

○ **Hiroshima University Regulations for Employee Salaries**

Rule No. 88 of April 1, 2004

Hiroshima University Regulations for Employee Salaries

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Chapter 1 General Provisions

(Principle)

Article 1

- 1 These Rules shall provide for necessary matters in connection with the salary (which means the base salary, allowances and achievement allowance set forth in Article 3; the same applies hereinafter) for Employees (hereinafter referred to as “Employees”) working for Hiroshima University (hereinafter referred to as the “University”) based on the provisions of Article 28 of the Hiroshima University Work Regulations for Employees (Rule No. 78 of April 1, 2004), Article 26 of the Hiroshima University Work Regulations for Mariners (Rule No. 79 of April 1, 2004; hereinafter referred to as the Rules of Employment for Sailors”) and Article 18 of the Hiroshima University Work Regulations for Re-Employed Employees (Rule No. 80 of April 1, 2004).
- 2 Beyond what is provided for in these Rules, matters in connection with the salary for Employees shall be governed by the Labor Standards Act (Act No. 49 of 1947; hereinafter referred to as the “Rou-Ki-Hou”) and other relevant laws and regulations.

(Delegation of Authority)

Article 2 The President may delegate some authority pursuant to these Rules to other officers or staff members.

(Classification, kind, calculation period, pay day etc. of salary)

Article 3 The classification, kind, calculation period and pay day of salary for Employees shall be as set forth in the following table:

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Salary		Calculation period of salary	Payment day of salary
Classification	Kind		
Base salary	Regular salary Adjustment amount for regular salary Adjustment amount for Employees in teaching profession	From the first day to the last day of a month	Seventeenth (17th) day of the current month (provided, however, that if the seventeenth (17th) day falls under a holiday set forth in Article 4, Paragraph 1, Item 1 or Item 2 of the Hiroshima University Regulations for Working Hours, Time-off and Leave for Employees (Rule No. 91 of April 1, 2004; hereinafter referred to as the “Rules on Working Hours, etc.”) (hereinafter referred to as “Holiday” in this paragraph), the day immediately after the 17th day which is not a Holiday (hereinafter referred to as “Fixed Salary Payday”))
	Allowances		
	Managerial position allowance Additional service allowances (excluding those set forth in Article 25, Paragraphs 3 and 4) Starting salary adjustment allowance Allowance for dependents Special adjustment allowance Wide-area human resources exchange allowance Housing allowance Commutation allowance Allowance for transfer without family Special allowance for teachers of attached schools		
	Special work allowance Overtime-work allowance Holiday-work allowance Night-work allowance Day-shift allowance Special work allowance for managerial Employees	From the first day to the last day of a month	Fixed Salary Payday of the following month
	Additional service allowances (which shall be limited to those set forth in Article 25, Paragraph 3)	From the first day to the last day of a fiscal year	Fixed Salary Payday of April of the following fiscal year
	Additional service allowances (which shall be limited to those set forth in Article 25, Paragraph 4)	From the first day to the last day of a fiscal year	Fixed Salary Payday of March of the fiscal year in question
Achievement allowance	Year-end allowance Diligence allowance	A period within six (6) months prior to the record date set forth in Articles 38 and 39	June 30 and December 10 (or the day before yesterday if the day falls on Sunday, or the previous day if the day falls on Saturday)
	Special allowance	From the first day to the last day of a fiscal year	Fixed Salary Payday of March of the fiscal year in question

- 2 The University shall pay the base salary in full in the monthly amount of the month on the salary payday set forth in the table of the preceding paragraph.
- 3 Notwithstanding the provisions of the preceding paragraph, if the University pays any retroactive additional amount as the result of a salary revision, the University may pay such amount prior to the salary payday specified in the table of Paragraph 1 immediately subsequent to the revision in question.
- 4 Notwithstanding the provisions of Paragraph 2, if an Employee requests payment of his/her regular salary to cover emergency expenses, including any disaster suffered by the Employee or a person who is supported by his/her income, as provided for in Article 25 of the Rou-Ki-Hou, the University shall pay the wages for already provided labor even prior to the day of the Salary Payday specified in the table of Paragraph 1.
- 5 Beyond what is provided for in Paragraph 1 to the preceding paragraph, necessary matters in connection with the classification, kind, calculation period, payday and the like of salary shall be specified separately.

(Payment of salary)

- Article 4 The University shall pay the salary of its Employees in full to them directly by legal currency; provided, however, that the University shall make payment after deducting from the salary the amounts which are provided for in laws and regulations and the amounts for which reduction from the salary have been approved by a written agreement either with a labor union organized by a majority of workers at the workplace (in cases where such labor union exists) or with a person representing a majority of workers (in cases where such union does not exist; hereinafter referred to as the “Labor-Management Agreement”).
- 2 Notwithstanding the provisions of the main text of the preceding paragraph, if the consent of an Employee is obtained, the University shall pay the salary by means of transfer to a deposit or savings account of the staff member at a financial institution which accepts the transfer by a transaction bank of the University.
  - 3 Beyond what is provided for in the preceding two (2) paragraphs, necessary matters in connection with the payment of salary shall be specified separately.

(Prorated daily calculation)

- Article 5 The University shall pay the items set forth below to persons who, during a month, are employed as Employees, experience a change in the amount of their regular salary or retire as salary which is calculated on a daily prorated basis.
- (1) Regular salary
  - (2) Adjustment amount for regular salary
  - (3) Adjustment amount for Employees in teaching profession

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- (4) Managerial position allowance
  - (5) Starting salary adjustment allowance
  - (6) Special adjustment allowance
  - (7) Wide-area human resources exchange allowance
  - (8) Special allowance for teachers of attached schools
- 2 The University shall pay, in addition to the items set forth in the preceding paragraph, the items set forth below to persons who, during a month, are forcibly suspended from work by disciplinary punishment (hereinafter referred to as “Persons Suspended from Work by Disciplinary Punishment”) or are reinstated from suspension from work by disciplinary punishment, are forced to stop working (hereinafter referred to as “Persons Forced to Stop Working”) or are reinstated from being forced to stop working, are prohibited to come to the office or are reinstated from being from being prohibited to come to the office, suspended from work or are reinstated from suspension from work, are temporarily transferred or are reinstated from a temporary transfer, are laid off by order or are reinstated from a layoff, take leave for learning in a graduate school or for international contribution activities or accompanying his/her spouse who has been transferred abroad (hereinafter referred to as “Persons on Graduate School Learning Leave, etc.”) or are reinstated from leave for learning in a graduate school or for international contribution activities or accompanying his/her spouse who has been transferred abroad, and take childcare leave (hereinafter referred to as “Persons on Childcare Leave”) as salary which is calculated on a daily prorated basis.
- (1) Allowance for dependents
  - (2) Housing allowance
  - (3) Allowance for transfer without family
- 3 The University shall pay the items set forth below to persons to whom, during a month, Article 23 becomes applicable or Article 23 is no longer applicable as salary which is calculated on a daily prorated basis.
- (1) Regular salary
  - (2) Adjustment amount for regular salary
  - (3) Adjustment amount for Employees in teaching profession
  - (4) Special adjustment allowance
  - (5) Wide-area human resources exchange allowance
- 4 The prorated daily calculation under the preceding three paragraphs shall be conducted on the basis of the number of days obtained by deducting the number of days of holiday during the salary calculation period (including days which are designated as alternative holidays) from the total number of days of the salary calculation period.
- 5 Notwithstanding the provisions of Paragraphs 1 to 3, if an Employee dies during a month, the University shall pay the salary which the Employee would have received if he/she had

died on the last day of the month.

(Computation of amount of salary for one hour of work)

Article 6 The amount of salary for one hour of work set forth in Article 22 and Articles 34 to 36 shall be the amount obtained by dividing the total of the monthly amount of regular salary, adjustment amount for the regular salary, special adjustment allowance to them or wide-area human resources exchange allowance, the monthly amount of the additional amount set forth in Article 28, Paragraph 3 (hereinafter referred to as the “Additional Amount to Special Adjustment Allowance”), adjustment amount for Employees in teaching profession, managerial position allowance, additional service allowances, starting salary adjustment allowance, and special allowance for teachers of attached schools by the number of average prescribed working hours per month.

2 Notwithstanding the provisions of the preceding paragraph, the amount of the salary for one hour of work set forth in Articles 34 and 35 shall be, if the work set forth in Articles 34 and 35 falls under services or work to which special work allowances set forth in Article 33 are paid (excluding night nursing care allowance, academic dissertation examination allowance, university teaching staff midnight urgent service allowance, additional allowance for practice, doctor helicopter boarding allowance, allowance for advice, etc. on application for science research cost subsidy project, allowance for lecturer at teachers’ diploma renewal seminar and first-aid call waiting allowance) the amount obtained by adding the amount of the salary for one hour of work pertaining to the service in question (or, in the case of salary which is paid daily, the amount obtained by dividing the salary by seven point seven five (7.75)) to the amount pursuant to the preceding paragraph.

(Settlement of fractions)

Article 7 Any fraction which is smaller than zero point five zero (0.50) yen in the amount calculated pursuant to the provisions of these Rules shall be cut off, and that which is zero point five zero (0.50) yen or larger but smaller than one yen shall be rounded up to one yen, except for cases where these Rules have any specific provision.

## Chapter 2 Base salary

(Regular salary)

Article 8 The regular salary paid to Employees is remuneration for the work during the prescribed working hours, and the University decides the regular salary for Employees in the amount set forth in the Regular Salary Table of the next paragraph based on the level of complicatedness and difficulty of and grade of responsibility for duties and on the

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capability of Employees performing duties, taking the kind of work, working hours, work environment and other working conditions into account.

2 The kinds and the scope of application of Regular Salary Tables shall be as follows.

Kind of Regular Salary Table	Scope of Application
Regular Salary Table for General Employees (Appended Table No. 1)	General Employees, engineers and other persons to whom other regular salary tables do not apply
Regular Salary Table for Technical Employees (Appended Table No. 2)	Car drivers and cooks
Regular Salary Table for Employees in Educational Profession (A) (Appended Table No. 3)	Professors, associate professors, lecturers, assistant professors and research associates, except for persons to whom the Regular Salary Table for Employees in Maritime Profession (A) or persons to whom the Regular Salary Table for Employees in Designated Professions applies
Regular Salary Table for Employees in Educational Profession (B) (Appended Table No. 4)	Assistant principals, teachers and nursing teachers of high schools, and teachers of junior high schools who have classes in high schools
Regular Salary Table for Employees in Educational Profession (C) (Appended Table No. 5)	Assistant principals, teachers and nursing teachers or nutrition educators of kindergartens, elementary schools or junior high schools, except for persons to whom the Regular Salary Table for Employees in Educational Profession (B) applies
Regular Salary Table for Employees in Maritime Profession (A) (Appended Table No. 6)	Captains, navigation officers, chief engineers, engineers, chief radio officers and radio operators of Training and Research Vessel TOYOSHIO MARU
Regular Salary Table for Employees in Maritime Profession (B) (Appended Table No. 7)	Boatswains, deckhands, engineers, chief cook and cooks of Training and Research Vessel TOYOSHIO MARU
Regular Salary Table for Employees in Nursing Profession (Appended Table No. 8)	Birth attendants and nurses (including persons who have successfully passed the national examination to obtain the license necessary to engage in these jobs) and assistant nurses
Regular Salary Table for Employees in Medical Profession (Appended Table No. 9)	Pharmacists, nutritionists, radiology technologists, clinical laboratory technologists, clinical engineering technologists, physical therapists, occupational therapists, orthoptists, speech therapists, dental hygienists, dental technicians and other Employees in the medical technology profession
Regular Salary Table for Employees in Designated Professions (Appended Table No. 10)	Persons who have received the Nobel Prize, the Order of Culture, The Fields Prize, the Japan Academy Prize, the Japan Academy Duke of Edinburgh Prize or Japan Art Academy Prize (hereinafter referred to as “Winners of Nobel Prize, etc.”) or persons designated by the University

3 The job classes specified in the regular salary tables of Appended Tables 1 to 10 shall be classified based on the content of the jobs.

4 The regular salary of reemployed Employees shall be in the amount indicated in the class corresponding to the job of the person in the column of reemployed Employees in the regular salary table which applies to the person

- 5 Out of the scope of application in Appended Table 10, application to the Winners of Nobel Prize, etc. shall be limited to a period which is three years or shorter prior to their mandatory retirement in principle.
- 6 Beyond what is provided for in Paragraph 1 to the preceding paragraph, necessary matters in connection with the regular salary shall be specified separately.

(Starting salary)

Article 9 The job class in the regular salary table which applies to newly employed persons shall be decided based on their job.

- 2 The salary grade of persons whose job class is decided by the preceding paragraph shall be decided based on, if the classification which applies to the person is indicated in the job category column or the examination column listed in the following starting salary standard table which applies to the person (if the person holds only an academic background which is lower than the lowest academic background in the academic background column, the lowest salary grade of the class to which the person belongs), the salary grade in the starting salary column by the classification of the academic background column of said table and by taking job experience, etc. into account.

(1) Starting Salary Standard Table of Regular Salary Table for General Employees

Examination	Academic background	Starting salary
Employment Examination for Employees of National University Corporations, etc. in the Chugoku and Shikoku Regions Hiroshima University Employment Examination for General Employees	/	Class 1, salary grade 25
Others	Graduated from high school	Class 1, salary grade 1

(2) Starting Salary Standard Table of Regular Salary Table for Technical Employees

Job category	Academic background	Starting salary
Car drivers	Graduated from high school	Class 1, salary grade 29
Cooks	Graduated from high school	Class 1, salary grade 29
	Graduated from junior high school	Class 1, salary grade 9

(3) Starting Salary Standard Table of Regular Salary Table for Employees in Educational Profession (A)

Job category	Academic background	Starting salary
Assistant professors Research associates	Graduated with a doctor's degree (which shall be limited to courses after graduation from the Graduate School of Biomedical & Health Sciences, or the Graduate School of Veterinary Science, for which the course term is six years (hereinafter referred to as "University 6 Graduate"))	Class 2, salary grade 37
	Graduated with a doctor's degree	Class 2, salary grade 31

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	Graduated with a master's degree – University 6 Graduate	Class 2, salary grade 13
	Graduated from university	Class 2, salary grade 1

(4) Starting Salary Standard Table of Regular Salary Table for Employees in Educational Profession (B)

Job category	Academic background	Starting salary
Teachers Nursing teachers	Graduated with a doctor's degree	Class 2, salary grade 31
	Graduated with a master's degree	Class 2, salary grade 13
	Graduated from university	Class 2, salary grade 1
	Graduated from junior college	Class 1, salary grade 11

(5) Starting Salary Standard Table of Regular Salary Table for Employees in Educational Profession (C)

Job category	Academic background	Starting salary
Teachers Nursing teachers Nutrition educators	Graduated with a doctor's degree	Class 2, salary grade 43
	Graduated with a master's degree	Class 2, salary grade 25
	Graduated from university	Class 2, salary grade 13
	Graduated from junior college	Class 2, salary grade 3

(6) Starting Salary Standard Table of Regular Salary Table for Employees in Maritime Profession (A)

Job category	Academic background	Starting salary
Navigation officers, engineers, radio operators	Graduated from university	Class 2, salary grade 1
	Graduated from junior college	Class 1, salary grade 11
	Graduated from high school	Class 1, salary grade 1

(7) Starting Salary Standard Table of Regular Salary Table for Employees in Maritime Profession (B)

Job category	Academic background	Starting salary
Deckhands, engineers, cooks	Graduated from high school	Class 1, salary grade 25
	Graduated from junior high school	Class 1, salary grade 13

(8) Starting Salary Standard Table of Regular Salary Table for Employees in Nursing Profession

Job category	Academic background	Starting salary
Birth attendants and nurses (including persons who have successfully passed the national examination to obtain the license necessary to engage in these jobs)	Graduated from university (excluding the case listed in the next column)	Class 2, salary grade 11
	Graduated from university (persons who have engaged in services of an assistant nurse for three years or longer and to whom the provisions of Article 21, Item 4 of the Act on Public Health Nurses, Midwives and Nurses (Act No. 203 of 1948; hereinafter referred to as the "Act on Nurses, etc.") apply	Class 2, salary grade 15
	Graduated from a specialized course of a junior college or higher professional school whose course term is three or two years (hereinafter referred to as "Junior College 3 Graduate")	Class 2, salary grade 5



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	Graduated from a specialized course of a junior college, higher professional school or high school whose course term is two years (which shall be limited to schools which are deemed to be at the same level as that of a junior college whose course term is two years; hereinafter referred to as “Junior College 2 Graduate”) (excluding the case listed in the next column)	Class 2, salary grade 1
	Junior College 2 Graduate (persons who have engaged in services of an assistant nurse for three years or longer and to whom the provisions of Article 21, Item 4 of the Act on Nurses, etc. apply)	Class 2, salary grade 9
Assistant nurses	Graduated from a training school for assistant nurses	Class 1, salary grade 1

(9) Starting Salary Standard Table of Regular Salary Table for Employees in Medical Profession

Job category	Academic background	Starting salary
Pharmacists	University 6 Graduate	Class 2, salary grade 15
	Graduated from university	Class 2, salary grade 1
Nutritionists	Graduated from university	Class 2, salary grade 1
	Graduated from junior college	Class 1, salary grade 11
Radiology technologists Clinical laboratory technologists Clinical engineering technologists Physical therapists Occupational therapists Orthoptists Speech therapists	Graduated from university	Class 2, salary grade 1
	Junior College 3 Graduate	Class 1, salary grade 17
Dental hygienists	Graduated from university	Class 2, salary grade 1
	Junior College 3 Graduate	Class 1, salary grade 17
	Junior College 2 Graduate	Class 1, salary grade 11
	Graduated from a specialized course of a high school	Class 1, salary grade 7
Dental technicians	Graduated from university	Class 2, salary grade 1
	Junior College 3 Graduate	Class 1, salary grade 17
	Junior College 2 Graduate	Class 1, salary grade 11
	Graduated from high school	Class 1, salary grade 1

3 If the classification applicable to the person is not indicated in the examination column or the job category column listed in respective tables of the preceding paragraph, the University may decide the salary grade of the person based on the lowest salary grade of the class to which the person belongs or salary grades which are applicable to the job category which is lower than that of the person and are specified in respective tables of the

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preceding paragraph and by taking job experience, etc. into account.

