

○Hiroshima University Regulations for Working Hours, Time-off and Leave for Employees

Regulation No. 91 of April 1, 2004

Hiroshima University Regulations for Working Hours, Time-off and Leave for Employees

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Chapter I General Provisions

(Purposes)

Article 1

1. These Regulations provide for, pursuant to the provisions of Article 37 of the Hiroshima University Work Regulations for Employees (Regulation No. 78 of April 1, 2004), and Article 27 of the Hiroshima University Work Regulations for Re-Employed Employees (Regulation No. 80 of April 1, 2004), necessary matters pertaining to the working hours, days off and leave, etc. (hereinafter referred to as "Working Hours, etc.") of employees working for Hiroshima University (hereinafter referred to as "The University").
2. Matters pertaining to the Working Hours, etc. of employees shall be governed by, in addition to those prescribed in these Regulations, the Labor Standards Act (Act No. 49 of 1947; hereinafter referred to as the "Labor Standards Act") and other applicable laws and regulations.

(Delegation of Authority)

Article 2

The President may delegate any of the authorities prescribed in these Regulations to other officers or employees.

(Supervisor and Manager, etc.)

Article 2-2

1. The University shall appoint a Working Hours Supervisor and a Working Hours Manager for each department to ensure the appropriate management of working hours, days off and leave, etc. (hereinafter referred to as "Working Hours, etc.") of employees.
2. The University may appoint a Working Hours Management Assistant for any workplace, etc. which is difficult for the Working Hours Manager to manage directly.
3. Necessary matters pertaining to the roles, etc. of Working Hours Supervisors, Working Hours Managers and Working Hours Management Assistants other than those described in the two paragraphs above shall be separately prescribed.

Chapter II Working hours, Break Times and Days off

(Prescribed working hours and break times)

Article 3

1. The number of prescribed working hours shall be, excluding break times, seven hours and 45 minutes per day or 38 hours and 45 minutes per week.
2. The work start time, finish time, and break time shall be as specified in the following Table:

Work start time/ finish time	Break time
Work start time: 8:30 Work finish time: 17:15	12:00 to 13:00

3. Notwithstanding the provisions of the preceding paragraph, the work start time, finish time and break time for employees who need to work according to a special format shall be as specified in the Appended Table 1.

4. The work start time, finish time and break time for employees may be moved forward or back due to the University's operational requirements.

(Staggered working hours)

Article 3-2

Notwithstanding the provisions of the preceding Article, if the University, upon a request from an employee, acknowledges that it will not interfere with any normal operations, the University may designate the work start time, finish time and break time in accordance with a category set forth in the following Table:

Category	Work start time/finish time	Break time
Early attendance 1	Start time: 7:30 Finish time: 16:15	12:00 to 13:00
Early attendance 2	Start time: 7:45 Finish time: 16:30	12:00 to 13:00
Early attendance 3	Start time: 8:00 Finish time: 16:45	12:00 to 13:00
Early attendance 4	Start time: 8:15 Finish time: 17:00	12:00 to 13:00
Late attendance 1	Start time: 8:45 Finish time: 17:30	12:00 to 13:00
Late attendance 2	Start time: 9:00 Finish time: 17:45	12:00 to 13:00
Late attendance 3	Start time: 9:15 Finish time: 18:00	12:00 to 13:00
Late attendance 4	Start time: 9:30 Finish time: 18:15	12:00 to 13:00

(Days off)

Article 4

The days off of employees shall be as follows:

- (1) Saturday, Sunday;
 - (2) Holidays stipulated in the Act on National Holidays (Act No. 178 of 1948); and
 - (3) From December 29 of one year through January 3 of the following year (excluding those set forth in the preceding two items)
2. Notwithstanding the provisions of the preceding paragraph, days off set forth in the preceding paragraph, item (1) for employees who need to work according to a special format shall be as specified in the Appended Table 2.
 3. Days off as set forth in paragraph 2 and 3 in the Appended Table 2 shall be designated for each employee no later than seven days before the first day of the relevant month, via the Work Allocation Schedule Chart.

(Substitution of days off)

Article 5

When the University deems it necessary to order an employee to work on a day off due to operational requirements, the University may designate in advance another day (hereinafter referred to as "Substitute Day Off") to take the place of said day off.

(Variable working hours system for a period of up to one month)

Article 6

1. Notwithstanding the provisions of Article 3 above, employees who need to work according to a special format may be subject to a variable working hours system for a period of up to one month beginning on the day designated for each department.
2. The number of prescribed working hours per week in the case of the preceding paragraph shall be within a limit not exceeding 38 hours and 45 minutes averaged over one month, and days off set forth in Article 4 paragraph 1 shall be taken within the covered period.

3. The working hours and break times for each day for employees covered by the variable working hours system shall be as specified in the Appended Table 3.
4. The commencement day, target period, work start time/finish times, break times and days off for each employee shall be notified no later than seven days before the commencement day, via the Work Allocation Schedule Chart.
5. Where requested by an employee who is pregnant or for whom one year has not yet elapsed since giving birth (hereinafter referred to as "pregnant"), the University shall not order the employee to work under the variable working hours system.
6. If any employee having been ordered to work under the variable working hours system for a period of up to one month who is raising a child younger than elementary school starting age (up to and including the March 31 falling after the child's sixth birthday; hereinafter the same shall apply) or who is carrying out family care for a family member in a condition that requires care (an eligible family member as provided for under Article 3 paragraph 2 of the Hiroshima University Regulations for Employee Family Care Leave (Regulation No. 93 of April 1, 2004; hereinafter referred to as "Regulations for Family Care Leave"); hereinafter referred to as an "Eligible Family Member Requiring Care") (excluding an employee who is pregnant, or who has a family member who is 16 years of age or older capable of raising the child in question or of carrying out family care for the family member in question during Late-night Hours (between 22:00 and 5:00 the next day; the same shall apply hereinafter)) applies for restrictions on late-night work for the purposes of raising the child in question or of carrying out family care for the family member in question, then the University shall not order the employee to work during Late-night Hours; provided, however, that this shall not apply in a case where such restrictions on late-night work would interfere with the University's normal operations.

(Allocation of working hours in case of necessity due to education, research, medical treatment and the like)

Article 7

A Faculty Member for whom it is difficult to apply the preceding Article, paragraph 3, due to education, research, medical treatment or the like, shall be subject to the variable working hours system for a period of up to one month with the commencement day established separately, having had his/her opinion heard in advance.

(Variable working hours system with one-year cycle)

Article 7-2

1. Notwithstanding the provisions of Article 3 and Article 4, for employees who need to work according to a special format, working days and working hours may be allocated within the limit that the number of weekly working hours does not exceed an average of 38 hours and 45 minutes over a certain period between one month and one year.
2. Necessary matters pertaining to the application of the variable working hours system with a one-year cycle under the provisions of the preceding paragraph shall be prescribed by a written agreement with a labor union organized by a majority of the workers at the workplace (in the case that such labor union is organized) or with a person representing a majority of the workers (in the case that such labor union is not organized) (hereinafter referred to as "Labor-Management Agreement").

