

**○ Hiroshima University Regulations for Appointment, Removal, Salaries, Working Hours, Time-off
and Leave of Contracted Administrative/Technical Employees**

Regulations No. 68 of March 28, 2008

Hiroshima University Regulations for Appointment, Removal, Salaries, Working Hours, Time-off
and Leave of Contracted Administrative/Technical Employees

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Chapter 1 General Provisions

(Purposes)

Article 1

1. These Regulations set forth the rules and other matters necessary for administering the appointment, removal, salaries, working hours, holidays and times off of contracted administrative/technical employees who work at Hiroshima University (hereinafter referred to as the “University”) pursuant to the Hiroshima University Work Regulations for Contract Employees (Regulations No. 101 of April 1, 2004; hereinafter referred to as “Regulations for Contracted Employees”).
2. Any matters not provided for in these Regulations regarding the appointment, removal, salaries, working hours, holidays and times off of contracted administrative/technical employees shall be governed by 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 of the University may delegate part of his/her authority under these Regulations to another officer or employee.

Article 2-2

1. To ensure the proper management of working hours, holidays and times off of contracted administrative/technical employees, the University shall appoint a working hour supervisor and a working hour controller in each department.
2. The University may appoint an assistant working hour controller at a place where it is difficult for the working hour controller to directly control the working hours of the employees.
3. Roles of the working hour supervisor, the working hour controller and the assistant working hour controller and other necessary matters not provided for in the preceding two paragraphs shall be stipulated in a separate document.

(Definition)

Article 3

The term “contracted administrative/technical employee” used in these Regulations shall mean an employee who falls under any of the following statuses:

- (1) Contracted administrative employees,
 - (2) Contracted nurses and midwives
 - (3) Contracted medical employees,
 - (4) Contracted skilled workers, and
 - (5) Any other workers whom the University deems necessary to be treated as contracted administrative/technical employees.
2. The following terms used in these Regulations shall have the meanings defined in the following items:
 - (1) Contracted administrative employees: Individuals employed by administrative organizations of the University to be engaged in duties requiring professional knowledge or special skills, or general or routine administrative operations or technical operations
 - (2) Contracted nurses/midwives: Individuals employed to be engaged in nursing duties
 - (3) Contracted medical employees: Individuals employed to be engaged in medical technical duties
 - (4) Contracted skilled workers: Individuals employed to be engaged in skilled or physical work
 - (5) Full-time: A work style of working regular working hours equivalent to those of employees to whom the Hiroshima University Work Regulations for Employees (Regulations No. 78 of April 1, 2004) apply (hereinafter referred to as “regular employees”)
 - (6) Part-time: A work style of working regular working hours per day or per week that are shorter than the working hours of full-time work
 - (7) Recruitment: Hiring of an individual as a new contracted administrative/technical employee
 - (8) Reassignment: Relocating a contracted administrative/technical employee to another department or another workplace, or changing the job title of a contracted administrative/technical employee
 - (9) Renewal: Renewing an employment contract to continue the employment of a contracted administrative/technical employee
 - (10) Re-employment: Re-employing a retired senior employee under a term employment contract, under the Act on Stabilization of Employment of Elderly Persons (Act No. 68 of 1971). As part of measures to promote the stable employment of senior persons, the University adopts a system of

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- continuous employment and provides employment opportunities to retired senior employees.
- (11) Sick leave: A leave ordered to a sick employee in accordance with Article 10-2.1 (i) of the Regulations for Contracted Employees
 - (12) Criminal prosecution leave: A leave ordered to an employee prosecuted in a criminal case in accordance with Article 10-2.1 (ii) of the Regulations for Contracted Employees
 - (13) Missing leave: A leave given to an employee whose whereabouts are unknown in accordance with Article 10-2.1 (iii) of the Regulations for Contracted Employees
 - (14) Reinstatement: Return of an employee on leave to his/her duties
 - (15) Resignation: A contracted administrative or technical employee ceases to be an employee and loses his/her status as a contracted administrative or technical employee, excluding in the case of dismissal or in the case where the employee continues to be employed as a contracted education/research employee.
 - (16) Dismissal: Dismissing a contracted administrative/technical employee in accordance with Article 8.2 or Article 12 of the Regulations for Contracted Employees
 - (17) Home Standby: A contracted administrative/technical employee is ordered to stay at home in accordance with Article 34-2 of the Regulations for Contracted Employees.

Chapter 2 Contracted Administrative Employees
Section 1 Appointment and Removal

(Job titles and work styles)

Article 4

Job titles and work styles of contracted administrative employees shall be as follows:

Job title	Applicable employees	Work style
Contracted specialists	Contracted employees engaged in duties requiring special knowledge or special skills	Full-time or part-time
Contracted general employees	Contracted employees engaged mainly in general or routine administrative work	Full-time or part-time
Contracted technicians	Contracted employees engaged mainly in technical work by using techniques related to education and research (such as operation, maintenance and management of experimental equipment, technical development, provision of experimental data, preparation for experiments, and exercise and technical coaching)	
Contracted hospital specialists	Contracted employees engaged in work requiring specialized knowledge or special skills at Hiroshima University Hospital	Full-time or part-time
Contracted hospital administrative employees	Contracted employees engaged in administrative work at the reception desk and other desks where they directly provide administrative services to outpatients and inpatients at Hiroshima University Hospital	Full-time or part-time

(Recruitment)

Article 5

1. Contracted specialists and contracted hospital specialists may be recruited if a truly unavoidable reason specified in any of the following items arises:
 - (1) The University decides that the hiring and deployment of a person with special knowledge or special skills is necessary for the efficient execution of an operation that requires a high degree of professionalism;
 - (2) The University decides that it is necessary in particular to recruit specialists for a certain operation.
2. Contracted general employees, contracted technicians and contracted hospital administrative employees may be recruited if a truly unavoidable reason specified in any of the following items arises:
 - (1) The University decides that the work volume is too large to be handled only by the existing regular employees, and it is difficult to assign a new regular employee or make any other arrangement than employing a contracted employee; or
 - (2) A full-time employee takes childcare leave or any other leave, and the University decides that it has become difficult for the remaining regular employees alone to handle the operation of the workplace and it is difficult to assign a new regular employee or make any other arrangement

than employing a contracted employee.

3. The recruitment stipulated in the preceding two paragraphs shall be made by open recruitment, in principle.
4. The screening of applicants for contracted administrative employees shall be made by a general knowledge examination, aptitude test, essay writing examination, interview or career assessment, or any combination of the abovementioned methods.

(Documents required for recruitment)

Article 6

1. A newly recruited contracted administrative employee shall submit the following documents:
 - (1) Certificate of income and withholding tax (if the person has earned income from another employer or source in the year of recruitment);
 - (2) Declaration of dependents' exemption for salary earners;
 - (3) Pension notebook(s) (for the employee and the dependent spouse);
 - (4) Certificate of subscription to employment insurance (if applicable); and
 - (5) Any other documents the University deems necessary.
2. The University may cancel the recruitment if there is any false statement, misrepresentation of career or omission of important reporting items in the submitted documents.
3. If any change occurs in the items reported in the submitted documents stipulated in paragraph 1, it shall be promptly notified to the University.

(Renewal of contract)

Article 7

1. If the University decides that it is particularly necessary for conducting its operation, it may renew an employment contract for a contracted administrative employee whose performance results and physical and mental status in the previous employment contract term have been good.
2. The last day of the employment contract renewed pursuant to the preceding paragraph shall not exceed the first March 31 that comes after the 60th birthday of the contracted administrative employee; provided, however, that the contract term of a specific individual may be extended beyond this age limit if the University decides that such extension is necessary.

(Re-employment)

Article 8

1. The University may re-employ the following persons as contracted administrative employees, but limited to the capacity of part-time work, provided they do not fall under any of the conditions stipulated in Article 11.1 and Article 12.1 of the Working Regulations for Contracted Employees (hereinafter referred to as "Retirement Reasons"):
 - (1) Regular employees who wish be re-employed after they reach the mandatory retirement age, excluding those who are subject to the Hiroshima University Work Regulations for Re-Employed Employees (Regulations No. 80 of April 1, 2004) pursuant to Article 20 of the Working Regulations for Employees (hereinafter referred to as "re-employed employees");
 - (2) Re-employed employees who wish to continue to be employed after the expiration of the current employment contract term; or
 - (3) Contracted administrative employees who are subject to the provisions of paragraph 2 of the preceding Article or Article 9.4 and wish to continue to be employed after the expiration or termination of the current employment contract term.
2. The last day of the employment contract term of a contracted administrative employee re-employed under the provisions of the preceding paragraph shall not exceed the first March 31 that comes after the re-employment.
3. If a contracted administrative employee recruited under the provisions of paragraph 1 do not fall under any of the Retirement Reasons upon the expiration of his/her employment contract term, the University may renew his/her employment contract for a predetermined period not exceeding one year.
4. The last day of the employment contract renewed pursuant to the preceding paragraph shall not exceed the first March 31 that comes after the 65th birthday of the employee.
5. If a contracted administrative employee who renewed his/her employment contract pursuant to Article 7 applies for the conversion of his/her contract to an employment contract without a definite employment period as stipulated in Article 18 of the Labor Contract Act, by following procedures stipulated separately, his/her contract shall be changed to an employment contract without a fixed term from the next day after the expiration of the then-current employment contract; provided,

however, that such employment contract shall end on the first March 31 that comes after the 65th birthday of the contracted administrative employee.

(Employment contract term)

Article 9

1. A contracted administrative employee shall be employed under a fixed-term contract. Such fixed term shall end on or before the last day of the fiscal year of the University, in which the employment contract is concluded, in principle.
2. When an employment contract is renewed in accordance with Article 7, the renewed contract term shall not exceed the end of a fiscal year of the University; provided, however, that if the University decides it is necessary, an employment contract term may be set within the period stipulated in Article 14 of the Labor Standards Act.
3. When an employment contract is renewed pursuant to Article 7, the aggregate years of the renewals shall not exceed five years from the date of the employment contract with the University that commences on or after April 1, 2013 (if there is any blank period defined in Article 18. (2) of the Labor Contract Act (Act No. 128 of December 5, 2007; hereinafter referred to as the “Labor Contract Act”), the date of the employment contract that commences after such blank period).
4. Notwithstanding the provisions of the preceding paragraph, if the University decides that Article 15-2 of the Act on Enhancing R & D Abilities through Research and Development System Reforms and Efficient Implementation of Research and Development (Act No. 63 of June 11, 2008. hereinafter referred to as the “R & D Abilities Enhancement Act”) shall apply to a specific contracted employee, the aggregate of renewals of the employment contract with such contracted employee shall be up to 10 years.
5. The limit for renewal years stipulated in each of the preceding two paragraphs shall not apply if the University decides that the limit must not be applied to a specific case.
6. If a contracted administrative employee who renewed his/her employment contract pursuant to Article 7 applies for conversion of his/her contract to an employment contract without a definite employment period as stipulated in Article 18 of the Labor Contract Act, by following the procedures stipulated separately, his/her contract shall be changed to an employment contract without a fixed term from the next day after the expiration of the then-current employment contract; provided, however, that such employment contract shall end on the first March 31 that comes after the 60th birthday of the contracted administrative employee.

(Working conditions under an employment contract without a fixed term)

Article 9-2

When the employment contract of a contracted administrative employee is changed to an employment contract without a fixed term pursuant to the main text of Article 8.5 and the main text of paragraph 6 of the preceding Article, the initial working conditions for that employee under such employment contract without a fixed term shall be the same as those stipulated under the immediate previous employment contract, in principle. However, as in the case of the working conditions under an employment contract with a fixed term, the working conditions of a contracted administrative employee under an employment contract without a fixed term shall be modified for each of the subsequent years. They shall be determined based on the progress of the operation, the relevance of the employee’s expertise to the operation, the budgeting of the employee’s workplace, and other factors.

(Advance notice of termination of an employment contract)

Article 10

To terminate an employment contract of a contracted administrative employee renewed pursuant to the provisions in Article 7 (limited to contracts that have been renewed more than twice or employment contracts for contracted administrative employees who have continued to be employed for one year or longer), upon the expiration of the then-current term of that contract, the University shall give the employee advance notice of the termination not later than 30 days prior to the expiration of the then-current term. The provisions in this Article shall not apply to an employment contract in which it is clearly indicated that the employee has no option for renewal.

(Probation period)

Article 11

The University may shorten or omit the probation period for a person who falls under any of the following conditions:

- (1) A person who is currently employed as a regular employee by another national university or a corporation or any other similar organization stipulated in item (1) of Article 32 (1) of the Rules

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of the National Personnel Authority No.8-12 (Appointment and Removal of Employees);

- (2) A person who has been employed by the University for six months or longer within one year before the recruitment; or
- (3) Any other person for whom the University decides that it is appropriate to shorten or omit the probation period.

(Extension of the probation period)

Article 12

If the actual days worked by a contracted administrative employee were fewer than 90 days during the first six months after the commencement of the probation period, the probation period for the employee shall be extended until the number of actual work days reaches 90 days; provided, however, that such extended period shall not exceed one year counting from the commencement of the probation period.

(Dismissal during the probation period)

Article 13

1. If the results of the performance evaluation of a contracted administrative employee during the probation period or any other facts clearly show that the performance level of the employee is very poor, the University may dismiss the employee before the probation period expires.
2. If a contracted administrative employee on probation is diagnosed by two physicians designated by the University as having a mental or physical problem that requires medical treatment or rest for a long period, or that is difficult to be cured by medical treatment or rest, and it is obvious that he/she has difficulty in performing or is unable to perform his/her duties at the University due to such mental or physical problem, the University may dismiss the employee before the expiration of the probation period.

(Non-applicable leave of absence)

Article 14

1. The provisions stipulated in items (4) through (7) of Article 10-2. 1 of the Regulations for Contracted Employees shall not apply to full-time contracted administrative employees.
2. The provisions stipulated in Articles 10-2 through 10-5 of the Regulations for Contracted Employees shall not apply to part-time contracted administrative employees.

(Duration of leave of absence)

Article 15

One sick leave cannot exceed three consecutive years as long as the health condition corresponding to the reason for the leave continues to exist, even if the types of diseases or the types of duties causing the sickness are different.

(Sick leave)

Article 16

1. A doctor's diagnosis is necessary, in principle, to allow a full-time contracted administrative employee to take a sick leave, to extend the duration of the sick leave, or to be reinstated before the expiration of the leave of absence. If the University determines it necessary, it may require a diagnosis by, or seek opinions from, an industrial doctor or a doctor designated by the University.
2. A sick leave referred to in the preceding paragraph shall start on the next day after the expiration of the sick time off stipulated in paragraph 3 of Article 56 and paragraphs 2 to 4 of Article 56-3 (hereinafter referred to as "non-occupational sick time off"). In a case where an employee turns out to need more absent days for medical treatment after he/she has been reinstated from a non-occupational sick time off, the sick leave shall start on the day that the University designates considering the circumstances.
3. Notwithstanding the provisions in the preceding paragraph, if a full-time contracted administrative employee took a non-occupational sick time off during his/her probation period and continues to be absent after he/she is formally hired upon the expiration of the probation period, and if the University decides that it should allow him/her to take a sick leave, the University shall designate the commencement date of the sick leave for that employee after 90 consecutive days of the personal sick time off expires (or after the expiration of the probation period if the probation period ends earlier than such period of 90 days), in principle.

(Resignation)

Article 17

1. To resign from the University for a personal reason, a contracted administrative employee shall submit a written notice of resignation to the University no later than 30 days prior to the scheduled resignation date, in principle.

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2. If the University receives a written notice of resignation from a contracted administrative employee, it shall approve the resignation, unless there is any particular problem.
3. The contracted administrative employee who has notified his/her intent of resignation shall engage in his/her normal duties until the resignation date unless he/she obtains an approval for any absence until the resignation date.

(Dismissal)

Article 18

1. If the results of the performance evaluation of a contracted administrative employee or any other facts clearly show that the performance level of the employee is very poor, the University may dismiss the employee.
2. If a contracted administrative employee is diagnosed by two physicians designated by the University as having a mental or physical problem that needs medical treatment or rest for a long period or that is difficult to be cured by medical treatment or rest, and it is obvious that he/she has difficulty in performing or is not able to perform his/her duties at the University due to such mental or physical problem, the University may dismiss the employee.

(Notice of transfer)

Article 19

If a contracted administrative employee falls under any of the following conditions, the University shall issue a notice of personnel transfer (hereinafter referred to as a “notice of transfer”) to that employee:

- (1) The contracted administrative employee is recruited or transferred to another site or position, or his/her employment contract is renewed;
- (2) The contracted administrative employee is ordered to be reinstated, or a contracted administrative employee is reinstated upon the expiration of a leave of absence;
- (3) A home standby order for the contracted administrative employee is lifted; or
- (4) The contracted administrative employee resigns from the University (excluding dismissal).

Article 20

If a contracted administrative employee falls under any of the following conditions, the University shall issue a notice of transfer to that employee:

- (1) The University allows or orders the contracted administrative employee to take a leave of absence or extends the duration of the employee’s leave of absence;
- (2) The contracted administrative employee is dismissed; or
- (3) The University gives an order of home standby to the contracted administrative employee

(Omission of a notice of transfer)

Article 21

Notwithstanding the provisions in the preceding two Articles, in the event of any of the following cases, the University may issue any other document or use any other appropriate method of notification, in lieu of issuance of a notice of transfer to the relevant employee:

- (1) Transfer of a contracted administrative employee to another location or position as a result of the establishment, restructuring or abolition of an organization;
- (2) A case falling under item (4) of Article 19, for which University decides that it is appropriate not to issue a notice of transfer;
- (3) A notice of transfer cannot be issued for any of the items in the preceding Article due to the emergency of the case.