- 4 Notwithstanding the provisions of the preceding two paragraphs, if it is considered that the decided salary grade is seriously unbalanced with the salary grade of other Employees, or if persons with specifically excellent achievements are employed, the University may handle the matter in a different manner.
- 5 Beyond what is provided for in Paragraph 1 to the preceding paragraph, necessary matters in connection with the starting salary shall be specified separately.

### (Promotion)

- Article 10 The University may specify the salary grade of an Employee whose rank is increased at the salary grade of the class in question which the Employee may obtain if the University promotes the Employee to a class corresponding to its higher position.
- 2 The University may specify the salary grade of an Employee whose work achievement is excellent at the salary grade of a class which the Employee may obtain if the University promotes the Employee to the class in question which is one class higher than his/her previous class according to his/her job and based on an overall capability assessment.
  - 3 Beyond what is provided for in previous two paragraphs, necessary matters in connection with promotion shall be specified separately.

### (Demotion)

- Article 11 The University may specify the salary grade of an Employee whose rank is decreased at the salary grade of a class which the Employee may obtain if the University demotes the Employee to the class in question corresponding to its lower position.
- 2 The University may specify the salary grade of an Employee whose work achievement is seriously inferior at the salary grade of a class which the Employee may obtain if the University demotes the Employee to the class in question which is one class lower than his/her previous class according to his/her job and based on an overall capability assessment.
  - 3 Beyond what is provided for in the previous two paragraphs, necessary matters in connection with demotion shall be specified separately.

### (Transfer in which the starting salary standard changes)

- Article 12 If the University transfers an Employee to another job category which has a different starting salary standard without changing the application of the regular salary table, the University may change the class and salary grade according to the job which the Employee engages in after the transfer.
- 2 Beyond what is provided for in the preceding paragraph, necessary matters in connection with a transfer in which the starting salary standard changes shall be specified separately.

(Transfer in which the application of the regular salary table changes)

Article 13 If the University transfers an Employee to another job category to which a different regular salary table applies, the University may change the class and salary grade according to the job which the Employee engages in after the transfer.

- 2 Beyond what is provided for in the preceding paragraph, necessary matters in connection with a transfer in which the application of the regular salary table changes shall be specified separately.

(Raise in salary)

Article 14 The University may raise the salary for Employees (excluding persons to whom the Regular Salary Table for Employees in Designated Professions applies, persons of the highest salary grade in a class, and teachers (excluding assistant principals, teachers, nursing teachers and nutrition educators) and persons for whom the raise-in-salary day comes after the first April 1 after the day on which they become sixty-three (63) years of age) to a higher salary grade (the same applies hereinafter in this Article) on January 1 of each year based on the assessment result of persons relating to the raise in salary of the person in question as of the day immediately preceding said date, including the individual assessment result of teachers or the work performance of the person in question and the length of service for one year prior to said date (hereinafter referred to in this Article as “Work Performance, etc.”). In this case, if the University intends to raise the salary of Employees who have reached fifty-five (55) years of age (or fifty-seven (57) years of age in the case of persons to whom the Regular Salary Table for Technical Employees applies) on the raise-in-salary day (hereinafter referred to as “Employees of Raise-in-salary Controlling Age”) to a higher salary grade, the University may do so only if the Work Performance, etc. of the person in question is extremely excellent or specifically excellent.

- 2 The grade increase for a raise in salary in cases where the University raises the salary for Employees (excluding Employees of Raise-in-salary Controlling Age) pursuant to the provisions of the preceding paragraph shall be decided, setting the standard grade increase for a raise in salary at four (4) grades for Employees who have worked through the period set forth in said paragraph with good performance, within the scope of one grade to eight (8) grades according to the Work Performance, etc.; provided, however, that the grade increase for a raise in salary in cases where the University raises the salary for Employees set forth in the following items shall be decided, setting the standard grade increase for a raise in salary at three (3) grades for Employees who have worked through the period set forth in the preceding paragraph with good performance, within the scope of one grade to eight (8) grades according to the Work Performance, etc.:

- (1) Persons to whom the Regular Salary Table for General Employees applies and whose

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- job class is class 7 or higher;
- (2) Persons to whom the Regular Salary Table for Employees in Educational Profession (A) applies and whose job class is class 5;
  - (3) Persons to whom the Regular Salary Table for Employees in Maritime Profession (A) applies and whose job class is class 6 or higher;
  - (4) Persons to whom the Regular Salary Table for Employees in Nursing Profession applies and whose job class is class 6 or higher;
  - (5) Persons to whom the Regular Salary Table for Employees in Medical Profession applies and whose job class is class 7 or higher.
- 3 The grade increase for a raise in salary in cases where the University raises the salary for Employees of Raise-in-salary Controlling Age pursuant to the provisions of the second sentence of Paragraph 1 shall be one grade or two (2) grades according to the Work Performance, etc.
  - 4 If an Employee whose Work Performance is good performs his/her duties putting his/her life in danger and, as a result, he/she falls into a critical condition or suffers a serious disability, or if the University otherwise deems it specifically necessary, the University may raise his/her salary exceptionally notwithstanding the provisions of the preceding three paragraphs.
  - 5 If the salary grade increase of a person who receives a raise in salary pursuant to the provisions of the preceding three paragraphs exceeds the difference in salary grades, which is equal to the number obtained by deducting the salary grade ranking which the person was at on the day previous to the raise-in-salary day (or, in the case of a person who is transferred to a section of a different job class on the raise-in-salary day, the salary grade ranking after the transfer) from the highest salary grade ranking of the job class to which the person belongs on the raise-in-salary day, the salary grade ranking of such person shall be equal to the increase in question notwithstanding the provisions of the preceding three paragraphs.
  - 6 Beyond what is provided for in Paragraph 1 to the preceding paragraph, necessary matters in connection with a raise in salary shall be specified separately.

Article 15 and Article 16: Repealed.

(Adjustment amount for regular salary)

Article 17 With respect to Employees whose complicatedness and difficulty of and grade of responsibility for duties, intensity of work, work environment or other working conditions are particularly special as compared with those of other Employees belonging to the same job class, the University shall pay an adjustment amount for regular salary based on the specialty of their job.

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- 2 Employees for whom the University adjusts the regular salary pursuant to the provisions of the preceding paragraph shall be the persons who are indicated in the Employee column and work at the place indicated in the workplace column of the following table:

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Workplace	Employees	Adjustment number
(1) Graduate school among the graduate schools	a. Persons among professors, associate professors, lecturers and assistant professors who are responsible for lectures, seminars, experiments, practical training or practice in a graduate school established among the graduate schools (hereinafter referred to as the “Graduate School”) or who are responsible for the studies and guidance of students as persons in charge	2
	b. Assistant professors who assist persons listed in a. and guide students enrolled in the Graduate School (excluding persons who fall under a.) and research assistants	1
(2) Hiroshima Synchrotron Radiation Center	Employees who are directly involved in services related to the operation and maintenance of or to experiments and research using radiation generators (excluding high-energy accelerators, etc.) or measuring equipment or other experimental device accessories to radiation generators	1
(3) Natural Science Center for Basic Research and Development	Employees whose main job is to be directly involved in services related to breeding animals having bioagents of the infectious diseases set forth in Article 6 of the Act Concerning Prevention of Infection of Infectious Diseases and Patients with Infectious Diseases (Act No. 114 of 1998) or other harmful bioagents (hereinafter referred to as “Harmful Bioagents”) or related to experiments which are performed on the animals in question	1
(4) Hospitals	a. Chief nurses, assistant chief nurses, nurses (including persons who have successfully passed the national examination to obtain the license necessary to engage in these jobs) and assistant nurses working in hospital wards which mainly accept patients with a mental disease	2
	b. Clinical laboratory technologists whose main job is to handle specimens contaminated by Harmful Bioagents directly and to respond to in-patients and out-patients directly	
	c. Radiology technologists whose main job is to provide radiation therapy and other radiation services to in-patients and out-patients directly	
	d. Chief nurses, assistant chief nurses, birth attendants, nurses and assistant nurses working in specified intensive-care units or specified intensive-care units for newly born babies	1
	e. Employees whose main job is to research the environment of patients, and to respond to questions relating to medical care from patients and family members of patients during personal consultations	
	f. Employees whose main job is to directly receive or provide other patient relations services to out-patients and in-patients	
(5) Training and Research Vessel TOYOSHIO	a. Captains and first mates who are on board training and research vessels and teachers who directly educate trainees	2

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MARU attached to the School of Applied Biological Science	b. Employees who are on board training and research vessels and to whom the Regular Salary Table for Employees in Maritime Profession (B) applies	
(6) Hiroshima University Elementary School, Shinonome, and Hiroshima University Junior High School, Shinonome	Employees whose main job is to be responsible for special classrooms provided for in Article 81 of the School Education Act (Act No. 26 of 1947) and to engage in special needs education directly	2

3 Out of Employees working at hospitals, the University may pay the adjustment amount for the regular salary of one (1) adjustment number to persons listed below in the same manner as that for Employees mentioned in the preceding paragraph:

- (1) Teachers assigned to the Pathological Diagnosis Section whose job is to handle specimens contaminated by Harmful Bioagents directly
- (2) Chief nurses, assistant chief nurses, birth attendants, nurses and assistant nurses working at the Advanced Emergency Medical Care Center or in the Operation Department

4 The adjustment amount paid for the regular salary shall be the amount, according to the regular salary table and the job class applicable to the Employee in question, which is obtained by multiplying the adjustment number listed in the preceding two paragraphs by the adjustment basic amount listed in the following table (if such amount exceeds four point five percent (4.5%) of the regular salary, the adjustment basic amount shall be the amount equal to 4.5% of the regular salary, and if the adjustment basic amount has a fraction smaller than one yen, such fraction shall be cut off).

(1) Regular Salary Table for General Employees

Job class	Basic adjustment amount
Class 1	6,600 yen
Class 2	8,500 yen
Class 3	9,600 yen
Class 4	10,200 yen
Class 5	10,600 yen
Class 6	11,200 yen
Class 7	12,100 yen
Class 8	12,700 yen
Class 9	14,300 yen

(2) Regular Salary Table for Technical Employees

Job class	Basic adjustment amount
Class 1	6,000 yen
Class 2	7,400 yen

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Class 3	8,500 yen
Class 4	8,700 yen
Class 5	9,600 yen

(3) Regular Salary Table for Employees in Educational Profession (A)

Job class	Basic adjustment amount
Class 1	9,000 yen
Class 2	10,500 yen
Class 3	11,900 yen
Class 4	12,700 yen
Class 5	15,000 yen

4) Regular Salary Table for Employees in Educational Profession (C)

Job class	Basic adjustment amount
Class 1	8,400 yen
Class 2	11,000 yen
Class 3	11,800 yen
Class 4	12,700 yen

(5) Regular Salary Table for Employees in Maritime Profession (A)

Job class	Basic adjustment amount
Class 1	7,000 yen
Class 2	8,600 yen
Class 3	10,600 yen
Class 4	12,200 yen
Class 5	12,800 yen
Class 6	14,100 yen
Class 7	15,200 yen

(6) Regular Salary Table for Employees in Maritime Profession (B)

Job class	Basic adjustment amount
Class 1	6,200 yen
Class 2	7,800 yen
Class 3	9,200 yen
Class 4	9,500 yen
Class 5	9,900 yen
Class 6	10,800 yen

(7) Regular Salary Table for Employees in Nursing Profession

Job class	Basic adjustment amount
Class 1	8,100 yen
Class 2	9,400 yen
Class 3	9,700 yen
Class 4	10,000 yen
Class 5	10,400 yen
Class 6	11,600 yen
Class 7	12,500 yen

(8) Regular Salary Table for Employees in Medical Profession

Job class	Basic adjustment amount
Class 1	6,200 yen



Class 2	8,000 yen
Class 3	9,100 yen
Class 4	9,700 yen
Class 5	10,500 yen
Class 6	11,300 yen
Class 7	12,200 yen
Class 8	13,800 yen

- 5 Beyond what is provided for in Paragraph 1 to the preceding paragraph, necessary matters in connection with the payment of the adjustment amount for the regular salary shall be specified separately.

(Adjustment amount for teachers)

Article 18 The University shall pay an adjustment amount to teachers, nursing teachers or nutrition educators of Hiroshima University Kindergarten, Hiroshima University Kindergarten, Mihara, Hiroshima University Elementary School, Hiroshima University Elementary School, Shinonome, Hiroshima University Elementary School, Mihara, Hiroshima University Junior High School, Hiroshima University Junior High School, Shinonome, Hiroshima University Junior High School, Mihara, Hiroshima University Junior High School, Fukuyama, Hiroshima University High School, Hiroshima University High School, Fukuyama (hereinafter referred to as “Attached Schools”) by taking the special nature of their jobs and work style into account.

- 2 The University shall pay an adjustment amount for teachers in the amount equal to four percent (4%) of the regular salary of the Employee.
- 3 The adjustment amount for teachers shall include the overtime work allowance set forth in Article 34 and the holiday work allowance set forth in Article 35.

### Chapter 3 Special Exceptions, etc. to Salary

(Salary for Employee on suspension from work)

Article 19 If an Employee falls under a case which requires long-term medical care by reason of a work-related or commutation-related accident and suspension from work is ordered, the University may pay the Employee his/her salary in the amount of one hundred percent (100%) or less during the period of his/her suspension from work; provided, however, that if the Employee is eligible for temporary absence from work compensation benefits, temporary absence from work benefits, temporary absence from work special allowances, or injury and disease compensation pension in accordance with the Industrial Accident Compensation Insurance Act (Act No. 50 of 1947), the University shall not pay the salary except for the achievement allowance.

- 2 If an Employee falls under a case which requires long-term medical care by reason of

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private injury or disease and suspension from work is ordered, the University may pay the Employee eighty percent (80%) or less of the base salary, allowance for dependents, special adjustment allowance, wide-area human resources exchange allowance, housing allowance and year-end allowance until the period of suspension from work reaches a full year (or a full two years in the case of a tuberculous disease).

- 3 Notwithstanding the provisions of the previous paragraph, if an Employee to whom the Regular Salary Table for Employees in Educational Profession (B) or the Regular Salary Table for Employees in Educational Profession (C) applies falls under a case which requires long-term medical care by reason of tuberculous disease and suspension from work is ordered, the University may pay the Employee his/her salary in the amount of one hundred percent (100%) or less during the period of the suspension from work.
- 4 If an Employee is prosecuted in connection with a criminal case and suspension from work is ordered (hereinafter referred to as “Criminal Suspension from Work”), the University may pay the Employee sixty percent (60%) or less of the base salary, allowance for dependents, special adjustment allowance, wide-area human resources exchange allowance and housing allowance during the period of suspension from work.
- 5 If the survival or death or whereabouts of an Employee is unknown by reason of flood, fire or any other accident and suspension from work is ordered, the University may pay the Employee seventy percent (70%) or less of the base salary, allowance for dependents, special adjustment allowance, wide-area human resources exchange allowance, housing allowance and year-end allowance during the period of suspension from work; provided, however, that if it is judged that the cause of the suspension from work in question is a work-related accident, the University may pay the Employee his/her salary in the amount of one hundred percent (100%) or less.
- 6 If an Employee falls under a case in which he/she engages in study or research, which is considered to relate to his/her job, at a public facility, including a school, laboratory or hospital, or he/she engages in study or research, which is considered to relate to his/her job, at a public facility, including a school, laboratory or hospital, based on commissioning from the national government or a specified independent administrative corporation, and suspension from work is ordered, the University may pay the Employee seventy percent (70%) or less of the base salary, allowance for dependents, special adjustment allowance, wide-area human resources exchange allowance, housing allowance and year-end allowance during the period of suspension from work.
- 7 If a sailor falls under a case in which the exercise of his/her sailor’s license is suspended by the Act on Marine Accident Inquiry (Act No. 135 of 1947) and suspension from work is ordered, the University may pay the Employee sixty percent (60%) or less of the base salary, allowance for dependents, special adjustment allowance, wide-area human resources exchange allowance, housing allowance and year-end allowance during the

period of suspension from work.