(Discretionary labor system for professional work)

Article 8

1. Notwithstanding the provisions of Article 3 and Article 4, a person who engages in the work of teaching and research and whose means of execution of work and allocation of times should be left to the discretion of the employee owing to the nature of the work, a person who engages in the work of research on humanities, social science or natural science, or a person who engages in the work of analysis or design of information processing systems, shall be subject to the discretionary labor system for professional work.
2. Necessary matters pertaining to the application of the discretionary labor system for professional work under the provisions of the preceding paragraph shall be prescribed by a

Labor-Management Agreement.

(Work at any place other than a regular workplace)

Article 9

1. Where operationally necessary, the University may order or allow an employee to work at any place other than a regular workplace.
2. In a case where an employee is ordered or allowed to engage in the work set forth in the preceding paragraph for all or part of the working hours, if it would be difficult to calculate his/her actual working hours for the day, he/she shall be deemed to have worked during the prescribed working hours for the day.

(Work in excess of prescribed working hours)

Article 10

1. Where operationally necessary, the University may order an employee to work in excess of the prescribed working hours, or on days off (hereinafter referred to as "Overtime Work").
2. The words "where operationally necessary" set forth in the preceding paragraph shall include any case where, with the prior agreement of an employee, the University recognizes the business necessity to require the employee to engage in Overtime Work. In such case, if the University acknowledges that the employee could not come to such agreement in advance due to unavoidable reasons, he/she may come to such agreement promptly after the fact.
3. An employee who is ordered to engage in proper Overtime Work pursuant to the provisions of paragraphs 1 or 2 above may not, as a basic rule, refuse such an order without reasonable cause.
4. Notwithstanding the provisions of paragraphs 1 or 2 above, the University shall not, when receiving a request from a pregnant employee, order her to engage in Overtime Work.
5. Notwithstanding the provisions of paragraphs 1 or 2 above, when receiving a request from an employee who is raising a child under three years of age or who is carrying out family care for an Eligible Family Member Requiring Care (excluding a pregnant employee or a person who is not able to be ordered to engage in Overtime Work pursuant to the provisions of the preceding paragraph) for the purposes of raising the child in question or of carrying out family care for the family member in question, the University shall not order him/her to engage in Overtime Work; provided, however, that this shall not apply to a case where such restrictions on Overtime Work would interfere with the University's normal operations.
6. Notwithstanding the provisions of paragraphs 1 or 2 above, when receiving a request from an employee who is raising a child younger than elementary school starting age or who is carrying out family care for an Eligible Family Member Requiring Care (excluding a pregnant employee or a person who is not able to be ordered to engage in Overtime Work pursuant to the provisions of the preceding paragraph) for the purposes of raising the child in question or of carrying out family care for the family member in question, the University shall not order him/her to engage in Overtime Work for more than 24 hours in one month, or more than 150 hours in one year; provided, however, that this shall not apply to a case where such restrictions on Overtime Work would interfere with the University's normal operations.

(Late-night Work)

Article 11

1. Where operationally necessary, the University may order an employee to engage in Overtime Work in the middle of the night (hereinafter referred to as "Late-night Work").
2. Notwithstanding the provisions of the preceding paragraph, the University shall not, when receiving a request from a pregnant employee, order her to engage in Late-night Work.
3. Notwithstanding the provisions of paragraph 1 above, when receiving a request from an employee who is raising a child younger than elementary school starting age or is carrying out family care for an Eligible Family Member Requiring Care (excluding an employee who is pregnant, or who has a family member who is 16 years of age or older capable of raising the child in question or of carrying out family care for the family member in question during Late-night Hours) for the purposes of raising the child in question or of carrying out family care for a family member in question, the University shall not order him/her to engage in Late-night

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Work; provided, however, that this shall not apply to a case where such restrictions on Late-night Work would interfere with the University's normal operations.

(Overtime Work at a time of disaster, etc.)

Article 12

1. Where there is a temporary need to do so due to a disaster or for other unavoidable reason, the University may order an employee to engage in Overtime Work.
2. Where ordering an employee to engage in Overtime Work pursuant to the preceding paragraph, the University shall comply with the necessary procedure prescribed by the Labor Standards Act.
3. The University shall not, when receiving a request from a pregnant employee, order her to engage in Overtime Work under paragraph 1 above.

(Times for starting and leaving work)

Article 13

1. When starting and leaving work at the office, employees shall go through the prescribed formalities.
2. As a basic rule, employees (excluding those covered by the discretionary labor system for professional work pursuant to the provisions of Article 8) shall leave the office promptly after the completion of the work for the prescribed working hours or the Overtime Work they have been ordered to engage in; provided, however, that this shall not apply to a case where the University deems it necessary to allow an exception due to its business purpose as well as the job characteristics.

(Arriving late, departing early, absence from work, going out on personal business)

Article 14

1. In arriving late, departing early, being absent from work, or going out on personal business during the prescribed working hours, an employee shall ask for and obtain from the University, permission therefor in advance; provided, however, that the employee may, if he/she could not make such a request in advance due to a sudden accident or other unavoidable reason, promptly notify the University to that effect and ask for, and obtain, permission from the University after the fact.
2. In a case where the employee fails to make such a request or give such a notice as required under the preceding paragraph, or where the University does not give permission, the employee shall be deemed to be absent from work without permission.

(Exclusion of application to Managerial Staff)

Article 14-2

1. The provisions of Article 3 through the preceding Article shall not apply to employees receiving the Managerial Duties Allowance prescribed in Article 24 of the Hiroshima University Regulations for Employee Salaries (Regulation No. 88 of April 1, 2004) (hereinafter referred to as "Managerial Staff").
2. Managerial Staff who work late at night shall be governed by the provisions of Article 37, paragraph 4 of the Labor Standards Act.

Chapter III Night-watch or Day-watch Duty

(Night-watch or Day-watch Duty)

Article 15

1. Where operationally necessary, the University may order an employee to perform a night-watch or day-watch duty during any hours other than the prescribed working hours or on a day off.

Chapter IV Leave

(Types of leave)

Article 16

1. Leave of employees shall consist of Annual Paid Leave, Sick Leave and Special Leave.
2. The types of leave set forth in the preceding paragraph shall be paid leave.

(Annual Paid Leave)

Article 17

Annual Paid Leave shall be leave in a calendar year (from January 1 through December 31; hereinafter the same shall apply) and its number of days shall be 20 in a calendar year; the number of days of Annual Paid Leave to be granted to an employee who is newly employed by the University shall be the number of days shown in the column showing number of days to be granted in the following Table, corresponding to the month in which he/she was first employed (hereinafter referred to as the "Hiring Month") specified in the same Table for a single calendar year (hereinafter referred to as "Base Number of Days of Leave").

