

○ **Hiroshima University Guidelines for the Procedures to Apply for Conversion to a Labor Contract without a Fixed Term**

March 24, 2016

Approved by the President

Hiroshima University Guidelines for the Procedures to Apply for Conversion to a Labor Contract without a Fixed Term

(Purpose)

No. 1. These Guidelines shall prescribe necessary matters concerning procedures undertaken by an employee employed by Hiroshima University with a fixed term when applying for conversion of the contract to a labor contract without a fixed term (hereinafter "Conversion to a No Fixed Term Labor Contract") based on the provisions of Article 18 of Labor Contracts Act (Act No. 128 of 2007) as prescribed in Paragraph 3 of Article 9-2 of Hiroshima University Regulations for Appointment and Removal of Employees (April 1, 2004 Regulation No. 81), Paragraph 5 of Article 9, Paragraph 5 of Article 71, Paragraph 2 of Article 80, Paragraph 2 of Article 115, Paragraph 5 of Article 128, Paragraph 5 of Article 142, Paragraph 5 of Article 152, Paragraph 5 of Article 160, Paragraph 5 of Article 168, Paragraph 2 of Article 177, Paragraph 2 of Article 188, Paragraph 2 of Article 201, Paragraph 3 of Article 207-4, and Paragraph 5 of Article 207-16 of Hiroshima University Regulations for Appointment, Removal, Salaries, Working Hours, Time-off and Leave of Contracted Teaching and Research-Related Employees (March 28, 2008 Regulation No. 67), Paragraph 5 of Article 8 and Paragraph 6 of Article 9 of Hiroshima University Regulations for Appointment, Removal, Salaries, Working Hours, Time-off and Leave of Contracted Administrative/Technical Employees (March 28, 2008 Regulation No. 68), and Paragraph 4 of Article 8 of Hiroshima University Regulations for Appointment, Removal, Salaries, Working Hours, Time-Off and Leave of Part-Time Employees (March 28, 2008 Regulation No. 70).

(Application)

No. 2. A person who intends to apply for Conversion to a No Fixed Term Labor Contract (hereinafter "Applicant") shall as a general rule submit a written application for the conversion to a No Fixed Term Labor Contract (Appended Form No. 1) to the President at least 60 days prior to the date when the term or labor contract term is due to terminate.

(2) In cases where an application as set forth in the preceding paragraph has been made, the President shall issue a written notification of the acceptance of the application for the conversion to a No Fixed Term Labor Contract (Appended Form No. 2; hereinafter "Notification") to the Applicant.

(Withdrawal)

No. 3. When the Applicant intends to withdraw the application as set forth in Paragraph 1 of No. 2 after the issuance of the Notification, he/she shall as a general rule submit a

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written application for withdrawal of the Conversion to a No Fixed Term Labor Contract (Appended Form No. 3) to the President at least 30 days prior to the date when the term or labor contract term is due to terminate.

- (2) In cases where a withdrawal as set forth in the preceding paragraph has been made, the President shall issue a written notification of the acceptance of the application for withdrawal of the Conversion to a No Fixed Term Labor Contract (Appended Form No. 4) to the Applicant.

Supplementary Provisions

These Guidelines shall come into effect on April 1, 2016

Supplementary Provisions (partially revised on September 26, 2017)

These Guidelines shall come into effect on October 1, 2017.

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Appended Form No. 1 (relating to Paragraph 1 of No. 2)

Application for Conversion to a No Fixed Term Labor Contract

Date of submission:

To: President of Hiroshima University

Applicant:

Affiliation:

Employee No.:

Name (Note 1): (seal)

Since my total contract term will exceed five years (Note 2) by the end of the term of the current fixed-term labor contract, I apply for conversion to a labor contract without a fixed term based on the provisions of Article 18 of Labor Contracts Act.

Note 1: No seal is needed when you sign your name.

Note 2: The phrase "five years" shall be replaced by "10 years" if you fall under any of the following items.

- Persons employed based on the Regulations on the Term of Faculty Members of Hiroshima University (April 1, 2004 Regulation No. 83)
- Persons recognized as being subject to the provisions of Article 15-2 of the Act on Improving the Capacity and the Efficient Promotion of Research and Development through Research and Development System Reform (Act No. 63 of 2008) based on the provision of No. 5 of the Guidelines on the Term of a Labor Contract, Etc. of a Person Employed by Hiroshima University with a Fixed Term (September 26, 2017 Approved by the President)

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Appended Form No. 2 (relating to Paragraph 2 of No. 2)

Notification of the Acceptance of the Application for Conversion to a No Fixed Term Labor Contract

Date:

To: (Applicant)

Name: (seal)
President of Hiroshima University

I notify you that the Application for Conversion to a No Fixed Term Labor Contract submitted by you on (date) has been accepted.

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Appended Form No. 3 (relating to Paragraph 1 of No. 3)

Application for Withdrawal of the Conversion to a No Fixed Term Labor Contract

Date of submission:

To: President of Hiroshima University

Applicant:

Affiliation:

Employee No.:

Name (Note): (seal)

I withdraw the application for conversion to a labor contract without a fixed term based on the provisions of Article 18 of Labor Contracts Act as of (date).

Note: No seal is needed when you sign your name.

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Appended Form No. 4 (relating to Paragraph 2 of No. 3)

Notification of the Acceptance of the Application for Withdrawal of the Conversion to a No Fixed Term Labor Contract

Date:

To: (Applicant)

Name: (seal)
President of Hiroshima University

I notify you that the Application for withdrawal of the Conversion to a No Fixed Term Labor Contract submitted by you on (date) has been accepted.