- 8 If an Employee falls under a case in which he/she has an office in a for-profit organization or other entity concurrently for utilization of study results, participation in management, or any other purpose or need to cooperate with or to be involved in the business of the for-profit organization, etc. and is judged not to be capable of engaging in his/her job at the University and suspension from work is ordered, the University shall not pay his/her salary during the period suspension from work.
- 9 Beyond what is provided for in Paragraph 1 to the preceding paragraph, necessary matters in connection with the salary for Employees on suspension from work shall be specified separately.

(Salary for Employees on suspension from work dispatched to international organizations, etc.)

Article 20 If an Employee falls under a case in which he/she is dispatched based on a request for dispatch from an international organization to which Japan is a member or an organization of a foreign government and suspension from work is ordered (hereinafter referred to as “Dispatched Employee”), the University may pay the Employee seventy percent (70%) or less of the base salary, allowance for dependents, special adjustment allowance, wide-area human resources exchange allowance, housing allowance and year-end allowance during the period of suspension from work (hereinafter referred to as “Base Salary, etc.”); provided, however, that if the University judges that the amount of remuneration paid to the Dispatched Employee for his/her work at the dispatched workplace is low, the University may pay the Employee his/her salary in the amount of one hundred percent (100%) or less of the Base Salary, etc.

- 2 Beyond what is provided for in the preceding paragraph, necessary matters in connection with the salary for Employees on suspension from work dispatched to international organizations, etc. shall be specified separately.

(Temporary transfer)

Article 21 In principle, the University shall not pay salary to Employees to whom a temporary transfer order is issued.

(Salary during the period when a layoff is ordered)

Article 21-2 To Employees to whom a layoff order is issued, the University may pay the Base Salary, etc. in an amount less than one hundred percent (100%) of their regular salary during the period of the layoff; provided, however, that if they are issued a layoff order since they have been sentenced to a punishment severer than imprisonment, the University shall pay sixty percent (60%) or less of the base salary, allowance for dependents, special

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adjustment allowance, wide-area human resources exchange allowance and housing allowance .

(Reduction of salary)

Article 22 With respect to prescribed working hours per day of Employees during which they do not work in whole or in part (i) pursuant to the provisions of Article 14 of the Rules on Working Hours, etc. or (ii) during the period in which they take caregiver leave or during hours in which they take partial childcare leave or partial caregiver leave, the University shall pay their salary by reducing the amount obtained by multiplying the amount of salary for one hour of work set forth in Article 6 by the total hours in which they did not work; provided, however, that if they did not work all hours to be worked during one salary calculation period due to absence from work, caregiver leave, partial childcare leave or partial caregiver leave, the University shall reduce the regular salary and adjustment amount for the regular salary and special adjustment allowance relating to them for the salary calculation period, or the monthly amount of the wide-area human resources exchange allowance, monthly amount of the Additional Amount to Special Adjustment Allowance, adjustment amount for Employees in teaching profession, managerial position allowance, service additional allowance, starting salary adjustment allowance and special allowance for teachers of Attached Schools.

2 The total hours set forth in the preceding paragraph shall be the total number of hours in which they did not work in one salary calculation period, and if there is any fraction of time (“FOT”) in such number of non-working hours, such FOT shall be rounded down as follows:

FOT (mins)	To be rounded down (mins)
FOT<15	0
15≤ FOT<30	15
30≤ FOT<45	30
45≤ FOT<60	45

(50% reduction of salary, etc.)

Article 23 If Employees do not work, due to (i) the private injury/sickness leave set forth in Article 21, Paragraph 3 of the Rules on Working Hours, etc. or Article 51, Paragraph 3 of the Rules on Employment for Sailors or (ii) the measures for compulsory leave by sickness set forth in Article 30 of the Hiroshima University Regulations for Safety and Health Management (Rule No. 113 of April 1, 2004; hereinafter referred to as the “Safety and Health Control Rules”) (hereinafter collectively referred to as “Private Injury/Sickness Leave, etc.”), continuously after ninety (90) days have elapsed counting from the commencement day of Private Injury/Sickness Leave, etc. (if one injury or sickness is

cured and another Private Injury/Sickness Leave, etc. continues due to another injury or sickness, from the commencement day of the initial Private Injury/Sickness Leave, etc. ), the University shall reduce fifty percent (50%) of their regular salary and the adjustment amount for the regular salary (hereinafter referred to as “Regular Salary, etc.”) per day (which shall be limited to a day on which Employees did not work entirely for working hours allocated to the work of the day due to Private Injury/Sickness Leave, etc. ) after the elapse of the period pertaining to the Private Injury/Sickness Leave, etc. in question. In this case, the calculation of the period in which Employees did not work shall be governed by the provisions of Article 21, Paragraph 3 to Article 22 of the Rules on Working Hours, etc. or Article 51, Paragraph 3 to Article 52 of the Rules on Employment for Sailors, and “Private Injury/Sickness Leave” in said provisions shall be deemed replaced with “Private Injury/Sickness Leave, etc.”.

- 2 The amount of the adjustment amount for Employees in teaching profession relating to the period in which the Regular Salary, etc. is reduced by 50% pursuant to the provisions of the preceding paragraph shall be calculated using the amount of regular salary after the 50% reduction in question.
- 3 The amount of the special adjustment allowance and the wide-area human resources exchange allowance relating to the period in which the Regular Salary, etc. is reduced by 50% pursuant to the provisions of Paragraph 1 shall be calculated using the amount of the Regular Salary, etc. after the 50% reduction in question and the amount of the adjustment amount for Employees in teaching profession pursuant to the provisions of the preceding paragraph.
- 4 The amount of the year-end allowance and the diligence allowance relating to the period in which the Regular Salary, etc. is reduced by 50% pursuant to the provisions of Paragraph 1 shall be calculated using the amount of the Regular Salary, etc. after the 50% reduction in question, the amount of the adjustment amount for Employees in teaching profession pursuant to the provisions of Paragraph 2 and the amount of the special adjustment allowance and the wide-area human resources exchange allowance pursuant to the provisions of the preceding paragraph.

#### Chapter 4 Allowances

(Managerial position allowance)

Article 24 The University shall pay a managerial position allowance to Employees who occupy the positions of management or supervision which fall under Article 41, Item 2 of the Rou-Ki-Hou (hereinafter referred to as “Managerial Employees”); provided, however, that the University shall not pay the managerial position allowance to Employees who do not work on all the days of a month.

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- 2 The application category of the managerial position allowance shall be the category listed in the application category column of the following Table 1 according to the application job post specified in said Table. And, the monthly amount of the allowance shall be the amount listed in the following Table 2 according to the application category of the Employee, the regular salary table which applies to the Employee and the class category of the Employee specified in said Table.

Table 1 List of Managerial Employees

Job category	Application category	Application job post
Teachers	Category I	Vice Presidents and Directors of Hospitals (excluding persons who are Executives), Chairpersons of Personnel Committees, Deans of respective Schools, Deans of respective Graduate Schools, Director of the Research Institute for Radiation Biology and Medicine
	Category II	Directors of Libraries, Vice Executives appointed by the President separately, Admissions Center Director, Global Career Design Center Director, Extension Center Director, Technical Center Director, Accessibility Center Director, Radiation Emergency Medicine Promotion Center Director, International Center Director, Captain of the Training and Research Vessel TOYOSHIO MARU attached to the School of Applied Biological Science
	Category III	Principals of Hiroshima University Junior High School and High School, Principals of Hiroshima University Elementary School and Junior High School, Shinonome, Principals of Hiroshima University Junior High School and High School, Fukuyama, Principals of Hiroshima University Kindergarten, Elementary School and Junior High School, Mihara
	Category IV	Hiroshima Synchrotron Radiation Center Director, Director of the Research Institute for Nanodevice and Bio Systems, Director of the Research Institute for Higher Education, Information Media Center Director, Director of the Natural Science Center for Basic Research and Development, Director of the Center for Collaborative Research & Community Cooperation, Director of the Center for the Study of International Cooperation in Education, Director of the Health Service Center, Director of the Institute for Foreign Language Research and Education, Director of the Amphibian Research Center, Executive Manager of Hospital Medicine, Principal of Hiroshima University Kindergarten, Principal of Hiroshima University Elementary School, Vice Principal of Hiroshima University Elementary School, Shinonome, Vice Principal of Hiroshima University High School, Vice Principal of Hiroshima University High School, Fukuyama
	Category V	Director of the Environmental Research and Management Center, Director of the Setouchi Field Science Center attached to the Graduate School of Biosphere Science, Executive Manager of the Division of Radiation Information Registry attached to the Research Institute for Radiation Biology and Medicine, Heads of medical sections, Heads of central medical facilities appointed by the President separately, Vice principals of Attached Schools (excluding vice principals specified separately)
Employees other than teachers	Category I	Assistants to the President (excluding assistants to the President appointed separately), respective executive managers, Executive Manager, Tokyo Office, vice executives (excluding vice executives appointed separately), heads of hospital chief nurses (who shall be

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		limited to Hospital Executive Managers of Nursing)
	Category II	Chief managers appointed by the President separately, office directors, senior managers and advanced senior specialists, heads of hospital chief nurses (who shall be limited to Deputy Executive Managers of Nursing at hospitals), senior division heads of hospital medical treatment support divisions (who shall be limited to Executive Managers of Hospital Medical Treatment Support)
	Category IV	Chief managers appointed by the President separately, office directors, senior managers and advanced senior specialists, engineering experts (who shall be limited to Engineering Directors), the chief engineer of the Training and Research Vessel TOYOSHIO MARU attached to the School of Applied Biological Science, heads of hospital chief nurses (excluding those who are Hospital Executive Managers of Nursing or Deputy Hospital Executive Managers of Nursing), hospital chief nurses (who shall be limited to Employees who belong to the Nursing Department), senior division heads of hospital medical treatment support divisions (who shall be limited to Deputy Executive Managers of Hospital Medical Treatment Support)
	Category V	Deputy Hospital Executive Manager of Medicine, senior division heads of hospital medical treatment support divisions (excluding those who are the Executive Manager of Hospital Medical Treatment Support or the Deputy Executive Manager of Hospital Medical Treatment Support), engineering experts (who shall be limited to those who are Deputy Engineering Directors)
	Category specified by the President	Other categories which the President deems necessary

Table 2 List of Amounts of Managerial Position Allowance

Job category	Application category	Regular Salary Table Category	Class category	Amount of allowance (monthly amount)
Teachers	Category I	Regular Salary Table for Employees in Teaching Profession (A)	5	133,600 yen (which shall be limited to Vice Presidents and Hospital Directors (excluding those who are Executives) and Deans (who shall be limited to those who concurrently serve as Deans of faculties); 106,900 yen for other Employees)
	Category II	Regular Salary Table for Employees in Teaching Profession (A)	5	93,500 yen
		Regular Salary Table for Employees in Maritime Profession (A)	5	81,100 yen
	Category III	Regular Salary Table for Employees in Teaching Profession (A)	5	88,200 yen (which shall be limited to the Principals of Hiroshima University Kindergarten, Elementary School and Junior High School, Mihara; 85,500 yen for other principals)

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	Category IV	Regular Salary Table for Employees in Teaching Profession (A)	5	80,200 yen
		Regular Salary Table for Employees in Teaching Profession (B)	4	68,300 yen
			3	65,000 yen
		Regular Salary Table for Employees in Teaching Profession (C)	4	65,100 yen
			3	63,000 yen
		Category V	Regular Salary Table for Employees in Teaching Profession (A)	5
	4			57,300 yen
	3			54,000 yen
	Regular Salary Table for Employees in Teaching Profession (C)		4	54,300 yen
				3
Employees other than teachers	Category I	Regular Salary Table for General Employees	8	94,000 yen
			7	88,500 yen
		Regular Salary Table for Employees in Nursing Profession	7	88,300 yen
			6	86,700 yen
			5	79,000 yen
	Category II	Regular Salary Table for General Employees	6	72,700 yen
			5	69,400 yen
		Regular Salary Table for Employees in Nursing Profession	5	69,100 yen
			4	62,700 yen
		Regular Salary Table for Employees in Medical Profession	7	87,600 yen
			6	83,100 yen
			5	78,500 yen
	Category IV	Regular Salary Table for Employees in Maritime Profession (A)	5	69,500 yen
		Regular Salary Table for General Employees	6	62,300 yen
			5	59,500 yen
		Regular Salary Table for Employees in Nursing Profession	5	59,200 yen
			4	53,700 yen
		Regular Salary Table for Employees in Medical Profession	6	62,300 yen
			5	58,900 yen
			4	51,900 yen
Category V	Regular Salary Table for General Employees	5	49,600 yen	
		4	46,300 yen	
	Regular Salary Table for Employees in Medical Profession	6	51,900 yen	
		5	49,100 yen	
		4	43,200 yen	



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- 3 If an Employee occupies more than two application job posts in the application job post column specified in Table 1 of the preceding paragraph, the University shall pay the managerial position allowance only to the highest job post among the application job posts in the application category specified in said Table (which, if the Employee occupies more than two of the highest job posts in the application category, shall be limited to any one of them) in accordance with the provisions of the preceding paragraph.
- 4 Beyond what is provided in the preceding three paragraphs, necessary matters in connection with the payment of the managerial position allowance shall be specified separately.

(Additional service allowances)

Article 25 The University shall pay additional service allowances to Employees to whom services requiring substantial workload are added for such additional services; provided, however, that the University shall not pay the additional service allowances to Employees who do not work on all the work days in a month.

- 2 The monthly amount of the additional service allowances shall be the amount according to the additional service category listed in the following table.

Classification	Additional service category	Amount of allowance (monthly amount)
Management addition	Assistants to the President (excluding Employees listed in Table 1 of Paragraph 2 of the preceding Article), Special Assistants to the President	80,000 yen
	Vice Executives (excluding Employees listed in Table 1 of Paragraph 2 of the preceding Article)	80,000 yen
	Chairpersons of University-wide committees (which shall be limited to the Evaluation Committee, Animal Study Committee, Recombinant DNA Experiment Safety Committee, Radioactive Isotope Committee, Gender Equality Promotion Committee, Human Genome Gene Analysis Study Ethics Examination Committee, Epidemiology Study Ethics Examination Committee, Gene Therapy, etc. Clinical Study Ethics Examination Committee, Human ES Cells Study Ethics Examination Committee, Clinical Study Ethics Examination Committee, Regenerative Medicine, etc. Committee, Bio Safety Committee and Women's Study Activities Committee)	50,000 yen
	Vice Deans (who shall be limited to Councilors)	50,000 yen
	Vice Deans (excluding Employees who are Councilors)	30,000 yen
	Section Directors (excluding sections in Schools consisting of only one section)	20,000 yen
	Major Directors (excluding majors in Graduate Schools consisting of only one major)	20,000 yen
	Course Directors	20,000 yen

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	Day course senior staff members	15,000 yen
	Night main course senior staff members	25,000 yen
	Dental Clinic Directors	10,000 yen
	Heads of intra-University collaborative education and research facilities, Heads of intra-University joint use facilities, Heads of education facilities or research facilities attached to Schools, etc.	10,000 yen
	Senior Managers of Attached Schools	10,000 yen
Service addition	Chief instructors of graduate schools consisting of a large number of students (who shall be limited to Employees who serve as chief instructors for four or more students in the second process of the doctoral course, or who serve as chief instructors for five or more students in the doctoral course of medicine, dentistry or pharmacy, of the graduate schools)	10,000 yen
	Employees responsible for night main courses (excluding Employees falling under Article 28, Paragraph 1, Item 1 and night main course senior staff members)	5,000 yen
	Medical doctors who engage in medical care in an operation department, advanced emergency medical care center or intensive care unit, and medical doctors and dentists who engage in medical care for in-patients at night or on holidays, in hospitals	21,000 yen
	Medical doctors and dentists who engage in medical care other than those mentioned above in hospitals	9,000 yen
	Teachers who are responsible for multi-grade classes (excluding Employees to whom an adjustment amount for their regular salary is paid pursuant to Article 17, Paragraph 2, Item 6)	5,000 yen
	Industrial physicians	10,000 yen
	School medical doctors and school dentists	7,500 yen
	Security guards who are designated by the Director of the Natural Science Center for Basic Research and Development and their alternative Employees	4,000 yen
	Licensed engineers of radiation	3,000 yen
	Health administrators	3,000 yen
	Electrical chief engineers	6,000 yen
	Specialist nurses	5,000 yen
	Certified nurses	3,000 yen
	Employees who engage in birth attendant services	10,000 yen
	Category specified by the President	Other Employees who the President deems necessary

- 3 Notwithstanding the provisions of the preceding paragraph, if Employees to whom the Regular Salary Table for Employees in Educational Profession (A) or the Regular Salary Table for Employees in Maritime Profession (A) applies have engaged in entrance examination services for the University, the Graduate Schools or others, the University shall pay additional service allowances for each fiscal year in accordance with the standard separately specified.