Hiring Month	January	February	March	April	May	June	July	August	September	October	November	December
Number of days to be granted	20 days	18 days	17 days	15 days	13 days	12 days	10 days	8 days	7 days	5 days	3 days	2 days

2. Notwithstanding the provisions of the preceding paragraph, for the following employees, the following number of days shall apply.
 - (1) A person from another National University Corporation who has been continuously employed by the University as of January 1 pursuant to a personnel exchange agreement, memorandum of understanding or the like (hereinafter referred to as "Exchange Employee"): The number of days obtained by adding to 20 the remaining number of days of leave equivalent to Annual Paid Leave for the previous year (in cases where said remaining number of days is greater than 20 days, the remaining number of days shall be deemed to be 20 days)
 - (2) A person who has become an Exchange Employee of the University in the middle of the year and whose most recent date of grant of leave equivalent to Annual Paid Leave is on or before December 31 of the previous year: The number of days obtained by adding to 20 the remaining number of days of leave equivalent to Annual Paid Leave held as of the day immediately before the day on which he/she became an Exchange Employee (in cases where said remaining number of days is greater than 20 days, said remaining number of days shall be deemed to be 20 days)
 - (3) A person who has become an Exchange Employee of the University in the middle of the year and does not fall under the preceding item: The remaining number of days of leave equivalent to Annual Paid Leave held as of the day immediately before the day on which he/she became an Exchange Employee (up to 40 days) provided, however, that in cases where the Base Number of Days of Leave falls below the number of remaining days, then the Base Number of Days of Leave applies.
3. Notwithstanding the provisions of paragraph 1 above, for a person who has been an employee, contract employee or part-time employee of the University and falls under any of the following items, the following number of days assigned thereto shall apply.
 - (1) A person who has been continuously employed by the University as of January 1: The number of days obtained by adding to 20 the remaining number of days of leave equivalent to Annual Paid Leave for the previous year (in cases where said remaining number of days is greater than 20 days, said remaining number of days shall be deemed to be 20 days)
 - (2) A person who has been continuously employed by the University commencing in the middle of the year and whose most recent date of grant of leave equivalent to Annual Paid Leave is on or before December 31 of the previous year: The number of days obtained by adding to 20 the remaining number of days of leave equivalent to Annual Paid Leave held as of the day

immediately before the day on which he/she became an employee, contract employee or part-time employee of University (in cases where said remaining number of days is greater than 20 days, said remaining number of days shall be deemed to be 20 days)

- (3) A person who has been continuously employed by the University commencing in the middle of the year and does not fall under the preceding item: The remaining number of days of leave equivalent to Annual Paid Leave held as of the day immediately before the day on which he/she became an employee, contract employee or part-time employee of University (up to 40 days): provided, however, that in cases where the Base Number of Days of Leave falls below the number of the remaining days, then the Base Number of Days of Leave applies.

(Carryover of Annual Paid Leave)

Article 18

The number of days of Annual Paid Leave granted during the preceding fiscal year which have not yet been taken may be carried over only to the next fiscal year.

(Request for Annual Paid Leave)

Article 19

1. In taking Annual Paid Leave, an employee shall, while notifying the period of time during which he/she desires to take it, request the Annual Paid Leave in advance; provided, however, that the employee shall, if he/she cannot make such a request in advance due to illness, accident or other unavoidable reason, notify the University to that effect promptly after the fact.
2. When it is deemed that the timing of the leave requested by the employee would interfere with the normal operation of his/her work, the University may change the timing of the leave to be granted to him/her to another time.
3. In the event that the University's business operation is interfered with due to unavoidable reasons or that it is found that the request for Annual Paid Leave is defective, the University may rescind the grant of the leave even if it has already accepted said request for leave.

(Units of Annual Paid Leave)

Article 20

Units of Annual Paid Leave shall be one day or half a day; provided, however, that the units of the Annual Paid Leave specified in a Labor-Management Agreement or granted in excess of the number of days prescribed in Article 39 of the Labor Standards Act, may be one hour.

(Sick Leave)

Article 21

1. When, on receiving from an employee a request for leave on the grounds that it is necessary for him/her to recuperate due to injury or illness, the University deems that the employee's absence from work is unavoidable, Sick Leave shall be granted for the necessary minimum period.
2. Sick Leave pursuant to the preceding paragraph which falls under any of the following events (hereinafter referred to as "Industrial Accidents Leave") shall not be subject to the restriction on the number of consecutive days of Sick Leave taken by an employee:
 - (1) When the employee suffers any injury or illness in the course of employment or on the way to or from work;
 - (2) When, based on the results of a physical examination pursuant to the provisions of the Hiroshima University Regulations for Safety and Health Management (Regulation No. 113 of April 1, 2004; hereinafter referred to as "Regulations for Health and Safety Management"), the employee falls under a guidance category prescribed in the table entitled "Lifestyle Improvement (B)" in the Appended Table to the same Regulations or a change of one guidance category to another one, as well as subsequent measures;
 - (3) When, based on the results of interview and guidance pursuant to the provisions of the Hiroshima University Guidelines for Measures regarding Securement of Health and Welfare to Prevent Health Problems in Employees due to Prolonged Work (Decided by the President, August 1, 2007), the employee is subject to a determination that a restriction on work is required for him/her, as well as subsequent measures;

- (4) When, in the event that the employee submits a physician's written diagnosis stating that periodic outpatient treatment or home health-care is necessary for him/her to recuperate from a mental or behavioral disorder or a disturbance of the autonomic nervous system among other disorders of the nervous system (hereinafter referred to as "Mental and Behavioral Disorders") prescribed in the "Manual for Statistical Classification of Diseases, Injuries and Causes of Death" issued by the Health, Labor and Welfare Ministry (including a case where he/she returns from Sick Leave or where he/she returns from Administrative Sick Leave under the provisions of the Hiroshima University Regulations for Appointment and Removal of Employees (Regulation No. 81 of April 1, 2004; hereinafter referred to as "Regulations for Appointment and Dismissal")), the employee falls under a guidance category prescribed in the table entitled "Lifestyle Improvement (B)" in the Appended Table to the Regulations for Health and Safety Management or a change of one guidance category to another one, as well as subsequent measures; or
 - (5) When, in the event that the employee submits a physician's written diagnosis stating that periodic outpatient treatment or home health-care is necessary for him/her to recuperate from chronic disease requiring prolonged medical treatment (including the cases where he/she returns from a Sick Leave or where he/she returns from a Sick Administrative Leave under the provisions of the Regulations for Appointment and Dismissal), the employee falls under a guidance category prescribed in the table entitled "Lifestyle Improvement (B)" in the Appended Table to the Regulations for Health and Safety Management or a change of one guidance category to another one, as well as subsequent measures.
3. No Sick Leave prescribed in paragraph 1 other than Industrial Accidents Leave (hereinafter referred to as "Private Sick Leave") may be taken by an employee (excluding during the probationary period) for more than 90 consecutive days. In such case, in the event that the "consecutive days" include a day on which Industrial Accidents Leave is taken, a day off (including substitute day off; hereinafter referred to as "Day Off, etc.") during an Industrial Accidents Leave, a day on which Annual Paid Leave is taken, a day on which Special Leave is taken, a day on which the employee is absent from work, or a day on which the employee does not work during any part of the working hours (hereinafter referred to as "Days to be Excluded") shall be excluded from counting the number of days.

