

Rules of Employment for Nagasaki University Employees

Table of Contents

- Chapter 1 General Provisions (Article 1-Article 5)
- Chapter 2 Personnel Affairs
 - Section 1 Employment (Article 6-Article 9)
 - Section 2 Promotion and Demotion (Article 10 -Article 11)
 - Section 3 Transfer (Article 12-Article 13)
 - Section 4 Leave of Absence from Work and Dispatch (Article 14-Article 18-2)
 - Section 5 Retirement, etc. (Article 19-Article 28)
- Chapter 3 Salary (Article 29)
- Chapter 4 Service (Article 30-Article 37-2)
- Chapter 5 Working Hours, Holidays, Leave, Absence from Work, etc. (Article 38-Article 39-4)
- Chapter 6 Training for Employees (Article 40)
- Chapter 7 Awards and Punishments (Article 41-Article 44)
- Chapter 8 Safety and Health (Article 45)
- Chapter 9 Travel Expenses (Article 46)
- Chapter 10 Welfare and Benefits (Article 47-Article 47-2)
- Chapter 11 Accident Compensation (Article 48-Article 49)
- Chapter 12 Retirement Allowance (Article 50)

Supplementary Provisions

Chapter 1 General Provisions

(Purpose)

Article 1 These Rules shall provide for necessary matters concerning work by employees working at Nagasaki University (hereinafter, “University”) pursuant to the provisions of Article 89 of the Labor Standards Act (Act No. 49 of 1947).

(Definition)

Article 2 In these Rules, the meanings of the terms listed in the following items shall be as prescribed respectively in those items.

- (1) Employees All persons working at the University, excluding mariners;
- (2) Education Staff Persons who are in the position of professor, associate professor,

senior assistant professor (who are limited to those who work regularly; the same applies hereinafter), assistant professor, research associate, director of a school, director of a kindergarten, vice-director of a school, chief schoolteacher, schoolteacher, nursing teacher, nutrition teacher, specially-appointed professor, specially-appointed associate professor, specially-appointed senior assistant professor, and specially-appointed assistant professor of the University;

(3) Foreign Researchers Foreign nationals who are invited by the University for the purpose of promoting academic study at the University to participate in joint research, etc., at the Institute of Tropical Medicine and the Atomic Bomb Disease Institute, and are employed by the University as researchers by contract;

(4) Full-timers Employees who are not required to work regularly at the University and whose working hours are prescribed as 38 hours and 45 minutes, or 31 hours per week and 7 hours and 45 minutes per day.

(5) Part-timers Employees who are not required to work regularly at the University and whose working hours per week are prescribed within a scope not exceeding 30 hours.

(Scope of Application)

Article 3 The provisions of these Rules shall apply to Employees of the University (excluding those Employees set forth in the next paragraph).

2 Working conditions for Employees who are employed with a fixed-term pursuant to the provisions of paragraph 2 of Article 6, Employees who are employed by a labor contract without a fixed-term provided for in paragraph 1 of Article 18 of the Labor Contract Act (Act No. 128 of 2007), Employees who are employed pursuant to the provisions of Article 22, Foreign Researchers, Full-timers, and Part-timers shall be specified separately.

(Relationship with Other Laws and Orders)

Article 4 Matters for which nothing is specified in these Rules shall be governed by the Labor Standards Act, the Labor Contract Act and other applicable laws and orders and relevant regulations.

(Duties of the University, etc.)

Article 5 The University and Employees shall comply with these Rules in their

respective positions.

Chapter 2 Personnel Affairs

Section 1 Employment

(Method, etc., of Employment)

Article 6 The employment of Employees shall be decided by selection.

2 When the President decides on the employment of an Employee under the preceding paragraph and deems such employment necessary from the viewpoint of education and study or management and operation, the President may employ said Employee by fixing the term of employment by a labor contract pursuant to Article 14 of the Labor Standards Act .

(Indication of Working Conditions)

Article 7 When the President employs an Employee, the President shall deliver a document in advance describing the following matters to the person to be employed:

- (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 to the content of service in which Employee is 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.

(Documents to be submitted at the Time of Employment)

Article 8 A person who is employed as an Employee shall submit the documents listed below to the President:

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

2 If any change occurs in the matters described in the documents submitted under the preceding paragraph, the Employee shall notify the President in writing of such fact promptly.