- 4 Notwithstanding the provisions of Paragraph 2, if Employees to whom the Regular Salary Table for Employees in Educational Profession (B) or the Regular Salary Table for Employees in Educational Profession (C) applies have engaged in services as a committee member for the preparation of entrance examination questions for Attached Schools, the University shall pay the amount of allowance according to the additional service category specified in the following table for one fiscal year.

Additional service category	Amount of allowance (yearly amount)
Committee members for the preparation of high school entrance examination questions	30,000 yen
Committee members for the preparation of junior high school entrance examination questions	25,000 yen
Committee members for the preparation of elementary school entrance examination questions	15,000 yen
Committee members for the preparation of kindergarten entrance examination questions	10,000 yen

- 5 If two or more services in the additional service category column according to the management addition of the classification column specified in the Table under Paragraph 2 are added to Employees, the University shall pay additional service allowances only for the highest additional service category among the additional service categories with the highest amount of allowance (monthly amount) specified in said Table (which, if two or more services in the additional service category with the highest amount of allowance (monthly amount) are added, shall be limited to any one of them) in accordance with the provisions of Paragraph 2.
- 6 If any service in the additional service category specified in the Table under Paragraph 2 is added, the University shall pay additional service allowances in and after the month following the month in which the day of addition falls (or, if the day of addition is the first day of a month, in and after the month in which the day of addition falls).
- 7 If the addition to an Employee of services in an additional service category listed in the table listed in Paragraph 2 is terminated by reason of his/her retirement, death or dismissal, or by other reasons, the University shall pay additional service allowances until the month in which the day of the termination of addition falls (or, if the day of termination is the first day of a month, until the month previous to the month in which the day of termination falls).
- 8 Beyond what is set forth in Paragraph 1 to the preceding paragraph, necessary matters in connection with the payment of additional service allowances shall be specified separately.

(Starting salary adjustment allowance)

Article 26 The University shall pay a starting salary adjustment allowance to Employees,

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among those who have a certificate of medical doctor's license provided for in the Medical Practitioners' Act (Act No. 201 of 1948) or a certificate of dentist's license provided for in the Dental Practitioners' Act (Act No. 202 of 1948), who engage in services requiring expertise in medicine or dentistry (who shall be limited to Employees to whom the Regular Salary Table for Educational Profession (A)).

- 2 The payment period of the starting salary adjustment allowance shall be a period not exceeding thirty-five (35) years, and the monthly amount of the allowance paid to newly employed Employees shall be the following amounts in the following categories.
  - (1) Employees whose period from the day of graduation from university to the day of employment is four (4) years (six (6) years in the case of Employees who have finished clinical training or five (5) years in the case of Employees who have finished practical training) or shorter: the amount in the amount column according to the first year of the payment period category column listed in Item 3;
  - (2) Employees who have acquired the prescribed credits of a doctoral course of a graduate school and are employed within three (3) years after the day on which the prescribed period of said course has elapsed: the amount in the amount column according to the first year of the payment period category column listed in the next item;
  - (3) Employees other than those listed in the preceding two items: the amount in the amount column according to the payment period category column listed in the following table – the applicable starting payment period category shall be decided by deeming the number of years obtained by deducting four (4) years (six (6) years in the case of Employees who have finished clinical training or five (5) years in the case of Employees who have finished practical training) from the number of years from the day of graduation from university to the day of employment)(a fraction shorter than one year shall be rounded up to one year) as the period during which the allowance was paid (hereinafter referred to as the “Deemed Payment Period”)

Payment period category	Amount
1st year	50,800 yen
2nd year	50,800 yen
3rd year	50,800 yen
4th year	50,800 yen
5th year	50,800 yen
6th year	50,800 yen
7th year	49,000 yen
8th year	47,200 yen
9th year	45,400yen
10th year	43,600 yen
11th year	41,800yen

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12th year	40,000 yen
13th year	38,200yen
14th year	36,400yen
15th year	35,000yen
16th year	33,600yen
17th year	32,200 yen
18th year	30,800 yen
19th year	29,400yen
20th year	28,000 yen
21st year	26,600 yen
22nd year	26,000 yen
23rd year	25,400 yen
24th year	24,400 yen
25th year	23,800 yen
26th year	23,200 yen
27th year	22,600 yen
28th year	22,000 yen
29th year	21,200 yen
30th year	20,900 yen
31st year	20,500 yen
32nd year	19,900 yen
33rd year	19,000 yen
34th year	18,100 yen
35th year	17,400 yen

- 3 If, after an Employee leaves his /her job and the payment of the starting salary adjustment allowance is terminated, the Employee is again employed as an Employee who is eligible for the starting salary adjustment allowance, the amount of the allowance shall be the amount in the amount column according to the payment period category, which is decided by applying the provisions of the preceding paragraph by deeming that the Employee is newly employed on the day of reemployment (hereinafter referred to as the “Assumed Payment Period”); provided, however, that if the payment period during which the starting salary adjustment allowance was actually paid prior to the reemployment (hereinafter referred to as the “Actual Payment Period”) exceeds the Assumed Payment Period, the amount of payment shall be the amount in the amount column according to the payment period category listed in Item 3 of the preceding paragraph, which is decided by the Actual Payment Period in question.
- 4 The amount of payment which is decided by applying the preceding two paragraphs shall be revised by the amount in the amount column according to the payment period category column in the table specified in Paragraph 2 each time when one year elapses from the day of employment.
- 5 Beyond what is set forth in Paragraph 1 to the preceding paragraph, necessary matters in connection with the payment of the starting salary adjustment allowance shall be specified

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separately.

(Allowance for dependents)

Article 27 The University shall pay an allowance for dependents to Employees with dependent family members who have no other means to make a living and are mainly supported by the Employees.

- 2 The monthly amount of the allowance for dependents shall be the amount listed in the amount column of the following table according to the category of the subject persons specified in said table:

Subject persons	Amount of allowance
Child for whom the first March 31 after his/her 22nd birthday has not come yet	10,000 yen
Spouse (including a person for whom notification is not submitted but who is in the same situation as marriage as a matter of fact)	6,500 yen (3,500 yen for Employees to whom the Regular Salary Table for Employees in Educational Profession (A) applies and whose job class is 5)
Grandchild for whom the first March 31 after his/her 22nd birthday has not come yet	
Parents and grandparents who are sixty (60) years of age or older	
Brothers and sisters for whom their first March 31 after their 22nd birthday has not come yet	
Persons with a serious mental or physical imperfection	

- 3 Notwithstanding the provisions of the preceding paragraph, the monthly amount of the allowance for dependents in cases where Employees have children who are dependent family members and are in between their first April 1 after their 15th birthday and their first March 31 after their 22nd birthday (hereinafter referred to as the "Specified Period") shall be the amount obtained by adding the amount obtained by multiplying 5,000 yen by the number of children in the Specified Period to the amount set forth in the preceding paragraph.
- 4 The allowance for dependents shall be paid (i) if a person who is newly employed as an Employee has dependent family members, in and after the month following the month in which the day of employment as an Employee falls, or (ii) if an Employee who has no dependent family members acquires a dependent family member, in and after the month following the month in which the day of occurrence of the fact falls (if these days are the first day of a month, in and after the month in which the day falls); provided, however, that if notification by written declaration of dependent family members is submitted after fifteen (15) days counting from the day of occurrence of the relevant fact, the allowance for dependents shall be paid in and after the month following the month in which the day of acceptance of the notification falls (if this day is the first day of a month, in and after a

month in which the day falls).

- 5 If an Employee retires or dies or is dismissed, or if all of the dependent family members lose their eligibility, the allowance for dependents shall be paid until the month in which the day of occurrence of the relevant fact falls (if this day is the first day of a month, until the previous month of the month in which the day of occurrence of the relevant fact falls).
- 6 Beyond what is set forth in Paragraph 1 to the preceding paragraph, necessary matters in connection with the payment of the allowance for dependents shall be specified separately.

(Special adjustment allowance)

Article 28 The University shall pay a special adjustment allowance to the following Employees who, taking regional conditions, the general situation of society, circumstances on the campus and other matters into account, the University considers in need of a special adjustment relating to their salary:

- (1) Employees whose principal place of work is a workplace located in Hiroshima City;
  - (2) Employees whose principal place of work is a workplace located in Hiroshima Prefecture, excluding Hiroshima City;
  - (3) Employees whose principal place of work is a workplace located in a place other than those mentioned in the preceding two items.
- 2 The monthly amount of the special adjustment allowance for Employees listed in Items 1 to 3 of the preceding paragraph shall be the amount obtained by multiplying the payment percentage specified in the following items according to the category listed below by the total of the monthly amount of the base salary, managerial position allowance and allowance for dependents of the Employee in question:
    - (1) Employees listed in Item 1 of the preceding paragraph: six percent (6%)
    - (2) Employees listed in Item 2 of the preceding paragraph: three percent (3%)
    - (3) Employees listed in Item 3 of the preceding paragraph: payment percentage specified by the University separately
  - 3 If the University deems it necessary to take additional measures for the salary beyond the monthly amount under the preceding paragraph, the University may pay the amount specified separately in addition to the monthly amount specified in the preceding paragraph.
  - 4 Notwithstanding the provisions of Paragraph 2, if the payment percentage under Paragraph 2 for Employees who are listed in Item 1 or Item 2 of Paragraph 1 and employed by the University by human resources exchange on and after April 2, 2006, is lower than the payment percentage of the allowance corresponding to the regional allowance, which is called so in the case of the national government, which was paid to the Employee in question by the organization prior to employment by the University (hereinafter referred to as the "Corresponding Allowance"), the University may decide the monthly amount

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specified in Paragraph 2 as the amount obtained by multiplying the payment percentage which the University specifies, taking the payment percentage of the Corresponding Allowance into account, by the total of the monthly amount of the base salary, managerial position allowance and allowance for dependents of the Employee in question within the scope of the period from the day of employment until the day on which two years have elapsed (or a period which is deemed necessary if the President provides approval based on special circumstances).

- 5 Notwithstanding the provisions of Paragraphs 1, 2 and 4, if an Employee to whom the wide-area human resources exchange allowance applies and whose monthly amount of said allowance exceeds the monthly amount specified in Paragraph 2, the University shall not pay the special adjustment allowance to the Employee in question.
- 6 Beyond what is set forth in Paragraph 1 to the preceding paragraph, necessary matters in connection with the payment of the special adjustment allowance shall be specified separately.

(Wide-area human resources exchange allowance)

Article 28-2 The University shall pay a wide-area human resources exchange allowance to Employees who are employed or reinstated by human resources exchange (hereinafter referred to as "Employment, etc.") and whose distance from their residence and organizational workplace immediately preceding Employment, etc. to their place of work just after Employment, etc. is sixty (60) kilometers or longer, and to other Employees for whom the University deems it necessary to balance such Employees eligible for the allowance for the period from the day of employment until the day on which three years have elapsed.

- 2 The monthly amount of the wide-area human resources exchange allowance for Employees shall be the amount obtained by multiplying the payment percentage specified in the following items according to the category listed below by the total of the monthly amount of the base salary, managerial position allowance and allowance for dependents of the Employee in question:
  - (1) Employees whose distance from their organizational workplace immediately preceding Employment, etc. specified in the preceding paragraph to their place of work just after Employment, etc. is three-hundred (300) kilometers or longer: ten (10) percent
  - (2) Employees whose distance from their organizational workplace immediately preceding Employment, etc. set forth in the preceding paragraph to their place of work just after Employment, etc. is sixty (60) kilometers or longer but shorter than three hundred (300) kilometers: five (5) percent
- 3 Notwithstanding the provisions of the preceding two paragraphs, if the payment



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percentage pursuant to the provisions of the preceding paragraph for Employees who are employed by wide-area human resources exchange on and after April 2, 2007 is lower than the payment percentage of the allowance corresponding to the wide-area human resources exchange allowance, which was paid to the Employee in question by the organization prior to Employment, etc. (hereinafter referred to as the “Wide-area Human Resources Exchange Corresponding Allowance”), the University may decide the monthly amount as the amount obtained by multiplying the payment percentage which the University specifies, taking the payment percentage of the Wide-area Human Resources Exchange Corresponding Allowance into account, by the total of the monthly amount of the base salary, managerial position allowance and allowance for dependents of the Employee in question within the scope of the period from the day of Employment, etc. until the day on which three years have elapsed.

- 4 Notwithstanding the provisions of the preceding three paragraphs, if the monthly amount of the wide-area human resources exchange allowance does not exceed the monthly amount specified in Article 28, Paragraphs 2 and 4, the University shall not pay the wide-area human resources exchange allowance.
- 5 Beyond what is set forth in Paragraph 1 to the preceding paragraph, necessary matters in connection with the payment of the wide-area human resources exchange allowance shall be specified separately.

### (Housing allowance)

Article 29 A housing allowance shall be paid to alleviate the burden of property rent for the lease of the property.

- 2 The monthly amount of the housing allowance shall be the amount listed in the amount of allowance column of the following table according to the Employee category specified in said table (or, if Employees fall under both categories of said table, the total of the amount of allowances set forth in respective items of said table).

Employee category	Amount of allowance	
(1) Employees who lease a house (including rooms for rent; the same applies the next item) for residing and pay a house rent of more than 12,000 yen per month (including the use charge; the same applies hereinafter) (excluding Employees to whom a place to live is provided by the University, other corporations, etc. or an organization of the national government)	Amount equal to the amount listed in the right column according to the Employee category specified below (any fraction less than 100 yen shall be cut off)	
	a. Employee who pays a house rent of 23,000 yen or less per month	Amount obtained by deducting 12,000 yen from the monthly house rent
	b. Employee who pays a house rent of more than 23,000 yen per month	Amount obtained by adding 11,000 yen to one half of the amount obtained by deducting 23,000 yen from the monthly house rent (or 16,000 yen if the one-half

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	amount after the deduction exceeds 16,000 yen)
(2) Employees to whom the allowance for transfer without family is paid pursuant to the provisions of Article 31 and who lease a house for the residing of their spouse and pay a house rent of more than 12,000 yen per month (excluding Employees to whom a place to live is provided by the University, other corporations, etc. or an organization of the national government) or other Employees whom the University deems it necessary to treat such other Employees fairly	Amount which is equal to one half of the amount calculated by the cases of Employees under the preceding items (any fraction less than 100 yen shall be cut off)

- 3 If Employees become eligible for the eligibility listed in the table of the preceding paragraph, the housing allowance shall be paid in and after the month following the month in which the day of occurrence of the relevant fact falls (if this day is the first day of a month, in and after the month in which the day falls); provided, however, that if notification by written declaration of residence is submitted after fifteen (15) days counting from the day of occurrence of the relevant fact, the housing allowance shall be paid in and after the month following the month in which the day of acceptance of the notification falls (if this day is the first day of a month, in and after the month in which the day falls).
- 4 If an Employee retires or dies or is dismissed, or if he/she becomes no longer eligible for the category listed in the table of Paragraph 2, the housing allowance shall be paid until the month in which the day of occurrence of the relevant fact falls (if this day is the first day of a month, until the month previous to the month in which the day of occurrence of the relevant fact falls).
- 5 Beyond what is set forth in Paragraph 1 to the preceding paragraph, matters necessary for the payment of the housing allowance shall be specified separately.

(Commutation allowance)

Article 30 A commutation allowance shall be paid to aid the cost required for commutation to Employees whose commutation distance, if on foot, (which shall be by the shortest route generally available for use) is two (2) kilometers or longer one way; provided, however, that the commutation allowance shall not be paid to Employees who do not commute on all the days of a month.

- 2 The monthly amount of the commutation allowance shall be the amount listed in the allowance column of the following table according to the Employee category.