(Judgment on consecutiveness of Sick Leave)

Article 21-2

1. In applying the provisions of Article 21 paragraph 3, and Article 21-2 paragraphs 3 through Article 21-3 paragraph 4, in the event that an employee having taken Private Sick Leave for 8 consecutive days or more (including an employee whose periods of more than one Private Sick Leave are deemed to be consecutive and are counted in total under this paragraph or the following paragraph) returns to work, or that an employee having been placed on Administrative Sick Leave pursuant to the Regulations for Appointment and Dismissal returns to work, then a consecutiveness judging period (which means the period starting from the day following the last day of the Private Sick Leave taken consecutively excluding the Days to be Excluded, or the day following the last day of the Administrative Sick Leave, until the day on which the number of days on which the employee recommences working during the whole of the working hours assigned to a single working day (hereinafter referred to as "Number of Actual Working Days") reaches 20; hereinafter the same shall apply) shall be established, and if he/she takes Private Sick Leave again during the consecutiveness judging period, the period of the second Private Sick Leave and the period of the first one shall be deemed to be consecutive and counted in total regardless of the number of days of the second Private Sick Leave. In such case, the length of the period of Private Sick Leave after addition may not exceed the limit of the length of the period of Private Sick Leave prescribed in Article 21 paragraph 3, and Article 21-3 paragraphs 2 through 4.
2. In the case of the preceding paragraph, the words "working hours assigned to a single working day" shall mean, in the event that said working hours include times during which an employee does not work pursuant to Article 23, paragraph 1, item 10, 18, 19 or 20, times during which an employee does not work due to taking partial childcare leave as prescribed in Article 3,

paragraph 2 of the Hiroshima University Regulations for Employee Childcare Leave (Regulation No. 92 of April 1, 2004), or times during which an employee does not work due to taking partial family care leave prescribed in Article 3, paragraph 3 of the Regulations for Family Care Leave (hereinafter referred to as "Partial Childcare Leave, etc."), working hours assigned to a single working day excluding those of Partial Childcare Leave, etc.

3. In the case of paragraph 1, in the event that the number of days other than Days Off, etc. during a period of Private Sick Leave is 3 or less (excluding the case where it is deemed to be consecutive with the period of Private Sick Leave for 8 consecutive days or more and counted in total pursuant to the preceding two paragraphs), then, notwithstanding the provisions of paragraph 1 above, a consecutiveness judging period shall not be established, and even if the employee takes a second Private Sick Leave, the period of the second Private Sick Leave and the period of the first one shall not be counted in total regardless of the number of actual working days.

(Exceptions to the upper limit of the number of days of Sick Leave)

Article 21-3

1. Additionally, after the day on which the number of consecutive days of Private Sick Leave taken by an employee excluding Days to be Excluded reaches 90, if the University deems that it is necessary for him/her to continue to recuperate due to injury or illness with symptoms clearly different from those of the injury or illness pertaining to the Private Sick Leave taken by him/her (hereinafter referred to as "Different Injury, etc.") and the employee's absence from work is unavoidable, then, notwithstanding the provisions of Article 21, paragraph 3, the University may grant Private Sick Leave pertaining to said Different Injury, etc.
2. In the case of the preceding paragraph, the number of days of Private Sick Leave pertaining to the Different Injury, etc. starting from the day on which the employee suffers the Different Injury, etc. may not exceed 90 consecutive days excluding Days to be Excluded.
3. In the event that the symptoms of injury or illness pertaining to the Private Sick Leave are able to be resolved or cured and the employee can return to work (limited to a case guaranteed by a medical certificate issued by a doctor) within 7 days from the day following the day on which the number of consecutive days of Private Sick Leave taken by the employee excluding Days to be Excluded reaches 90, then, notwithstanding the provisions of Article 21, paragraph 3, the University may extend the period of the Private Sick Leave within the limit of 7 days from the day following the day on which said number of days reaches 90.
4. In the event that the day on which the number of consecutive days of Private Sick Leave taken by an employee excluding Days to be Excluded reaches 90, if it is found that the need arises for him/her to recuperate due to injury or illness with symptoms clearly different from those of the injury or illness pertaining to the Private Sick Leave and the employee's absence from work is unavoidable, then, notwithstanding the provisions of Article 21, paragraph 3, the University may grant Private Sick Leave pertaining to said Different Injury, etc. In such case, the period of Private Sick Leave may not exceed 90 consecutive days excluding Days to be Excluded.
5. In applying the provisions of Article 21 paragraph 3 through the paragraph preceding this one, a Day Off, etc. during the period of Private Sick Leave (including periods of Private Sick Leave which are deemed to be consecutive and counted in total under the preceding Article, paragraph 1), a day on which Annual Paid Leave is taken, a day on which Special Leave is taken, a day on which the employee is absent from work, and a day on which the employee does not work during any part of the working hours (excluding Days to be Excluded and, days whose working hours include Partial Childcare Leave, etc. on which the employee works during the whole working hours excluding those for Partial Childcare Leave, etc.) shall each be deemed to be a day on which the employee has taken Private Sick Leave.
6. The provisions of paragraphs 1 through 4 above shall not apply to an employee during the probationary period.

(Units of Sick Leave)

Article 22

1. Units of Sick Leave shall be one day, one hour or one minute.

2. Notwithstanding the provisions of the preceding paragraph, in computing a period of Private Sick Leave pursuant to the preceding three Articles, the day on which an employee has taken Private Sick Leave in units other than one day shall be deemed to be a day on which the employee has taken Private Sick Leave in units of one day.

(Special Leave)

Article 23

1. When, receiving from an employee a request for leave due to any of the events prescribed in the "Events" column of the following Table, the University deems that the employee's absence from work is appropriate, Special Leave shall be granted.

Events	Period (Unit)
(1) When an employee exercises rights including voting rights provided for in the Public Office Election Act (Act No.100 of 1950), or rights relating to a popular review of the appointment of a Supreme Court judge, or voting to dismiss a member or the chairperson of an ordinary local government assembly, and it is found to be unavoidable for the employee to miss work:	A period regarded as necessary (one day, one hour or one minute);
(2) When an employee appears in a capacity including lay judge (including supplemental lay judge), lay judge candidate, witness, expert witness or Diet witness in a court, the Diet, a local public government assembly, or any other government or public office, and it is found to be unavoidable for the employee to miss work (hereinafter referred to as "When an employee appears in a court, etc."): the period regarded as necessary; or when the spouse of an employee raising a child (including a spouse's child) who has reached his/her 9th birthday but has not yet reached the first March 31st thereafter, or carrying out family care for a Eligible Family Members Requiring Care, appears in a court, etc., and it is found to be appropriate for the employee to miss work;	A period regarded as necessary (one day, one hour or one minute);
(3) When an employee applies to register as a donor for bone marrow or peripheral blood stem cell transplant, or provides bone marrow or peripheral blood stem cells to a person other than a spouse, parent, child, or sibling, who is going to have such a transplant, and it is found to be unavoidable for the employee not to work, including time necessary for tests or hospital admissions required for the application or provision:	A period regarded as necessary (one day, one hour or one minute);
(4) When an employee carries out one of the activities listed as follows which contributes to society (excluding activities exclusively supporting family members or relatives), voluntarily and without remuneration, and it is found to be reasonable for the employee to miss work: (i) Activities to support victims in a municipality (including special districts)	A period of up to five days per fiscal year (one day);