Section 2 Salaries

(Classification and types of salaries, calculation period and pay day)

Article 22

1. The classification, types, calculation periods and pay days of salaries for contracted administrative employees shall be as shown in the following table:

- (1) Classification, types, calculation periods and pay days of salaries for full-time contracted administrative employees

Salary		Calculation period	Pay day
Classification	Type		
Basic salary	Regular salary	The first day to the last day of	17th day of the current month. If the 17th day is a holiday
Allowances	Manager allowance (for		

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	contracted specialists and contracted hospital specialists only) Dependent family allowance (for contracted specialists and contracted hospital specialists only) Housing allowance Commutation allowance	each month	stipulated in item (1) or (2) of Article 43.1 (hereinafter referred to as a “holiday” in this paragraph), the day that is not a holiday falling immediately after the 17th day. For some full-time administrative employees over age 60, the University may designate the pay day for them as the 17th of the next month, as necessary.
	Overtime allowance Holiday work allowance Night work allowance Manager special duty allowance	The first day to the last day of each month	Pay day of the next month
Performance-based bonus	Term-end bonus	A period within the six months before the record date defined in Article 38	June 30 and December 10 (or two days before these pay days if the pay day falls on a Sunday, or one day before these pay days if the pay day falls on a Saturday)
	Special bonus	From the first day to the last day of each fiscal year	Pay day for salaries for March of the current fiscal year

(2) Classification, types, calculation periods and pay days of salaries for part-time contracted administrative employees

Salary		Calculation period	Pay day
Classification	Type		
Basic salary	Regular salary	The first day to the last day of each month	17th day of the next month. If the 17th day is a holiday stipulated in item (1) or (2) of Article 43.1 (hereinafter referred to as a “holiday” in this paragraph), the day that is not a holiday falling immediately after the 17th day.
Allowances	Commutation allowance Overtime allowance Holiday work allowance		
Performance-based bonus	Special bonus	From the first day to the last day of each fiscal year	Pay day for salaries for March of the current fiscal year

2. The basic salary of a full-time contracted administrative employee is a monthly fixed wage. The full amount of the basic salary is paid on the pay day specified in the table in item (1) in the preceding paragraph
3. The basic salary of a part-time contracted administrative employee is hourly wages. It is calculated by multiplying the number of hours worked by the employee in the salary calculation period stipulated in the table of item (2) of paragraph 1 by the hourly wage stipulated in Article 28. The basic salary of a part-time contracted administrative employee is paid on the pay day stipulated in the same table.
4. For the purpose of calculating the working hours during the calculation period stipulated in the preceding paragraph, any fractional hour shall be rounded up as follows:
Shorter than 15 minutes: 15 minutes
Longer than 15 minutes and shorter than 30 minutes: 30 minutes
Longer than 30 minutes and shorter than 45 minutes: 45 minutes
Longer than 45 minutes and shorter than one hour: One hour
5. Notwithstanding the provisions in paragraphs 2 and 3, if an additional amount is to be paid retroactively as a result of a revision of the salary, such retroactive amount may be paid before the pay day stipulated in the table in the relevant item in paragraph 1 that falls immediately after the effective date of the revision.
6. Notwithstanding the provisions of paragraphs 2 and 3, if a contracted administrative employee requests advance payment of his/her regular salary before the pay day stipulated in the table of each item of paragraph 1, for the reason of covering expenditures to deal with disaster damage suffered by

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the employee or his/her financially dependent family member(s) or any other emergency expenditures stipulated in Article 25 of the Labor Standards Act, the University shall pay the portion of the regular salary corresponding to the days already worked by that employee.

7. In addition to the provisions in paragraph 1 through the preceding paragraph, any other detailed rules regarding the classification, types, calculation periods and pay days of salaries and others shall be stipulated in a separate document.

(Salaries during home standby)

Article 23

If the University gives an order of home standby to a contracted administrative employee, the University may pay up to 100% of his/her regular salary during the home standby period; provided, however, that if an employee is ordered to stand by at home because he/she is sentenced to imprisonment without work or a heavier criminal penalty, the University shall pay up to 60% of his/her regular salary, the dependent family allowance and the housing allowance.

(Payment of salaries)

Article 24

1. The salary for a contracted administrative employee shall be paid directly to the employee in full and in cash. Before paying salaries to an employee, the University shall deduct amounts from the salaries that are required to be deducted by law or permitted to be deducted in accordance with the labor-management agreement.
2. Notwithstanding the provisions in the first sentence of the preceding paragraph, upon the consent of the contracted administrative employee, the University shall pay his/her salaries by transferring the amount to his/her deposit or savings account at a financial institution with which the bank(s) of the University has/have a money transfer network.
3. In addition to the provisions in the preceding two paragraphs, any other detailed rules regarding the payment of salaries shall be stipulated in a separate document.

(Calculation of per-hour wage)

Article 25

The per-hour wage of a full-time contracted administrative employee shall be calculated by dividing the total of his/her monthly regular salary and the manager allowance (if applicable) by the average number of working hours per month. The per-hour wage of a part-time contracted administrative employee is the hourly wage stipulated as the regular salary.

(Treatment of fractional amounts)

Article 26

If any fraction arises in any amount calculated pursuant to the provisions of these Regulations, it shall be discarded if the fraction is less than 0.5 yen, or rounded up to one yen if it is 0.5 yen or larger.

(Calculation on a daily basis)

Article 27

1. For a full-time contracted administrative employee who is hired on any other day than the first day of a month or who resigns on any other day than the last day of a month, the regular salary and the manager allowance for that month shall be paid based on the calculation on a daily basis.
2. If the half-reduction of the regular salary of a full-time contracted administrative employee has commenced on any other day than the first day of a month or such reduction has ceased to be applied on any other day than the last day of a month, in accordance with the provisions in these Regulations, his/her regular salary for that month shall be paid based on the calculation on a daily basis.
3. For a full-time contracted administrative employee whose status has changed on any other day than the first day or the last day of a month, as the case may be, for any of the following reasons (hereinafter referred to as an “employee whose status changed in the middle of a month”), the regular salary, the manager allowance, the dependent family allowance, and the housing allowance for that month shall be paid based on the calculation on a daily basis:
 - taking a disciplinary leave of absence or being reinstated from a disciplinary leave of absence;
 - being suspended from work or reinstated from suspension;
 - being instructed to refrain from coming to work or being reinstated from such status;
 - taking a leave of absence or being reinstated from a leave of absence;
 - being ordered to standby at home or being reinstated from a home standby;
 - taking a childcare leave or being reinstated from a childcare leave.
4. For a contracted administrative employee whose status has changed in the middle of a month, the

commutation allowance for the month shall be paid based on the calculation on a daily basis only if there is a separate provision concerning the use of labor-related expenses for said contracted administrative employee.

5. The daily-basis calculation stipulated in paragraph 1 through the preceding paragraph shall be made based on the total number of days included in the salary calculation period from which the number of holidays included in that period (including designated substitute holidays) is deducted.
6. Notwithstanding the provisions in paragraphs 1 to 4, if a full-time contracted administrative employee dies in the middle of a month, the full amount of the salaries to be paid for the month shall be paid to the bereaved family, deeming the situation as if the employee had died on the last day of the month.

(Regular salary)

Article 28

1. The regular salary of contracted administrative employees shall be determined as stipulated in the following items according to their job titles:
 - (1) Contracted specialists and contracted hospital specialists:
The level-based regular salaries specified in Table 1 corresponding to the type of work, post-high school years of experience as of the previous year-end, or the age of the employee. For the purpose of use in this Chapter, the “post-high school years of experience as of the previous year-end” shall mean the years of experience after graduation from high school as of the end of the previous fiscal year included in their contract period (a fraction shorter than one year should be discarded).
 - (2) Contracted general employees, contracted technicians and contracted hospital administrative employees (excluding those falling under the conditions stipulated in item (3) below):
The level-based regular salaries specified in Table 1 corresponding to the post-recruitment years of experience as of the previous year-end or the age of the employee. The “post-recruitment years of experience as of the previous year-end” as used in these Regulations shall mean the years of experience after employment by the University as of the end of the previous fiscal year included in their contract period (a fraction shorter than one year should be discarded).
 - (3) Contracted general employees, contracted technicians and contracted hospital administrative employees who have been employed by the University since March 31, 2010 and whose post-recruitment years as of the previous year end are shorter than 20 years:
The level-based regular salaries specified in Table 1 corresponding to the post-high school years of experience as of the previous year end determined by replacing the words “post-recruitment years of experience as of the previous year-end” in that table with the words “post-high school years of experience as of the previous year-end” (a fraction shorter than one year should be discarded) or the age of the employee.
2. Notwithstanding the provisions in the preceding paragraph, where a contracted administrative employee is employed under an employment contract that extends over two fiscal years (excluding employees falling under the conditions stipulated in the following paragraph), if that employee has reached, during the contract term, the number of years of experience corresponding to a level-based salary higher than that which was determined for the employee at the time of the conclusion of the current employment contract, the regular salary for the employee may be revised to such higher level-based salary.
3. Notwithstanding the provisions in item (3) of paragraph 1, in the case of a contracted general employee or contracted technician who falls under item (3) of paragraph 1 and is employed on the condition that his/her post-high school years of experience at the time of the new recruitment should be deemed to be six years, if such employee continues to be employed in the next fiscal year after his/her initial recruitment, his/her “post-high school years of experience as of the previous year-end” shall be deemed to be the total of six years and his/her aggregated years of service at the end of each fiscal year during his/her employment term (a fraction shorter than one year should be discarded). The regular salary for the employee may be set to the level-based salary stipulated in Table 1 corresponding to the age of the employee and the said deemed post-high school years of experience as of the previous year-end.
4. Notwithstanding the provisions in the preceding three paragraphs, if the University determines that special circumstances should be taken into consideration when determining the regular salary for a certain contracted administrative employee, the regular salary for that employee may be set to a level-based salary that is one or two levels higher or lower than the level-based salary corresponding

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to his/her status in any of the preceding three paragraphs.

5. Notwithstanding the provisions from paragraph 1 to the preceding paragraph, if the University determines that a special arrangement should be made for the regular salary of a certain contracted administrative employee, the University may set a different regular salary for that employee.

(Salaries for employees on leave of absence)

Article 29

1. If a full-time contracted administrative employee takes a sick leave due to injuries or illness sustained in the course of his/her duties or commuting, the University may pay up to 100% of his/her salaries while the employee is on leave; provided, however, that if any public benefits, such as the absence compensation benefit, the leave of absence benefit, the special payment for leave of absence, or the injury and disease compensation pension, are provided to the employee under the Workmen's Accident Compensation Insurance Act (Act No. 50 of 1947), the University shall not pay salaries to that employee, excluding performance-based bonuses.
2. If a full-time contracted administrative employee takes a non-occupational sick leave, the University may pay up to 80% of the basic salary, the dependent family allowance and the housing allowance (hereinafter referred to as "Basic Salaries" in this Chapter) and the term-end bonus for the first year of such leave of absence (for the first two years in the case of tuberculosis).
3. If a full-time contracted administrative employee takes a criminal prosecution leave, the University may pay up to 60% of his/her Basic Salaries while the employee is on leave.
4. If a missing leave is given to a full-time contracted administrative employee, the University may pay up to 70% of his/her Basic Salaries and term-end bonus while the employee is on leave; provided, however, that if it is determined that the missing status of the employee was caused by an accident while the employee was on duty, the University may pay up to 100% of his/her Basic Salaries and term-end bonus.
5. In addition to the provisions from paragraph 1 through the preceding paragraph, any other detailed rules regarding the salaries of employees on leave shall be stipulated in a separate document.

(Salary reduction)

Article 30

1. As provided for in Article 50, if a full-time contracted administrative employee was absent for all or part of the regular working hours of a day, or took a family care leave, partial child care leave or partial family care, the wages corresponding to the absent hours shall be reduced from his/her salary, by multiplying his/her per-hour wage prescribed in Article 25 by the total number of absent hours. If a full-time contracted administrative employee was absent or took a family care leave, partial childcare leave or partial family care leave for all his/her regular working hours during a salary calculation period, his/her regular salary and manager allowance for the salary calculation period shall be fully reduced.
2. For the purpose of determining the total absent hours stipulated in the preceding paragraph, all absent hours during a salary calculation period shall be added and fractional minutes resulting from the addition shall be rounded as follows:
Periods shorter than 15 minutes are discarded;
Periods longer than 15 minutes and shorter than 30 minutes are rounded down to 15 minutes;
Periods longer than 30 minutes and shorter than 45 minutes are rounded down to 30 minutes;
Periods longer than 45 minutes and shorter than 60 minutes are rounded down to 45 minutes.

(Half reduction of the regular salary)

Article 31

1. If a full-time contracted administrative employee has been absent because he/she took a non-occupational sick time off prescribed in Article 56.3 of these Regulations or was banned from working due to a disease prescribed in Article 30 of the Hiroshima University Regulations for Safety and Health Management (Regulations No. 113 of April 1, 2004; hereinafter referred to as "Safety and Health Management Regulations") (hereinafter such absence shall be collectively referred to as "non-occupational sick time off or the like"), and if he/she continues to be absent after 90 consecutive days from the start day of the non-occupational sick time off or the like, the regular salary for the employee shall be reduced by half for absent days after this 90-day period (limited to days the employee did not work all of his/her regular working hours by taking the non-occupational sick time off or the like). If one instance of injury or illness of the employee has concluded in the healing of the injury or illness but the employee continues to take non-occupational sick time off for

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another instance of injury or illness, the counting of 90 days shall still start from the starting day of such non-occupational sick time off or the like. In this case, the total absent days shall be calculated pursuant to the provisions from Article 56.3 to Article 57, replacing the words “non-occupational sick time off” with the words “non-occupational sick time off or the like.”

2. In addition to the provisions in the preceding paragraph, any other detailed rules regarding the half reduction of salaries shall be stipulated in a separate document.

(Manager allowance)

Article 32

1. The manager allowance shall be paid to contracted specialists and contracted hospital specialists who are in managing or supervising positions stipulated in item (2) of Article 41 of the Labor Standards Act (hereinafter referred to as “managing employees”). The manager allowance shall not be paid for a month in which the managing employee was absent for all his/her regular working days.
2. The manager allowance stipulated in the table below shall be paid monthly according to the status of the employee.

Employee status	Allowance amount
An employee who is engaged in duties equivalent to a group leader specified in the Attached Table to the Hiroshima University Regulations for Appointment and Removal of Employees (Regulations No. 81 of April 1, 2004, hereinafter referred to as “Regulations for Appointment and Removal of Employees”) and whose age is under 60 as of the end of the previous fiscal year during his/her employment contract term (hereinafter referred to as “age as of the previous year-end”)	62,300 yen
An employee who is engaged in duties equivalent to a group leader specified in Attached Table to the Regulations for Appointment and Removal of Employees and who was aged 60 or over as of the previous year-end	48,200 yen

3. In addition to provisions in the preceding two paragraphs, any other detailed rules regarding the manager allowance shall be stipulated in a separate document.

(Dependent family allowance)

Article 33

1. The dependent family allowance shall be paid to a contracted specialist or contracted hospital specialist who has (a) dependent family member(s) who has/have no other income source and is/are financially dependent on the employee as a main income source. However, the dependent family allowance shall not be paid to an employee who was aged 60 or over as of the end of the previous fiscal year.
2. The dependent family allowance stipulated in the table below shall be paid monthly according to the status of the applicable dependent:

Applicable dependents	Allowance amount
A child who is under the age of 22 or a child who is 22 years old but for whom the first March 31 has not come since his/her 22nd birthday	10,000 yen
Spouse, including a partner with whom the employee has a de facto marital relationship without an official registration of marriage	6,500 yen
A grandchild who is under the age of 22 or a grandchild who is 22 years old but for whom the first March 31 has not come since his/her 22nd birthday	
A parent(s) or a grandparent(s) aged 60 or over	
A sibling who is under the age of 22 or a sibling who is 22 years old but for whom the first March 31 has not come since his/her 22nd birthday	
A severely physically or mentally disabled family member	

3. Notwithstanding the provisions in the preceding paragraph, while such dependent child is in the age bracket from the first April 1 since his/her 15th birthday to the first March 31 since his/her 22nd birthday (hereinafter such age bracket is referred to as the “special age bracket”), the monthly dependent family allowance shall be increased to the amount determined by multiplying 5,000 yen by the number of children in the special age bracket and adding the resultant amount to the amount specified in the preceding paragraph.
4. If a contracted specialist or contracted hospital specialist who is newly recruited has a dependent family member, the dependent family allowance shall be paid from the next month after his/her recruitment. If any family member of an existing contracted specialist or contracted hospital specialist has become eligible as a dependent, the dependent family allowance shall be paid from the month following the month in which such eligibility arises. However, if such employee is employed or such eligibility arises on the first day of a given month, the allowance shall be paid from that

month. However, if an employee submits a dependent family report after 15 or more days from the day of his/her recruitment or the date the eligibility has occurred, the dependent family allowance shall be paid from the next month after the receipt of the report by the University (if the report is received on the first day of a month, the allowance shall be paid from that month).