(Probation Period)

Article 9 Newly employed Employees shall have a probation period of 6 months from the date of employment (or one year in the case of Employees who are employed as schoolteachers of attached schools); provided, however, that persons who are employed as Employees of the University continuously from their positions as employees of the national government, prefectures or other related organizations and for whom the President deems it appropriate may have a shortened or no probation period.

2 Persons who are determined inappropriate as Employees by the President during the probation period may be dismissed.

3 The probation period shall be counted as the number of years of service.

Section 2 Promotion and Demotion

(Method of Promotion)

Article 10 The promotion of Employees shall be decided by selection.

2 The selection under the preceding paragraph shall be conducted on the basis of the performance of duties, etc., of the Employee in question.

(Demotion)

Article 11 If an Employee falls under any of the following items, the President may, after examination by the personnel affairs committee provided for in Nagasaki University Personnel Affairs Committee Rules (Rule No. 36 of 2004) (hereinafter, "Personnel Affairs Committee"), demote said Employee against his/her will:

(1) The Employee's achievement of duties, etc., is substandard;

(2) The Employee has a mental or physical disorder that makes it difficult or impossible to perform his/her duties;

(3) The Employee otherwise lacks the aptitude required to be an Employee.

2 In the case of professors, associate professors, senior assistant professors (who are limited to those who work regularly) and assistant professors, and research associates (hereinafter, "University Education Staff"), the deliberation of the Education and Research Council set forth in Article 28 of the National University Corporation Nagasaki University Basic Rules (Rule No. 1 of 2004) (hereinafter, "Education and Research Council") shall be conducted after the deliberation of the

Personnel Affairs Committee.

Section 3 Transfer

(Personnel Reshuffle)

Article 12 Employees may be ordered to change their assignment, engage in more than one job concurrently or be transferred temporarily for business-related reasons. However, University Education Staff shall not be ordered to change their assignment or to be transferred temporarily against their will without the deliberation of the Education and Research Council.

2 Employees who are ordered to undergo the personnel reshuffle set forth in the preceding paragraph cannot refuse such reshuffle without justifiable reason.

(Moving to a New Place of Work)

Article 13 When an employee is ordered to move to his/her new place of work, he/she shall do so on the same day as he/she receives an appointment letter if no change of domicile is required, or within 7 days if a change of domicile is required; provided, however, that this shall not apply if the manager at the new place of work approves the fact that said Employee is unable to move to the new place of work within the prescribed period for unavoidable reasons.

Section 4 Leave of Absence from Work and Dispatch

(Leave of Absence from Work)

Article 14 The President may order a leave of absence from work if an Employee falls under any of the following items:

- (1) The Employee needs rest and care for a long time due to a mental or physical disorder;
- (2) The Employee is prosecuted in connection with a criminal case
- (3) The Employee is engaged in research, study or teaching of scholarly matters that are considered to relate to the job of the Employee in question at a school, institute, hospital or other facility of a public nature, or in work of research, etc., on international affairs, approved by the President;
- (4) The Employee is engaged in work that relates to research on science and technology jointly performed by the national government or an independent administrative corporation, or to research performed under the consignment of the

national government and independent administrative corporations and that is considered to relate to the job of the Employee in question at a facility listed in the preceding item or a facility designated by the President for the research in question;

- (5) The Employee concurrently serves as an officer (excluding auditors), advisor or councilor (hereinafter, "Officer, etc.") of a corporation that utilizes research results, needs to engage mainly in the duties of such Officer, etc., and cannot engage in the duties of the University;
- (6) The Employee is exclusively engaged in the work of a trade union;
- (7) The Employee's life, death or whereabouts cannot be verified for reason of flood, fire or other disaster;
- (8) In other cases in which the President approves that leave of absence from work is appropriate due to special reasons.

2 The provisions of the preceding paragraph shall not apply to Employees on a probation period.

(Period of Leave of Absence from Work)

Article 15 The period of the leave of absence from work pursuant to the provisions of paragraph 1 of the preceding Article shall be determined by the President after the deliberation of the Personnel Affairs Committee for respective cases individually: in the case of item 1, to the extent that rest and care are necessary; in the cases of items 3, 5, 7 and 8, to the extent necessary and within a scope not exceeding 3 years. In cases where the period of leave of absence from work is shorter than 3 years, the period may be renewed within a scope not exceeding 3 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 paragraph 1 of the preceding Article or the renewal period thereof is specified, and if the Employee in question under the leave of absence from work so agrees, the deliberation of the Personnel Affairs Committee shall be omitted.