Employee category	Amount of allowance
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(1) Employees who ordinarily use public transportation means, including railways and toll roads (hereinafter referred to as “Transportation Means, etc.”), for commutation	Amount to be computed on the basis of the amount of fares, etc. required for the commutation of the person (hereinafter referred to as the “Fares, etc. Computation Amount”); provided, however, that if the amount exceeds 55,000 yen, the amount of the allowance shall be 55,000 yen.	
(2) Employees who ordinarily use means of movement, including automobiles (which mean automobiles, bikes, mopeds or bicycles; hereinafter referred to as “Automobiles, etc.”), for commutation	Employees whose use distance of Automobiles, etc. (hereinafter referred to as “Use Distance” in this item) is shorter than 5km one way	2,000 yen
	Employees whose Use Distance is 5km or longer but shorter than 10km one way	4,200 yen
	Employees whose Use Distance is 10km or longer but shorter than 15km one way	7,100 yen
	Employees whose Use Distance is 15km or longer but shorter than 20km one way	10,000 yen
	Employees whose Use Distance is 20km or longer but shorter than 25km one way	12,900 yen
	Employees whose Use Distance is 25km or longer but shorter than 30km one way	15,800 yen
	Employees whose Use Distance is 30km or longer but shorter than 35km one way	18,700 yen
	Employees whose Use Distance is 35km or longer but shorter than 40km one way	21,600 yen
	Employees whose Use Distance is 40km or longer but shorter than 45km one way	24,400 yen
	Employees whose Use Distance is 45km or longer but shorter than 50km one way	26,200 yen
	Employees whose Use Distance is 50km or longer but shorter than 55km one way	28,000 yen
	Employees whose Use Distance is 55 km or longer but shorter than 60km one way	29,800 yen
	Employees whose Use Distance is 60km or longer one way	31,600 yen
(3) Employees who ordinarily use Transportation Means, etc. and pay fares therefor and use Automobiles, etc. for commutation	The total of the Fares, etc. Computation Amount and the amount set forth in Item 2 (or, if such amount exceeds 55,000 yen, 55,000 yen); provided, however, that the amount of the commutation allowance to be paid to Employees whose Use Distance of Automobiles, etc. is shorter than 2km shall be the amount computed by Item 1, and, if such amount is less than the amount set forth in Item 2, the amount to be paid shall be the amount set forth in Item 2.	

3 Notwithstanding the provisions of the preceding paragraph, the monthly amount of the commutation allowance for Employees who use limited express trains, including Shinkansen railways (hereinafter referred to as “Shinkansen Railways, etc.”) for commutation for whom it is judged that, in comparison with their conventional commutation route and method without using Shinkansen Railways, etc. in which the commutation distance is over 60 km and the commutation time is 90 minutes or longer, the

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use of Shinkansen Railways, etc. may shorten the commutation time by 30 minutes or longer, shall be the total of the amount equal to one half of the amount to be computed on the basis of the amount of fares, etc. required for the commutation of the person (which means the amount obtained by deducting the amount equal to fares, etc. consisting of the basis for the computation of the Fares, etc. Computation Amount from the amount of fares, etc. for the use) (or, if such amount exceeds 20,000 yen, 20,000 yen) and the amount pursuant to the provisions of the preceding paragraph.

- 4 Notwithstanding the provisions of Paragraph 2, the monthly amount of the commutation allowance for Employees who use Automobiles, etc. and toll roads, including national expressways (hereinafter referred to as “National Expressways, etc.”) for commutation for whom it is considered reasonable, in comparison with their conventional commutation route without using National Expressways, etc. in which the Use Distance of Automobiles, etc. is 30km or longer, the use of National Expressways, etc. may shorten the commutation time, shall be the total of the amount equal to one half of the use charge of National Expressways, etc. required for the commutation of the person (or, if such amount exceeds 20,000 yen, 20,000 yen) and the amount pursuant to the provisions of Paragraph 2.
- 5 If Employees become eligible under the Employee category listed in the table of Paragraph 2 or acquire the requirements of Employees under the preceding two paragraphs, the commutation allowance shall be paid in and after the month following the month in which the day of occurrence of the relevant fact falls (if this day is the first day of a month, in and after the month in which the day falls); provided, however, that if notification of commutation is submitted after fifteen (15) days counting from the day of occurrence of the relevant fact, the commutation allowance shall be paid in and after the month following the month in which the day of acceptance of the notification falls (if this day is the first day of a month, in and after the month in which the day falls).
- 6 If an Employee retires or dies or is dismissed, or if an Employee becomes no longer eligible for the category listed in the table of Paragraph 2, the commutation allowance shall be paid until the month in which the day of occurrence of the relevant fact falls (if this day is the first day of a month, until the month previous to the month in which the day of occurrence of the relevant fact falls).
- 7 Beyond what is set forth in Paragraph 1 to the preceding paragraph, matters necessary for the payment of the commutation allowance shall be specified separately.

(Allowance for transfer without family))

Article 31 For Employees (i) who need to change their place of residence by reason of transfer to, relocation of or employment at a workplace which is different from the previous workplace (which shall be limited to employment approved by the University specifically) or (ii) who are forced to live separately from their cohabiting spouse to take care of a sick

parent or for another unavoidable reason and for whom the University deems it (a) difficult to commute from their original place of residence immediately preceding the transfer, etc. in question to the new workplace immediately after the transfer, etc. in question taking the commutation distance etc. into account and (b) necessary to balance Employees who ordinarily live without family or Employees mentioned in (i) and (ii) above, the University shall pay an allowance for transfer without family; provided, however, that the University shall not pay to Employees the allowance for whom the University does not deem it difficult to commute from the place of residence of their spouse to the workplace taking the commutation distance etc. into account.

- 2 The monthly amount of the allowance for transfer without family shall be the amount specified in the following table according to the transportation distance between the place of residence of the Employee and that of their spouse.

Transportation distance (“TD”)	Amount of allowance
TD < 100 km	30,000 yen
100 km ≤ TD < 300 km	38,000 yen
300 km ≤ TD < 500 km	46,000 yen
500 km ≤ TD < 700 km	54,000 yen
700 km ≤ TD < 900 km	62,000 yen
900 km ≤ TD < 1,100 km	70,000 yen
1,100 km ≤ TD < 1,300 km	76,000 yen
1,300 km ≤ TD < 1,500 km	82,000 yen
1,500 km ≤ TD < 2,000 km	88,000 yen
2,000 km ≤ TD < 2,500 km	94,000 yen
2,500 km ≤ TD	100,000 yen

- 3 If Employees satisfy the requirements as Employees under Paragraph 1, the allowance for transfer without family shall be paid in and after the month following the month in which the day of occurrence of the relevant fact falls (if this day is the first day of a month, in and after the month in which the day falls); provided, however, that if the notification of transfer without family is submitted after fifteen (15) days counting from the day of occurrence of the relevant fact, the allowance for transfer without family shall be paid in and after the month following the month in which the day of acceptance of the notification falls (if this day is the first day of a month, in and after the month in which the day falls).
- 4 If an Employee retires or dies or is dismissed or falls under the provision of Paragraph 1, the allowance for transfer without family shall be paid until the month in which the day of occurrence of the relevant fact falls (if this day is the first day of a month, until the month previous to the month in which the day of occurrence of the relevant fact falls).
- 5 Beyond what is set forth in Paragraph 1 to the preceding paragraph, matters necessary for the payment of the allowance for transfer without family shall be specified separately.

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(Special allowance for teachers of Attached Schools)

Article 32 The special allowance for teachers of Attached Schools shall be paid to assistant principals, teachers, nursing teachers and nutrition educators working for Attached Schools, taking into account study activities relating to leading-edge teaching methods, cooperation with teaching and study activities on a campus utilizing Attached Schools and the uniqueness of services in Attached Schools which are different from respective public schools.

- 2 The monthly amount of the special allowance for teachers of Attached Schools shall be the amount obtained by multiplying 6/100 by the amount listed in the Regular Salary Table according to the Regular Salary Table, job class and salary grade which apply to relevant Employees (any fraction smaller than 1,000 yen in the amount shall be cut off).
- 3 The special allowance for teachers of Attached Schools shall include the overtime-work allowance set forth in Article 34, holiday-work allowance set forth in Article 35, special work allowance for managerial Employees set forth in Article 37-2 and the amount set forth in the provision of Article 41, Paragraph 2.

(Special work allowances)

Article 33 A special work allowance shall be paid to Employees who engage in substantially dangerous or difficult work or other substantially special work that requires special treatment from a salary point of view, because it would be considered inappropriate to compensate for such work by the regular salary given the specialty of their work.

- 2 The names of, eligible Employees for, content of work for, categories of and amounts of payment of special work allowances shall be as specified in the following table.

Name of allowance	Subject Employees	Content of work	Payment category Amount of payment			
(1) Allowance for work in high places	Employees supervising maintenance services	Supervision of maintenance services performed at places which are 15m above ground level or higher with an unstable foothold	One day	15m or higher	4 hours or longer	200 yen
					Shorter than 4 hours	120 yen
			30m or higher	4 hours or longer	300 yen	
				Shorter than 4 hours	180 yen	
(2) Brood bull and stallion handling allowance	Employees of the Setouchi Field Science Center attached to the Graduate School of Biosphere Science	Work of collecting seminal fluid from brood bulls and stallions, etc.	One day	4 hours or longer		230 yen
				Shorter than 4 hours		138 yen
(3) Corpse processing allowance	Employees to whom the Regular Salary Table for Regular Employees applies who engage in the work of processing corpses	Work of processing corpses (including cases in which they engage in the following work on the same day)	One day	3,200 yen		

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	Employees to whom the Regular Salary Table for Regular Employees applies	Work of taking back or forwarding corpses to/from outside	One day	1,000 yen	
(4) Allowance for epidemic prevention services, etc.	Employees working in hospitals (who shall be limited to Employees who are assigned to infectious disease hospital wards or rooms to hospitalize patients)	Work of providing medical care for patients or of processing materials to which the agents in question are attached or are considered to be attached in sections contaminated by agents of infectious diseases	One day	290 yen	
(5) Radiation handling allowance	Employees who perform services of clinical laboratory technologists	Work of sending X-rays or other radiations to the human body	One day	230 yen	
	Employees engaging in radiation handling services (excluding those who fall under Article 17, Paragraph 2, Item 2 to whom an adjustment amount of their regular salary is paid)	Radiation handling services in controlled areas (exposure: 100 microsieverts or greater a month)			
(6) Allowance for diving operations	Employees who engage in observation or research below the sea surface or on the seabed	Employees who are on board submersible boats and dive to engage in observation or research below the sea surface or on the seabed	One hour	2,860 yen	
(7) Allowance for medical care at night	Employees who engage in services of birth attendants, nurses, or assistant nurses in hospitals	Work of medical care performed at night, in the midnight hours or in the quasi-night under Paragraph 2 of Appended Table 3 of the Rules on Working Hours, etc.	One time	Night	7,900 yen
				Midnight hours	4,400 yen
				Quasi-night	3,500 yen
		Additional amount when Employees commute for a shift change if their work under the prescribed working hours is from 22:00 to 05:00 the next morning (hereinafter referred to as "Midnight") (excluding those who fall under Article 30, Paragraph 2, Item 2 to whom a commutation allowance is paid)	One time	2km≤Commutation distance ("CD")<5km	380 yen
				5km≤CD<10km	760 yen
10km≤CD	1,140 yen				
(8) Special work allowance for teachers	Teachers, nursing teachers and nutrition educators working at	a. Urgent work under the control of Schools which relate to the:			

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	Attached Schools	(i) Protection of children and pupils, urgent disaster prevention or recovery at the time of emergency accidents	One day	8,000 yen (or 16,000 yen, if the University judges, in the case of emergency accidents involving particularly serious damage, that teachers, etc. engaged in work which caused them to suffer awful physical and mental stress)
		(ii) First aid resulting from injury, sickness, etc. of children and pupils	One day	7,500 yen
		(iii) Urgent aftercare of children and pupils	One day	7,500 yen
			Half day	3,750 yen
		b. Work involving escorting and guidance of children and pupils in the case of school excursions (which shall be limited to ones accompanied by lodgment)	One day	4,250 yen
		c. Work involving escorting and guidance of children and pupils in the case of external athletic competitions, etc. (which shall be limited to competitions, etc., accompanied by lodgment or held on holidays)	One day	4,250 yen
		d. Work of coaching club activities (which shall be limited to activities which are performed on holidays)	One day	3,000 yen
(9) Allowance for guidance in teaching practice, etc.	Vice-Principals, teachers, nursing teachers and nutrition educators of Attached Schools	Guidance in, preparation for and organization of teaching practice for students based on a lesson plan	One day	1,400 yen



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(10) Allowance for educational coordination and guidance	Teachers of elementary schools, junior high schools or high schools (excluding senior managers to whom an additional services allowance is paid)	Work of curriculum coordinators, heads of year, chiefs of research, teaching practice managers, pupil guidance managers or career guidance managers	One day	200 yen
(11) Allowance for entrance examination-related work	Teachers, nursing teachers and nutrition educators of Attached Schools	Supervision of, scoring on or judgment of success/failure for entrance examinations	One day	900 yen
(12) Allowance for polar observation	Employees who engage in work relating to Antarctica regional observation in areas at latitude 55 degrees south or more southerly	Work relating to Antarctica regional observation (Addition) During the period from a day on which the overwintering commences to a previous day of the day on which the overwintering of the next year commences, period from a day of arrival from a place outside the Antarctica to the base to a day of departure from the base	One day	Regular Salary Table for Employees in Teaching Profession (A) Do -, Job grade 5 : 4,100 yen Do -, Job grade 4/3 : 3,100 yen Do -, Job grade 2 : 2,400 yen Do -, Job grade 1 : 2,000 yen (Addition) An amount equal to thirty percent (30%) shall be added to the amount of the allowance.
(13) Allowance for examination of academic dissertations	Teachers who examine academic dissertations (excluding a thesis to finish the course of a graduate school)	Work of examining academic dissertations	One case	Chief examiner 15,000 yen Assistant chief examiner 5,000 yen
(14) Allowance for university teachers' midnight and urgent services	Professors, associate professors, lecturers, assistant professors, and research associates to whom the Regular Salary Table for Employees in Educational Profession (A) applies (excluding Employees in managerial positions)	Services engaged in at midnight and urgently for responding to incidents or accidents in which students are involved or to malfunctions, etc. of equipment which are installed in joint usage education and research facilities, etc. on the campus and made available for all internal joint usage	One case	5,000 yen
(15) Additional allowance for practice	Professors, associate professors, lecturers or assistant professors who engage in practice in hospitals			
	a. Employees to whom the professional service type discretionary labor system applies	Practice services on holidays or practice services from 5:00 p.m. to 8:30 a.m. the following day on days other than holidays (excluding practice services for a time zone in which they are ordered to engage in the night/day shift duties set	One month	To be paid according to the total number of hours in which they engaged in practice in one salary calculation period ("TNH") (fractions of time shorter than 30 minutes in TNH shall be cut off and those 30 minutes or longer shall be rounded up to one hour) TNH≤5 11,100 yen

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		forth in Article 15 of the Rules on Working Hours, etc.)		5<TNH≤10	29,600 yen
				10<TNH≤15	48,100 yen
				15<TNH≤20	66,600 yen
				20<TNH≤25	85,100 yen
				25<TNH≤30	103,600 yen
				30<TNH≤35	122,100 yen
				35<TNH≤40	140,600 yen
				40<TNH≤45	159,100 yen
				45<TNH≤50	177,900 yen
				50<TNH≤55	196,900 yen
				55<TNH≤60	215,900 yen
				60<TNH≤65	235,200 yen
				65<TNH≤70	257,200 yen
				70<TNH≤75	279,200 yen
				75<TNH≤80	301,200 yen
				80<TNH≤85	323,200 yen
				85<TNH≤90	345,200 yen
				90<TNH≤95	367,200 yen
				95<TNH≤100	389,200 yen
				100<TNH	411,200 yen
b.	Delivery services agent	Delivery services for delivery on holidays or during the time from 5:00 p.m. to 8:30 a.m. the following day on days other than holidays	One time	21,000 yen	

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	c. Employees working in the operation department, at the advanced emergency medical service center, in the intensive care unit or in the surgical intensive care unit	Practice services at night or on holidays during the prescribed working hours	One time	21,000 yen (if the services are provided at night, the night duty allowance set forth in Article 36 shall be included)
(16) Doctor- Heli on-board allowance	Professors, associate professors, lecturers or assistant professors and Employees performing services of birth attendants, nurses or assistant nurses who engage in practice in hospitals	Emergency medical care services on board the doctor-Heli (helicopters equipped with medical devices for emergency medical care, including the fire-fighting and disaster prevention helicopters of the Hiroshima Prefecture Doctor Helicopter Project) and other practice services or nursing services	One time	5,000 yen
(17) Allowance for advice, etc. on application for science research cost subsidy project	Teachers who provide advice, etc. on application for science research cost subsidy project	Advice, etc. on application for science research cost subsidy project	One case	10,000 yen
(18) Allowance for lecturers at teachers' diploma renewal seminars	Teachers who serve as lecturers at teachers' diploma renewal seminars	a. Lecturer services	One hour	9,000 yen
		b. Scoring services	One paper	100 yen
(19) First-aid call waiting allowance	Employees who perform services of radiology technologists or clinical engineering technologists	Waiting at home, etc. in preparation for first-aid call outside the prescribed working hours	One time	2,000 yen

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(20) Internal lecturer allowance	Professors, associate professors, lecturers or assistant professors who deliver lectures in teacher training courses (which mean courses for subjects and courses for teaching profession) in the night main courses of the School of Law or the School of Economics (excluding those who are assigned to the Graduate School of Social Sciences, the Center for Research on Regional Economic System or the Hiroshima University Law School)	Lecture services, etc.	One hour	3,230 yen
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- 3 Beyond what is set forth in the preceding two paragraphs, necessary matters in connection with the payment of special work allowance shall be specified separately.