5. If a contracted specialist or contracted hospital specialist resigns or is dismissed, or dies while he/she has (a) dependent family member(s), or when all dependent family members have lost their eligibility, the dependent family allowance shall be paid until the month in which such incident occurred (if such incident occurs on the first day of the month, the allowance shall be paid until the previous month before the incident month).
6. In addition to the provisions from paragraph 1 through the preceding paragraph, any other detailed rules regarding the dependent family allowance shall be stipulated in a separate document.

(Housing allowance)

Article 34

1. The housing allowance shall be provided to full-time contracted administrative employees who pay the rent for their housing to reduce their financial burden related to housing, excluding employees whose scheduled employment term is shorter than three months and employees who were 60 or older at the end of the previous fiscal year.
2. The housing allowance stipulated in the table below shall be paid monthly according to the status of the employee:

Status	Allowance amount	
Full-time contracted administrative employees who rent housing (including a rent room) as their own residence and pay rent (including a usage fee, the same applies hereinafter) exceeding 12,000 yen per month, excluding those who rent housing from the University, another public corporation or any other public entity	The amount determined based on the description in the right column corresponding to the status of the full-time contracted administrative employee listed below. Any fractions less than 100 yen resulting from the calculation shall be discarded.	
	a. A full-time contracted administrative employee who pays a monthly rent of 23,000 yen or less	An amount determined by deducting 12,000 yen from the monthly rent
	b. A full-time contracted administrative employee who pays a monthly rent exceeding 23,000 yen	An amount determined by deducting 23,000 yen from the monthly rent and dividing it by two (if the resultant amount exceeds 16,000 yen, the upper limit is 16,000 yen), and adding the resultant amount or 16,000 yen, whichever the lesser, to 11,000 yen

3. If a full-time contracted administrative employee falls under the status listed in the table in the preceding paragraph, the housing allowance shall be paid from the next month after the month when such eligible status arises. If such eligible status arises on the first day of a month, the allowance shall be paid from that month. However, if an employee submits the housing report after 15 or more days from the day when the eligible status arose, the housing allowance shall be paid from the next month after the receipt of the report by the University (if the report is received on the first day of a month, the allowance shall be paid from that month).
4. If a full-time contracted administrative employee resigns from or is dismissed by the University or dies, or has lost the eligible status stipulated in the table in paragraph 2, the housing allowance shall be paid until the month when such incident occurs. If such incident occurs on the first day of a month, the allowance shall be paid until the previous month before the incident month.
5. In addition to the provisions from paragraph 1 through the preceding paragraph, any other detailed rules regarding the housing allowance shall be stipulated in a separate document.

(Commutation allowance)

Article 35

1. The commutation allowance shall be paid to a contracted administrative employee who satisfies all of the conditions stipulated in items (1) to (4) below, to provide financial support for their cost of commuting. The commutation allowance shall not be paid to an employee whose main status is a student of the University and who commutes to the school he/she attends which is also his/her workplace (excluding a person who is taking a leave of absence from the school or the workplace under the provisions of the Hiroshima University General Provisions (Regulations No. 2 of April 1, 2004) and the Hiroshima University Graduate School Regulations (Regulations No. 3 of April 1, 2004). The commutation allowance shall not be paid for a month in which the employee did not commute to the workplace for all of his/her regular working days.

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- (1) The employee will be employed by the University for more than one month;
- (2) The employee works three or more days per week;
- (3) The employee works three or more hours per day; and
- (4) The one-way distance of commutation by foot is 2 km or further (using the shortest route generally used by commuters)

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2. The commutation allowance stipulated in the table below shall be paid monthly according to the status of the employee:

Status	Allowance amount	
(1) A contracted administrative employee who usually uses public transportation for commuting, such as trains, or toll roads (hereinafter referred to as “public transportation providers”)	An amount calculated based on the fare and/or tolls necessary for the employee’s commuting (hereinafter referred to as the “calculated fare”). The upper limit is 55,000 yen if the calculated fare exceeds 55,000 yen.	
(2) A contracted administrative employee who usually uses a car or any other vehicle for commuting (meaning an automobile, motorcycle, 50 cc scooter, or bicycle, hereinafter referred to as a “vehicle”).	The one-way distance commuted by a vehicle (hereinafter referred to as the “commuting distance by a vehicle” in this item) is shorter than 5 km.	2,000 yen
	The commuting distance by a vehicle is 5 km or longer but shorter than 10 km	4,200 yen
	The commuting distance by a vehicle is 10 km or longer but shorter than 15 km	7,100 yen
	The commuting distance by a vehicle is 15 km or longer but shorter than 20 km	10,000 yen
	The commuting distance by a vehicle is 20 km or longer but shorter than 25 km	12,900 yen
	The commuting distance by a vehicle is 25 km or longer but shorter than 30 km	15,800 yen
	The commuting distance by a vehicle is 30 km or longer but shorter than 35 km	18,700 yen
	The commuting distance by a vehicle is 35 km or longer but shorter than 40 km	21,600 yen
	The commuting distance by a vehicle is 40 km or longer but shorter than 45 km	24,400 yen
	The commuting distance by a vehicle is 45 km or longer but shorter than 50 km	26,200 yen
	The commuting distance by a vehicle is 50 km or longer but shorter than 55 km	28,000 yen
	The commuting distance by a vehicle is 55 km or longer but shorter than 60 km	29,800 yen
	The commuting distance by a vehicle is 60 km or longer	31,600 yen
(3) A contracted administrative employee who usually uses a combination of paid public transportation and a vehicle	The total of the calculated fare and the amount stipulated in item (2). The upper limit is 55,000 yen if the total amount exceeds 55,000 yen. However, if the commuting distance by vehicle is shorter than 2 km, the commutation allowance paid to the contracted administrative employee who uses the combination of public transportation and a vehicle shall be the amount determined pursuant to item (1), and if such calculated amount is less than the amount stipulated in item (2), the amount stipulated in item (2) shall be paid to such employee.	

3. There may be a case where a contracted specialist or contracted hospital specialist chooses to use (a) special express train(s) such as a Shinkansen train (hereinafter referred to as “Shinkansen or special express train”) for commuting. In such a case, notwithstanding the provisions in the preceding paragraph, if the employee’s commuting distance is 60 km or longer or it will take longer than 90 minutes to commute if he/she uses ordinary transportation means, and he/she can reduce the commuting hours by more than 30 minutes by using a Shinkansen or special express train, the monthly commuting allowance to be paid to such employee shall be the total of 50% of the amount calculated based on the fares necessary for the employee’s commuting (meaning the actual fares of the Shinkansen or special express train minus the amount equal to the fares of the normal public transportation based on which the calculated fares are calculated; the upper limit is 20,000 yen if the amount calculated by this formula exceeds 20,000 yen) and the applicable amount stipulated in the preceding paragraph.
4. There may be a case where a contracted specialist or contracted hospital specialist who uses a vehicle for commuting chooses to use toll national highways and/or other express highways (hereinafter referred to as “express highways”). In such a case, notwithstanding the provisions of the preceding

two paragraphs, if the employee's commuting distance by vehicle will be longer than 30 km if he/she uses the ordinary commuting route and there is a rational reason for using express highways, such as the reduction of commuting hours, the monthly commuting allowance to be paid to such employee shall be the total of an amount equal to 50% of the express highway tolls the employee pays for commuting (the upper limit is 20,000 yen if the amount calculated by this formula exceeds 20,000 yen) and the applicable amount stipulated in paragraph 2.

5. If a contracted administrative employee falls under one of the statuses listed in the table in paragraph 2, or a contracted specialist or contracted hospital specialist has satisfied the requirements stipulated in either of the preceding two paragraphs, the commuting allowance shall be paid to such employee from the next month of the month when such eligible status arises. If such eligible status arises on the first day of a month, the allowance shall be paid from that month. However, if an employee submits the commuting report after 15 or more days from the day when the eligible status arose, the commuting allowance shall be paid from the next month after the receipt of the report by the University (if the report is received on the first day of a month, the allowance shall be paid from that month).
6. If a contracted administrative employee resigns from or is dismissed by the University or dies, or has lost the eligible status stipulated in the table in paragraph 2, the commuting allowance shall be paid until the month when such incident occurs. If such incident occurs on the first day of a month, the allowance shall be paid until the previous month before the incident month.
7. In addition to the provisions from paragraph 1 through the preceding paragraph, any other detailed rules regarding the commuting allowance shall be stipulated in a separate document.

(Overtime allowance)

Article 36

1. The overtime allowance shall be paid to contracted administrative employees for hours they are ordered to work exceeding their regular working hours, except as provided for in paragraph 1 of the following Article.
2. The overtime allowance to be paid for each overtime hour worked shall be determined by multiplying the per-hour wage of the contracted administrative employee calculated in accordance with Article 25 by the percentage stipulated in the table below corresponding to the classification of the worked hours.

	Classification	Percentage
Full-time employee	(1) Overtime hours worked exceeding the regular working hours of the employee, excluding the hours stipulated in (2) to (6) below	125%
	(2) Night overtime hours worked exceeding the regular working hours of the employee, excluding the hours stipulated in (3) or (6) below	150%
	(3) The portion of hours exceeding 45 hours but 60 hours or less out of the total overtime hours worked exceeding the regular working hours in a month, combined with the hours stipulated in paragraph 1 of the next Article, excluding the hours stipulated in (4) to (6) below	130%
	(4) Night hours included in the portion of hours exceeding 45 hours but 60 hours or less out of the total overtime hours worked exceeding the regular working hours in a month, combined with the hours stipulated in paragraph 1 of the following Article, excluding the hours stipulated in (5) and (6) below	155%
	(5) The portion of hours exceeding 60 hours out of the total overtime hours worked exceeding the regular working hours in a month, combined with the hours stipulated in paragraph 1 of the following Article, excluding the hours stipulated in (6) below	150%
	(6) Night hours included in the portion of hours exceeding 60 hours out of the total overtime hours worked exceeding the regular working hours in a month, combined with the hours stipulated in paragraph 1 of the following Article	175%
Part-time employee	(1) Hours worked within 7 hours and 45 minutes in a day (including the regular working hours), and hours worked within 38 hours and 45 minutes in a week (including the regular working hours), excluding the hours stipulated in (2) below	100%
	(2) Night hours (from 22:00 to 5:00 the next day) worked within the range of seven hours and 45 minutes in a day (including the regular working hours), within 38 hours and 45 minutes in a week (including the regular working hours)	125%

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	(3) Hours worked exceeding seven hours and 45 minutes in a day (including the regular working hours), and hours worked exceeding 38 hours and 45 minutes in a week (including the regular working hours), excluding the hours stipulated in (4) below	125%
	(4) Night hours (from 22:00 to 5:00 the next day) included in the hours exceeding seven hours and 45 minutes in a day combined (including the regular working hours), and hours exceeding 38 hours and 45 minutes in a week (including the regular working hours)	150%

3. A contracted administrative employee may be ordered to switch a holiday with his/her regular working day and work on that holiday. In such a case, notwithstanding the provisions in the preceding paragraph, if the hours worked by the employee in that week exceed his/her regular weekly working hours, the hourly overtime allowance for the total hours worked on that holiday within the range of the regular working hours, and only to the extent of such regular working hours, shall be calculated by multiplying the per-hour wage of the employee calculated in accordance with Article 25 by the percentage determined by deducting 100% from the percentage stipulated in the table in the preceding paragraph according to the classification of worked hours.
4. The total hours stipulated in the preceding paragraph shall be the total of such hours worked in a given salary calculation period, and any fractional period resulting from the calculation shall be rounded up as follows:
 Shorter than 15 minutes: 15 minutes
 Longer than 15 minutes and shorter than 30 minutes: 30 minutes
 Longer than 30 minutes and shorter than 45 minutes: 45 minutes
 Longer than 45 minutes and shorter than one hour: one hour

(Holiday work allowance)

Article 37

1. When a contracted administrative employee is ordered to work on a holiday, excluding the case where the employee is to take a substitute holiday on any of his/her working days (hereinafter referred to as a “substitute holiday” in this Chapter), or if the employee is ordered to work on such substitute holiday, the holiday work allowance shall be paid to the employee.
2. The holiday work allowance paid for each hour worked on a holiday or substitute holiday shall be determined by multiplying his/her per-hour wage calculated in accordance with Article 25 by 135% (or 160% for night hours worked from 22:00 to 5:00 the next day).
3. Notwithstanding the provisions in the preceding paragraph, if the total hours worked by a full-time contracted administrative employee on (a) holiday(s) and/or substitute holiday(s), combined with the overtime hours stipulated in the preceding Article falls under any of the following conditions, the hourly allowance paid for the hours exceeding such condition shall be determined by multiplying the per-hour wage calculated in accordance with Article 25 by the percentage stipulated in the respective item below.
 - (1) Hours exceeding 60 hours in a month, excluding hours stipulated in (2) below: 150%
 - (2) Night hours included in hours exceeding 60 hours in a month: 175%
4. The total hours stipulated in the preceding two paragraphs shall be the total of such hours worked in a given salary calculation period, and any fractional hour resulting from the calculation shall be rounded up as follows:
 Shorter than 15 minutes: 15 minutes
 Longer than 15 minutes and shorter than 30 minutes: 30 minutes
 Longer than 30 minutes and shorter than 45 minutes: 45 minutes
 Longer than 45 minutes and shorter than one hour: one hour

(Night work allowance)

Article 37-2

1. The night work allowance shall be paid to a contracted administrative employee who is ordered to work in the time bracket from 22:00 to 5:00 the next day as his/her regular working hours.
2. The total hours stipulated in the preceding paragraph shall be the total of such hours worked in a given salary calculation period, and any fractional period resulting from the calculation shall be rounded up as follows:
 Shorter than 15 minutes: 15 minutes
 Longer than 15 minutes and shorter than 30 minutes: 30 minutes
 Longer than 30 minutes and shorter than 45 minutes: 45 minutes

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Longer than 45 minutes and shorter than one hour: one hour

3. The night work allowance paid for each hour worked during the time frame stipulated in the preceding paragraph shall be determined by multiplying his/her per-hour wage calculated in accordance with Article 25 by 25%.

(Manager special duty allowance)

Article 37-3

1. The manager special duty allowance shall be paid to an employee eligible for the allowance under the provisions in Article 32 when such employee works in the time bracket stipulated below due to a special or urgent need or for any other operational need:
 - (1) Work from 24:00 to 5:00 on a day which is not a holiday defined in Article 43 or a substitute holiday switched with a working day in accordance with Article 44, excluding hours stipulated in (2) below
 - (2) Work exceeding three hours outside the regular working hours defined in Article 41 on any day which is not a holiday or substitute holiday
 - (3) Work on a holiday or substitute holiday
2. The amount of the manager special duty allowance for each period of work stipulated in the preceding paragraph shall be as stipulated below according to the employee status.

Employee status	Allowance amount		
	Work stipulated in item (1) of the preceding paragraph	Hours actually worked in the time bracket stipulated in item (2) or (3) of the preceding paragraph were six hours or shorter	Hours actually worked in the time bracket stipulated in item (2) or (3) of the preceding paragraph exceeded six hours
An employee who is engaged in duties equivalent to a group leader specified in the Attached Table to the Regulations for Appointment and Removal of Employees and who was under the age of 60 as of the end of the previous fiscal year	3,500 yen	7,000 yen	10,500 yen
An employee who is engaged in duties equivalent to a group leader specified in the Attached Table to the Regulations for Appointment and Removal of Employees and who was aged 60 or over as of the end of the previous fiscal year	2,750 yen	5,500 yen	8,250 yen

3. Notwithstanding the provisions in the preceding two paragraphs, if the time worked by a managing employee in any of these time brackets was shorter than one hour, no manager special duty allowance shall be paid.
4. In addition to the provisions in the preceding three paragraphs, any other detailed rules regarding the manager special duty allowance shall be stipulated in a separate document.

(Term-end bonus)

Article 38

1. Term-end bonuses shall be paid to full-time contracted administrative employees who are employed as of June 1 and December 1 of each year (hereinafter referred to as “record dates” in this Article).
2. The term-end bonus is determined based on the level-based bonus stipulated in Attachment 2 and the service months stipulated in the table below. Specifically, it is determined by multiplying the level-based bonus corresponding to the employee’s status by the percentage corresponding to his/her service months (as stipulated in a separate document) included in the six months prior to the record date.

Payment percentage by service months

Service months	Payment percentage by service months
Six months	100%
Five months and longer but shorter than six months	80%
Three months and longer but shorter than five months	60%
Shorter than three months	30%

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3. Notwithstanding the provisions in the preceding paragraph, the term-end bonus for a full-time contracted administrative employee whose current salary is reduced by half as of the record date shall be 50% of the amount calculated pursuant to the provisions of the preceding paragraph.
4. The term-end bonus shall not be paid to a full-time contracted administrative employee who falls under any of the following conditions:
 - (1) An employee who was on an unpaid leave as of the record date, excluding a sick leave for injury or illness sustained while the employee was on duty or commuting;
 - (2) An employee who was on a criminal prosecution leave as of the record date;
 - (3) An employee who was on a disciplinary leave as of the record date;
 - (4) An employee who was suspended from work as of the record date;
 - (5) An employee who was on a childcare leave as of the record date and who has worked no days during the six months prior to the record date. The counting of such six-month period shall include the days of paid annual time off, sick time off, special time off and sick leave for injury or illness sustained on duty or during commuting taken by the employee, if any; or
 - (6) An employee who was sentenced to imprisonment without work or heavier punishment within six months prior to the record date
5. Notwithstanding the provisions from paragraph 1 through the preceding paragraph, the University shall omit or suspend the payment of a term-end bonus to a specific full-time contracted administrative employee if the University has a due reason for deciding such omission or suspension.
6. In addition to the provisions from paragraph 1 through the preceding paragraph, any other detailed rules regarding the term-end bonus shall be stipulated in a separate document.