2 Notwithstanding the provisions of the preceding paragraph, if a director of a school, director of a kindergarten, vice-director of a school, chief schoolteacher, schoolteacher, nursing teacher or nutrition teacher, or an office worker working at an attached

school needs to have rest or care for a long time due to tuberculous disease, the period of the leave of absence from work shall be 2 years. However, the period may be extended up to 3 years if the President deems it specifically necessary.

- 3 When the provisions of paragraph 1 apply, and if an Employee who is ordered to enter the leave of absence from work pursuant to the provisions of item 1 of paragraph 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.
- 4 The period of the leave of absence from work pursuant to the provisions of item 2 of paragraph 1 of the preceding Article shall be the period during which the case in question is pending before the court.
- 5 The period of the leave of absence from work pursuant to the provisions of items 4 and 6 of paragraph 1 of the preceding Article shall be specified by the President, if necessary, within a scope not exceeding 5 years. In cases where the period of the leave of absence from work is shorter than 5 years, the period may be renewed within a scope not exceeding 5 years after the date of starting the leave of absence from work, except for a period of leave of absence from work pursuant to the provisions of item 6 of paragraph 1 of the preceding Article.
- 6 If the President deems it specifically necessary when the period of the leave of absence from work pursuant to the provisions of items 3 and 5 of paragraph 1 of the preceding Article reaches the third consecutive year, the period may be renewed within a scope not exceeding 2 years after the date of starting the leave of absence from work. In cases where the renewed period of the leave of absence from work is shorter than 2 years, the President may, if necessary, further renew it within a scope not exceeding 2 years, counting from the first day of the originally renewed period.
- 7 If the President deems it specifically necessary when the period of the leave of absence from work pursuant to the provisions of item 4 of paragraph 1 of the preceding Article and the period of the leave of absence from work pursuant to the

provisions of item 5 of paragraph 1 of the preceding Article and based on the provisions of the preceding paragraph reaches the fifth consecutive year, the period may be renewed for the period that the President deems necessary.

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

Article 16 When a leave of absence is ordered to an Employee, 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 Employee in question.

(Reinstatement)

Article 17 The President shall order the Employee's reinstatement if he/she determines prior to the expiration of the period of the leave of absence from work set forth in Article 15 that the reasons therefor no longer apply; provided that, in case of leave of absence from work pursuant to the provisions of item 1 of paragraph 1 of Article 14, the President shall order the Employee's reinstatement only if the Employee in question applies for the reinstatement and the industrial physician certifies the reason for the leave of absence from work 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 Employee 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 18 Persons on leave of absence from work shall retain their status as Employees 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 unless otherwise specified in the Regulations on Salaries for Nagasaki University Employees (Regulation No. 47 of 2004; hereinafter, the "Salary Regulations").

(Dispatch)

Article 18-2 The President may accept requests from international organizations of which Japan is a member, organizations of foreign governments and the like for the

purpose of international cooperation and thereby dispatch Employees to have them engage in services of such organizations within a scope not exceeding 5 years; provided, however, that the scope of duration may exceed 5 years if the President deems it necessary.

- 2 Employees who are dispatched pursuant to the provisions of the preceding paragraph shall retain their status but shall not engage in their duties as Employees during the period of dispatch.

Section 5 Retirement, etc.

(Retirement)

Article 19 If an Employee falls under any one of the following, he/she shall retire and lose his/her status as an Employee:

- (1) If the Employee applies for retirement, and the President approves it;
- (2) If the Employee reaches the mandatory retirement age;
- (3) If the Employee is employed for a fixed term, and such period expires;
- (4) If a period of leave of absence from work expires, and reasons for the leave of absence from work still exist;
- (5) If the Employee dies;
- (6) If the Employee becomes a candidate for public office as provided for in Article 3 of the Public Offices Election Act (Act No. 100 of 1950).

(Resignation)

Article 20 If an Employee desires to resign, he/she shall apply to the President in writing no later than 30 days prior to the desired date of resignation.