(Overtime-work allowances)

Article 34 The University shall pay an overtime-work allowance to Employees if they are ordered to work beyond their prescribed working hours (except for the cases set forth in the next Article).

- 2 The amount of the overtime work allowance shall be, for all hours worked per hour, the amount obtained by multiplying the percentage according to the category specified in the following table by the amount of salary for one hour of work set forth in Article 6.

Category	Percentage
(1) Work exceeding the prescribed working hours of Employees (except for the cases set forth in the next item to Item 8)	125/100
(2) Work exceeding the prescribed working hours of Employees and the work was engaged in at midnight (except for the cases set forth in the next item to Item 8)	150/100
(3) Work exceeding the prescribed working hours of sailors during navigation (except for the case set forth in the next item)	130/100
(4) Work exceeding the prescribed working hours of sailors during navigation and the work was engaged in at midnight	155/100
(5) Work exceeding the prescribed working hours of Employees, the hours of which become, together with the work falling under the provisions of Paragraph 2, Items 1 and 2 of the next Article, longer than 45 hours (42 hours in the case of Employees to whom a shift working hours system with a unit of one year applies) but 60 hours or shorter a month (except for the cases set forth in the next item to Item 8)	130/100

(6) Work exceeding the prescribed working hours of Employees, the hours of which become, together with the work falling under the provisions of Paragraph 2, Items 1 and 2 of the next Article, longer than 45 hours (42 hours in the case of Employees to whom a shift working hours system with a unit of one year applies) but 60 hours or shorter a month (except for the cases set forth in the next item and Item 8), and the work was engaged in at midnight	155/100
(7) Work exceeding the prescribed working hours of Employees, the hours of which become, together with the work falling under the provisions of Paragraph 2, Items 1 and 2 of the next Article, longer than 60 hours a month (except for the cases set forth in the next item)	150/100
(8) Work exceeding the prescribed working hours of Employees, the hours of which become, together with the work falling under the provisions of Paragraph 2, Items 1 and 2 of the next Article, longer than 60 hours a month, and the work was engaged in at midnight	175/100

3 Notwithstanding the provisions of the preceding paragraph, if the working hours of a week to which a day on which Employees are ordered to work by transferring their day off belongs exceeds their prescribed working hours per week as the result that they worked on a day of the week which was otherwise a day off, the payment of the overtime work allowance per hour shall be, for all hours worked within the scope of their prescribed working hours of the day on which they are ordered to work by transferring their day off, in the amount per hour obtained by multiplying the percentage according to the classification specified in the table of the preceding paragraph minus one hundred-one hundredths (100/100) by the amount of salary per hour set forth in Article 6.

4 All hours worked set forth in the preceding two paragraphs shall be the total number of hours worked in one salary calculation period, and if there is any fraction of time (“FOT-1”) in the total number of hours, such FOT-1 shall be rounded up as follows:

FOT-1 (mins.)	To be rounded up to (mins.)
FOT-1 ≤ 15	15
15 < FOT-1 ≤ 30	30
30 < FOT-1 ≤ 45	45
FOT-1 > 45	1 hour

5 Notwithstanding the provisions of Paragraph 1 to the preceding paragraph, the overtime-work allowance for Employees to whom the Labor Management Agreement based on Article 7-2 of the Rules on Working Hours etc. is no longer applicable by reason of retirement, or the like prior to the expiration of the subject period set forth in said Agreement (hereinafter referred to as “Mid-career Retired Employees”), or for Employees to whom said Agreement becomes applicable by reason of employment, or the like (hereinafter referred to as “Mid-career Employed Employees”), shall be settled at the time of retirement, or the like in the case of Mid-career Retired Employees and at the time of expiration of the subject period in the case of Mid-career Employed Employees (if Mid-career Employed Employees retire prior to the expiration of the subject period, at the time

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of the retirement in question), by averaging the working hours under said Agreement per week (any fraction shorter than one hour shall be rounded up to one hour) and by paying the amount obtained by multiplying 125/100 on the amount of salary for one hour of work set forth in Article 6 exceeding 38 hours 45 minutes per week.

(Holiday work allowance)

Article 35 A holiday work allowance for Employees shall be paid if they are ordered to work on a day off (excluding cases where a transferred day is designated by the University) or on the transferred day (hereinafter referred to as “Days Off, etc.”)

2 The amount of payment of the holiday work allowance shall be, for all hours worked on Days Off, etc., the amount obtained by multiplying the percentage according to the category specified in the following table by the amount of salary for one hour of work set forth in Article 6.

Category	Percentage
(1) Work of Employees on Days Off, etc. (except for the cases set forth in the next item to Item 6)	135/100
(2) Work of Employees on Days Off, etc. (except for the cases set forth in the next item to Item 6) and the work was engaged in at midnight	160/100
(3) Work of sailors during navigation on Days Off, etc. (except for the case set forth in the next item)	140/100
(4) Work of sailors during navigation on Days Off, etc. during navigation and the work was engaged in at midnight	165/100
(5) Work of Employees on Days Off, etc., the hours of which become, together with the work falling under the provisions of Paragraph 2, Items 1, 2, 5 and 6 of the preceding Article and Paragraph 3 of the preceding Article, longer than 60 hours a month (except for the cases set forth in the next item)	150/100
(6) Work of Employees on Days Off, etc., the hours of which become, together with the work falling under the provisions of Paragraph 2, Items 1, 2, 5 and 6 of the preceding Article and Paragraph 3 of the preceding Article, longer than 60 hours a month, and the work was engaged in at midnight	175/100

3 All hours worked on Days Off, etc. set forth in the preceding paragraph shall be the total number of hours worked in one salary calculation period, and if there is any fraction of time (“FOT-2”) in the total number of hours, such FOT-2 shall be rounded up as follows:

FOT-2 (mins.)	To be rounded up to (mins.)
$FOT-2 \leq 15$	15
$15 < FOT-2 \leq 30$	30
$30 < FOT-2 \leq 45$	45
$FOT-2 > 45$	1 hour

(Night work allowance)

Article 36 A night work allowance shall be paid to Employees who are ordered to work from 22:00 to 05:00 of the following day as the prescribed working hours (excluding cases

where the additional allowance for practice set forth in Article 33, Paragraph 2 Item 15 is paid).

- 2 The amount of payment of the night work allowance shall be, for all hours worked during the time specified in the preceding paragraph, the amount obtained by multiplying 125/100 by the amount of salary for one hour of work set forth in Article 6.
- 3 All hours worked set forth in the preceding paragraph shall be the total number of hours worked in one salary calculation period, and if there is any fraction of time (“FOT-3”) in the total number of hours, such FOT -3 shall be rounded up as follows:

FOT-3 (mins.)	To be rounded up to (mins.)
FOT-3≤15	15
15< FOT-3≤30	30
30< FOT-3≤45	45
FOT-3>45	1 hour

(Night/day duty allowance)

Article 37 A night/day duty allowance shall be paid to Employees who are ordered to engage in night/day duty for one shift according to the following category:

- (1) Medical doctor/dentist on duty 21,000 yen (including the amount equal to the overtime work allowance)
- (2) Deleted
- (3) Medical care Employee on duty 6,100 yen

(Special work allowance for managerial Employees)

Article 37-2 If Employees to whom a managerial position allowance is paid pursuant to the provisions of Article 24 engage in work listed in the following items to respond to an extraordinary or urgent necessity or any other operational necessity, a special work allowance for managerial Employees shall be paid to such Employees:

- (1) If the Employees in question worked during the time of 00:00 to 05:00 on a day other than a holiday set forth in Article 4 of the Rules on Working Hours etc. or a transferred holiday by mutatis mutandis application of the provisions of Article 5 of said Rules, or a holiday set forth in Article 43 of the Rules of Employment for Sailors or a transferred holiday by mutatis mutandis application of the provisions of Article 46 of said Rules (hereinafter referred to in this paragraph as “Holidays, etc.”) (excluding cases where Item 2 applies)
- (2) If the Employees in question worked longer than three (3) hours in one day on a day other than Holidays, etc. during the time other than the prescribed working hours set forth in Article 3 of the Rules on Working Hours, etc. and Article 39 of the Rules of Employment for Sailors

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(3) If the Employees in question worked on Holidays, etc.

- 2 The amount of the special work allowance for managerial Employees shall be the amount set forth in the following table for one shift specified in the provisions of the preceding paragraph according to the application category of the Employee in question specified in Table 1 of Article 24, Paragraph 2.

Application category	Amount of allowance		
	Work in Item (1) of the preceding paragraph	Actual time of work (Item (2) or (3) of the preceding paragraph) is six (6) hours or shorter	Actual time of work (Item (2) or (3) of the preceding paragraph) is longer than six (6) hours
Category I (who shall be limited to Vice Presidents, Directors of Hospitals (excluding persons who are Executives) and Deans of respective Graduate Schools (who shall be limited to Employees who serve as Deans of respective Schools concurrently)	6,000 yen	12,000 yen	18,000 yen
Category I (other than those mentioned above)	5,000 yen	10,000 yen	15,000 yen
Category II	4,300 yen	8,500 yen	12,750 yen
Category III	4,000 yen	8,000 yen	12,000 yen
Category IV	3,500 yen	7,000 yen	10,500 yen
Category V	3,000 yen	6,000 yen	9,000 yen

- 3 Notwithstanding the provisions of the preceding two paragraphs, the University shall not pay the special work allowance for managerial Employees in the case of a relatively short time which is shorter than one hour.
- 4 Beyond what is set forth in the preceding three paragraphs, necessary matters in connection with the payment of the special work allowance for managerial Employees shall be specified separately.

### Chapter 5 Achievement allowances

(Year-end allowance)

Article 38 A year-end allowance shall be paid to Employees who are employed on June 1 and December 1 (hereinafter referred to as the "Record Date" in this Article, the next Article and Paragraph 12 of the Supplementary provisions).

- 2 The amount of the year-end allowance shall be the amount obtained by multiplying the payment percentage by the length of service specified in Table 2 according to the length of service category column specified in said Table for the length of service during the period of six (6) months prior to the Record Date separately specified (hereinafter referred to as



the “Length of Service, etc.”) by the amount obtained by multiplying the Payment Percentage by Record Date specified in Table 1 according to the Employee category specified in said Table by the total amount of the amounts listed below:

- (1) The total of the monthly amount of regular salary, adjustment amount of regular salary, adjustment amount for teachers, and allowance for dependents and special adjustment allowance for them, or the total of the monthly amount of the wide-area human resources exchange allowance and of the additional amount to the special adjustment allowance, which are to be paid to Employees as of the Record Date:
- (2) For the Employees specified in Table (3), the amount obtained by multiplying the additional percentage specified in said table according to the Employee category specified in said Table by the total of the monthly amount of regular salary, adjustment amount of regular salary, and adjustment amount for teachers and special adjustment allowance for them, or the total of the monthly amount of the wide-area human resources exchange allowance and of the additional amount to special adjustment allowance (hereinafter referred to as the “Additional Amount by Job Grade”):
- (3) For the Employees specified in Table (4), the amount obtained by multiplying the additional percentage specified in said table according to the Employee category specified in said Table by the regular salary (hereinafter referred to as the “Additional Amount for Specified Managerial Position”).

Table (1): Payment Percentage by Record Date

Employee category	Payment percentage by Record Date	
	June 1	December 1
General Employees (excluding Assistants to the President, Executive Managers, Directors, Vice Executives, Chief Managers, Senior Managers, Office Directors, Advanced Senior Specialists listed in the column of General Employees in the Appended Table of the Hiroshima University Regulations for Appointment and Removal of Employees (Rule No. 81 of April 1, 2004) (hereinafter referred to as “General Managerial Employees” in this Article and the next Article))	122.5/100	137.5/100
General Managerial Employees	102.5/100	117.5/100
Specified Executive Managerial Employees (Employees among those who are listed in Table (4) and whose managerial position allowance category falls under Category I; the same applies hereinafter) who do not fall under the teachers listed below		

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Employees to whom the Regular Salary Table for Employees in Designated Professions applies	62.5/100	77.5/100
Teachers (excluding vice principals, teachers, nursing teachers and nutrition educators) for whom the Record Date comes after their first April 1 after the day on which they become sixty-three years of age (excluding Employees to whom the Regular Salary Table for Employees in Designated Professions applies)	20/100	25/100
Reemployed Employees	65/100	80/100

Table (2): Payment Percentage by Length of Service

Length of service (“LoS”)	Payment percentage by LoS
6 months	100/100
5 months ≤ LoS < 6 months	80/100
3 months ≤ LoS < 5 months	60/100
LoS < 3 months	30/100

Table (3): Additional percentage by job grade

Employee category		Additional percentage
Regular Salary Table	Job category or Job name	
Regular Salary Table for Regular Employees	Assistants to the President, Executive Managers, Directors and Vice Executives	20/100
	Chief Managers, Senior Managers, Advanced Senior Specialists, Office Directors and Engineering Senior Specialists (who shall be limited to Employees who are Engineering Directors)	15/100
	Assistant Chief Managers, Vice Office Directors, Senior Specialists, Chiefs (who shall be limited to Employees whose job class is 4), Specialists (who shall be limited to Employees whose job class is 4), Engineering Senior Specialists (excluding Employees who are Engineering Directors) and Engineering Specialists (who shall be limited to Employees whose job class is 4)	10/100
	Chiefs (excluding Employees whose job class is 4), Specialists (excluding Employees whose job class is 4), Senior Staff members (who shall be limited to Employees whose job class is 3), Medical Social Workers (Senior Staff members)(who shall be limited to Employees whose job class is 3), Engineering Specialists (excluding Employees whose job class is 4) and Engineering Senior Staff members (who shall be limited to Employees whose job class is 3)	5/100
Regular Salary Table for Technical Employees	Technical Employees and Employees engaged in labor services (who shall be limited to Employees whose job class is 5)	10/100

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	Technical Employees and Employees engaged in labor services (who shall be limited to Employees whose job class is 4 or 3 (salary grade 85 or higher))	5/100
Regular Salary Table for Employees in Educational Profession (A)	Professors (who shall be limited to Employees specified separately)	20/100
	Professors (excluding Employees specified separately)	15/100
	Associate Professors and Lecturers (both of them shall be limited to Employees specified separately)	15/100
	Associate Professors and Lecturers (excluding both of them who shall be limited to Employees specified separately)	10/100
	Assistant professors and research associates (both of them shall be limited to Employees whose job class/salary grade is 2-29 or higher)	5/100
Regular Salary Table for Employees in Educational Profession (B)	Vice Principals	15/100
	Teachers and nursing teachers (both of them shall be limited to Employees whose job class/salary grade is 2-121 or higher)	10/100
	Teachers and nursing teachers (both of them shall be limited to Employees whose job class/salary grade is 2-49 or higher and 2-120 or lower)	5/100
Regular Salary Table for Employees in Educational Profession (C)	Vice Principals	15/100
	Teachers, nursing teachers and nutrition educators (both of them shall be limited to Employees whose job class/salary grade is 2-133 or higher)	10/100
	Teachers and nursing teachers (both of them shall be limited to Employees whose job class/salary grade is 2-61 or higher and 2-132 or lower)	5/100
Regular Salary Table for Employees in Maritime Profession (A)	Captains and chief engineers	15/100
	Employees engaged in maritime services (who shall be limited to Employees whose job class is 4)	10/100
	Employees engaged in maritime services (who shall be limited to Employees whose job class is 3)	5/100
Regular Salary Table for Employees in Maritime Profession (B)	Deckhands and chief cooks	5/100
Regular Salary Table for Employees in Nursing Profession	Heads of chief nurses (who shall be limited to Executive Managers of Nursing)	20/100
	Heads of chief nurses (excluding Employees who are Executive Managers of Nursing) and chief nurses	15/100

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	Employees engaged in nursing service (who shall be limited to Employees whose job class is 3 or 2 (who shall be limited to Employees whose salary grade is 65 or higher))	5/100
Regular Salary Table for Employees in Medical Profession	Senior division heads of medical treatment support divisions (who shall be limited to Executive Managers of Medical Treatment Support Divisions)	20/100
	Senior division heads of medical treatment support divisions (excluding Employees who are Executive Managers of Medical Treatment Support Divisions) and Deputy Executive Managers of Medicine	15/100
	Employees engaged in medical services (who shall be limited to Employees whose job class is 5 (excluding senior division heads and Deputy Executive Managers of Medicine))	10/100
	Employees engaged in medical services (who shall be limited to Employees whose job class is 4 (excluding senior division heads and Deputy Executive Managers of Medicine), 3 or 2 (who shall be limited to Employees whose salary grade is 57 or higher))	5/100
Regular Salary Table for Employees in Designated Professions	–	20/100

Table (4): Additional Percentage for Specified Managerial Position

Employee category		Additional percentage
Regular Salary Table and class of job	Managerial position allowance category	
Employees whose job class in the Regular Salary Table for General Employees is 7 or higher	Category I	15/100
Employees whose job class in the Regular Salary Table for Employees in Educational Profession (A) is 5	Category I	15/100
Employees whose job class in the Regular Salary Table for Employees in Nursing Profession (A) is 5 or higher	Category I	15/100
Regular Salary Table for Employees in Designated Professions	–	25/100

3 The University shall not pay the year-end allowance to Employees who fall under any of the following items:

- (1) Persons on suspension from work as of the Record Date (excluding those who fall under the cases requiring long-term medical care by reason of a work- or commutation-related accident and for whom suspension from work is ordered) to

- whom salary is not paid;
- (2) Persons on criminal suspension from work as of the Record Date;
  - (3) Persons Suspended from Work by Disciplinary Punishment as of the Record Date
  - (4) Persons Forced to Stop Work as of the Record Date;
  - (5) Persons on Childcare Leave and Persons on Graduate School Learning Leave, etc. as of the Record Date for whom there was no period in which they worked during the period of six (6) months prior to the Record Date (including annual paid leave, sickness leave, special leave and the period in which persons fall under the cases requiring long-term medical care by reason of a work- or commutation-related accident and for whom suspension from work is ordered);
  - (6) Persons who are punished by a sentence severer than imprisonment during the period of six (6) months prior to the Record Date.
- 4 Notwithstanding the provisions of the preceding three (3) paragraphs, the University shall not pay or temporarily suspend the payment of the year-end allowance to Employees for whom it is considered appropriate not to pay or to temporarily suspend the payment of the year-end allowance.
  - 5 Beyond what is set forth in Paragraph 1 to the preceding paragraph, necessary matters in connection with the payment of the year-end allowance shall be specified separately.

