Employees in item (1) of the preceding paragraph: 9,000 yen
 - (2) Employees in item (2) of the preceding paragraph: 4,000 yen
- 5 For the time being, the amount of salary per hour on duty based on which the salary to be paid in the same manner as to Regular Employees is calculated shall, notwithstanding the provisions of paragraph 10 of the Supplementary Provisions of the Salary Regulations, be the amount obtained by adding (a) the amount obtained by dividing the monthly amount of the nursing personnel, etc. treatment improvement allowance by the average number of monthly scheduled working hours in the relevant year to (b) the amount prescribed under the said paragraph.
- 6 With regard to the application of paragraph 2 of Article 3, paragraph 3 of Article 4, and paragraphs 1 and 2 of Article 12 to part-timers excluding temporary janitors and senior assistant professors during the period from April 1, 2023 to March 31, 2031, the term “sixty-five (65) years” as used in paragraph 2 of Article 3 and paragraph 3 of Article 4 shall be deemed to be replaced with any of the terms listed in the middle column of the following table, and the terms “sixty-five (65) years” and “sixty-fifth (65th)” as used respectively in paragraphs 1 and 2 of Article 12 shall be deemed to be

replaced with any of the terms listed in the right column of the same table, according to the classification of the period listed in the left column of the same table.

From April 1, 2023 to March 31, 2025	Sixty-one (61) years	Sixty-one (61) years or sixty-first (61st)
From April 1, 2025 to March 31, 2027	Sixty-two (62) years	Sixty-two (62) years or sixty-second (62nd)
From April 1, 2027 to March 31, 2029	Sixty-three (63) years	Sixty-three (63) years or sixty-third (63rd)
From April 1, 2029 to March 31, 2031	Sixty-four (64) years	Sixty-four (64) years or sixty-fourth (64th)

7 With regard to the application of paragraph 2 of Article 3, paragraph 3 of Article 4, and paragraphs 1 and 2 of Article 12 to temporary janitors during the period from April 1, 2023 to March 31, 2031, the term “sixty-five (65) years” as used in paragraph 2 of Article 3 and paragraph 3 of Article 4 shall be deemed to be replaced with any of the terms listed in the middle column of the following table, and the terms “sixty-five (65) years” and “sixty-fifth (65th)” as used respectively in paragraphs 1 and 2 of Article 12 shall be deemed to be replaced with any of the terms listed in the right column of the same table, according to the classification of the period listed in the left column of the same table.

From April 1, 2023 to March 31, 2029	Sixty-three (63) years	Sixty-three (63) years or sixty-third (63rd)
From April 1, 2029 to March 31, 2031	Sixty-four (64) years	Sixty-four (64) years or sixty-fourth (64th)

8 For the time being, with regard to the application of item 2 of paragraph 2 of Article 4 to temporary janitors, the term “sixty (60) years old” as used in the same paragraph shall be deemed to be replaced with “sixty-three (63) years old.”

Supplementary Provisions (Rule No. 18 of March 31, 2005)

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

Supplementary Provisions (Rule No. 18 of March 28, 2006)

Amended: School Regulation No. 8 of March 26, 2013

School Regulation No. 18 of March 28, 2023

- 1 These Rules shall come into effect as of April 1, 2006.
- 2 The hourly wage of part-timers who were enrolled on March 31, 2004 at Nagasaki University as set forth in paragraph 1 of Article 3 of the Act on the Establishment of the National University (Act No. 150 of 1949) prior to its 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) and who were employed by the University on the effective date of these Rules continuously shall be, notwithstanding the provisions of Article 23, within the scope of the amount that is calculated by the following formula based on the monthly amount of the base salary computed in accordance with the standard set forth in the Regulations on Salaries of Nagasaki University Employees (Regulation No. 47 of 2004; hereinafter, "Salary Regulations"); provided, however, that the monthly amount of the base salary constituting the base of the hourly wage (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.
$$\text{Amount of hourly wage} = ([\text{monthly amount of base salary} + \text{regional allowances set forth in Article 14 of the Salary Regulations}] \times 12) / (52 \times 40)$$
- 3 If the Basic Amount of Base Monthly Salary of part-timers to whom the provisions of the preceding paragraph apply and whose content of work does not change does not reach the Basic Amount of Base Monthly Salary as of March 31, 2006 (hereinafter, "Record Date"), the Basic Amount of Base Monthly Salary as of the Record Date shall be the Basic Amount of Base Monthly Salary, notwithstanding the provisions of the preceding paragraph.
- 4 If it is considered necessary to make a balance between part-timers to whom the provisions of paragraph 2 apply (excluding part-timers set forth in the preceding paragraph) and part-timers set forth in the preceding paragraph, the Basic Amount of Base Monthly Salary of part-timers set forth in paragraph 2 may be decided in accordance with the provisions of paragraph 2 based on the approval of the President.
- 5 For the time being, notwithstanding paragraph 2, paragraph 12 of the

Supplementary Provisions of the Salary Regulations shall not apply mutatis mutandis to the monthly amount of the base salary that constitutes the basis for calculating the hourly wage of part-timers to whom the provisions of paragraph 2 apply; provided, however, that if the monthly amount of the base salary calculated in accordance with the standards stipulated in the Salary Regulations on or after the first April 1 after the day on which the relevant part-timer reaches sixty (60) years old (or sixty three (63) years old in the case of a temporary janitor) exceeds the amount obtained by multiplying the monthly amount of the base salary of the highest pay step in the service grade for the relevant monthly amount of the base salary by seventy percent (70%) (any fraction of less than fifty (50) yen in the resulting product shall be rounded down, and any fraction of fifty (50) or more yen but less than one hundred (100) yen shall be rounded up to one hundred (100) yen; hereinafter in this paragraph, “Seventy Percent (70%) of the Monthly Amount of the Base Salary”), the monthly amount of the base salary that constitutes the basis for calculating the hourly wage for such part-timer shall be Seventy Percent (70%) of the Monthly Amount of the Base Salary.