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

(Demotion, etc. Due to the Upper Age Limit for Employment)

Article 21 The President shall demote any Employee (excluding any member of the University Education Staff) who holds a position for which a management allowance is paid pursuant to Article 11 of the Salary Regulations (hereinafter, "Management Position") and who reaches 60 years old to a position other than a Management Position or dismiss him/her from a Management Position on the date of transfer (which refers to the first April 1 after the day on which he/she reaches 60 years old;

the same applies hereinafter in this Article through Article 21-3) (including the date changed pursuant to Article 21-3, paragraphs 1 and 2; the same applies hereinafter in the following paragraph).

- 2 The President shall demote any Employee (excluding any member of the University Education Staff) who holds a position deemed by the President to be equivalent to a Management Position (hereinafter, "Executive Position") to another position on the date of transfer.

(Restrictions on Employment, etc. for a Management Position)

Article 21-2 The President may not employ, promote, or appoint any person (excluding any member of the University Education Staff) for whom the first April 1 after the day on which he/she reaches 60 years old has arrived to a Management Position.

(Special Provisions for Demotion, etc. Due to the Upper Age Limit for Employment)

Article 21-3 If the President deems that any of the following reasons applies to any Employee (excluding any member of the University Education Staff) who holds a Management Position or an Executive Position, the President may change the date of transfer to another date within a period not exceeding one year from the day following said date of transfer pertaining to the Management Position or the Executive Position held by said Employee and allow said Employee to continue to work while holding said Management Position or Executive Position.

- (1) When it is deemed that, in consideration of special circumstances for the performance of the duties of said Employee, the demotion of said Employee to another position or the dismissal of said Employee from a Management Position will cause significant hindrance to the operation of the University's service
 - (2) When it is deemed that, in consideration of the special nature of the duties of said Employee, the demotion of said Employee to another position or the dismissal of said Employee from a Management Position will cause significant hindrance to the operation of the University's service due to the difficulty of filling a vacancy in said Management Position or Executive Position
- 2 If it is deemed that any of the reasons set forth in the items of the preceding paragraph continue to exist with respect to any Employee who holds the

Management Position or Executive Position for whom the date of transfer (including the date changed pursuant to these provisions) has been changed pursuant to the preceding paragraph or this paragraph, the President may further change said changed date of transfer to another date within a period not exceeding one year from the day following said changed date of transfer; provided, however, that said date of transfer to be changed further cannot be later than three years from the day following the date of transfer pertaining to the Management Position or Executive Position held by said Employee.

(Retirement by the Mandatory Retirement Age)

Article 21-4 The mandatory retirement age for Employees shall be 65 years old.

2 When an Employee reaches the mandatory retirement age, he/she shall retire on the first March 31 after the day on which he/she reaches the mandatory retirement age.

(Employment of Short-Time Employees Reemployed before Retirement Age)

Article 22 The President may employ any person (excluding any member of the University Education Staff) who retires on or after the first March 31 after the day on which he/she reaches 60 years old as an Employee who works on a short-time basis on the day following the date of his/her retirement; provided, however, that this shall not apply if the date of mandatory retirement for that person as provided for in paragraph 2 of the preceding Article has passed, or if he/she is applicable to any of the reasons for dismissal as provided for in the following Article or paragraph 1 of Article 24.

2 The President may not employ any person employed pursuant to the preceding paragraph as an Employee who works on a full-time basis.

(Legitimate Dismissal)

Article 23 If an Employee is subject to imprisonment or heavier punishment, the President shall dismiss the Employee.

(Other Dismissal)

Article 24 If an Employee falls under any of the following items, the President may dismiss the Employee after the deliberation of the Personnel Affairs Committee:

(1) The Employee'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) The Employee otherwise lacks the aptitude required to be an Employee;
- (4) Shrinkage of business activities generates surplus personnel and makes it impossible to re-allocate them;
- (5) A natural disasters or other unavoidable event make it impossible for the University to continue its business.

2 In the case of University Education Staff, the deliberation of the Education and Research Council shall be conducted after the deliberation of the Personnel Affairs Committee, except in cases set forth in item 5 of the preceding paragraph.