(Special bonus)

Article 39

A special bonus shall be paid to contracted administrative employees who have achieved outstanding results in educational, research, medical or administrative activities at the University, according to separately prescribed standards.

(Non-applicability to managing employees)

Article 40

1. The provisions stipulated in Articles 36 and 37 shall not apply to managing employees; provided, however, that if a managing employee works night hours, an amount determined by multiplying his/her per-hour wage calculated in accordance with Article 25 by 25% shall be paid for each of such night hours.
2. The total hours stipulated in the proviso of the preceding paragraph shall be calculated by applying the provisions in paragraph 4 of Article 36.

Section 3 Working Hours, Holidays and Times Off of Full-time Contracted Administrative Employees

(Regular working hours and break time)

Article 41

1. Regular working hours of full-time contracted administrative employees shall be 7 hours and 45 minutes a day, and 38 hours and 45 minutes a week, excluding the break time.
2. The work starting time, the work finishing time and the break time for full-time contracted administrative employees are as shown in the following table:

Item	Status	Work starting time and work finishing time	Break time
1	Full-time contracted administrative employees, excluding persons who fall under the conditions stipulated in the next item and item 3	Work starting time 8:30 Work finishing time 17:15	Noon to 13:00
2	Full-time contracted administrative employees designated by the hospital director	Work starting time 8:00 Work finishing time 16:45	Noon to 13:00
		Work starting time 9:00 Work finishing time 17:45	13:00 to 14:00
3.	Full-time contracted administrative employees working on the Higashi Senda Campus	Work starting time 8:30 Work finishing time 17:15	12:30 to 13:30
		Work starting time 12:30 Work finishing time 21:15	16:00 to 17:00

3. Notwithstanding the provisions of the preceding paragraph, the University may set different work

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starting times, work finishing times or break times for individual employees if there is a due operational reason for the University.

4. f there is a due operational reason for the University, the University may move the work starting time, work finishing time or break time earlier or later.

(Staggered working hours)

Article 42

Notwithstanding the provisions in the preceding Article, at the request of a full-time contracted administrative employee, the University may move the work starting time, work finishing time or break time of that employee earlier or later in accordance with the table below, if the University decides that such change will not hinder the normal operation of the University:

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Type	Work starting time and work finishing time	Break time
Early start 1	Work starting time	7:30
	Work finishing time	16:15
Early start 2	Work starting time	7:45
	Work finishing time	16:30
Early start 3	Work starting time	8:00
	Work finishing time	16:45
Early start 4	Work starting time	8:15
	Work finishing time	17:00
Late start 1	Work starting time	8:45
	Work finishing time	17:30
Late start 2	Work starting time	9:00
	Work finishing time	17:45
Late start 3	Work starting time	9:15
	Work finishing time	18:00
Late start 4	Work starting time	9:30
	Work finishing time	18:15

(Holidays)

Article 43

1. The University's holidays are as follows:

- (1) Saturday and Sunday;
- (2) National holidays designated under the National Holidays Act (Act No. 178 of 1948); and
- (3) From December 29 to January 3 of the next year, excluding holidays stipulated in items (1) and (2) above.

2. Notwithstanding the provisions in the preceding paragraph, the University may set other holidays for operational reasons of the University.

(Substitute holiday)

Article 44

If the University orders a contracted administrative employee to work on a holiday, the University may designate a substitute holiday for the employee in advance.

(Monthly variable work hours system)

Article 44-2

1. Notwithstanding the provisions in Article 41, the University may order a full-time contracted administrative employee who falls under any of the following statuses to work under the variable work hours system on a monthly basis, starting from the day designated by the individual department:

Status	Work style	Working hours	Break time
Hospital employees designated by the hospital director	Day shift 1	7:30 to 16:15	Noon 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	Noon to 13:00 or 13:00 to 14:00
	Day shift 4	8:30 to 16:15	Noon to 13:00 or 13:00 to 14:00
	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	Noon to 13:00 or 13:00 to 14:00
	Day shift 7	8:30 to 19:15	Noon to 13:00 or 13:00 to 14:00
	Day shift 8	9:00 to 15:45	Noon to 13:00 or 13:00 to 14:00
	Day shift 9	9:00 to 17:45	Noon to 13:00 or 13:00 to 14:00

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Day shift 10	9:00 to 19:45	Noon to 13:00 or 13:00 to 14:00
Day shift 11	9:15 to 18:00	Noon to 13:00 or 13:00 to 14:00
Day shift 12	9:30 to 17:15	Noon to 13:00 or 13:00 to 14:00
Day shift 13	9:30 to 18:15	Noon to 13:00 or 13:00 to 14:00
Day shift 14	10:00 to 16:45	Noon to 13:00 or 13:00 to 14:00
Day shift 15	10:00 to 18:45	Noon to 13:00 or 13:00 to 14:00
Day shift 16	10:30 to 17:15	Noon to 13:00 or 13:00 to 14:00
Day shift 17	10:30 to 19:15	Noon 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
Day shift 20	6:00 to 14:30	10:00 to 10:45
Day shift 21	7:15 to 15:45	11:15 to 12:00
Day shift 22	7:30 to 16:00	11:30 to 12:15
Day shift 23	7:45 to 16:15	11:45 to 12:30
Day shift 24	8:00 to 16:30	12:00 to 12:45
Day shift 25	8:15 to 16:45	12:15 to 13:00
Day shift 26	8:30 to 17:00	12:30 to 13:15
Day shift 27	8:45 to 17:15	12:45 to 13:30
Day shift 28	9:00 to 17:30	13:00 to 13:45
Day shift 29	9:00 to 18:00	12:15 to 13:30
Day shift 30	9:15 to 17:45	13:15 to 14:00
Day shift 31	9:30 to 18:00	13:30 to 14:15
Day shift 32	10:00 to 18:30	13:45 to 14:30
Day shift 33	10:30 to 19:00	14:15 to 15:00
Day shift 34	11:00 to 19:30	14:45 to 15:30
Day shift 35	11:30 to 20:00	15:15 to 16:00
Day shift 36	9:00 to 18:00	12:45 to 14:00
Day and night shift (care for children under the overnight stay experience program at the Tampopo Childcare Center)	15:45 to 8:45 the next morning	19:00 to 19:30, 23:00 to 23:30, and 4:00 to 4:30

2. The weekly regular working hours for an employee working under the variable work hours system stipulated in the preceding paragraph shall be within the extent not exceeding 38 hours and 45 minutes on monthly average. As for holidays stipulated in Article 43, the same number of holidays taken by employees working under the fixed work hours system in the same period shall be given to the employee working under the variable work hours system.
3. The work schedule for each employee working under the variable work hours system shall be notified to the employee no later than seven days before the first day of that work period, including the working days and holidays, the work starting time, work finishing time and break time on each of these working days.
4. If a full-time contracted administrative employee who is pregnant or within one year from childbirth requests, the University shall not order the employee to work under the variable work hours system.

5. If a full-time contracted administrative employee who is ordered to work under the variable work hours system within a time frame not longer than one month requests exclusion from night work in order to take care of his/her family member falling under any of the following conditions, the University shall not order such employee to work night hours:

An employee who has a child below school age (i.e., a child who is under the age of six or who is six years old but the first March 31 after his/her sixth birthday has not yet come); and

An employee who has a family member in need of care, as stipulated in Article 3.2 of the Hiroshima University Regulations for Employee Family Care Leave (Regulations No. 93 of April 1, 2004; hereinafter referred to as the “Family Care Leave Regulations”; and such family member in need shall hereinafter be referred to as a “family member in need of care”); excluding an employee who is pregnant or within one year from childbirth or an employee who has another family member in the same household who is aged 16 or older and is able to take care of such child or family member in need at night (from 22:00 to 5:00 the following morning); provided, however, that the provisions in this Article shall not apply if such arrangement hinders the normal operation of the relevant workplace.

(Work at a place which is not the regular workplace)

Article 45

1. The University may order an employee to work at a place that is not his/her regular workplace when it is necessary for the operation of the University.
2. If a full-time contracted administrative employee works at a place that is not his/her regular workplace for all or part of his/her working hours pursuant to the preceding paragraph, and if it is difficult to calculate the actual hours worked by the employee, the employee shall be deemed to have worked his/her regular working hours.

(Work outside the regular working hours)

Article 46

1. If it is necessary for its operation, the University may order an employee to work outside his/her regular working hours or on holidays (hereinafter referred to as “overtime work”).
2. Such necessity of overtime work stipulated in the preceding paragraph shall include the case where a full-time contracted administrative employee notifies the necessity of overtime work in advance and then the University approves it. In this case, if a full-time contracted administrative employee worked overtime without advance notice, and if the University accepts that such overtime work was inevitable, the employee may report the overtime work promptly after the fact.
3. If a full-time contracted administrative employee is ordered to work overtime for a proper reason in accordance with paragraph 1 or the preceding paragraph, he/she may not refuse it without due reason, in principle.
4. Notwithstanding the provisions in paragraph 1 and paragraph 2, if a full-time contracted administrative employee who is pregnant or within one year from childbirth requests her exclusion from overtime work, the University shall not order overtime work to such employee.
5. Notwithstanding the provisions in paragraph 1 and paragraph 2, if a full-time contracted administrative employee requests his/her exclusion from overtime work in order to take care of his/her child under the age of three or a family member in need of care (excluding an employee who is pregnant or within one year from childbirth or other employee who is exempted from overtime work pursuant to the following paragraph), the University shall not order overtime work to such employee; provided, however, that the provisions in this paragraph shall not apply if such arrangement hinders the normal operation of the relevant workplace.
6. Notwithstanding the provisions in paragraph 1 and paragraph 2, if a full-time contracted administrative employee requests limitation of overtime work hours in order to take care of his/her child under school age or a family member in need of care (excluding an employee who is pregnant or within one year from childbirth or other employee who is exempted from overtime work pursuant to the preceding paragraph), the University shall not order such employee to work overtime exceeding 24 hours a month or 150 hours a year; provided, however, that the provisions in this paragraph shall not apply if such arrangement hinders the normal operation of the relevant workplace.

(Night work)

Article 47

1. If it is necessary for the operation of the University, the University may order an employee to work overtime at night (hereinafter referred to as “night work”).

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2. Notwithstanding the provisions in the preceding paragraph, if a full-time contracted administrative employee who is pregnant or within one year from childbirth her exclusion from night work, the University shall not order such employee to work at night.
3. Notwithstanding the provisions in paragraph 1, if a full-time contracted administrative employee requests exclusion from night work in order to take care of his/her child under school age or a family member in need of care (excluding an employee who is pregnant or within one year from childbirth or an employee who has another family member in the same household who is aged 16 or older and is able to take care of such child or family member in need at night), the University shall not order such employee to work at night; provided, however, that the provisions in this paragraph shall not apply if such arrangement hinders the normal operation of the relevant workplace.

(Overtime work in the event of disaster)

Article 48

1. If it is irregularly necessary in order to cope with a disaster or any other inevitable situation, the University may order employees to work overtime.
2. If the University orders overtime work to employees pursuant to the preceding paragraph, it shall follow the necessary procedures stipulated under the Labor Standards Act.
3. If a full-time contracted administrative employee who is pregnant or within one year from childbirth requests exclusion from such overtime work stipulated in paragraph 1, the University shall not order the employee to perform such overtime work.

(Attendance and leaving the office)

Article 49

1. When a full-time contracted administrative employee arrives at the office to start work and leaves the office after work, he/she shall carry out the prescribed procedures for signing in and signing out.
2. A full-time contracted administrative employee must promptly leave the office, in principle, when his/her work in the regular working hours or ordered overtime hours is finished.

(Late arrival, early leave, absence and leaving the office for personal reasons)

Article 50

1. If a full-time contracted administrative employee must arrive late, leave the office before his/her work finishing time or be absent from work, or leave the office temporarily during his/her regular working hours, for a due personal reason, the employee shall notify the University of such irregularity in his/her working hours in advance to obtain its permission. If the employee could not notify such irregularity in his/her attendance in advance because it was attributable to an unexpected or inevitable accident or incident, the employee shall immediately report the incident and the resulting irregularity in his/her work when it occurs to obtain ex-post approval from the University.
2. If no such notification or report was made by an employee pursuant to the preceding paragraph, or if the University does not approve such irregularity in the employee's working hours, it shall be treated as an absence without permission.

(Non-applicability to managing employees)

Article 50-2

1. The provisions stipulated in Articles 41 to 50 shall not apply to managing employees.
2. If a managing employee works at night, the provisions in paragraph (4), Article 37 of the Labor Standards Act shall apply.

(Types of time off)

Article 51

1. Full-time contracted administrative employees shall be provided with annual paid times off, sick times off and special times off.
2. The times off specified in the preceding paragraph are paid times off.

(Annual paid time off)

Article 52

1. Full-time contracted administrative employees shall be provided with twenty days of annual paid time off during a calendar year (from January 1 to December 31).
2. A newly recruited full-time contracted administrative employee shall be provided with the number of days of annual paid time off stipulated in the table below based on his/her recruitment month (hereinafter referred to as the "standard days of annual paid time off" in this Article).

Recruitment month	January	February	March	April	May	June	July	August	September	October	November	December
Paid time	20 days	18 days	17	15	13	12	10	8 days	7 days	5 days	3 days	2 days

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off			days	days	days	days	days					
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3. Notwithstanding the preceding two paragraphs, if a person who is a regular employee, re-employed employee, contracted employee or part-time employee of the University will continue to be employed as a full-time contracted administrative employee, the days of annual paid time off stipulated in the following items shall be provided to such employee:
- (1) A person who continues to be employed as a full-time contracted administrative employee as of January 1 of the current year: Twenty days plus the unused days of the paid annual time off or equivalent granted in the previous year (the limit for the unused days is 20 days)
 - (2) A person who continues to be employed as a full-time contracted administrative employee as of any other day than January 1 of the current year and the date when he/she was provided with annual paid time off or equivalent time off under the immediate previous employment contract was December 31 of the previous year or earlier: Twenty days plus unused days of paid annual time off or equivalent as of the day before his/her employment as a full time contracted administrative employee (the limit for the unused days is 20 days)
 - (3) A person who continues to be employed as a full-time contracted administrative employee as of any other day than January 1 of the current year and who does not fall under the condition stipulated in item (2) above: The unused days of paid annual time off or equivalent as of the day before his/her employment as a full-time contracted administrative employee (the limit is 40 days). However, if such unused days are fewer than the standard days of annual paid time off, the standard days of annual paid time off shall be provided.

(Carrying forward of annual paid time off)

Article 53

A full-time contracted administrative employee may carry forward the unused days of the annual paid time off granted for the current year to the following year, but only to the following year, not to any subsequent years.

(Request for annual paid time off)

Article 54

1. A full-time contracted administrative employee shall submit a request for an annual paid time off in advance, stating the specific date of the time off. However, if the employee could not notify such absence in advance because it was caused by illness, an unexpected or inevitable accident or incident, the employee shall immediately report the time off to the University after the absence to obtain ex-post approval from the University.
2. The University may order the employee to change the timing of the time off he/she requests, if it judges that the requested timing will cause inconvenience to the normal operation of the workplace.
3. Even after the University accepts a request for an annual paid time off, if it is found after the acceptance that the requested timing will inevitably cause inconvenience to the operation of the workplace or that the request was problematic, the University may cancel the approval of the requested annual paid time off.

(Unit of annual paid time off)

Article 55

The annual paid time off may be taken in the unit of a day or a half day. However, the portion exceeding the number of days of annual paid time off stipulated in the labor-management agreement and Article 39 of the Labor Standards Act may be taken by the unit of an hour.

(Sick time off)

Article 56

1. The University shall provide sick time off to a full-time contracted administrative employee at the request of the employee for an absence necessary for the treatment of or recovery from his/her injury or illness if the University decides that such absence is necessary for the employee. Such sick time off shall be the minimum number of days or hours required for the treatment of or recovery from such illness or injury.
2. No upper limit for consecutive absent days shall be set for sick time off stipulated in the preceding paragraph taken for any of the following reasons (hereinafter referred to as “occupational sick time off”):
 - (1) The employee sustained the injury or illness while he/she was on duty or commuting;
 - (2) As a result of the medical checkup stipulated in the Safety and Health Management Regulations, the employee’s health status was classified as or changed to “Work Control Level B” as stipulated in the Attachment to the same Regulations, and the employee received subsequent healthcare

measures.