- 6 For the time being, notwithstanding paragraph 2, paragraph 2 of the Supplementary Provisions of the Detailed Rules for Payment of the Adjustment Amount of the Base Salary of Nagasaki University (Detailed Rule No. 13 of 2034) shall apply mutatis mutandis to the adjustment amount of the base salary that constitutes the basis for calculating the hourly wage for part-timers to whom the provisions of paragraph 2 apply, from the first April 1 after the day on which the relevant part-timer reaches sixty (60) years old (or sixty three (63) years old in the case of a temporary janitor).
- 7 The provisions from paragraph 3 to the preceding paragraph shall apply mutatis mutandis to part-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 Rule No. 12 of 2004) (hereinafter, "Appended Table")	Monthly Amount of Base Salary for Grade 2 No. 41 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 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. 20 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. 8 of February 26, 2008)

These Rules shall come into effect as of February 26, 2008.

Supplementary Provisions (Rule No. 15 of March 24, 2008)

These Rules shall come into effect as of 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. 46 of September 19, 2008)

These Rules shall come into effect as of November 1, 2008.

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. 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. 26 of October 1, 2012)

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

Supplementary Provisions (Rule No. 8 of March 26, 2013)

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

Supplementary Provisions (Rule No. 4 of March 24, 2014)

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

Supplementary Provisions (Rule No. 8 of March 28, 2014)

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

Supplementary Provisions (Rule No. 38 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 that constitutes the base of the hourly wage (hereinafter, “Basic Amount of Base Monthly Salary”) of part-timers who were enrolled on March 31, 2004 at Nagasaki University as set forth in paragraph 1 of Article 3 of the Act on the Establishment of the National University (Act No. 150 of 1949) prior to its 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, “the unincorporated Nagasaki University”) and who have continuously been employed as part-timers (which shall be limited to those whose duties have not been changed) does not reach the Basic Amount of Base Monthly Salary on the day before the day of the enforcement of these Rules (hereinafter, “Enforcement Date”), the Basic Amount of Base Monthly Salary as of the day before the Enforcement Date may be the Basic Amount of Base Monthly Salary of said part-timers until March 31, 2018.
- 3 If it is considered necessary to achieve a balance between part-timers who were enrolled at the unincorporated Nagasaki University and have been continuously employed as part-timers (excluding the part-timers set forth in the preceding paragraph) and the part-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. 1 of January 5, 2015)

These Rules shall come into effect as of January 5, 2015.

Supplementary Provisions (Rule No. 6 of March 26, 2015)

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

Supplementary Provisions (Rule No. 46 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. 55 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. 23 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.

Supplementary Provisions (Rule No. 18 of March 29, 2022)

These Rules shall come into effect as of April 1, 2022.

Supplementary Provisions (Rule No. 22 of March 29, 2022)

These Rules shall come into effect as of April 1, 2022.

Supplementary Provisions (Rule No. 48 of November 29, 2022)

These Rules shall come into effect as of December 1, 2022.

Supplementary Provisions (Rule No. 17 of March 28, 2023)

- 1 These Rules shall come into effect as of April 1, 2023. However, the revised provisions of Article 1, the revised provisions for adding paragraph 6 of Article 3, the revised provisions of paragraph 2 of Article 4, the revised provisions for adding Article 13, and the revised provisions for adding paragraph 8 of the Supplementary Provisions shall come into effect as of April 1, 2024.
- 2 The President may employ any person who retires on the day before the date of coming into effect of these Rules (hereinafter, the “Effective Date”) pursuant to paragraph 2 of Article 12 before the revision and for whom the first March 31 after the day on which he/she reaches sixty five (65) years old (hereinafter, the “Last Day of the Fiscal Year of Reaching Sixty Five (65) Years Old”) has not yet arrived in a full-time or short-time position for a fixed term of office not exceeding one (1) year on the day following the date of such retirement.
- 3 Up to March 31, 2032, the President may employ any person who retires on or after the Effective Date pursuant to paragraph 2 of Article 12 after the revision and for whom the Last Day of the Fiscal Year of Reaching Sixty Five (65) Years Old has not

yet arrived in a full-time or short-time position for a fixed term of office not exceeding one (1) year on the day following the date of such retirement.

4 Any Indefinite Part-timer who is reemployed prior to the Effective Date pursuant to Article 13 before the revision and whose term of office is renewed on the Effective Date shall be deemed to be employed on the Effective Date pursuant to paragraph 2.

Supplementary Provisions (Rule No. 18 of March 28, 2023)

These Rules shall come into effect as of April 1, 2023.

Supplementary Provisions (Rule No. 17 of March 29, 2024)

These Rules shall come into effect as of April 1, 2024.