(Restrictions on Dismissal)

Article 25 Even if an Employee falls under Article 23 or any of items 1 to 4 of paragraph 1 of the preceding Article, the Employee shall not be dismissed during the period falling under any of the following items. However, the preceding sentence shall not apply in case of item 1 where an injury or disease is not cured even after three years have elapsed since the start of medical care and the Employee in question receives an injury and disease compensation pension provided for in Article 18 of the Industrial Accident Compensation Insurance Act (Act No. 50 of 1947) (hereinafter, "Ro-Sai-Ho").

- (1) The period during which an Employee becomes 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) The period during which a female Employee before/after childbirth takes leave pursuant to the provisions of items 6 and 7 of Article 26 of the Regulations on Working Hours, Holidays, Leave, etc., for Nagasaki University Employees (Regulation No. 42 of 2004), and 30 days thereafter.

2 Even if the President intends to dismiss a person falling under any of items 1 to 4 of paragraph 1 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 26 When the President dismisses an Employee pursuant to the provisions of Articles 23 and 24, he/she shall give an advance notice to the Employee himself/herself 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 an Employee on a probationary period (excluding those who are employed continuously for longer than 14 days) is dismissed or an approval of the competent labor standards office is obtained.

(Obligations of Confidentiality of Retired Persons)

Article 27 Retired Employees (including dismissed Employees; the same applies hereinafter) shall not leak any confidential matter that they come to know during the time when they were employed to any third party.

(Retirement Certificate)

Article 28 If a retired Employee requests the issuance of a retirement certificate, the President shall issue such certificate promptly.

2 The items to be described in the certificate under the preceding paragraph shall be as follows:

(1) Period of employment;

(2) Type of service;

(3) Work position;

(4) Salary;

(5) Reason for retirement (in the case of dismissal, the reason thereof).

3 The certificate under the preceding paragraph shall describe only such items as requested by said retired Employee.

Chapter 3 Salary

(Salary)

Article 29 The decision, calculation, payment method, etc., of Employees' salaries shall be governed by the provisions of the Salary Regulations.

2 Notwithstanding the provisions of the preceding paragraph, the decision, calculation, payment, etc., for an employee whose salary is based on the annual wage system shall be decided separately.

Chapter 4 Services

(Obligations of Good Faith)

Article 30 Employees shall comply with the instructions and orders of the President, recognize their work-related responsibility, and endeavor to fulfil their duties in good faith and fairly.

2 Employees shall not engage in any industry-academia cooperative activity of the University that involves a conflict of interest or of obligation .

(Obligations of Devotion to Duties)

Article 31 Employees shall devote all of their working hours and work-related attentiveness to performing their duties, and dedicate themselves entirely in services for which the University is responsible to provide, except in cases in which these Rules or relevant laws or regulations otherwise require.

(Time Exempted from Obligations of Devotion to Duties)

Article 32 Employees shall be exempted from obligations of devotion to duties during under any of the following times:

- (1) The time in which they are allowed to participate in recreational activities during their working hours;
- (2) The time in which they are allowed to participate in union bargaining during their working hours;
- (3) The time in which they are allowed to receive health checks during their working hours pursuant to the provisions of Article 12 of the Act on the Securement, etc., of Equal Opportunity and Treatment between Men and Women in Employment (Act No. 113 of 1972: hereinafter, "Kin-To-Ho");
- (4) The time in which they are allowed not to commute to reduce the burden of commuting pursuant to the provisions of Article 13 of the Kin-To-Ho;
- (5) The time in which they are allowed to receive general medical examinations during their working hours;
- (6) The time for which the President deems it appropriate to exempt the Employee from obligations of devotion to duties for other special reasons.

(Workplace Discipline)

Article 33 Employees shall comply with the work-related instructions of their supervisors, maintain the order of the workplace, and cooperate with each other in

performing their duties.

(Matters of Compliance)

Article 34 Employees shall comply with the following matters:

- (1) They must not engage in any act that damages the trust of the University or disgraces Employees as a whole whether inside or outside their duties.
- (2) They must not leak any confidential or personal information that they come to know during the course of performing their duties to any third party.
- (3) They must clearly distinguish between their official and private statuses at all times, and not utilize their duties or position for their private interest.
- (4) They must not engage in any act of hustling nor in any act to disturb the order or morals within the premises or facilities of the University (hereinafter, “within the campus”).
- (5) They must not engage in acts of broadcasting, advertising, assembly, or distribution, circulation or posting of documents or pictures which are not related to their duties (including acts using electronic media or information equipment but excluding acts which are permitted as justifiable acts under the Labor Union Act (Act No. 174 of 1949)) within the campus without obtaining the permission of the President.
- (6) They must not engage in lending/borrowing of money, sale/purchase of goods, etc., for profit within the campus without obtaining the permission of the President.