- (3) As a result of a health interview pursuant to the Hiroshima University Guidelines for Measures to Maintain the Health and Welfare of Employees for the Prevention of Health Problems Caused by Prolonged Work (approved by the President on August 1, 2007), the employee's health status was classified as "Needs restriction of work," and the employee received subsequent healthcare measures.
 - (4) The employee submitted a doctor's certificate diagnosing that the employee needs periodical visits to a healthcare provider or home healthcare for the care of his/her mental or behavioral problem or disorder of the autonomic nervous system classified under the diseases related to the nervous system listed in the Ministry of Health, Labour and Welfare's "Statistical Classification of Diseases, Injuries and Death Causes" (hereinafter referred to as a "mental/behavioral problem"), or the employee was reinstated from a sick time off or a sick leave taken for such illness, and the employee's health status was classified as or changed to "Work Control Level B" as stipulated in the Attachment to the Safety and Health Management Regulations, and the employee received subsequent healthcare measures.
 - (5) The employee submitted a doctor's certificate diagnosing that the employee needs periodical visits to a healthcare provider for the care of his/her chronic disease that has continued for a long period, or the employee was reinstated from a sick time off or a sick leave taken for such illness, and the employee's health status was classified as or changed to "Work Control Level B" as stipulated in the Attachment to the Safety and Health Management Regulations, and the employee received subsequent healthcare measures.
3. The sick time off that is taken not for an occupational injury or illness (hereinafter referred to as a "non-occupational sick time off") in accordance with the provisions in paragraph 1 may not be taken for longer than 90 consecutive days, excluding full-time contracted administrative employees during their probation period. For the purpose of counting of the 90 consecutive days, if the employee has taken an occupational time off during those days, the following days shall not be included in the counting:
the days of occupational sick time off, holidays and substitute holidays included in the period of such occupational sick time off, special time off, unpaid absent days and days partially absented by the employee (hereinafter collectively referred to as "excluded days").

(Judgment of one single instance of sick time off)

Article 56-2

1. When applying the provisions in paragraph 3 of the preceding Article to paragraph 4 of the following Article, if a full-time contracted administrative employee is reinstated after taking eight or more consecutive days of non-occupational sick time off (including the case where it is deemed that a single instance of non-occupational sick time off is continuing, as stipulated in this paragraph and the following paragraph, and the absent days are aggregated accordingly) or an employee is reinstated after a sick leave in accordance with Article 16, the Company shall set the continuity judging period for that employee. The "continuity judging period" shall mean 20 days on which the employee worked all of the regular working hours assigned to one instance of work (hereinafter referred to as the "actual worked days") counting from the next day after the last day of the non-occupational sick time off consecutively taken by the employee or the last day of the sick leave of the employee, excluding the excluded days; the same shall apply hereinafter. If the employee takes another non-occupational sick time off during this 20-day period, regardless of the number of days of such subsequent non-occupational sick time off, the University shall regard that the previous sick days and the subsequent sick days constitute a single continuing instance of sick time off and the previous sick days and the subsequent sick days shall be aggregated. Such aggregated days of non-occupational sick time off shall not exceed the upper limit set for non-occupational sick time off in paragraph 3 of Article 56 and paragraphs 2 to 4 of Article 56-3.
2. In determining the "working hours assigned to one instance of work" in the preceding paragraph, if one instance of work includes hours not worked pursuant to item (10), (18), (19) or (20) of Article 58.1, or hours not worked due to the taking of a partial childcare leave pursuant to Article 3.2 of the Hiroshima University Regulations for Employee Childcare Leave (Regulations No. 92 of April 1, 2004) or due to the taking of a partial family care leave pursuant to Article 3.3 of the Regulations for Family Care Leave (hereinafter referred to as "partial childcare/family care leave"), such hours of partial childcare/family care leave shall be excluded from the "working hours assigned to one instance of work."

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3. In the case of paragraph 1, if the number of absent days included in such non-occupational sick time off, excluding holidays and substitute holidays, are three or fewer days (excluding in the case where the subsequent sick time off continues from the previous eight or more constitute days of previous sick time off and the previous sick days and the subsequent sick days shall be aggregated in accordance with the preceding two paragraphs), irrespective of the provisions of paragraph 1, the University shall not set the continuity judging period. In such a case, if the employee takes a subsequent non-occupational sick time off, regardless of the actual worked days, the days of the previous non-occupational sick time off and the days of the subsequent non-occupational sick time off shall not be aggregated.

(Exemption from the upper limit for the sick time off)

Article 56-3

1. After the 90 consecutive days of non-occupational sick time off excluding excluded days, if the employee cannot return to work because he/she still needs medical treatment for another injury or illness which has obviously different symptoms from those of the injury or illness that was the initial reason for taking the non-occupational sick time off (hereinafter referred to as a “different injury/illness”), notwithstanding the provisions in Article 56.3, the University may permit the employee to take another non-occupational sick time off for the different injury/illness.
2. In the case of the preceding paragraph, the non-occupational sick time off for the different injury/illness, excluding excluded days, shall not exceed 90 consecutive days counting from the day when the employee sustained such different injury/illness.
3. Notwithstanding the provisions in Article 56.3, if the symptoms of the injury or illness continue as of the 90th day of the non-occupational sick time off but will be healed and the employee can return to work within seven days from the next day after such 90th absent day (but only for a case supported by a doctor’s certificate), the University may extend the non-occupational sick time off for the employee to the extent of seven days.
4. After the 90 consecutive days of non-occupational sick time off excluding excluded days, if the employee cannot return to work because the employee sustained, during the continuity judging period, another injury or illness which has obviously different symptoms from those of the initial injury or illness that was the reason for taking the non-occupational sick time off, notwithstanding the provisions in Article 56.3, the University may permit another non-occupational sick time off for the different injury/illness. In that case, the non-occupational sick time off for the different injury/illness, excluding excluded days, shall not exceed 90 consecutive days.
5. When applying the provisions in paragraph 3 to the preceding paragraph of Article 56, the following days shall be included in the counting of absent days of non-occupational sick time off: holidays and substitute holidays, annual paid times off and special times off, unpaid absent days, and days when the employee was partially absent (excluding excluded days and days when the employee took a partial childcare time off but worked all of the remaining working hours) during the non-occupational sick time off (including the aggregated days of the previous and the subsequent sick time off that were deemed to be included in the single continuing instance, as stipulated in paragraph 1 of the preceding Article).
6. The provisions in paragraphs 1 to 4 shall not apply to full-time contracted administrative employees on probation.

(Unit of sick time off)

Article 57

1. Sick times off may be taken by the unit of a day, hour or minute, as the case may be.
2. Notwithstanding the preceding paragraph, for the purpose of the counting the number of days of non-occupational sick time off stipulated in the preceding three Articles, a sick time off taken by the unit of an hour or minute shall be counted as a full day off.

(Special time off)

Article 58

1. The University shall give a special time off to a full-time contracted administrative employee at the request of the employee for any of the following reasons if the University decides that such time off is necessary or reasonable.

Reason	Duration (unit)
(1) A full-time contracted administrative employee must be absent from work to exercise his/her voting right under the Public Offices Election	Necessary time (to be taken by the unit of a day, hour or minute)

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<p>Act (Act No. 100 of 1950), or his/her voting right for the public election of a judge of the supreme court, or for the dismissal of a member or the chairperson of a local government assembly.</p>	
<p>(2) A full-time contracted administrative employee must be absent from work to report to a court, the Diet, a public government assembly or any other public office as a lay judge (including a backup lay judge), lay judge candidate, witness, appraiser, unsworn witness or in any other capacity (hereinafter such case is referred to as “reporting to court or public office”); or the University decides that it is reasonable for an employee to take a special time off to take care of his/her child (including a stepchild) who is younger than the age of nine or who is nine years old but the first March 31 after his/her ninth birthday has not yet come, or his/her family member in need of care, while the employee’s spouse or any family member is away from home to report to a court or public office.</p>	<p>Necessary time (to be taken by the unit of a day, hour or minute)</p>
<p>(3) A full-time contracted administrative employee who applies for registration as a donor of bone marrow or peripheral stem cells under a transplant program or who provides bone marrow or peripheral stem cells to any other person than his/her spouse, parent, child or sibling under a transplant program must be absent from work because he/she must receive medical tests necessary for the registration or the transplant operation or be hospitalized for these procedures.</p>	<p>Time necessary for the procedures (to be taken by the unit of a day, hour or minute)</p>
<p>(4) A full-time contracted administrative employee requests a time off to be voluntarily engaged in any of the following social activities without compensation (excluding support activities exclusively done for his/her family or relative) and the University decides that it is reasonable to give him/her a special time off:</p> <ul style="list-style-type: none"> a. Voluntary support activities in a city (including a special district) stricken by an earthquake, storm, volcanic eruption or any other disaster for which governmental rescue activities would be conducted under the Disaster Relief Act (Act No. 118 of 1947) or in the prefecture of such stricken city or a neighboring prefecture, including distributing foods and other daily items, serving hot meals to people who have difficulty leading normal lives as a result of damage to their homes or the shut-down of water, electricity or gas services, caring for people in a shelter, removal of rubble, and other activities to support disaster-stricken people b. Support activities in a care facility for the physically challenged or for the elderly in need of nursing care, or a facility designed mainly to provide necessary care to persons with physical or mental problems or injured or sick persons 	<p>Up to five days in a calendar year (to be taken by the unit of a day)</p>

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<p>c. In addition to the activities stipulated in a. and b. above, life support activities provided personally to a person who has difficulty maintaining daily life because of a physical or mental problem, or injury or sickness, including visiting that person's home, cooking meals, doing the laundry, repairing household items, and other personal care</p>	
<p>(5) A full-time contracted administrative employee requests a time off for his/her wedding, honeymoon and/or any other event associated with the marriage and the University decides that it is reasonable to give him/her a special time off.</p>	<p>Up to five days within the period from five days before the date of the wedding to three months after the wedding (to be taken by the unit of a day)</p>
<p>(6) A pregnant full-time contracted administrative employee who is expected to give birth within six weeks (or 14 weeks for a multiple pregnancy) requests a special day off.</p>	<p>The time requested before childbirth (to be taken by the unit of a day, hour or minute)</p>
<p>(7) A full-time contracted administrative employee who has given birth (after 12 weeks from the pregnancy; the same shall apply hereinafter) requests a special day off.</p>	<p>The time requested during the eight weeks from the next day after the childbirth (excluding the period in which the full-time contracted administrative employee requests to return to work after six weeks from the childbirth and is engaged in work that her doctor permits) (to be taken by the unit of a day or hour)</p>
<p>(8) A full-time contracted employee requests a time off for childbirth of his spouse (including a partner with whom the employee has a de facto marital relationship without an official registration of marriage, the same shall apply in the next item) and the University decides that it is reasonable to give him a special time off.</p>	<p>Up to two days within the period from the day when his spouse is hospitalized for childbirth to the day when the spouse or the baby is discharged from the hospital after the birth (to be taken by the unit of a day or hour)</p>
<p>(9) A male full-time contracted administrative employee requests a time off during the period from six weeks before the expected date of childbirth of his spouse (or 14 weeks for a multiple pregnancy) to eight weeks after the childbirth, to take care of his child (including a stepchild) before school age or the baby delivered by that birth, and the University decides that it is reasonable to give him a special time off.</p>	<p>Up to five days within that period (to be taken by the unit of a day or hour)</p>
<p>(10) A full-time contracted administrative employee who has a child younger than one year old requests a time off to breastfeed the child, take the child to/from a childcare center, or perform any other care necessary for the child.</p>	<p>Up to twice a day, each within 30 minutes. For an eligible male full-time contracted administrative employee, if the mother of the child takes a time off pursuant to this item (or any other similar time off), the male employee may take a time off from which the minutes taken by the mother are deducted (to be taken by the unit of a minute).</p>
<p>(11) A full-time contracted administrative employee requests a time off to take care of his/her child who is under the age of nine or is nine years old but the first March 31 has not yet come since his/her ninth birthday (including a stepchild, hereinafter simply referred to as a "child") while the child is injured or becomes sick or while the employee takes the child to a healthcare provider to receive a vaccination or medical checkup, and the University decides that it is reasonable to give him/her a special time off.</p>	<p>Up to five days in a calendar year (or 10 days for an employee who has two or more children) (to be taken by the unit of a day or hour)</p>
<p>(12) A full-time contracted administrative employee</p>	<p>Up to the consecutive days specified for each type</p>

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<p>requests a time off to attend a funeral, mourning, or any other ceremony related to the death of his/her family member or relative (limited to those specified in the right column) and the University decides that it is reasonable to give him/her a special time off.</p>	<p>of relative in the table below. If the employee must travel to a remote place to attend the funeral, the days necessary for the round trip shall be added. For the purpose of counting of the consecutive days, holidays and substitute holidays included in the period shall be counted. (to be taken by the unit of a day)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Relative</th> <th style="text-align: center;">Days</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">Spouse (including a partner with whom the employee has a de facto marital relationship without an official registration of marriage; the same shall apply hereinafter)</td> <td rowspan="3" style="padding: 2px; vertical-align: top;">Seven days</td> </tr> <tr> <td style="padding: 2px;">Parent</td> </tr> <tr> <td style="padding: 2px;">Child</td> </tr> <tr> <td style="padding: 2px;">Grandparent</td> <td style="padding: 2px;">Three days (or seven days if the full-time contracted administrative employee inherits assets of the deceased per stirpes and inherits a grave or any other ritual articles)</td> </tr> <tr> <td style="padding: 2px;">Grandchild</td> <td style="padding: 2px;">One day</td> </tr> <tr> <td style="padding: 2px;">Sibling</td> <td style="padding: 2px;">Three days</td> </tr> <tr> <td style="padding: 2px;">Uncle or aunt</td> <td style="padding: 2px;">One day (or seven days if the full-time contracted administrative employee inherits assets of the deceased per stirpes and inherits a grave or any other ritual articles)</td> </tr> <tr> <td style="padding: 2px;">Spouse of a parent, or a parent of the spouse</td> <td style="padding: 2px;">Three days (or seven days if the full-time contracted administrative employee has lived in the same household as the deceased)</td> </tr> <tr> <td style="padding: 2px;">Spouse of the child, or a child of the spouse (stepchild)</td> <td style="padding: 2px;">One day (or five days if the full-time contracted administrative employee has lived in the same household as the deceased)</td> </tr> <tr> <td style="padding: 2px;">Spouse of a grand parent, or a grand parent of the spouse</td> <td rowspan="2" style="padding: 2px; vertical-align: top;">One day (or three days if the full-time contracted administrative employee has lived in the same household as the deceased)</td> </tr> <tr> <td style="padding: 2px;">Spouse of a sibling, or a sibling of the spouse</td> </tr> </tbody> </table>	Relative	Days	Spouse (including a partner with whom the employee has a de facto marital relationship without an official registration of marriage; the same shall apply hereinafter)	Seven days	Parent	Child	Grandparent	Three days (or seven days if the full-time contracted administrative employee inherits assets of the deceased per stirpes and inherits a grave or any other ritual articles)	Grandchild	One day	Sibling	Three days	Uncle or aunt	One day (or seven days if the full-time contracted administrative employee inherits assets of the deceased per stirpes and inherits a grave or any other ritual articles)	Spouse of a parent, or a parent of the spouse	Three days (or seven days if the full-time contracted administrative employee has lived in the same household as the deceased)	Spouse of the child, or a child of the spouse (stepchild)	One day (or five days if the full-time contracted administrative employee has lived in the same household as the deceased)	Spouse of a grand parent, or a grand parent of the spouse	One day (or three days if the full-time contracted administrative employee has lived in the same household as the deceased)	Spouse of a sibling, or a sibling of the spouse
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	Spouse of an uncle or aunt	One day
(13) A full-time contracted administrative employee requests a time off to attend a special memorial ceremony for the deceased parent, spouse or child (until the 15th anniversary from the death) and the University decides that it is reasonable to give him/her a special time off.	Up to one day (to be taken by the unit of a day, hour, or minute)	
(14) A full-time contracted administrative employee requests a time off to attend a Bon festival in the summer, to maintain or promote his/her mental/physical health or to enrich his/her private life with his/her family and the University decides that it is reasonable to give him/her a special time off.	Up to three days (three consecutive days, in principle, and excluding holidays and substitute holidays) within the period from July to September of a calendar year (for a full-time contracted employee of the hospital, within a calendar year) (to be taken by the unit of a day)	
(15) A full-time contracted administrative employee requests a time off because he/she cannot come to work due to any of the following conditions caused by a typhoon, earthquake, flood, fire or any other similar disaster, and the University decides that it is reasonable to give him/her a special time off. a. The housing where the full-time contracted administrative employee presently lives was damaged by or lost in the disaster and the employee must restore the damage or temporarily be evacuated to a shelter or any other place. b. Water and foods necessary for the full-time contracted administrative employee and his/her family members in the same household are in serious shortage and the employee is the only person in the household who can actively travel to procure them.	Up to seven days (seven consecutive days, in principle, including holidays and substitute holidays), in principle (to be taken by the unit of a day, hour or minute)	
(16) The University decides that it is very difficult for an employee to come to work due to a typhoon, earthquake, flood, fire or any other similar disaster or a traffic accident (hereinafter referred to as a “disaster or the like”).	Necessary time (to be taken by the unit of a day, hour or minute)	
(17) The University decides that it is reasonable for a full-time contracted administrative employee to leave the officer earlier to avoid potential injury or any other danger caused by a disaster or the like on their way back home.	Necessary time (by the unit of a day, hour or minute, as the case may be)	
(18) A female employee requests a time off because it is difficult for her to engage in work due to her physical condition during her menstrual period, and the University decides that the time off is necessary for her.	Necessary time (to be taken by the unit of a day, hour or minute)	
(19) A full-time contracted administrative employee who is pregnant or within one year from childbirth requests a time off to visit a healthcare provider to receive health guidance pursuant to Article 10 of the Maternal and Child Health Act (Act No. 141 of 1965) or a medical examination pursuant to Article 13 of the same Act.	Time necessary for visiting the healthcare provider at the following frequency (to be taken by the unit of a day, hour or minute): During pregnancy Until the 23rd pregnant week: Once every four weeks From the 24th to the 35th pregnant week: Once every two weeks From 36th pregnant week to childbirth: Once a week (or more frequent visits if instructed by the doctor or midwife of the employee)	