<p>where, or in the prefecture where, or in a prefecture adjacent to where, a disaster on a scale requiring rescue activities has occurred, under the Act on Disaster Relief Due to Earthquake, Violent Wind or Rain, or Volcanic Eruption (Act No. 118 of 1947), including the distribution of daily necessities, feeding persons for whom managing on a day-to-day basis is difficult, including due to the destruction of homes or the interruption of water, electricity or gas services, caregiving at evacuation sites, removing debris and other necessary support work;</p> <p>(ii) Activities at a physical disability rehabilitation facility, special elderly nursing home, or other facility that aims to provide necessary measures primarily for persons with physical or mental disability, injury, or illness; or</p> <p>(iii) In addition to the activities listed in Items (i) and (ii), activities including cooking, washing and mending clothes, visiting, and otherwise directly supporting persons for whom managing on a day-to-day basis is difficult due to a physical or mental disability, injury, or illness.</p>	
<p>(5) When an employee gets married and it is found to be reasonable for that employee to miss work, including due to a wedding ceremony or travel or other event regarded as necessary in connection with marriage:</p>	<p>A period of up to five consecutive days within the period from five days before the day of the marriage until three months have passed after the marriage (one day);</p>
<p>(6) Where there has been a request by a pregnant employee who is within six weeks of the date on which she is expecting to give birth, calculated from her due date (or within 14 weeks in the case of a multiple pregnancy):</p>	<p>A period as requested up to the delivery date (one day, one hour or one minute);</p>
<p>(7) Where a female employee has given birth (meaning a delivery 12 weeks or more after conception; hereinafter the same applies):</p>	<p>A period until eight weeks have passed after the day following the delivery date (excluding periods of work approved by a physician performed by a female employee for whom six weeks have passed after giving birth, where the female employee has requested to start work) (one day or one hour);</p>
<p>(8) When it is found to be reasonable for an employee to miss work due to the employee's wife (including persons who have not registered their marriage but are in a de facto relationship; the same applies in the next item) giving birth:</p>	<p>A period of up to two days within the period from the day on which the employee's wife enters the hospital to the day on which she or her newborn child leaves the hospital after the delivery (one day or one hour);</p>
<p>(9) When it is found to be reasonable, where an employee's wife gives birth, for an employee who is raising that newborn child or a child who has not reached elementary school age</p>	<p>A period of up to five days within that period (one day or one hour);</p>

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<p>(including the wife's child), to miss work during the period from six weeks before the due date (14 weeks for a multiple pregnancy) until the day on which eight weeks have passed after the delivery date, in order to raise these children:</p>													
<p>(10) Where an employee raising a child under one year of age performs tasks including breastfeeding and taking a child to and from daycare:</p>	<p>Periods of up to 30 minutes respectively, twice per day (for male employees, where the child's parent other than the employee has had leave under this item, periods of 30 minutes less the period of the leave respectively) (one minute);</p>												
<p>(11) Where it is found to be reasonable for an employee raising a child (including a spouse's child; hereinafter referred to as "child") who has reached his/her 9th birthday but has not yet reached the first March 31st thereafter, to miss work in order to care for the child (meaning taking care of an injured or ill child, or having a child inoculated or undergo a physical examination in an effort to prevent an illness):</p>	<p>A period of up to five days per fiscal year (where an employee is raising two or more such children, a period of up to 10 days) (one day or one hour);</p>												
<p>(12) When an employee's relative (limited to relatives listed in the relatives column on the right side) dies, and when it is found to be reasonable for the employee to miss work due to a funeral service, mourning, or other ceremony that is regarded as necessary due to the relative's death:</p>	<p>A period of up to the number of consecutive days (including days off and substitute days off) listed in the number of days column of the following table according to the relative (where the funeral service is at a distant location, the number of days to which the number of days required for return travel have been added) (one day);</p> <table border="1" data-bbox="831 1160 1353 1841"> <thead> <tr> <th data-bbox="831 1160 1106 1193">Relative</th> <th data-bbox="1106 1160 1353 1193">Number of days</th> </tr> </thead> <tbody> <tr> <td data-bbox="831 1193 1106 1424">Spouse (including persons who have not registered their marriage but are in a de facto relationship; the same shall apply hereinafter)</td> <td data-bbox="1106 1193 1353 1424" rowspan="3">Seven days</td> </tr> <tr> <td data-bbox="831 1424 1106 1458">Parent</td> </tr> <tr> <td data-bbox="831 1458 1106 1491">Child</td> </tr> <tr> <td data-bbox="831 1491 1106 1783">Grandparent</td> <td data-bbox="1106 1491 1353 1783">Three days (Seven days if an employee is receiving a per stirpes inheritance, receiving ceremonial decorations, or the like)</td> </tr> <tr> <td data-bbox="831 1783 1106 1816">Grandchild</td> <td data-bbox="1106 1783 1353 1816">One day</td> </tr> <tr> <td data-bbox="831 1816 1106 1841">Brother or sister</td> <td data-bbox="1106 1816 1353 1841">Three days</td> </tr> </tbody> </table>	Relative	Number of days	Spouse (including persons who have not registered their marriage but are in a de facto relationship; the same shall apply hereinafter)	Seven days	Parent	Child	Grandparent	Three days (Seven days if an employee is receiving a per stirpes inheritance, receiving ceremonial decorations, or the like)	Grandchild	One day	Brother or sister	Three days
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Parent													
Child													
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Grandchild	One day												
Brother or sister	Three days												

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	<table border="1"> <tr> <td>Uncle or aunt</td> <td>One day (Seven days if an employee is receiving a per stirpes inheritance, receiving ceremonial decorations, or the like)</td> </tr> <tr> <td>Parent's spouse or spouse's parent</td> <td>Three days (Seven days if the person was living with the employee)</td> </tr> <tr> <td>Child's spouse or spouse's child</td> <td>One day (Five days if the person was living with the employee)</td> </tr> <tr> <td>Grandparent's spouse or spouse's grandparent Brother's or sister's spouse or spouse's brother or sister</td> <td>One day (Three days if the person was living with the employee)</td> </tr> <tr> <td>Spouse of uncle or aunt</td> <td>One day</td> </tr> </table>	Uncle or aunt	One day (Seven days if an employee is receiving a per stirpes inheritance, receiving ceremonial decorations, or the like)	Parent's spouse or spouse's parent	Three days (Seven days if the person was living with the employee)	Child's spouse or spouse's child	One day (Five days if the person was living with the employee)	Grandparent's spouse or spouse's grandparent Brother's or sister's spouse or spouse's brother or sister	One day (Three days if the person was living with the employee)	Spouse of uncle or aunt	One day
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Spouse of uncle or aunt	One day										
(13) Where it is found to be reasonable for an employee to miss work due to a special ceremony for mourning the death of the employee's parent, spouse, or child (limited to ceremonies within 15 years of the death of a parent, spouse, or child):	A period of up to one day (one day, one hour or one minute);										
(14) Where it is found to be reasonable for an employee to miss work due to events including Obon in the summer, maintaining or increasing mental and physical health, or for the fulfillment of family life:	A period of up to three consecutive days, as a general rule, excluding days off and substitute days off, between July and September each fiscal year (for employees who work at the hospital, within each fiscal year); (One day);										
(15) Where any of the following events or a similar situation arises due to a typhoon, earthquake, flood, fire or other disaster, and it is found to be reasonable for the employee to miss work: (i) When an employee's current residence is lost or destroyed, and he/she is engaging in recovery work and the like or temporarily evacuating; or (ii) When an employee and his/her family members belonging to the same household are substantially short of, and the employee is the only person who can ensure, water, food and the like items which are indispensable in daily life.	A period of up to seven consecutive days (including days off and substitute days off), as a general rule (one day, one hour or one minute);										
(16) Where commuting is recognized as being extremely difficult due to a typhoon, earthquake, flood, fire, or other disaster, or	A period regarded as necessary (one day, one hour or one minute);										