(Diligence allowance)

- Article 39 A diligence allowance shall be paid to Employees who are employed on respective Record Dates based on the assessment results of persons as of the day immediately preceding the Record Date relating to the diligence allowance of the person in question, including the individual assessment results of teachers or the work performance of the person in question for the six (6)-month period prior to said date
- 2 The amount of the diligence allowance shall be the amount obtained by multiplying the length of service percentage in Table (1) for the Length of Service, etc. according to the length of service category specified in said Table and the work performance percentage in Table (2) according to the category column specified in said Table by the total of the monthly amount of regular salary, adjustment amount of regular salary, and adjustment amount for teachers and special adjustment allowance for them, or the total of the monthly amount of the wide-area human resources exchange allowance and of the additional amount to special adjustment allowance, which are to be paid to Employees as of the Record Date, as well as the Additional Amount by Job Grade and the Additional Amount for Specified Managerial Position (hereinafter referred to as the “Diligence Allowance Basic Amount”).

Table (1): Length of Service Percentage

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Length of service “LoS”)	Percentage
6 months	100/100
5 months and 15 days ≤ LoS < 6 months	95/100
5 months ≤ LoS < 5 months and 15 days	90/100
4 months and 15 days ≤ LoS < 5 months	80/100
4 months ≤ LoS < 4 months and 15 days	70/100
3 months and 15 days ≤ LoS < 4 months	60/100
3 months ≤ LoS < 3 months and 15 days	50/100
2 months and 15 days ≤ LoS < 3 months	40/100
2 months ≤ LoS < 2 months and 15 days	30/100
1 month and 15 days ≤ LoS < 2 months	20/100
1 month ≤ LoS < 1 month and 15 days	15/100
15 days ≤ LoS < 1 month	10/100
LoS < 15 days	5/100
Zero	Zero

Table (2): Work Performance Percentage

Employee category	Work performance percentage				
	Supremely excellent Employees	Specifically excellent Employees	Excellent Employees	Good Employees	Inferior Employees
General Employees (excluding General Managerial Employees)	120/100	109/100	96/100	87/100	To be specified separately
General Managerial Employees	145/100	134/100	121/100	107/100	
Specified Executive Managerial Employees					
Employees to whom the Regular Salary Table for Employees in Designated Professions applies	—	—	101.5/100	90/100	
Reemployed Employees	To be specified separately				

3 The University shall not pay the diligence allowance to Employees who fall under any of the following items:

- (1) Persons on suspension from work as of the Record Date (excluding those who fall under the cases requiring long-term medical care by reason of a work- or commutation-related accident and for whom suspension from work is ordered);

- (2) Persons Suspended from Work by Disciplinary Punishment as of the Record Date;
  - (3) Persons Forced to Stop Work as of the Record Date;
  - (4) Persons for whom there was no period in which they worked during the period of six (6) months prior to the Record Date;
  - (5) Persons who are punished by a sentence severer than imprisonment during the period of six (6) months prior to the Record Date;
  - (6) Persons who are on layoff as of the Record Date.
- 4 The provisions of Paragraph 4 of the preceding Article shall apply mutatis mutandis to the payment of the diligence allowance.
  - 5 Beyond what is set forth in Paragraph 1 to the preceding paragraph, necessary matters in connection with the payment of the diligence allowance shall be specified separately.

#### Article 40 Repealed

(Special allowance)

Article 40-2 A special allowance shall be paid to Employees whose performance and activities in education, study, medical practice or organizational operation for the University is considered to be specifically excellent in accordance with standards separately specified.

#### Chapter 6 Implementation of rules

(Non-application of Rules to specified Employees)

- Article 41 The provisions of Articles 14, 17, 24 to 27, 29, 33 to 35 and 37 shall not apply to Employees to whom the Regular Salary Table for Employees in Specified Professions applies.
- 2 The provisions of Articles 25, 34 and 35 shall not apply to managerial Employees; provided, however, that if they work late at night, the University shall pay the amount obtained by multiplying the rate of 25/100 by the amount of salary for one hour of work set forth in Article 6 for each hour among all hours worked.
  - 3 The total of all hours worked set forth in the provision of the preceding paragraph shall be calculated by applying the provisions of Article 34, Paragraph 4.
  - 4 The provisions of Articles 26, 27 and 29 shall not apply to reemployed Employees.

(Miscellaneous provisions)

Article 42 If the University determines in relation to certain cases that the application of these Rules is impossible or seriously inappropriate or unbalanced with other Employees for any specific reason, the University may handle such cases in accordance with separate procedures.

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### Supplementary provisions

- 1 These Rules shall come into force as from April 1, 2004.
- 2 Regular salary tables which apply to persons who are continuously employed by the national university corporation, etc. pursuant to the provisions of Article 4 of the Supplementary Provisions of the Act of National University Corporations (Act No. 112 of 2003) (hereinafter referred to as “Succeeded Employees”) as of the day of enforcement of these Rules (hereinafter referred to as the “Effective Date”) shall be, unless a separate appointment letter is issued, the regular salary table listed in the Name of regular salary table column in the following table, which is indicated to the right of the salary table listed in the Name of salary table column of said Table which was applied on the day previous to the day of the Effective Date.

Name of salary table	Name of regular salary table
Salary table for administrative Employees (1)	Regular Salary Table for General Employees
Salary table for administrative Employees (2)	Regular Salary Table for Technical Employees
Salary table for Employees in educational profession (1)	Regular Salary Table for Employees in Educational Profession (A)
Salary table for Employees in educational profession (2)	Regular Salary Table for Employees in Educational Profession (B)
Salary table for Employees in educational profession (3)	Regular Salary Table for Employees in Educational Profession (C)
Salary table for Employees in educational profession (4)	Regular Salary Table for Employees in Educational Profession (D)
Salary table for Employees in maritime profession (1)	Regular Salary Table for Employees in Maritime Profession (A)
Salary table for Employees in maritime profession (2)	Regular Salary Table for Employees in Maritime Profession (B)
Salary table for Employees in medical profession (2)	Regular Salary Table for Employees in Medical Profession
Salary table for Employees in medical profession (3)	Regular Salary Table for Employees in Nursing Profession
Salary table for Employees in designated professions	Regular Salary Table for Employees in Designated Professions

- 3 The monthly amount of regular salary of Employees to whom the preceding paragraph applies as of the Effective Date shall be, unless the University takes separate measures, based on the same job class and the same salary grade as the job class and the salary grade which the Employee in question received on the day previous to the day of the Effective Date.
- 4 Notwithstanding the provisions of Article 14, Paragraph 3, the University may raise the salary of Succeeded Employees or employed Employees (who shall be limited to those



who are specifically approved by the University) to whom Paragraphs 11 to 13 of the Supplementary Provisions of the Act Partially Amending the Act on Salary for Employees of General Service (Act No. 120 of 1998), etc. apply as of the day previous to the day of the Effective Date in accordance with the provisions of ministerial ordinances relevant to the Act on Salary for Employees of General Service (Act No. 95 of 1950; hereinafter referred to as the “Salary Act”), etc. which are applicable if the Salary Act applies to them even after the day on which they reach the Raise-in-salary Controlling Age.

- 5 Notwithstanding the provisions of Article 28, the University shall pay the adjustment allowance for the period from the Effective Date to March 31, 2006, to (i) Employees who are Succeeded Employees and to whom the adjustment allowance by the Salary Act applied as of the day previous to the day of the Effective Date, or (ii) Employees who were newly employed on the Effective Date and to whom the adjustment allowance by the Salary Act applied as of the day previous to the day of the Effective Date, in accordance with the provisions of ministerial ordinances relevant to the Salary Act, etc. which are applicable if they would be subject to said Act.
- 6 Notwithstanding the provisions of Article 28, the University shall pay the adjustment allowance for the period from the day of employment to March 31, 2006, to Employees who were newly employed by the human resources exchange program during the period from April 2, 2004 to March 31, 2006, (i) to whom the adjustment allowance by the Salary Act applied as of the day previous to the day of employment, or (ii) to whom the adjustment allowance by said Act would apply if they would be subject to said Act, in accordance with the provisions of ministerial ordinances relevant to said Act, etc. which are applicable if they are subject to said Act.
- 7 With respect to the starting salary adjustment allowance, allowance for dependents, housing allowance, commutation allowance and allowance for transfer without family, which were paid to Succeeded Employees under the Salary Act as of the day previous to the day of the Effective Date, the University shall pay these allowances to them in the same amounts and manner by these Rules on and after the Effective Date continuously unless the University or the Employees in question take(s) separate measures.
- 8 The period constituting the base for calculating the year-end allowance, diligence allowance and year-end special allowance paid under the Salary Act to Succeeded Employees as of the day previous to the day of the Effective Date shall be the period constituting the base for calculating the year-end allowance, diligence allowance and year-end special allowance paid under these Rules as of the Effective Date.
- 9 The amount of the adjustment allowance of salary paid to Succeeded Employees as of the day previous to the day of the Effective Date under the Salary Act shall be applied continuously as the amount of the adjustment allowance of the regular salary under these Rules on and after the Effective Date unless the University takes separate measures.

## Hiroshima University Regulations for Employee Salaries

- 10 Notwithstanding the provisions of Article 17, Paragraph 3, the amount of the adjustment allowance for the regular salary during the period from the Effective Date to March 31, 2006, shall be governed by the provisions of ministerial ordinances relevant to the Salary Act, etc. which are applicable if they are subject to said Act.
- 11 With respect to the salary paid to Succeeded Employees who were on absence from work under the Salary Act as of the day previous to the day of the Effective Date, the University shall pay such salary in the same amount and manner under these Rules on and after the Effective Date continuously unless the University takes separate measures.
- 12 During the period until March 31, 2018, when paying the following salary to Employees (who shall be limited to those who are subject to the regular salary table listed in the regular salary table column in the following table (excluding reemployed Employees) and whose job class is higher than the class listed in the job class column in the following table and whose salary grade is not the lowest in the job class; hereinafter referred to as “Specified Employees” in this paragraph and the next paragraph), the University shall deduct the amount equal to the amount set forth in the item from the amount of salary set forth in the item in question on and after the first April 1 after the fifty-fifth (55th) birthday of the Specified Employee in question (or, if Employees other than Specified Employees become Specified Employees after the first April 1 after their 55th birthday, the day on which they become Specified Employees).
  - (1) Monthly amount of regular salary: Amount obtained by multiplying 1.5/100 on the monthly amount of regular salary (or, if the Specified Employee in question is an Employee who is subject to the provisions of Article 23, the monthly amount of regular salary after the 50% reduction pursuant to the provisions of said Article) of the Specified Employee in question (or, if the amount obtained by multiplying 98.5/100 by the monthly amount of regular salary of the Specified Employee in question is less than the monthly amount of regular salary in the lowest salary grade of the job class to which the Specified Employee in question belongs (or, if the Specified Employee in question is an Employee who is subject to the provisions of Article 23, the amount obtained by reducing 50% from the monthly amount of regular salary of the lowest salary grade; the same applies hereinafter in this item)(hereinafter referred to as the “Case of Lower than Lowest Salary Grade” in this paragraph and Paragraph 14 of the Supplementary Provisions), the amount obtained by deducting the monthly amount of regular salary of the lowest salary grade of the job class to which the Specified Employee in question belongs from the monthly amount of regular salary of the Specified Employee in question (hereinafter referred to as the “Basic Amount for Regular Salary Monthly Amount Reduction” in this paragraph and Paragraph 14 of the Supplementary Provisions))
  - (2) Special adjustment allowance: Amount obtained by multiplying 1.5/100 on

the total of the monthly amount of the special adjustment allowance and the monthly amount of the additional amount of special adjustment allowance to the monthly amount of regular salary of the Specified Employee in question (or, in the Case of Lower than Lowest Salary Grade, the total of the monthly amount of the special adjustment allowance and the monthly amount of the additional amount to the Basic Amount for Regular Salary Monthly Amount Reduction)

- (3) Wide-area human resources exchange allowance: Amount obtained by multiplying 1.5/100 on the monthly amount of the wide-area human resources exchange allowance to the monthly amount of regular salary of the Specified Employee in question (or, in the Case of Lower than Lowest Salary Grade, the monthly amount of the wide-area human resources exchange allowance to the Basic Amount for Regular Salary Monthly Amount Reduction)
- (4) Year-end allowance: Amount obtained by multiplying the Payment Percentage on Record Date specified in Table (1) and the Payment Percentage by Length of Service specified in Table (2) set forth in Article 38, Paragraph 2 relating to the year-end allowance to be paid to the Specified Employee in question and 1.5/100 by the total of the monthly amount of regular salary and its special adjustment allowance, the monthly amount of the wide-area human resources exchange allowance, and the monthly amount of the additional amount to special adjustment allowance, which are to be paid to Employees as of respective Record Dates (or, in the case of Specified Employees who are subject to the provisions of Article 38, Paragraph 2, Item 2, the amount obtained by multiplying the additional percentage set forth in said item according to the category of the Specified Employee in question by the total in question) (or, in the case of Specified Employees who are subject to the provisions of Article 38, Paragraph 2, Item 3, the amount obtained by adding the amount obtained by multiplying the additional percentage set forth in said item according to the category of the Specified Employee in question by the monthly amount of regular salary of the Specified Employee in question to the amount calculated for Specified Employees who are subject to the provisions of Article 38, Paragraph 2, Item 2) (in the case of the Lower than Lowest Salary Grade, the amount obtained by multiplying the Payment Percentage by Record Date specified in Table (1) and the Payment Percentage by Length of Service specified in Table (2) set forth in Article 38, Paragraph 2 relating to the year-end allowance to be paid to the Specified Employee in question by the total of the Basic Amount for Regular Salary Monthly Amount Reduction and its special adjustment allowance, the monthly amount of the wide-area human resources exchange allowance and the monthly amount of the additional amount to special adjustment allowance, which are to be paid to Employees as of respective Record Dates (or, in the case of Specified

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Employees who are subject to the provisions of Article 38, Paragraph 2, Item 2, the amount obtained by multiplying the additional percentage set forth in said item according to the category of the Specified Employee in question by the total in question) (or, in the case of Specified Employees who are subject to the provisions of Article 38, Paragraph 2, Item 3, the amount obtained by adding the amount obtained by multiplying the additional percentage set forth in said item according to the category of the Specified Employee in question by the Basic Amount for Regular Salary Monthly Amount Reduction of the Specified Employee in question to the amount calculated for Specified Employees who are subject to the provisions of Article 38, Paragraph 2, Item 2)