(Ethics of Employees)

Article 35 Ethical principles pertaining to duties that are to be complied with by Employees and matters necessary to maintain Ethics shall be governed by the provisions of the Regulations on Ethics for Nagasaki University Employees (Regulation No. 46 of 2004).

(Duty on Prevention of Harassment)

Article 36 Employees must not perform acts of harassment, in compliance with the policy specified by the President and the Rules on Prevention, etc., of Harassment at Nagasaki University (Rule No. 37 of 2004).

(Restriction on Concurrent Services)

Article 37 Employees must not run a business or engage in other services without

obtaining the permission of the President.

- 2 Procedures for gaining permission to engage in concurrent services shall be governed by the provisions of the Regulations on Concurrent Services by Nagasaki University Employees (Regulation No. 45 of 2004).
(Business Trips)

Article 37-2 Employees may be ordered to take business trips if necessary for their duties.

- 2 When an Employee who is ordered to take a business trip under the preceding paragraph finishes a business trip, he/she shall promptly report to the person who ordered the trip using the prescribed form.

Chapter 5 Working Hours, Holidays, Leave, Absence from Work, etc.

(Working Hours, etc.)

Article 38 Working hours, holidays, leave, etc., for Employees shall be governed by the provisions of the Regulations on Working Hours, Holidays, Leave, etc., for Nagasaki University Employees (Regulation No. 42 of 2004).

(Childcare Leave)

Article 39 Employees who need to take care of a child younger than 3 years may apply to the President to take childcare leave.

- 2 When the childcare leave period expires, the Employee who took the childcare leave shall be reinstated to his/her job as before he/she took the childcare leave.
- 3 An Employee on childcare leave shall retain his/her status as an Employee but shall not engage in his/her duties; provided, however, that this shall not apply to any Employee who agrees to work during the period of parental leave pursuant to paragraph 2 of Article 10-6 of the Regulations on Childcare Leave, etc. for Nagasaki University Employees (Regulation No. 43 of 2004; hereinafter, the "Childcare Leave Regulations").
- 4 During the childcare leave period (excluding the period during which the Employee works during the period of parental leave pursuant to the proviso of the preceding paragraph), the Employee shall not be paid salary.
- 5 Eligible persons, procedures, etc., for the childcare leave shall be governed by the provisions of the Childcare Leave Regulations.

(Absence from Work for Self-enlightenment, etc.)

Article 39-2 If an Employee whose length of service as an Employee is 2 years or longer requests to take absence from work for the purpose of learning at a university, etc., research or study on science or international contribution activities (hereinafter, “Absence from Work for Self-enlightenment, etc.”), the President may, if he/she determines that his/her absence does not cause trouble to the operation of University’s service, permit the Employee in question to take Absence from Work for Self-enlightenment, etc., only for a period within a scope not exceeding 3 years.

2 Employees under the preceding paragraph shall not include persons who are not expected to stay in the University for 5 years or longer after they return to their jobs from the Absence from Work for Self-enlightenment, etc.

3 Employees on Absence from Work for Self-enlightenment, etc., shall retain their status as an Employee but shall not engage in their duties.

4 During the period of the Absence from Work for Self-enlightenment, etc., Employees shall not be paid salary.

(Absence from Work for Learning at a Graduate School)

Article 39-3 If a chief schoolteacher, schoolteacher, nursing teacher or nutrition teacher of an attached school of the Faculty of Education requests to take absence from work for the purpose of enrolling in a curriculum, etc., of a graduate school and of studying within the curriculum (hereinafter, “Absence from Work for Graduate School Learning”), the President may, if he/she determines that the person’s absence does not cause trouble to the operation of the University’s service, permit the Employee in question to take the Absence from Work for Graduate School Learning only for a period within a scope not exceeding 3 years.

2 Employees on Absence from Work for Graduate School Learning shall retain their status as an Employee but shall not engage in their duties.