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	Within one year after the childbirth: If a visit to the healthcare provider after childbirth is instructed by the doctor or midwife, such frequency instructed by the doctor or midwife
(20) A pregnant full-time contracted administrative employee requests a time off to avoid a commuting jam of public transportation and the University decides that such time off is necessary to avoid an adverse effect on the health conditions of the employee and the baby.	Up to one hour at the start or finish of the regular working hours, necessary to avoid such commuting jam (to be taken by the unit of an hour or minute)
(21) A pregnant full-time contracted administrative employee requests a time off during her regular working hours and the University decides that such time off is necessary to avoid adverse effects from her work burden on the health conditions of the employee and the baby.	Time necessary to take a rest or have a snack (to be taken by the unit of an hour or minute)
(22) A full-time contracted administrative employee requests a time off to participate in a recreational event permitted by the University.	Up to 16 hours in a calendar year (to be taken by the unit of an hour or minute)
(23) A full-time contracted administrative employee requests a time off to receive a comprehensive medical checkup planned and implemented by the Mutual Aid Association of the Ministry of Education, Culture, Sports, Science and Technology.	Necessary time, up to two days (to be taken by the unit of a day, hour or minute)
(24) A full-time contracted administrative employee requests a time off to take nursing care or any other care of a family member in need of care (meaning attending the family member in need when visiting a healthcare provider, completing the procedures necessary to receive care services from a service provider, or taking care of the family member in his/her daily life) and the University decides that it is reasonable to give the employee a special time off.	Up to five days in a calendar year (or 10 days for an employee who has two or more family members in need) (to be taken by the unit of a day or hour)

2. The University shall give the number of days, hours, or minutes (as the case may be) of time off to an employee in accordance with the reason for the time off stipulated in the table in the preceding paragraph; provided, however, that for the purpose of the counting of days stipulated in items (13) and (23), if an employee takes a time off by the unit of an hour or minute, it shall be treated as one day off.

(Procedures for taking a sick time off or a special time off)

Article 59

A full-time contracted administrative employee shall submit a request for a sick time off or a special time off (excluding the time off stipulated in items (6), (7), (11) and (24) of paragraph 1 of the preceding Article) to obtain prior approval from the University. However, if the employee could not notify in advance such time off because it was caused by illness, an unexpected or inevitable accident or incident, the employee shall immediately report his/her absence with a reason for the time off to obtain ex-post approval from the University.

(No disadvantageous treatment)

Article 59-2

A full-time contracted administrative employee shall not be dismissed or otherwise treated disadvantageously because he/she made a request stipulated in paragraph 4 or 5 of Article 44-2, paragraphs 4 to 6 of Article 46, paragraph 2 or 3 of Article 47, or item (11) or (24), paragraph 1 of Article 58, or refused an order for overtime work for a due reason pursuant to paragraph 1 or 2 of Article 46.

Section 4 Working Hours, Holidays and Times Off of Part-time Contracted Administrative Employees

(Regular working hours and break time)

Article 60

1. Regular working hours of part-time contracted administrative employees shall not exceed 35 hours a week, excluding the break time.
2. The work starting time, work finishing time and break time for part-time contracted administrative employees who work 35 hours a week are as shown in the following table:

Work starting time and work finishing time		Break time
Work starting time	8:30	Noon to 13:00
Work finishing time	16:30	

3. Notwithstanding the provisions in the preceding paragraph, if there is an operational reason of the University, the University may set different work starting times, work finishing times or break times for individual employees, within the extent that the daily regular working hours do not exceed seven hours and 45 minutes.
4. If there is a due operational reason for the University, the University may move the work starting time, work finishing time or break time earlier or later.

(Switching of working days)

Article 60-2

The University may order a part-time contracted administrative employee to work on a day which is not his/her working day if it is necessary for the operation of the University. In such a case, the University may designate any working day of the employee as a substitute non-working day of the employee (hereinafter referred to as a “switched day” in this section).

(Overtime work)

Article 61

1. If it is necessary for the operation of the University, the University may order a part-time contracted administrative employee to work overtime. However, the total of the regular working hours and overtime hours of a part-time contracted administrative employee shall not exceed 7 hours and 45 minutes a day, and 38 hours and 45 minutes a week.
2. Such necessity of overtime work stipulated in the preceding paragraph shall include the case where a part-time contracted administrative employee notifies the necessity of overtime work in advance and then the University approves it. In this case, if a part-time contracted administrative employee worked overtime without advance notice, and if the University accepts that it was inevitable, the employee may report the overtime work promptly after the fact.
3. If a part-time contracted administrative employee is ordered to work overtime for a proper reason in accordance with paragraph 1 or the preceding paragraph, he/she may not refuse it without due reason, in principle.
4. Notwithstanding the provisions in paragraph 1 and paragraph 2, if a part-time contracted administrative employee who is pregnant or within one year from childbirth requests her exclusion from overtime work, the University shall not order overtime work to such employee.
5. Notwithstanding the provisions in the preceding paragraph, if a part-time contracted administrative employee requests his/her exclusion from overtime work in order to take care of his/her child under the age of three or a family member in need of care, the University shall not order overtime work to such employee; provided, however, that the provisions in this paragraph shall not apply if such arrangement hinders the normal operation of the relevant workplace.

(Types of time off)

Article 62

Part-time contracted administrative employees shall be provided with annual paid times off, paid special times off and unpaid special times off.

(Annual paid time off)

Article 63

1. A newly recruited part-time contracted administrative employee (limited to those who will be employed for more than six months or whose employment contract was renewed and thus who has been employed for more than six months from the initial recruitment date) who falls under any of the following conditions shall be provided with the number of days of annual paid time off stipulated in the table below based on his/her recruitment month (hereinafter referred to as the “standard days of annual paid time off” in this Article) during a fiscal year (from April 1 to March 31 of the next year; the same shall apply hereinafter). However, for a part-time contracted administrative employee

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whose employment contract was renewed and thus, who has been employed for more than six months from the initial recruitment date (excluding those who are provided annual paid times off pursuant to the following paragraph), the larger of the standard days of annual paid time off or 10 days shall be provided on the day when the duration of his/her employment exceeds six consecutive months (hereinafter referred to as the “six-month date”).

- (1) An employee whose weekly regular working days are five or more days;
- (2) An employee whose yearly regular working days are 217 or more days; or
- (3) An employee whose weekly regular working hours are 30 or more hours

Recruitment month	April	May	June	July	August	September	October	November	December	January	February	March
Paid time off	15 days	14 days	13 days	12 days	11 days	10 days	8 days	6 days	4 days	3 days	2 days	1 day

2. If a part-time contracted administrative employee continues to be employed on April 1 (hereinafter referred to as the “record date” in this Article) and falls under any of the conditions stipulated in items (1) to (3) in the preceding paragraph and the total of his/her employment months in the previous year and for the current year exceeds six months, 20 days of annual paid time off for the fiscal year shall be provided to the employee on the record date, in principle.
3. If a part-time contracted administrative employee who falls under none of items (1) to (3) in the paragraph 1 continues to be employed for more than six months counting from his/her initial recruitment date, such employee shall be provided with the number of days of annual paid time off stipulated in the table below on the six-month date according to his/her weekly or yearly regular working days:

Weekly regular working days	4 days	3 days	2 days	1 day
Yearly regular working days	169 to 216 days	121 to 168 days	73 to 120 days	48 to 72 days
Paid time off	7 days	5 days	3 days	1 day

4. If a person who has received annual paid time off continues to be employed as a part-time contracted administrative employee who falls under none of items (1) to (3) of paragraph 1, such employee shall be provided with the number of days of annual paid time off stipulated in the table below on the record date according to his/her weekly or yearly regular working days and the total consecutive service years under the employment contract:

Weekly regular working days		4 days	3 days	2 days	1 day	
Yearly regular working days		169 to 216 days	121 to 168 days	73 to 120 days	48 to 72 days	
Paid time off	Consecutive service years under the employment contract	Second year	8 days	6 days	4 days	2 days
		Third year	9 days	6 days	4 days	2 days
		Fourth year	10 days	8 days	5 days	2 days
		Fifth year	12 days	9 days	6 days	3 days
		Sixth year	13 days	10 days	6 days	3 days
	Seventh year and longer	15 days	11 days	7 days	3 days	

(Unit of annual paid time off)

Article 63-2

The annual paid time off may be taken in the unit of a day or a half day (applicable only to employees whose regular working hours are 7 hours and 45 minutes). However, the portion exceeding the number of days of annual paid time off stipulated in the labor-management agreement and Article 39 of the Labor Standards Act may be taken by the unit of an hour.

(Special treatment regarding the granting of annual paid times off)

Article 64

If a person who is a regular employee, re-employed employee, contracted employee or non-regular employee of University continues to be employed as a part-time contracted administrative employee, the provision in Article 63 shall apply to such employee by deeming his/her service years at the University before his/her recruitment as a part-time contracted administrative employee as service years as a part-time contracted administrative employee.

(Paid special times off)

Article 65

1. The University shall give a paid special time off to a part-time contracted administrative employee at

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the request of the employee for any of the following reasons if the University decides that such time off is necessary or reasonable.

Reason	Duration (unit)													
(1) A part-time contracted administrative employee must be absent from work to exercise his/her voting right under the Public Offices Election Act, or his/her voting right for the public election of a judge of the supreme court, or for the dismissal of a member or the chairperson of a local government assembly.	Necessary time (to be taken by the unit of a day, hour or minute)													
(2) A part-time contracted administrative employee must be absent from work to report to a court, the Diet, a public government assembly or any other public office as a lay judge (including a backup lay judge), lay judge candidate, witness, appraiser, unsworn witness or in any other capacity (hereinafter such case is referred to as “reporting to court or public office”); or the University decides that it is reasonable for an employee to take a special time off to take care of his/her child (including a stepchild) who is younger than the age of nine or who is nine years old but the first March 31 after his/her ninth birthday has not yet come or his/her family member in need of care while the employee’s spouse or any family member is away from home to report to a court or public office.	Necessary time (to be taken by the unit of a day, hour or minute)													
(3) A part-time contracted administrative employee (limited to those whose weekly regular working days are five or more days and who will be employed for more than six months or whose employment contract was renewed and thus who has been employed for more than six months from the initial recruitment date) requests a time off to attend a funeral, mourning, or any other ceremony related to the death of his/her family member or relative (limited to those specified in the right column) and the University decides that it is reasonable to give him/her a special time off.	Up to the number of consecutive days specified for each type of relative. If the employee must move to a remote place to attend a funeral, the number of days necessary for the round trip shall be added. For the purpose of counting of the consecutive days, holidays and substitute holidays included in the period shall be counted (to be taken by the unit of a day)													
	<table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: center;">Relative</th> <th style="text-align: center;">Days</th> </tr> </thead> <tbody> <tr> <td>Spouse (including a partner with whom the employee has a de facto marital relationship without an official registration of marriage; the same shall apply hereinafter)</td> <td rowspan="3" style="text-align: center; vertical-align: middle;">Seven days</td> </tr> <tr> <td>Parent</td> </tr> <tr> <td>Child</td> </tr> <tr> <td>Grandparent</td> <td rowspan="2" style="text-align: center; vertical-align: middle;">Three days (or seven days if the part-time contracted administrative employee inherits assets of the deceased per stirpes or inherits a grave or any other ritual articles)</td> </tr> <tr> <td>Grandchild</td> </tr> <tr> <td>Sibling</td> <td style="text-align: center;">One day</td> </tr> <tr> <td></td> <td style="text-align: center;">Three days</td> </tr> </tbody> </table>	Relative	Days	Spouse (including a partner with whom the employee has a de facto marital relationship without an official registration of marriage; the same shall apply hereinafter)	Seven days	Parent	Child	Grandparent	Three days (or seven days if the part-time contracted administrative employee inherits assets of the deceased per stirpes or inherits a grave or any other ritual articles)	Grandchild	Sibling	One day		Three days
	Relative	Days												
	Spouse (including a partner with whom the employee has a de facto marital relationship without an official registration of marriage; the same shall apply hereinafter)	Seven days												
	Parent													
	Child													
Grandparent	Three days (or seven days if the part-time contracted administrative employee inherits assets of the deceased per stirpes or inherits a grave or any other ritual articles)													
Grandchild														
Sibling	One day													
	Three days													

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	Uncle or aunt	One day (or seven days if the full-time contracted administrative employee inherits assets of the deceased per stirpes or inherits a grave or any other ritual articles)
	Spouse of a parent, or a parent of the spouse	Three days (or seven days if the part-time contracted administrative employee has lived in the same household as the deceased)
	Spouse of the child, or a child of the spouse (stepchild)	One day (or five days if the part-time contracted administrative employee has lived in the same household as the deceased)
	Spouse of a grand parent, or a grand parent of the spouse	One day (or three days if the part-time contracted administrative employee has lived in the same household as the deceased)
	Spouse of a sibling, or a sibling of the spouse	One day (or three days if the part-time contracted administrative employee has lived in the same household as the deceased)
	Spouse of an uncle or aunt	One day
<p>(4) A part-time contracted administrative employee (limited to those whose weekly regular working days are three or more days and who will be employed for more than six months or whose employment contract was renewed and thus who have been employed for more than six months from the initial recruitment date) requests a time off to attend a Bon festival in the summer, to maintain or promote his/her mental/physical health or to enrich his/her private life with his/her family and the University decides that it is reasonable to give him/her a special time off.</p>	<p>a. An employee whose weekly regular working days are five or more days: Up to three days (three consecutive days, in principle, and excluding holidays and substitute holidays) within the period from July to September of each year (hereinafter referred to as the “applicable period”) (for a part-time contract employee of the hospital, within a fiscal year) (to be taken by the unit of a day)</p> <p>b. An employee whose weekly regular working days are three days or more but fewer than five days: the days stipulated below (to be taken by the unit of a day)</p> <p>(i) If all employees in the same department take times off at the same time within the applicable period, out of the three consecutive days off (excluding holidays) taken by such employees within the applicable period, the days overlapping with the working days of the part-time contracted administrative employee</p> <p>(ii) If all employees in the same department do not take times off at the same time within the applicable period, out of the three days off (three consecutive days, in principle, and excluding holidays) counting from the day the part-time contracted administrative employee is supposed to work if he/she does not take a day off, the days overlapping with his/her working days</p>	

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<p>(5) A part-time contracted administrative employee requests a time off because he/she cannot come to work due to any of the following conditions caused by a typhoon, earthquake, flood, fire or any other similar disaster, and the University decides that it is reasonable to give him/her a special time off.</p> <p>a. The housing where the part-time contracted administrative employee presently lives was damaged by or lost in the disaster and the employee must restore the damage or temporarily be evacuated to a shelter or any other place.</p> <p>b. Water and foods necessary for the part-time contracted administrative employee and his/her family members in the same household are in serious shortage and the employee is the only person in the household who can actively travel to procure them.</p>	<p>Up to seven days (seven consecutive days, in principle, including holidays and substitute holidays), in principle (to be taken by the unit of a day, hour or minute)</p>
<p>(6) The University decides that it is very difficult for an employee to come to work due to a disaster or the like.</p>	<p>Necessary time (to be taken by the unit of a day, hour or minute)</p>
<p>(7) The University decides that it is reasonable for a part-time contracted administrative employee to leave the officer earlier to avoid potential injury or any other danger caused by a disaster or the like on their way back home.</p>	<p>Necessary time (to be taken by the unit of a day, hour or minute,</p>
<p>(8) A pregnant part-time contracted administrative employee requests a time off during her regular working hours and the University decides that such time off is necessary to avoid an adverse effect of her work burden on the health conditions of the employee and the baby.</p>	<p>Time necessary to take a rest or have a snack (to be taken by the unit of an hour or minute)</p>
<p>(9) A part-time contracted administrative employee requests a time off to receive a lifestyle-related disease prevention medical checkup under the health insurance medical checkup program managed by the Japan Health Insurance Association.</p>	<p>Necessary time, up to two days (to be taken by the unit of a day, hour or minute)</p>

2. The University shall give the number of days, hours, or minutes (as the case may be) of paid time off to an employee in accordance with the reason for the time off stipulated in the table in the preceding paragraph; provided, however, that for the purpose of the counting of days stipulated in item (9), if an employee takes a time off by the unit of an hour or minute, it shall be treated as one day off.

(Unpaid special times off)

Article 66

1. The University shall give an unpaid special time off to a part-time contracted administrative employee at the request of the employee for any of the following reasons if the University decides that such time off is necessary or reasonable.