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disruption of a public transportation agency (hereinafter referred to as "disasters"):	
(17) Where it is recognized that missing work is unavoidable in order for an employee to avoid physical risks when leaving work after any disaster:	A period regarded as necessary (one hour or one minute);
(18) Where it is found to be unavoidable for a female employee to miss work on the basis that work on a menstrual day is extremely difficult:	A period regarded as necessary (one day, one hour or one minute);
(19) When a pregnant employee receives health guidance as prescribed in Article 10 of the Maternal and Child Health Act (Act No. 141 of 1965) or a physical examination as prescribed in Article 13 of the same Act:	A period regarded as necessary within one day respectively, once per four weeks up to the 23rd week after conception, once per two weeks from the 24th week up to the 35th week after conception, once per week from the 36th week after conception until delivery (provided, however, that if a doctor or midwife designates otherwise, at such designated times), and for such times and in such events as designated by a doctor or midwife until one year after delivery; (one day, one hour or one minute);
(20) Where the level of congestion of the transportation agency to be used by a pregnant employee for commuting is deemed to affect the maintenance of health of the mother's body or the fetus:	A period regarded as necessary up to one hour in one day respectively, at the start or end of the prescribed working hours (one hour or one minute);
(21) Where the work to be performed by a pregnant employee is deemed to affect the maintenance of health of the mother's body or the fetus:	A period regarded as necessary for the pregnant employee to rest or eat food as appropriate (one hour or one minute);
(22) When an employee participates in a recreational activity approved by the University:	A period of up to 16 hours per fiscal year (one hour or one minute);
(23) When an employee receives a comprehensive physical examination planned and provided by the Ministry of Education, Culture, Sports, Science and Technology Mutual Aid Association:	A period regarded as necessary up to two days (one day, one hour or one minute);
(24) Where it is deemed to be reasonable for an employee to miss work to carry out family care or other activities (meaning accompanying an eligible family member on a hospital visit, or carrying out necessary procedures on behalf of an eligible family member to allow such eligible family member to receive care services, and other necessary assistance) for Eligible Family Members Requiring Care:	A period of up to five days per fiscal year (where the employee is caring for two or more such Eligible Family Members Requiring Care, a period of up to 10 days) (one day or one hour);

2. The period of the Special Leave shall be as prescribed in the "Period" column in the table of the preceding paragraph corresponding to the "Events" column of the same table; provided, however, that the number of days prescribed in items (13) and (23) shall be treated as one day of leave even if the leave has been taken in units of one hour or one minute.

Article 24

Deleted

(Procedures, etc. for Sick Leave or Special Leave)

Article 25

In taking Sick Leave or Special Leave (excluding Article 23, paragraph 1, items (6), (7), (11) and (24)), an employee must obtain approval from the University in advance; provided, however, that the employee shall, if he/she cannot provide such notice in advance due to illness, accident or other unavoidable reason, promptly notify the University to that effect and ask for approval after the fact.

(Prohibition of Disadvantageous Treatment)

Article 25-2

An employee shall not receive any disadvantageous treatment, including dismissal, on the grounds that he/she has made a claim pursuant to the provisions of Article 6 paragraphs 5 or 6, Article 10 paragraphs 4 through 6, Article 11 paragraphs 2 or 3, Article 23 paragraph 1 item (11) or (24), or that he/she has refused an order of Overtime Work for due cause pursuant to the provisions of Article 10 paragraphs 1 or 2.

Chapter V Miscellaneous Provisions

(Miscellaneous provisions)

Article 26

Cases which cannot be governed by these Regulations due to any special circumstances, or cases where the President considers that the application of these Regulations would be highly inappropriate, may be given special treatment.

Supplementary Provisions

1. These Regulations shall come into effect from April 1, 2004.
2. The remaining number of days of Annual Paid Leave of, and the number of days of Sick Leave or Special Leave taken by, a person who has become a continuous employee of National University Corporations pursuant to Article 4 of the Schedule to the Act of National University Corporations (Act No. 112 of 2003) (hereinafter referred to as "Approved Employee") shall be deemed to be the remaining number of days of Annual Paid Leave, and the number of days of Sick Leave or Special Leave pursuant to the Act on Working Hours and Leave for Clerical Employees (Act No. 33 of 1994), as of the day immediately before the day on which these Regulations come into effect (hereinafter referred to as the "Effective Date").
3. Leave corresponding to Annual Paid Leave, Sick Leave or Special Leave for, on or after the Effective Date having been granted by the day immediately before the Effective Date, as well as other matters concerning working hours, shall be deemed to have been approved by these Regulations.

Supplementary Provisions (Regulation No. 163 of October 1, 2004)

These Regulations shall come into effect from October 1, 2004; provided, however, that the portion pertaining to the revised paragraph 2 of the Appended Table 3 hereto shall come into effect from November 1, 2004.

Supplementary Provisions (Regulation No. 62 of March 31, 2005)

1. These Regulations shall come into effect from April 1, 2005.
2. An employee who has obtained leave pursuant to Article 23, paragraph 1, item (8) of the Hiroshima University Regulations for Working Hours, Time-off and Leave for Employees before the revision by these Regulations (hereinafter referred to as "Old Regulations"), whose applicable period covers a period on and after the Effective Date, shall be deemed to have obtained the leave pursuant to Article 23, paragraph 1, item (8) of the Hiroshima University Regulations for Working Hours, Time-off and Leave for Employees after revision by these Regulations (hereinafter referred to as "New Regulations").
3. Leave obtained on or after January 1, 2005 pursuant to Article 23, paragraph 1, item (10) of the Old Regulations shall be deemed to have been obtained pursuant to Article 23, paragraph 1, item (11) of the New Regulations.

Hiroshima University Regulations for Working Hours, Time-off and Leave for Employees

Supplementary Provisions (Regulation No. 54 of March 31, 2006)

These Regulations shall come into effect from April 1, 2006.

Supplementary Provisions (Regulation No. 102 of June 26, 2006)

These Regulations shall come into effect from July 1, 2006.

Supplementary Provisions (Regulation No. 130 of October 31, 2006)

These Regulations shall come into effect from November 1, 2006.

Supplementary Provisions (Regulation No. 61 of March 22, 2007)

These Regulations shall come into effect from April 1, 2007.

Supplementary Provisions (Regulation No. 58 of March 28, 2008)

These Regulations shall come into effect from April 1, 2008.

Supplementary Provisions (Regulation No. 70 of March 31, 2009)

These Regulations shall come into effect from April 1, 2009.

Supplementary Provisions (Regulation No. 137 of December 22, 2009)

These Regulations shall come into effect from January 1, 2010.

Supplementary Provisions (Regulation No. 79 of March 31, 2010)

These Regulations shall come into effect from April 1, 2010.