3 During the period of the Absence from Work for Graduate School Learning, Employees shall not be paid salary.

(Absence from Work for Accompanying One’s Spouse)

Article 39-4 If an Employee (excluding Employees on a probationary period) requests to take an absence from work for the purpose of living together with his/her spouse

who is working, etc. abroad (hereinafter, “Absence from Work for Accompanying One’s Spouse”), the President may, if he/she determines that the Employee’s absence does not cause trouble to the operations of the University, permit the Employee in question to take the Absence from Work for Accompanying One’s Spouse, only for a period not exceeding 3 years.

2 During their Absence from Work for Accompanying One’s Spouse, Employees shall retain their status as an Employee but shall not engage in their duties.

3 During the period of the Absence from Work for Accompanying One’s Spouse, Employees shall not be paid a salary.

Chapter 6 Training for Employees

(Training for Employees)

Article 40 Employees may be ordered to undergo training if it is necessary for their duties.

2 Employees may participate in said training at a place away from their place of work with the approval of the President, to the extent that such participation does not cause trouble to their original service.

Chapter 7 Awards and Punishments

(Awards)

Article 41 If an Employee falls under any of the following, the President shall give him/her an award:

(1) If he/she has served at the University, etc., for a long time and his/her work performance is excellent;

(2) If he/she has engaged in acts that have redounded to the honor of the University or in worthy acts that have set an example to other Employees;

(3) If the President otherwise regards necessary.

2 Awards under the preceding paragraph shall be governed by the provisions of the Nagasaki University Awards Regulations (Regulation No. 50 of 2004).

(Disciplinary Actions)

Article 42 Disciplinary actions against Employees shall be governed by the provisions of the Regulations on Disciplinary Actions against Nagasaki University Employees (Regulation No. 44 of 2004).

(Admonishment, etc.)

Article 43 In addition to disciplinary actions under the preceding Article, the University shall issue an admonishment or strong warning if necessary to ensure the strict performance of services or to maintain discipline.

(Compensation for Damage)

Article 44 If an Employee causes damage to the University by willful misconduct or gross negligence, the University shall, in addition to the disciplinary actions or admonishment, etc., under the preceding two Articles, have the Employee in question compensate for such damage in whole or in part.

Chapter 8 Safety and Health

(Safety and Health Management)

Article 45 Employees shall comply with the Industrial Safety and Health Act (Act No. 57 of 1972), relevant laws and regulations, and instructions of the President for securing safety, sanitation and health, and shall cooperate with measures for securing safety, sanitation and health carried out by the University.

2 The President shall take necessary measures to promote the health of and to prevent danger to Employees.

3 Detailed measures for safety and health management for Employees shall be governed by the provisions of the Nagasaki University Safety and Health Management Rules (Rule No. 38 of 2004).

Chapter 9 Travel Expenses

(Travel Expenses)

Article 46 Travel expenses incurred when Employees are ordered to take a business trip or move to a new place of work shall be governed by the provisions of the Nagasaki University Travelling Expenses Regulations (Regulation No. 89 of 2004).

Chapter 10 Welfare and Benefits

(University Housing Use Standard)

Article 47 The Use of University housing by Employees shall be governed by the provisions of the Regulations on the Use of University Housing by Nagasaki University Employees (Regulation No. 88 of 2004).

(University Day Care Center Use Standard)

Article 47-2 Use of the University Day Care Center by Employees shall be governed by the provisions of the Regulations on Nagasaki University Bunkyo Omoyai Day Care Center (Regulation No. 2 of 2017) and the Regulations on Nagasaki University Hospital Ajisai Day Care Center (Hospital Regulation No. 18 of 2009).

Chapter 11 Accident Compensation

(Work-related Accident Compensation)

Article 48 Work-related accident compensation for Employees shall be governed by the provisions of the Ro-Sai-Ho and the Regulations on Accident Compensation for Nagasaki University Employees (Regulation No. 149 of 2004).

(Commuting Accident Compensation)

Article 49 Compensation for accidents during commuting for Employees shall be governed by the provisions of the Ro-Sai-Ho and the Regulations on Accident Compensation for Nagasaki University Employees (Regulation No. 149 of 2004).

Chapter 12 Retirement Allowance

(Retirement Allowance)

Article 50 Retirement allowances for Employees shall be governed by the provisions of the Regulations on Retirement Allowance for Nagasaki University Employees (Regulation No. 48 of 2004).