- (5) Diligence allowance: Amount obtained by multiplying the Length of Service Percentage specified in Table (1) and the Work Performance Percentage specified in Table (2) set forth in Article 39, Paragraph 2 relating to the diligence allowance to be paid to the Specified Employee in question and 1.5/100 by the total of the monthly amount of regular salary and its special adjustment allowance, the monthly amount of the wide-area human resources exchange allowance and the monthly amount of the additional amount to special adjustment allowance, which are to be paid to Employees as of respective Record Dates (or, in the case of Specified Employees who are subject to the provisions of Article 38, Paragraph 2, Item 2, the amount obtained by multiplying the additional percentage set forth in said item according to the category of the Specified Employee in question by the total in question) (or, in the case of the Specified Employees who are subject to the provisions of Article 38, Paragraph 2, Item 3, the amount obtained by adding the amount obtained by multiplying the additional percentage set forth in said item according to the category of the Specified Employee in question by the monthly amount of regular salary of the Specified Employee in question to the amount calculated for Specified Employees who are subject to the provisions of Article 38, Paragraph 2, Item 2) (in the case of the Lower than Lowest Salary Grade, the amount obtained by multiplying the Length of Service Percentage specified in Table (1) and the Work Performance Percentage specified in Table (2) set forth in Article 39, Paragraph 2 relating to the diligence allowance to be paid to the Specified Employee in question by the total of the Basic Amount for Regular Salary Monthly Amount Reduction and its special adjustment allowance, the monthly amount of the wide-area human resources exchange allowance and the monthly amount of the additional amount to special adjustment allowance, which are to be paid to Employees as of respective Record Dates (or, in the case of Specified Employees who are subject to the provisions of Article 38, Paragraph 2, Item 2, the amount obtained by multiplying the additional percentage set forth in said item according to the category of the Specified Employee in question by the total in

question) (or, in the case of Specified Employees who are subject to the provisions of Article 38, Paragraph 2, Item 3, the amount obtained by adding the amount obtained by multiplying the additional percentage set forth in said item according to the category of the Specified Employee in question by the Basic Amount for Regular Salary Monthly Amount Reduction of the Specified Employee in question to the amount calculated for Specified Employees who are subject to the provisions of Article 38, Paragraph 2, Item 2)

- (6) Salary for Employees on suspension from work: Amount specified below according to the category of provisions applicable to the Specified Employee in question
  - a. Article 19, Paragraph 1 or 3: Amount obtained by multiplying the percentage applicable to the salary to be paid to the Specified Employee in question pursuant to the provisions of said paragraph by the amount set forth in the preceding items (or, if the Specified Employee in question is subject to the provisions of the provision of Article 19, Paragraph 1, the amount set forth in the preceding two items);
  - b. Article 19, Paragraph 2, 5, 6 or 7: Amount obtained by multiplying the percentage applicable to the salary to be paid to the Specified Employee in question pursuant to the provisions of said paragraph by the amount set forth in Items 1 to 4;
  - c. Article 19, Paragraph 4: Amount obtained by multiplying the percentage applicable to the salary to be paid to the Specified Employee in question pursuant to the provisions of said paragraph by the amount set forth in Items 1 to 3.
- (7) Salary for Employees on suspension from work dispatched to international organizations, etc.: Amount obtained by multiplying the percentage applicable to the salary to be paid to the Specified Employee in question pursuant to the provisions of Article 20 by the amount set forth in Items 1 to 4.
- (8) Salary during the period when a layoff is ordered: Amount obtained by multiplying the percentage applicable to the salary to be paid to the Specified Employee in question pursuant to the provisions of Article 21-2 by the amount set forth in Items 1 to 4 (or, if the Specified Employee in question is subject to the provisions of the proviso of Article 21-2, the amount set forth in Items 1 to 3);

Regular salary table	Job grade
Regular Salary Table for General Employees	Class 6
Regular Salary Table for Employees in Maritime Profession (A)	Class 6
Regular Salary Table for Employees in Educational Profession (A)	Class 5
Regular Salary Table for Employees in Educational Profession (B)	Class 4

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Regular Salary Table for Employees in Educational Profession (C)	Class 4
Regular Salary Table for Employees in Nursing Profession	Class 6
Regular Salary Table for Employees in Medical Profession	Class 6

- 13 If an Employee who is not the Specified Employee becomes the Specified Employee, or if an Employee who is the Specified Employee becomes an Employee who is not the Specified Employee or retires during the month or if any other situation occurs, the provisions of Article 5 shall apply mutatis mutandis to the calculation of the amount of salary corresponding to the amount set forth in each of the preceding items (excluding Items 4 and 5) during its calculation period.
- 14 The amount of salary for one hour of work set forth in Articles 22 and 34 to 36 for Employees whose salary is reduced and paid pursuant to the provision of Paragraph 12 shall be, notwithstanding the provisions of Article 6, the amount obtained by deducting the amount obtained by dividing the total of the regular salary and its special adjustment allowance and the monthly amount of the wide-area human resources exchange allowance and of the additional amount of special adjustment allowance by the number of average prescribed working hours per month and by multiplying 1.5/100 by its result (or, in the Case of Lower than Lowest Salary Grade, the amount obtained by dividing the total of the Basic Amount for Regular Salary Monthly Amount Reduction and its special adjustment allowance, and the monthly amount of the wide-area human resources exchange allowance and of the additional amount of special adjustment allowance by the number of average prescribed working hours per month) from the amount of salary calculated based on the provisions of said Articles.
- 15 The amount of the managerial post allowance set forth in Article 24 for Employees whose salary is reduced and paid pursuant to the provisions of Paragraph 12 shall be, notwithstanding the provisions of said Article, the amount obtained by multiplying 98.5/100 by the amount pursuant to the provisions of said Article.

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Supplementary provisions (Rule No. 19 of March 26, 2014)

- 1 These Rules shall come into force as from April 1, 2014; provided, however, that the provisions of Article 32, Paragraph 2 of the Hiroshima University Regulations for Employee Salaries after amendment by these Rules (hereinafter referred to as the “New Rules of 2014”) shall apply as from April 1, 2013.
- 2 Only if the amount of regular salary which was decided based on the provisions of Article 14 of the Hiroshima University Regulations for Employee Salaries after amendment by the Rules Partially Amending the Hiroshima University Regulations for Employee Salaries (Rule No. 101 of December 24, 2013) (hereinafter referred to as the “New Rules of 2013”) (or, in the case of Employees to whom the amount of difference pursuant to the provisions of Article 6 of the Supplementary Provisions of the Rules Partially Amending the Hiroshima University Regulations for Employee Salaries (Rule No. 53 of March 31, 2006) was paid during the period from January 1, 2014 to March 31, 2014, the amount obtained by adding such amount of difference; the same applies hereinafter in this paragraph) is less than the amount of regular salary which was decided based on the provisions of said Article of said Rules prior to the amendment (hereinafter referred to as the “Old Rules of 2013”), the University shall pay the amount of difference between the amount of regular salary pursuant to the provisions of said Article of the Old Rules of 2013 and the amount of regular salary pursuant to the provisions of said Article of the New Rules of 2013 to Employees who are subject to the same regular salary table continuously from the day previous to the day of the Effective Date and are forty-five (45) years of age or older as of April 1, 2014, and become fifty-five (55) (or, in the case of Employees who are subject to the Regular Salary Table for Technical Employees, fifty-seven (57)) years of age as of the raise-in-salary day after January 1, 2014, until otherwise decided by the University from January 1, 2014, according to the period specified in the following table; provided, however, that the University shall not pay if the amount which is calculated by Paragraph 4 is greater than the amount of difference in question.

Period	Method of application
From January 1, 2014 to March 31, 2014	By adding to the regional allowance set forth in Article 28 of the New Rules of 2013
Until otherwise decided by the University from April 1, 2014	By Article 28, Paragraph 3 of the New Rules of 2014

- 3 If the University deems it necessary to balance Employees who are subject to the provisions of the preceding paragraph and other Employees who are not, the University may treat such other Employees in the same manner as in the preceding paragraph.
- 4 For Employees to whom the difference pursuant to the provisions of Article 6 of the Supplementary Provisions of the Rules Partially Amending Hiroshima University Regulations for Employee Salaries (Rule No. 53 of March 31, 2006) was paid as of the day previous to the day of the Effective Date, the University shall pay the amount

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obtained by multiplying 60/100 by the difference (if such amount has a fraction smaller than one yen, such fraction shall be cut off) during the period from April 1, 2014 to March 31, 2015, by Article 28, Paragraph 3 of the New Rules of 2014; provided, however, that if the amount in question does not exceed the amount of difference calculated by Paragraph 2 or the amount calculated by Paragraph 3, the University shall not pay the above-mentioned amount.

- 5 The salary grade of Employees who are younger than forty-five (45) years of age as of April 1, 2014 (hereinafter referred to as the “Adjustment Date”) (excluding Employees who receive the highest salary grade in the job class and Employees to whom the Regular Salary Table for Employees in Designated Professions as of said Date), and whose salary was raised on January 1, 2007, January 1, 2008, and January 1, 2009 (hereinafter referred to as the “Adjustment Subject Raise-in-salary Day”), pursuant to the provisions of Article 14, Paragraph 1 of the New Rules of 2013 (excluding other Employees for whom the University separately specifies taking the situation of the decision of the number of salary grade as of said Day into account) and of Employees as of the Adjustment Date who are listed below as those whom the University deems it necessary to balance the Employees in question whose salary was raised as mentioned above, shall be the salary grade which is higher, at a maximum by one grade, than the salary grade which they would receive as of said Date if the provisions of this paragraph would not apply:
- (1) Employees who were younger than thirty-eight (38) years of age as of the Adjustment Date and were employed on all the Adjustment Subject Raise-in-salary Days but whose raise in salary was controlled;
  - (2) Employees who were thirty-eight (38) or older but younger than forty (40) years of age as of the Adjustment Date and were employed on any two of the Adjustment Subject Raise-in-salary Days but whose raise in salary was controlled;
  - (3) Employees who were forty (40) or older but younger than forty-five (45) years of age as of the Adjustment Date and were employed on any of the Adjustment Subject Raise-in-salary Days but whose raise in salary was controlled

Supplementary provisions (Rule No. 97 of November 25, 2014)

- 1 These Rules shall come into force as from December 1, 2014.
- 2 Notwithstanding the provisions of Table (2) Work performance percentage in Article 39, Paragraph 2 of the Hiroshima University Regulations for Employee Salaries after amendment by these Rules, the work performance percentage specified in the following table shall apply as the work performance percentage for the diligence allowance which is paid in December 2014.

Employee category	Work performance percentage
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	Specifically excellent Employees	Excellent Employees	Good Employees	Inferior Employees
General Employees	103/100	90/100	81/100	To be specified separately
Specified Executive Managerial Employees	128/100	115/100	101/100	
Employees to whom the Regular Salary Table for Employees in Designated Professions applies	-	100.5/100	89/100	
Reemployed Employees	To be specified separately			

Supplementary provisions (Rule No. 109 of December 24, 2014)

- 1 These Rules shall come into force as from January 1, 2015; provided, however, that the provisions of Article 17 of the Hiroshima University Regulations for Employee Salaries after amendment by these Rules shall apply as from December 1, 2014.
- 2 In connection with the application of the provisions of Article 14, Paragraphs 1 to 3 of the New Rules on January 1, 2015, “if the Work Performance, etc. of the person in question is extremely excellent or specifically excellent” in Paragraph 1 of said Article shall be “if the Work Performance, etc. of the person in question is extremely excellent”, “at four (4) grades”, “one grade to eight (8) grades” and “three (3) grades” in Paragraph 2 of said Article shall be “at three (3) grades”, “one grade to seven (7) grades” and “two (2) grades”, respectively, and “one grade or two (2) grades” in Paragraph 3 of said Article shall be “one grade”.

Supplementary provisions (Rule No. 13 of March 24, 2015)

- 1 These Rules shall come into force as from April 1, 2015.
- 2 The regular salary of Employees to whom the same regular salary table applies continuously from the day previous to the day of the effective date of these Rules (hereinafter referred to as the “Effective Date”) and whose monthly amount of regular salary which they receive on and after the Effective Date is less than the monthly amount of regular salary which they received on the day previous to the day of the Effective Date shall be, notwithstanding the provisions of Article 8, Paragraph 1 of the Hiroshima University Regulations for Employee Salaries after amendment by these Rules (hereinafter referred to as the “New Rules”), in the amount obtained by adding the amount of difference (or, in the case of Employees whose salary is reduced and paid pursuant to the provisions of Paragraph 12 of the Supplementary provisions of the Hiroshima University Regulations for Employee Salaries after amendment by the Rules Partially Amending the Hiroshima University Regulations for Employee Salaries (Rule No. 139 of December 21, 2010), the amount obtained by multiplying 98.5/100 by the amount of such difference) to

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the amount pursuant to the provisions of said Article until March 31, 2018.

- 3 In connection with the application of the provisions of Article 28-2 during the period from the Effective Date to March 31, 2016, “10/100” in Paragraph 2, Item 1 of said Article shall be “8/10”, and “5/100” in Item 2 of said paragraph shall be “4/100”.
- 4 The payment of the wide-area human resources exchange allowance in the case where Employees are employed or reinstated by human resources exchange prior to the Effective Date shall be governed by the previous rules notwithstanding the provisions of Article 28-2 of the New Rules.

Supplementary provisions (Rule No. 8 of March 1, 2016)

- 1 These Rules shall come into force as from March 1, 2016.
- 2 The table of Article 26, Paragraph 2, Item 3 and the provisions of Appended Tables 1 to 10 of the Hiroshima University Regulations for Employee Salaries after amendment by these Rules shall apply as from February 1, 2016.

Supplementary provisions (Rule No. 33 of March 24, 2016)

These Rules shall come into force as from April 1, 2016.

Supplementary provisions (Rule No. 166 of June 28, 2016)

These Rules shall come into force as from July 1, 2016.

Supplementary provisions (Rule No. 233 of November 29, 2016)

These Rules shall come into force as from December 1, 2016.

Supplementary provisions (Rule No. 24 of March 27, 2017)

- 1 These Rules shall come into force as from April 1, 2017.
- 2 The monthly amount of allowance for dependents paid to Employees shall be, during the period from April 1, 2017 to March 31, 2018, in the amount listed in the amount of allowance column of the following table according to the category of subject persons set forth in said table notwithstanding the provisions of Article 27, Paragraph 2 of the Hiroshima University Regulations for Employee Salaries after amendment by these Rules (hereinafter referred to as the “New Rules”).

Subject persons	Amount of allowance
Spouse (including a person for whom notification is not submitted but who is in the same situation as marriage as a matter of fact)	10,000 yen
Child for whom the first March 31 after his/her 22nd birthday has not come yet	8,000 yen (or, 10,000 yen per person if the Employee has no spouse)
Grandchild for whom the first March 31 after his/her 22nd birthday has not come yet	6,500 yen (or, 9,000 yen per person if the Employee has no spouse)
Parents and grandparents who are sixty (60) years of age or older	
Brothers and sisters for whom their first March 31 after their 22nd birthday has not come yet	

Persons with a serious mental or physical imperfection
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- 3 The monthly amount of allowance for dependents paid to Employees shall be, during the period from April 1, 2018 to March 31, 2019, in the amount listed in the amount of allowance column of the following table according to the category of subject persons set forth in said table notwithstanding the provisions of Article 27, Paragraph 2 of the New Rules.

Subject persons	Amount of allowance
Child for whom the first March 31 after his/her 22nd birthday has not come yet	10,000 yen
Spouse (including a person for whom notification is not submitted but who is in the same situation as marriage as a matter of fact)	6,500 yen
Grandchild for whom the first March 31 after his/her 22nd birthday has not come yet	
Parents and grandparents who are sixty (60) years of age or older	
Brothers and sisters for whom their first March 31 after their 22nd birthday has not come yet	
Persons with a serious mental or physical imperfection	

Supplementary provisions (Rule No. 132 of September 26, 2017)

These Rules shall come into force as from October 1, 2017; provided, however, that the provisions amended in Table (1) of Article 38, Paragraph 2 and Table (2) of Article 39, Paragraph 2 shall come into force as from April 1, 2018.

Supplementary provisions (Rule No. 155 of December 26, 2017)

These Rules shall come into force as from January 1, 2018.

Supplementary provisions (Rule No. 29 of March 27, 2018)

- 1 These Rules shall come into force as from April 1, 2018.
- 2 The salary grade of Employees who are younger than thirty-seven (37) years of age as of April 1, 2018 (excluding Employees who receive the highest salary grade in the job class and Employees to whom the Regular Salary Table for Employees in Designated Professions as of said Date), and whose salary was raised on January 1, 2015, pursuant to the provisions of Article 14, Paragraph 1 of the Rule Partially Amending the Hiroshima University Regulations for Employee Salaries (Rule No. 109 of December 24, 2014) (excluding other Employees for whom the University separately specifies taking the situation of the decision of the number of salary grade as of said Day into account) and of Employees separately specified as those whom the University deems it necessary to balance the Employees in question whose salary was raised as mentioned above on April 1, 2018, shall be the salary grade which is higher by one grade than the salary grade which they would receive as of said Date if the provisions of this paragraph would not apply.

Supplementary provisions (Rule No. 153 of November 27, 2018)

These Rules shall come into force as from January 1, 2019.

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\*Note

The Appended Table is omitted.

Please refer to the current rules.