Supplementary Provisions (Regulation No. 27 of March 31, 2011)

These Regulations shall come into effect from April 1, 2011.

Supplementary Provisions (Regulation No. 95 of July 12, 2011)

1. These Regulations shall come into effect from October 1, 2011.

2. The handling of the Sick Leave of a person who has actually taken Sick Leave as of the effective date of these Regulations (excluding a person who newly obtains Sick Leave on or after the day on which these Regulations come into effect (hereinafter referred to as "Effective Date") and a person whose period of Sick Leave has expired as of the day immediately before the Effective Date and who has obtained approval for continuous Sick Leave) shall, until the approval period of the Sick Leave expires, remain governed by the prior and existing provisions.

Supplementary Provisions (Regulation No. 35 of March 30, 2012)

These Regulations shall come into effect from April 1, 2012.

Supplementary Provisions (Regulation No. 18 of March 26, 2013)

These Regulations shall come into effect from April 1, 2013.

Supplementary Provisions (Regulation No. 20 of March 26, 2014)

These Regulations shall come into effect from April 1, 2014.

Supplementary Provisions (Regulation No. 33 of March 24, 2015)

These Regulations shall come into effect from April 1, 2015.

Supplementary Provisions (Regulation No. 37 of March 24, 2016)

These Regulations shall come into effect from April 1, 2016.

Supplementary Provisions (Regulation No. 240 of December 27, 2016)

These Regulations shall come into effect from January 1, 2017.

Supplementary Provisions (Regulation No. 32 of March 27, 2017)

These Regulations shall come into effect from April 1, 2017.

Supplementary Provisions (Regulation No. 134 of September 26, 2017)

These Regulations shall come into effect from October 1, 2017.

Supplementary Provisions (Regulation No. 31 of March 27, 2018)

These Regulations shall come into effect from April 1, 2018.

Hiroshima University Regulations for Working Hours, Time-off and Leave for Employees

Appended Table 1 (related to Article 3, paragraph 3) Employees who need to work according to a special format

Item	Category of employee	Working hours	Break time	Remarks
1	Faculty Members (excluding those covered by paragraphs 2 or 3 and those assigned to the major course of management, Graduate School of Social Sciences)	8:30 to 17:00	12:00 to 12:45	
		9:30 to 18:00	12:00 to 12:45	A day on which they are in charge of a lesson in the 9th or 10th period
		12:45 to 21:15	17:15 to 18:00	Faculty Members working at the Graduate School of Integrated Arts and Sciences, the Graduate School of Social Sciences and the Hiroshima University Law School, and a day on which they are in charge of a lesson beginning during evening hours at the Higashi-Senda Campus
2	Persons who are designated as Faculty Members by the Dean of the department to which they are assigned, and who engage in work including education/daily life guidance for students on the evening main course, School of Law, or the nighttime main course, School of Economics;, and persons who are in charge of the finance area and assigned to the economic analysis course in the major course of social economy system, the Graduate School of Social Sciences	12:45 to 21:15	17:15 to 18:00	
		8:30 to 17:00	12:00 to 12:45	A day on which they work at the Higashi-Hiroshima Campus
3	Faculty Members assigned to the Hiroshima University Law School	9:00 to 17:30	12:00 to 12:45	
		12:45 to 21:15	17:15 to 18:00	A day on which they are in charge of a lesson beginning during evening hours at the Higashi-Senda Campus
		8:30 to 17:00	12:00 to 12:45	A day on which they work at the Higashi-Hiroshima Campus
4	Employees working at the hospital, and designated by the Director	8:00 to 16:45	12:00 to 13:00	
		9:00 to 17:45	13:00 to 14:00	
		13:15 to 21:45	16:30 to 17:15	

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		10:00 to 18:45	13:00 to 14:00	Employees working at the Hiroshima University Dental Clinic
5	Faculty Members working at the Hiroshima University Kindergarten	8:30 to 17:00	15:00 to 15:45	
6	Faculty Members working at the Hiroshima University Kindergarten, Mihara	8:15 to 16:45	13:00 to 13:25 and 15:55 to 16:15	
7	Faculty Members working at the Hiroshima University Elementary School	8:15 to 16:45	12:50 to 13:20 and 16:00 to 16:15	
8	Faculty Members working at the Hiroshima University Elementary School, Shinonome	8:20 to 16:50	13:00 to 13:20 and 16:15 to 16:40	
9	Faculty Members working at the Hiroshima University Elementary School, Mihara	8:15 to 16:45	13:00 to 13:25 and 15:55 to 16:15	
10	Faculty Members working at the Hiroshima University Junior High School or the Hiroshima University Senior High School	8:25 to 16:55	12:30 to 13:15	
11	Faculty Members working at the Hiroshima University Junior High School, Shinonome	8:25 to 16:55	12:30 to 13:15	
12	Faculty Members working at the Hiroshima University Junior High School, Mihara	8:15 to 16:45	13:00 to 13:25 and 15:55 to 16:15	
13	Faculty Members working at the Hiroshima University Junior High School, Fukuyama or the Hiroshima University Senior High School, Fukuyama	8:30 to 17:00	12:50 to 13:35	
14	Employees engaging in general work at Attached Schools in Midori area	8:15 to 17:00	12:00 to 13:00	
15	Employees engaging in general work at Attached Schools in Mihara area	8:15 to 17:00	12:15 to 13:15	
16	Employees working at the Health Service Center	8:30 to 17:15	11:15 to 12:15	
17	Employees working at Higashi-Senda Library	10:30 to 19:15	13:00 to 14:00	

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Appended Table 2 (related to Article 4, paragraph 2): Employees whose days off prescribed in Article 4, paragraph 1, item (1) are not Saturday or Sunday

Item	Category of employee	Days off	Working hours		Break time
1	Faculty Members assigned to the major course of management, Graduate School of Social Sciences	Sunday and Monday	Tuesday through Friday	12:45 to 21:15	17:15 to 18:00
			Saturday	10:00 to 18:30	12:30 to 13:15
2	Employees working at the Higashi-Senda Area Support Office, Higashi-Hiroshima Campus Management Support Office	Sunday and Monday or Saturday and Sunday	Monday through Friday	8:30 to 17:15	12:30 to 13:30
				12:30 to 21:15	16:00 to 17:00
		Saturday	9:45 to 18:30	12:00 to 13:00	
3	Physical therapists and occupational therapists working at the Medical Treatment Support	Sunday, and one of the weekdays Monday through Saturday	Monday through Saturday	8:30 to 17:15	12:00 to 13:00 or 12:30 to 13:30 or 13:00 to 14:00

Hiroshima University Regulations for Working Hours, Time-off and Leave for Employees

Appended Table 3 (related to Article 6, paragraph 3) Employees who need to work according to a variable working hours system