Reason	Duration (unit)
<p>(1) A part-time contracted administrative employee who applies for registration as a donor of bone marrow or peripheral stem cells under a transplant program or who provides bone marrow or peripheral stem cells to any other person than his/her spouse, parent, child or sibling under a transplant program must be absent from work because he/she must receive medical tests necessary for the registration or the transplant operation, or be hospitalized for these procedures.</p>	<p>Necessary time (to be taken by the unit of a day, hour or minute)</p>

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<p>(2) A part-time contracted administrative employee requests an unpaid time off to be voluntarily engaged in any of the following social activities without compensation (excluding support activities exclusively done for his/her family or relatives) and the University decides that it is reasonable to give him/her a special time off:</p> <p>a. Voluntary support activities in a city (including a special district) stricken by an earthquake, storm, volcanic eruption or any other disaster for which governmental rescue activities would be conducted under the Disaster Relief Act or in the prefecture of such stricken city or a neighboring prefecture, including distributing foods and other daily items, serving hot meals to people who have difficulty leading a normal life as a result of damage to their home or shut-down of water, electricity or gas services, caring for people in a shelter, removing rubble, or other activities to support disaster-stricken people</p> <p>b. Support activities in a care facility for the physically-challenged or for the elderly in need of nursing care, or a facility designed mainly to provide necessary care to persons with physical or mental problems or injured or sick persons</p> <p>c. In addition to the activities stipulated in a. and b. above, life support activities provided personally to a person who has difficulty maintaining his/her daily life because of a physical or mental problem, or injury or sickness, including visiting that person's home, cooking meals, doing the laundry, repairing household items, and other personal care.</p>	<p>Up to five days in a fiscal year (to be taken by the unit of a day)</p>
<p>(3) A part-time contracted administrative employee requests an unpaid time off for his/her wedding, honeymoon and/or any other event associated with the marriage and the University decides that it is reasonable to give him/her an unpaid special time off.</p>	<p>Up to five days within the period from five days before the date of the wedding to three months after the wedding (to be taken by the unit of a day)</p>
<p>(4) A pregnant part-time contracted administrative employee who is expected to give birth within six weeks (or 14 weeks for a multiple pregnancy) requests an unpaid special day off.</p>	<p>The time requested before childbirth (to be taken by the unit of a day, hour or minute)</p>
<p>(5) A part-time contracted administrative employee gave birth (after 12 weeks from the pregnancy; the same shall apply hereinafter) requests an unpaid special day off.</p>	<p>The time requested during the eight weeks from the next day after the childbirth (excluding the period in which the part-time contracted administrative employee requests to return to work after six weeks from the childbirth and is engaged in work that her doctor permits) (to be taken by the unit of a day or hour)</p>
<p>(6) A part-time contracted employee requests an unpaid time off for childbirth of his spouse (including a partner with whom the employee has a de facto marital relationship without an official registration of marriage, the same shall apply in the next item) and the University decides that it is reasonable to give him an unpaid special time off.</p>	<p>Up to two days within the period from the day when his spouse is hospitalized for childbirth to the day when the spouse or the baby is discharged from the hospital after the birth (to be taken by the unit of a day or hour)</p>

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<p>(7) A male part-time contracted administrative employee requests an unpaid time off during the period from six weeks before the expected date of childbirth of his spouse (or 14 weeks for a multiple pregnancy) to eight weeks after the childbirth, to take care of his child (including a stepchild) before school age or the baby delivered by that birth, and the University decides that it is reasonable to give him an unpaid special time off.</p>	<p>Up to five days within that period (to be taken by the unit of a day or hour)</p>
<p>(8) A part-time contracted administrative employee who has a child younger than one year old requests an unpaid time off to breastfeed the child, take the child to/from a childcare center or perform any other care necessary for the child.</p>	<p>Up to twice a day, each within 30 minutes. For an eligible male part-time contracted administrative employee, if the mother of the child takes a time off pursuant to this item (or any other similar time off), the male employee may take a time off from which the minutes taken by the mother are deducted (to be taken by the unit of a minute).</p>
<p>(9) A part-time contracted administrative employee requests an unpaid time off to take care of his/her child who is under the age of nine or is nine years old but the first March 31 has not yet come since his/her ninth birthday (including a stepchild, hereinafter simply referred to as a "child") while the child is injured or becomes sick or while the employee takes the child to a healthcare provider to receive a vaccination or medical checkup, and the University decides that it is reasonable to give him/her an unpaid special time off.</p>	<p>Up to five days in a fiscal year (or 10 days for an employee who has two or more children) (to be taken by the unit of a day or hour)</p>
<p>(10) A part-time contracted administrative employee requests an unpaid time off to attend a special memorial ceremony for his/her deceased parent, spouse or child (until the 15th anniversary from the death) and the University decides that it is reasonable to give him/her an unpaid special time off.</p>	<p>Up to one day (to be taken by the unit of a day, hour, or minute)</p>
<p>(11) A female employee requests an unpaid time off because it is difficult for her to engage in work due to her physical condition during her menstrual period, and the University decides that the time off is necessary for her.</p>	<p>Necessary time (to be taken by the unit of a day, hour or minute)</p>
<p>(12) A part-time contracted administrative employee who is pregnant or within one year from childbirth requests an unpaid time off to visit a healthcare provider to receive health guidance.</p>	<p>Time necessary for visiting the healthcare provider at the following frequency (to be taken by the unit of a day, hour or minute): During pregnancy Until the 23rd pregnant week: Once every four weeks From the 24th to the 35th pregnant week: Once every two weeks From the 36th pregnant week to childbirth: Once a week (or more frequent visits if instructed by the doctor or midwife of the employee) Within one year after the childbirth: If a visit to the healthcare provider after childbirth is instructed by the doctor or midwife, such frequency instructed by the doctor or midwife</p>
<p>(13) A pregnant part-time contracted administrative employee requests an unpaid time off to avoid a commuting jam on public transportation and the University decides that such time off is necessary to avoid an adverse effect on the health</p>	<p>Up to one hour at the beginning or ending of the regular working hours, necessary to avoid such commuting jam (to be taken by the unit of an hour or minute)</p>

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conditions of the employee and the baby.																			
(14) A part-time contracted administrative employee requests an unpaid time off for the absence necessary for treatment of or recovery from his/her injury or illness sustained while he/she was on duty or commuting and the University decides that such absence is necessary for the employee.	Necessary time (to be taken by the unit of a day, hour or minute)																		
(15) A part-time contracted administrative employee (limited to those who will be employed for more than six months or whose employment contract was renewed and thus who has been employed for more than six months from the initial recruitment date) requests an unpaid time off for the absence necessary for treatment of his/her injury or illness and the University decides that such absence is necessary for the employee (excluding a case stipulated in the preceding item).	Up to the days in a fiscal year stipulated in the table below corresponding to the yearly regular working days of the employee (to be taken by the unit of a day, hour or minute) <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Weekly regular working days</th> <th>Yearly regular working days</th> <th>Time off</th> </tr> </thead> <tbody> <tr> <td>5 days</td> <td>217 or more days</td> <td>60 days</td> </tr> <tr> <td>4 days</td> <td>169 to 216 days</td> <td>48 days</td> </tr> <tr> <td>3 days</td> <td>121 to 168 days</td> <td>36 days</td> </tr> <tr> <td>2 days</td> <td>73 to 120 days</td> <td>24 days</td> </tr> <tr> <td>1 day</td> <td>48 to 72 days</td> <td>12 days</td> </tr> </tbody> </table>	Weekly regular working days	Yearly regular working days	Time off	5 days	217 or more days	60 days	4 days	169 to 216 days	48 days	3 days	121 to 168 days	36 days	2 days	73 to 120 days	24 days	1 day	48 to 72 days	12 days
Weekly regular working days	Yearly regular working days	Time off																	
5 days	217 or more days	60 days																	
4 days	169 to 216 days	48 days																	
3 days	121 to 168 days	36 days																	
2 days	73 to 120 days	24 days																	
1 day	48 to 72 days	12 days																	
(16) A part-time contracted administrative employee requests an unpaid time off to participate in a recreational event permitted by the University.	Up to 16 hours in a fiscal year (to be taken by the unit of an hour or minute)																		
(17) A part-time contracted administrative employee requests an unpaid time off to take nursing care or any other care of a family member in need of care (meaning attending the family member in need when visiting a healthcare provider, completing the procedures necessary to receive care services from a service provider, or taking care of the family member in his/her daily life) and the University decides that it is reasonable to give the employee an unpaid special time off.	Up to five days in a fiscal year (or 10 days if the employee has two or more family members in need) (to be taken by the unit of a day or hour).																		

2. The University shall give the number of days, hours, or minutes (as the case may be) of unpaid special time off to an employee in accordance with the reason for the time off stipulated in the table in the preceding paragraph; provided, however, that the number of days prescribed in items (15) shall be treated as one day of leave even if the leave has been taken in units of one hour or one minute.

(Procedures for taking a paid special time off and an unpaid special time off)

Article 67

A part-time contracted administrative employee shall submit a request for a paid special time off or an unpaid special time off (excluding the time off stipulated in items (4), (5), (9) and (17) of paragraph 1 of the preceding Article) to obtain prior approval from the University. However, if the employee could not notify such time off in advance because it was caused by illness, or an unexpected or inevitable accident or incident, the employee shall immediately report his/her absence with the reason for the time off to obtain ex-post approval from the University.

(No disadvantageous treatment)

Article 67-2

A part-time contracted administrative employee shall not be dismissed or otherwise treated disadvantageously because he/she made a request stipulated in paragraphs 4 and 5 of Article 61, items (9) and (17) of the table in paragraph 1 of Article 66, or refused an order for overtime work for a due reason pursuant to paragraphs 1 and 2 of Article 61.

(Modified application of the provisions for annual paid time off)

Article 67-3

As for service years required for paid special time off stipulated in items (3) and (4) of the table in paragraph 1 of Article 65, and the service years required for the unpaid special time off stipulated in item (15) of the table in paragraph 1 of Article 66, the provisions in Article 64 shall apply mutatis mutandis.

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(Modified application of provisions applicable to full-time contracted administrative employees)

Article 68

Regarding the work of a part-time contracted administrative employee's on a holiday, at a place which is not the regular workplace, night work, overtime work in the event of a disaster, attendance and leaving the office, late arrival, early leaving, absence or leaving the office for personal reason, carry-forward of annual paid times off or requests for annual paid times off, the provisions in Articles 43, 45, 47 to 50, 53, and 54 shall apply mutatis mutandis.

Chapter 3 Contracted Nurses/Midwives

Section 1 Appointment and Removal

(Job titles and work styles)

Article 69

Job titles and work styles of contracted nurses/midwives shall be as follows:

Job title	Applicable employees	Work style
Contracted hospital nurse	A person engaged in the comprehensive duties of a nurse at the Hiroshima University Hospital	Part-time
Contracted hospital midwife	A person engaged in the duties of a midwife at the Hiroshima University Hospital	
Contracted nurse	A person engaged in part of the duties of a nurse at the Hiroshima University Hospital (excluding contracted hospital nurses), or a person engaged in the duties of a nurse at a place outside the Hiroshima University Hospital	Full-time or part-time

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(Recruitment)

Article 70

1. Recruitment of contracted nurses/midwives shall be made by open recruitment, in principle, from applicants who have the necessary licenses for the respective duties.
2. The screening of applicants for contracted nurses/midwives shall be made by document screening, written examination, interview, or any combination of the abovementioned methods.

(Modified application of provisions applicable to contracted administrative employees)

Article 71

The provisions in Articles 6 to 21 shall apply mutatis mutandis to contracted nurses/midwives regarding the documents required for recruitment, renewal of employment contracts, re-employment, the terms of employment contracts, working conditions under an employment contract without a fixed term, advance notice of termination of employment contracts, probation periods, extension of probation periods, dismissal during probation periods, non-applicable leaves of absence, the duration of leaves of absence, sick leave, resignation, dismissal, notices of transfer, and omission of notices of transfer.

Section 2 Salaries

(Classification and types of salaries, calculation period and pay day)

Article 72

1. The classification, types, calculation periods and pay days of salaries for contracted nurses/midwives shall be as shown in the following table:

(1) Classification, types, calculation periods and pay days of salaries for full-time contracted nurses/midwives

Salary		Calculation period	Pay day
Classification	Type		
Basic salary	Regular salary	The first day to the last day of each month	17th day of the current month. If the 17th day is a holiday stipulated in item (1) or (2) of Article 43.1 (hereinafter referred to as a “holiday” in this paragraph), the day that is not a holiday falling immediately after the 17th day.
Allowances	Housing allowance Commutation allowance Special duty allowance Overtime allowance Holiday work allowance		
Performance-based bonus	Term-end bonus	A period within six months before the record date defined in Article 38	June 30 and December 10 (or two days before these pay days if the pay day falls on a Sunday, or one day before these pay days if the pay day falls on a Saturday)
	Special bonus	From the first day to the last day of each fiscal year	Pay day for salaries for March of the current fiscal year

(2) Classification, types, calculation periods and pay days of salaries for part-time contracted nurses/midwives

Salary		Calculation period	Pay day
Classification	Type		
Basic salary	Regular salary	The first day to the last day of each month	17th day of the next month. If the 17th day is a holiday stipulated in item (1) or (2) of Article 43.1 (hereinafter referred to as a “holiday” in this paragraph), the day that is not a holiday falling immediately after the 17th day
Allowances	Commutation allowance (applicable to contracted nurses only) Special duty allowance Overtime allowance Holiday work allowance		
Performance-based bonus	Special bonus	From the first day to the last day of each fiscal year	Pay day for salaries for March of the current fiscal year

2. The basic salary of a full-time contracted nurse/midwife is a monthly fixed wage. The full amount of the basic salary is paid on the pay day specified in the table in item (1) of the preceding paragraph.

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3. The basic salary of a contracted nurse/midwife is hourly wages. It is calculated by multiplying the number of hours worked by the employee in the salary calculation period stipulated in the table in item (2) of paragraph 1 by the hourly wage stipulated in Article 76. The basic salary of contracted nurses/midwives is paid on the pay day stipulated in the same table.
4. For the purpose of calculating the working hours during the calculation period stipulated in the preceding paragraph, any fraction shorter than an hour shall be rounded up as follows:
Shorter than 15 minutes: 15 minutes
Longer than 15 minutes and shorter than 30 minutes: 30 minutes
Longer than 30 minutes and shorter than 45 minutes: 45 minutes
Longer than 45 minutes and shorter than one hour: One hour
5. Notwithstanding the provisions in paragraphs 2 and 3 above, if an additional amount is to be paid retroactively as a result of a revision of the salary, such retroactive amount may be paid before the pay day stipulated in the table in each item in paragraph 1 above that comes immediately after the effective date of the revision.
6. Notwithstanding the provisions of paragraphs 2 and 3, if a contracted nurse/midwife requests advance payment of his/her regular salary before the pay day stipulated in the table of each item of paragraph 1, for the reason of covering expenditures to deal with disaster damage suffered by the employee or his/her financially dependent family member(s) or any other emergency expenditures stipulated in Article 25 of the Labor Standards Act, the University shall pay the portion of the regular salary corresponding to the days already worked by that employee.
7. In addition to the provisions from paragraph 1 through the preceding paragraph, any other detailed rules regarding the classification, types, calculation periods and pay days of salaries and others shall be stipulated in a separate document.

(Salaries during home standby)

Article 73

If the University gives an order of home standby to a contracted nurse/midwife, the University may pay up to 100% of his/her regular salary during the home standby period; provided, however, that if a contracted nurse/midwife is ordered to stand by at home because he/she is sentenced to imprisonment without work or a heavier criminal penalty, the University shall pay up to 60% of his/her regular salary and the housing allowance.

(Calculation of per-hour wage)

Article 74

1. The per-hour wage of a full-time contracted nurse/midwife shall be calculated by dividing his/her monthly regular salary by the average number of working hours per month. The per-hour wage of a part-time contracted nurse/midwife is the hourly wage stipulated as the regular salary.
2. Notwithstanding the provisions in the preceding paragraph, if a contracted nurse/midwife is engaged in duties to which the special duty allowance is applicable at hours to which the overtime allowance or the holiday work allowance applies, the per-hour wage for these hours shall be calculated by dividing the daily amount of the respective allowance by 7.75 and adding the resulting amount to the amount stipulated in the preceding paragraph.

(Calculation on a daily basis)

Article 75

1. If a contracted nurse/midwife is recruited on any other day than the first day of a month or resigns on any other day than the last day of a month, or his/her regular salary is revised or is reduced by half on any other day than the first day of a month or such reduction has ceased to be applied on any other day than the last day of a month, his/her regular salary for that month shall be paid based on the calculation on a daily basis.
2. For a full-time contracted nurse/midwife whose status has changed on any other day than the first day or the last day of a month, as the case may be, for any of the following reasons (hereinafter referred to as an “employee whose status changed in the middle of a month”), the regular salary and the housing allowance for that month shall be paid based on the calculation on a daily basis:
 - taking a disciplinary leave of absence or being reinstated from a disciplinary leave of absence;
 - being suspended from work or being reinstated from a suspension;
 - being instructed to refrain from coming to work or being reinstated from that status;
 - taking a leave of absence or being reinstated from the leave of absence;
 - being ordered to standby at home or being reinstated from the home standby,

- taking a childcare leave or being reinstated from the childcare leave.
- 3. For a contracted nurse/midwife whose status has changed in the middle of a month, the commutation allowance for the month shall be paid on a daily basis only if there is a separate provision concerning the use of labor-related expenses for said contracted nurse/midwife.
- 4. The daily-basis calculation stipulated in the preceding three paragraphs shall be made based on the total number of days included in the salary calculation period from which the number of holidays included in that period (including designated substitute holidays) is deducted.
- 5. Notwithstanding the provisions in paragraphs 1 to 3, if a full-time contracted nurse/midwife dies in the middle of a month, the full amount of the salaries to be paid for the month shall be paid to the bereaved family, deeming the situation as if the employee had died on the last day of the month.