Supplementary Provisions

- 1 These Rules shall come into effect as of April 1, 2004.
- 2 With regard to the application of paragraph 1 of Article 21-4 to Employees excluding University Education Staff and persons engaged in guard or other similar services or in performing operations or other labor services during the period from April 1, 2023 to March 31, 2031, the term “65 years old” as used in the same paragraph shall be deemed to be replaced with any of the terms listed in the following items according to the classification of the period listed in said items.
 - (1) From April 1, 2023 to March 31, 2025: 61 years old
 - (2) From April 1, 2025 to March 31, 2027: 62 years old
 - (3) From April 1, 2027 to March 31, 2029: 63 years old
 - (4) From April 1, 2029 to March 31, 2031: 64 years old
- 3 With regard to the application of paragraph 1 of Article 21-4 to persons engaged in

guard or other similar services or in performing operations or other labor services during the period from April 1, 2023 to March 31, 2031, the term “65 years old” as used in the same paragraph shall be deemed to be replaced with any of the terms listed in the following items according to the classification of the period listed in said items.

(1) From April 1, 2023 to March 31, 2029: 63 years old

(2) From April 1, 2029 to March 31, 2031: 64 years old

Supplementary Provisions (Rule No. 16 of March 31, 2005)

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

Supplementary Provisions (Rule No. 10 of March 24, 2006)

These Rules shall come into effect as of April 1, 2006.

Summary of Supplementary Provisions (Rule No. 18 of March 30, 2007)

1 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. 13 of March 24, 2008)

These Rules shall come into effect as of March 24, 2008; provided, however, that the provisions of item 5 of Article 2 and paragraph 2 of Article 3 shall come into effect as of April 1, 2008.

Supplementary Provisions (Rule No. 1 of January 23, 2009)

These Rules shall come into effect as of February 1, 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. 22 of March 31, 2010)

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

Summary of Supplementary Provisions (Rule No. 17 of March 29, 2012)

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

2 With regard to the handling of periods of leave of absence from work that had been handled as falling under item 1, paragraph 1 of Article 14 of the Rules of

Employment for Nagasaki University Employees before these Rules came into effect, the provision then in force shall remain applicable.

Summary of Supplementary Provisions (Rule No. 5 of March 26, 2013)

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

Supplementary Provisions (Rule No. 6 of March 26, 2013)

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

Summary of Supplementary Provisions (Rule No. 15 of March 26, 2013)

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

Supplementary Provisions (Rule No. 6 of March 28, 2014)

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

Supplementary Provisions (Rule No. 2 of February 3, 2015)

These Rules shall come into effect as of February 3, 2015.

Supplementary Provisions (Rule No. 15 of March 27, 2015)

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

Supplementary Provisions (Rule No. 23 of March 31, 2016)

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

Supplementary Provisions (Rule No. 14 of March 31, 2017)

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

Supplementary Provisions (Rule No. 5 of July 1, 2019)

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

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

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

Supplementary Provisions (Rule No. 12 of March 17, 2021)

These Rules shall come into effect as of April 1, 2021.

Supplementary Provisions (Rule No. 43 of March 17, 2022)

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

Supplementary Provisions (Rule No. 13 of March 28, 2023)

- 1 These Rules shall come into effect as of April 1, 2023.
- 2 The provisions of Article 22 after the revision shall apply to persons who retire on or after the date of coming into effect of these Rules (hereinafter, the “Effective Date”).

- 3 The President may employ any person (excluding any member of the University Education Staff) who retires on the day before the Effective Date pursuant to paragraph 2 of Article 21 before the revision and for whom the first March 31 after the day on which he/she reaches 65 years old (hereinafter, the “Last Day of the Fiscal Year of Reaching 65 Years Old”) does not yet arrive in a full-time or short-time position for a fixed term of office of not exceeding one year on the day following the date of such retirement.
- 4 Up to March 31, 2032, the President may employ any person (excluding any member of the University Education Staff) who retires on or after the Effective Date pursuant to paragraph 2 of Article 21-4 after the revision and for whom the Last Day of the Fiscal Year of Reaching 65 Years Old does not yet arrive in a full-time or short-time position for a fixed term of office of not exceeding one year on the day following the date of such retirement.
- 5 Any Employee who is reemployed prior to the Effective Date pursuant to Article 22 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 3.