Item	Category of employee	Working arrangements	Working hours	Break time
1	Faculty Members working at the operation department, the high degree critical care centers, the intensive care department, or the surgery intensive-care unit	Day shift	8:30 to 17:00	12:00 to 12:45
		Day to night shift	15:45 to 8:45 of the next day	19:00 to 19:30 23:00 to 23:30 and 4:00 to 4:30
2	Nursing staff working at the nursing department	Day shift 1	7:30 to 16:15	11:00 to 12:00
		Day shift 2	8:00 to 16:45	11:30 to 12:30
		Day shift 3	8:15 to 17:00	11:45 to 12:45
		Day shift 4	8:30 to 17:15	12:00 to 13:00
		Day shift 5	9:00 to 17:45	12:30 to 13:30
		Day shift 6	10:00 to 18:45	13:30 to 14:30
		Day shift 7	10:15 to 19:00	13:45 to 14:45
		Day shift 8	11:00 to 19:45	14:30 to 15:30
		Day shift 9	12:00 to 20:45	15:30 to 16:30
		Twilight shift	16:00 to 24:45	19:15 to 20:15
		Midnight shift	0:15 to 9:00	4:15 to 5:15
		Long day shift 1	7:30 to 19:45	11:00 to 12:00
		Long day shift 2	8:00 to 20:15	11:30 to 12:30
		Long day shift 3	8:30 to 20:45	12:00 to 13:00
	Night shift	20:00 to 9:00 of the next day	4:45 to 5:45	
3	Pharmacists and Faculty Members working at the pharmacy	Day shift 1	7:30 to 16:15	12:00 to 13:00
		Day shift 2	8:00 to 16:45	12:00 to 13:00
		Day shift 3	8:15 to 17:00	12:00 to 13:00
		Day shift 4	8:30 to 17:15	12:00 to 13:00
		Day to night shift	8:30 to 8:30 of the next day	12:00 to 13:00 and 19:30 to 20:00 <Night-watch duties> 0:00 to 7:00
4	Medical care personnel working at the Medical Treatment Support	Day shift 1	7:00 to 15:45	11:00 to 12:00 or 12:00 to 13:00
		Day shift 2	7:15 to 16:00	12:00 to 13:00
		Day shift 3	7:30 to 16:15	11:00 to 12:00 or 12:00 to 13:00
		Day shift 4	8:00 to 16:45	12:00 to 13:00
		Day shift 5	8:15 to 17:00	12:00 to 13:00
		Day shift 6	8:30 to 17:15	12:00 to 13:00 or 12:30 to 13:30 or 13:00 to 14:00
		Day shift 7	9:30 to 18:15	12:00 to 13:00 or 13:00 to 14:00

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		Day shift 8	10:00 to 18:45	12:00 to 13:00 or 13:30 to 14:30
		Day shift 9	10:30 to 19:15	13:00 to 14:00
		Day to night shift 1	8:30 to 8:45 of the next day	12:00 to 13:00 and 19:15 to 20:00 <Night-watch duties> 0:00 to 7:00
		Day to night shift 2	8:30 to 8:45 of the next day	12:30 to 13:30 and 19:30 to 20:15 <Night-watch duties> 0:00 to 7:00
		Day to night shift 3	8:30 to 8:45 of the next day	12:30 to 13:30 and 18:30 to 19:15 <Night-watch duties> 20:00 to 3:00 of the next day
		Night shift 1	17:15 to 8:45 of the next day	19:15 to 20:00 <Night-watch duties> 0:00 to 7:00
		Night shift 2	17:15 to 8:45 of the next day	18:30 to 19:15 <Night-watch duties> 20:00 to 3:00 of the next day
5	Dietitians working at the nutritional management department	Day shift 1	5:30 to 15:00	8:30 to 9:00 and 12:15 to 13:30
		Day shift 2	8:30 to 18:00	12:00 to 13:45
		Day shift 3	10:00 to 19:00	12:15 to 13:30
6	Employees working at the hospital, and designated by the Director (excluding those set forth in paragraphs 1 through 5 above)	Day shift 1	7:30 to 16:15	12:00 to 13:00 or 13:00 to 14:00
		Day shift 2	8:00 to 16:45	11:30 to 12:30 or 12:00 to 13:00 or 13:00 to 14:00
		Day shift 3	8:30 to 15:15	12:00 to 13:00 or 13:00 to 14:00
		Day shift 4	8:30 to 16:15	12:00 to 13:00 or 13:00 to 14:00

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		Day shift 5	8:30 to 17:15	11:30 to 12:30 or 12:00 to 13:00 or 13:00 to 14:00
		Day shift 6	8:30 to 18:15	12:00 to 13:00 or 13:00 to 14:00
		Day shift 7	8:30 to 19:15	12:00 to 13:00 or 13:00 to 14:00
		Day shift 8	9:00 to 15:45	12:00 to 13:00 or 13:00 to 14:00
		Day shift 9	9:00 to 17:45	12:00 to 13:00 or 13:00 to 14:00
		Day shift 10	9:00 to 19:45	12:00 to 13:00 or 13:00 to 14:00
		Day shift 11	9:15 to 18:00	12:00 to 13:00 or 13:00 to 14:00
		Day shift 12	9:30 to 17:15	12:00 to 13:00 or 13:00 to 14:00
		Day shift 13	9:30 to 18:15	12:00 to 13:00 or 13:00 to 14:00
		Day shift 14	10:00 to 16:45	12:00 to 13:00 or 13:00 to 14:00
		Day shift 15	10:00 to 18:45	12:00 to 13:00 or 13:00 to 14:00
		Day shift 16	10:30 to 17:15	12:00 to 13:00 or 13:00 to 14:00
		Day shift 17	10:30 to 19:15	12:00 to 13:00 or 13:00 to 14:00
		Day shift 18	12:00 to 20:45	16:00 to 17:00 or 17:00 to 18:00
		Day shift 19	13:00 to 21:45	16:00 to 17:00 or 17:00 to 18:00
7	Employees working at the Corporation Headquarters (meaning the Office of President, the University Management Planning Office, the Office of Global Initiatives, the Audit Office and the Executive Office), and designated by the President (Director of Office of Global	Day shift 1	8:00 to 16:45	12:00 to 13:00
		Day shift 2	8:30 to 15:15	12:00 to 13:00
		Day shift 3	8:30 to 16:15	12:00 to 13:00
		Day shift 4	8:30 to 17:15	12:00 to 13:00
		Day shift 5	8:30 to 18:15	12:00 to 13:00

Hiroshima University Regulations for Working Hours, Time-off and Leave for Employees

	Initiatives for the Office of Global Initiatives, Audit Office Director for the Audit Office, Executive for the Executive Office)	Day shift 6	8:30 to 19:15	12:00 to 13:00
		Day shift 7	9:00 to 17:45	12:00 to 13:00
		Day shift 8	9:30 to 18:15	12:00 to 13:00
		Day shift 9	10:00 to 18:45	12:00 to 13:00
		Day shift 10	11:00 to 19:45	12:00 to 13:00
8	Technical employees working at the Saijo Station (Farm), Setouchi Field Science Center, Graduate School of Biosphere Science	Day shift 1	7:00 to 16:00	12:00 to 13:00 and 15:00 to 15:15
		Day shift 2	8:00 to 17:00	12:00 to 13:00 and 15:00 to 15:15
		Day shift 3	8:30 to 17:15	12:00 to 13:00
		Day shift 4	8:30 to 17:30	12:00 to 13:00 and 15:00 to 15:15
9	Employees who are receiving training provided under the Hiroshima University Regulations for Employee Training (Regulation No. 95 of April 1, 2004) and are designated by the President	To be stipulated separately		