(Regular salary)

Article 76

1. The regular salary of contracted nurses/midwives shall be determined as stipulated in the following items according to their job titles:
 - (1) Contracted nurse:

The level-based regular salary specified in Table 1 corresponding to his/her years of experience after acquiring the license necessary for his/her duties as of the end of the previous fiscal year included in his/her employment contract term (a fraction shorter than one year should be discarded; hereinafter referred to as the “years of licensed experience as of the previous year end” in this Chapter), or the age of the employee.
 - (2) Contracted hospital nurse and contracted midwife: 1,700 yen per hour
2. Notwithstanding the provisions in item (1) of the preceding paragraph, when a contracted nurse who is employed under an employment contract that extends over two fiscal years has reached the number of years of licensed experience as of the previous year end corresponding to a level-based salary higher than that which was determined for the nurse at the time of the conclusion of the employment contract, his/her regular salary may be revised to such higher level-based salary.
3. Notwithstanding the provisions in item (1) of paragraph 1 and the provisions in the preceding paragraph, if the University determines that special circumstances should be taken into consideration when determining the regular salary for a certain contracted nurse, the regular salary for that nurse may be set to a level-based salary that is one or two levels higher or lower than the level-based salary corresponding to his/her status in any of the preceding two paragraphs.
4. Notwithstanding the provisions in the preceding three paragraphs, if the University determines that a special arrangement should be made for the regular salary of a certain contracted nurse/midwife, the University may set a different regular salary for that employee.

(Salaries for employees on leave of absence)

Article 77

1. If a full-time contracted nurse/midwife takes a sick leave due to injuries or illness sustained in the course of his/her duties or commuting, the University may pay up to 100% of his/her salaries while the employee is on leave; provided, however, that if any public benefits, such as the absence compensation benefit, the leave of absence benefit, the special payment for leave of absence, or the injury and disease compensation pension, are provided to the employee under the Workmen’s Accident Compensation Insurance Act, the University shall not pay salaries to that employee, excluding performance-based bonuses.
2. If a full-time contracted nurse/midwife takes a non-occupational sick leave, the University may pay up to 80% of the basic salary and the housing allowance (hereinafter referred to as “Basic Salaries” in this Chapter) and the term-end bonus for the first year of such leave of absence (for the first two years in the case of tuberculosis).
3. If a full-time contracted nurse/midwife takes a criminal prosecution leave, the University may pay up to 60% of his/her Basic Salaries while the employee is on leave.
4. If a missing leave is given to a full-time nurse/midwife, the University may pay up to 70% of his/her Basic Salaries and term-end bonus while the employee is on leave; provided, however, that if it is decided that the missing status of the employee was caused by an accident while the employee was on duty, the University may pay up to 100% of his/her Basic Salaries and term-end bonus.
5. In addition to the provisions from paragraph 1 through the preceding paragraph, any other detailed rules regarding the salaries of employees on leave shall be stipulated in a separate document.

(Salary reduction)

Article 78

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1. As provided for in Article 50, if a full-time contracted nurse/midwife was absent for all or part of the regular working hours of a day, or took a family care leave, partial child care leave or partial family care leave, the wages corresponding to the absent hours shall be reduced from his/her salary, by multiplying his/her per-hour wage prescribed in Article 74 by the total number of absent hours. If a full-time contracted nurse/midwife was absent or took a family care leave, partial childcare leave or partial family care leave for all his/her regular working hours during a salary calculation period, his/her regular salary for the salary calculation period shall be fully reduced.
2. For the purpose of determining the total absent hours stipulated in the preceding paragraph, all absent hours during a salary calculation period shall be added and fractions resulting from the addition shall be rounded as follows:
 Periods shorter than 15 minutes are discarded;
 Periods longer than 15 minutes and shorter than 30 minutes are rounded down to 15 minutes;
 Periods longer than 30 minutes and shorter than 45 minutes are rounded down to 30 minutes;
 Periods longer than 45 minutes and shorter than 60 minutes are rounded down to 45 minutes.

(Special duty allowance)

Article 79

1. Some contracted nurses/midwives may be engaged in significantly dangerous or difficult operations or any other special operations. Because special consideration should be given to the wages for such special operations, and it is not appropriate to reflect that specialty into the regular salary, the University shall pay to such employees a special duty allowance according to the specialty of the respective operation.
2. The names of such special operations, applicable employees, descriptions of duties, classifications and amounts of the allowance are as follows:

Name of allowance	Applicable employee	Descriptions	Payment classification and amount	
(1) Radiation handling operation allowance	Employees engaged in radiation handling operations	Radiation handling operations performed within controlled zones (exposure to radiation of 100 microsieverts or more per month)	Per day	230 yen
(2) Doctor's helicopter allowance	Midwives, nurses, and nursing assistants of the Hospital who ride on a doctor's helicopter	Flying in a doctor's helicopter (an ambulance helicopter equipped with emergency medical equipment, including helicopters of the fire department under the Hiroshima Prefecture Doctor's Helicopter Program) to provide nursing care	Each flight	5,000 yen

3. In addition to the provisions in the preceding two paragraphs, any other detailed rules regarding the special duty allowance shall be stipulated in a separate document.

(Commutation allowance)

Article 80

1. The commutation allowance shall be paid to a contracted nurse/midwife who satisfies all of the conditions stipulated in items (1) to (4) below, to provide financial support for their cost of commuting. The commutation allowance shall not be paid to a contracted nurse for a month in which the nurse was absent for all of his/her regular working days.
 - (1) The employee is employed by the University for more than one month;
 - (2) The employee works three or more days per week;
 - (3) The employee works three or more hours per day; and
 - (4) The one-way distance of commutation by foot is 2 km or further (using the shortest route generally used by commuters).
2. The commutation allowance stipulated in the table below shall be paid monthly according to the status of the employee:

Status	Allowance amount
(1) A contracted nurse who usually uses public transportation for commuting, such as trains, or toll roads (hereinafter referred to as "public transportation providers")	An amount calculated based on the fare and/or tolls necessary for the employee's commuting (hereinafter referred to as the "calculated fare"). The upper limit is 55,000 yen if the calculated fare exceeds 55,000 yen.

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(2) A contracted nurse who usually uses a car or any other vehicle for commuting (meaning an automobile, motorcycle, 50 cc scooter, or bicycle, hereinafter referred to as a “vehicle”).	The one-way distance commuted by a vehicle (hereinafter referred to as the “commuting distance by a vehicle” in this item) is shorter than 5 km.	2,000 yen
	The commuting distance by a vehicle is 5 km or longer but shorter than 10 km	4,200 yen
	The commuting distance by a vehicle is 10 km or longer but shorter than 15 km	7,100 yen
	The commuting distance by a vehicle is 15 km or longer but shorter than 20 km	10,000 yen
	The commuting distance by a vehicle is 20 km or longer but shorter than 25 km	12,900 yen
	The commuting distance by a vehicle is 25 km or longer but shorter than 30 km	15,800 yen
	The commuting distance by a vehicle is 30 km or longer but shorter than 35 km	18,700 yen
	The commuting distance by a vehicle is 35 km or longer but shorter than 40 km	21,600 yen
	The commuting distance by a vehicle is 40 km or longer but shorter than 45 km	24,400 yen
	The commuting distance by a vehicle is 45 km or longer but shorter than 50 km	26,200 yen
	The commuting distance by a vehicle is 50 km or longer but shorter than 55 km	28,000 yen
	The commuting distance by a vehicle is 55 km or longer but shorter than 60 km	29,800 yen
	The commuting distance by a vehicle is 60 km or longer	31,600 yen
(3) A contracted nurse who usually uses a combination of paid public transportation and a vehicle	The total of the calculated fare and the amount stipulated in item (2). The upper limit is 55,000 yen if the total amount exceeds 55,000 yen. However, if the commuting distance by vehicle is shorter than 2 km, the commutation allowance paid to the contracted nurse who uses the combination of public transportation and a vehicle shall be the amount determined pursuant to item (1), and if such calculated amount is less than the amount stipulated in item (2), the amount stipulated in item (2) shall be paid to such nurse.	

3. If a full-time contracted nurse falls under one of the statuses listed in the table in paragraph 2, the commuting allowance shall be paid from the next month after the month when such eligible status arose. If such eligible status arose on the first day of a month, the allowance shall be paid from that month. However, if an employee submits a housing report after 15 or more days from the day when the eligible status arose, the housing allowance shall be paid from the next month after the receipt of the report by the University (if the report is received on the first day of a month, the allowance shall be paid from that month).
4. If a contracted nurse resigns from or is dismissed by the University or dies, or has lost the eligible status stipulated in the table in paragraph 2, the commuting allowance shall be paid until the month when such incident occurs. If such incident occurs on the first day of a month, the allowance shall be paid until the previous month before the incident month.
5. In addition to the provisions from paragraph 1 through the preceding paragraph, any other detailed rules regarding the commutation allowance shall be stipulated in a separate document.

(Modified application of provisions applicable to contracted administrative employees)

Article 81

The provisions in Articles 24, 26, 31, 34 and 36 to 39 shall apply mutatis mutandis to contracted nurses/midwives regarding the payment of salaries, treatment of fractional figures, half-reduction of the regular salary, housing allowance, overtime allowance, holiday work allowance, term-end bonus, and special bonus.

Section 3 Working Hours, Holidays and Times Off of Full-time Contracted Nurses/Midwives

(Regular working hours and break time)

Article 82

Hiroshima University Regulations for Appointment, Removal, Salaries, Working Hours,
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1. Regular working hours of full-time contracted nurses/midwives shall be 7 hours and 45 minutes a day, and 38 hours and 45 minutes a week, excluding the break time.
2. The work starting time, the work finishing time and the break time for full-time contracted nurses/midwives are as shown in the following table:

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Work starting time and work finishing time	Break time
Work starting time 8:30	Noon to 13:00
Work finishing time 17:15	

3. Notwithstanding the provisions in the preceding paragraph, the University may set different work starting times, work finishing times and break times for individual employees if there is a due operational reason for the University.
4. If there is a due operational reason for the University, the University may move the work starting time, the work finishing time and the break time earlier or later.

(Modified application of provisions applicable to contracted administrative employees)

Article 83

The provisions in Articles 42 to 44, and 45 to 59-2 shall apply mutatis mutandis to full-time contracted nurses/midwives regarding staggered working hours, holidays and substitute holidays, work at a place that is not the regular workplace, work outside the regular working hours, night work, overtime work in the event of a disaster, attendance and leaving the office, late arrival, early leaving, absence and leaving the office for personal reasons, non-applicability to managing employees, types of time off, annual paid time off, carrying-forward of annual paid time off, requests for annual paid time off, units of annual paid time off, sick time off, judgment of single instances of sick time off, exemption from the upper limit for sick time off, units of sick time off, special time off, procedures for taking sick time off or special time off and protection from disadvantageous treatment.

Section 4 Working Hours, Holidays and Times Off of Part-time Contracted Nurses/Midwives

(Modified application of provisions applicable to contracted administrative employees)

Article 84

The provisions in Articles 60 to 68 shall apply mutatis mutandis to working hours, holidays and times off of part-time contracted nurses/midwives.

Chapter 4 Contracted Medical Employees

Section 1 Appointment and Removal

(Job titles and work styles)

Article 85

The job titles and work styles of contracted medical employees shall be as follows:

Job title	Applicable employees	Work style
Contracted pharmacist	A person engaged in the duties of a pharmacist	Full-time or part-time
Contracted clinical radiation technologist	A person engaged in the duties of a clinical radiation technologist	
Contracted clinical laboratory technologist	A person engaged in the duties of a clinical laboratory technologist	
Contracted occupational therapist	A person engaged in the duties of an occupational therapist	
Contracted physical therapist	A person engaged in the duties of a physical therapist	
Contracted orthoptist	A person engaged in the duties of an orthoptist	
Contracted speech therapist	A person engaged in the duties of a speech therapist	
Contracted clinical engineer	A person engaged in the duties of a clinical engineer	
Contracted dental hygienist	A person engaged in the duties of a dental hygienist	
Contracted dental technician	A person engaged in the duties of a dental technician	
Contracted dietitian	A person engaged in the duties of a dietitian	
Contracted assistant to pharmacist	A person who has passed the national pharmacist examination and is now waiting for the issuance of a license. Upon the issuance of the license, the employee will be engaged in the duties of a pharmacist.	

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Contracted assistant to clinical radiation technologist	A person who has passed the clinical radiation technologist examination and is now waiting for the issuance of a license. Upon the issuance of the license, the employee will be engaged in the duties of a clinical radiation technologist.
Contracted assistant to clinical laboratory technologist	A person who has passed the national clinical laboratory technologist examination and is now waiting for the issuance of a license. Upon the issuance of the license, the employee will be engaged in the duties of a clinical laboratory technologist.
Contracted assistant to occupational therapist	A person who has passed the national occupational therapist examination and is now waiting for the issuance of a license. Upon the issuance of the license, the employee will be engaged in the duties of an occupational therapist.
Contracted assistant to physical therapist	A person who has passed the national occupational therapist examination and is now waiting for the issuance of a license. Upon the issuance of the license, the employee will be engaged in the duties of an occupational therapist.
Contracted assistant to orthoptist	A person who has passed the national orthoptist examination and is now waiting for the issuance of a license. Upon the issuance of the license, the employee will be engaged in the duties of an orthoptist.
Contracted assistant to speech therapist	A person who has passed the national speech therapist examination and is now waiting for the issuance of a license. Upon the issuance of the license, the employee will be engaged in the duties of a speech therapist.
Contracted assistant to clinical engineer	A person who has passed the national clinical engineer examination and is now waiting for the issuance of a license. Upon the issuance of the license, the employee will be engaged in the duties of a clinical engineer.
Contracted assistant to dental hygienist	A person who has passed the dental hygienist examination and is now waiting for the issuance of a license. Upon the issuance of the license, the employee will be engaged in the duties of a dental hygienist.
Contracted assistant to dental technician	A person who has passed the dental technician examination and is now waiting for the issuance of a license. Upon the issuance of the license, the employee will be engaged in the duties of a dental technician.

(Recruitment)

Article 86

1. The recruitment of contracted medical employees shall be made by open recruitment, in principle, from applicants who have the necessary licenses for the respective duties (including persons who have passed the relevant national or other examination and are waiting for the issuance of a license).
2. The screening of applicants for contracted medical employees shall be made by document screening, written examination, interview, or any combination of the above-mentioned methods.

(Modified application of provisions applicable to contracted administrative employees)

Article 87

The provisions of Articles 6 to 21 shall apply mutatis mutandis to contracted medical employees regarding the documents required for recruitment, renewal of employment contracts, re-employment, the terms of employment contracts, working conditions under an employment contract without a fixed term, advance notice of termination of employment contracts, probation periods, extension of probation periods, dismissal during probation periods, non-applicable leaves of absence, the duration of leaves of absence, sick leave, resignation, dismissal, notices of transfer, and omission of notices of transfer.

Section 2 Salaries

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(Classification and types of salaries, calculation period and pay day)

Article 88

1. The classification, types, calculation periods and pay days of salaries for contracted medical employees shall be as shown in the following table:

(1) Classification, types, calculation periods and pay days of salaries for full-time contracted medical employees

Salary		Calculation period	Pay day
Classification	Type		
Basic salary	Regular salary	The first day to the last day of each month	17th day of the current month. If the 17th day is a holiday stipulated in item (1) or (2) of Article 43.1 (hereinafter referred to as a “holiday” in this paragraph), the day that is not a holiday falling immediately after the 17th day.
Allowances	Dependent family allowance Housing allowance Commutation allowance		
	Special duty allowance Overtime allowance Holiday work allowance Night work allowance Day-duty/night-duty allowance	The first day to the last day of each month	Pay day of the next month
Performance-based bonus	Term-end bonus	A period within the six months before the record date defined in Article 38	June 30 and December 10 (or two days before these pay days if the pay day falls on a Sunday, or one day before these pay days if the pay day falls on a Saturday)
	Special bonus	From the first day to the last day of each fiscal year	Pay day for salaries for March of the current fiscal year

(2) Classification, types, calculation periods and pay days of salaries for part-time contracted medical employees

Salary		Calculation period	Pay day
Classification	Type		
Basic salary	Regular salary	The first day to the last day of each month	17th day of the next month. If the 17th day is a holiday stipulated in item (1) or (2) of Article 43.1 (hereinafter referred to as a “holiday” in this paragraph), the day that is not a holiday falling immediately after the 17th day.
Allowances	Commutation allowance		
	Special duty allowance Overtime allowance Holiday work allowance	The first day to the last day of each month	Pay day of the next month
Performance-based bonus	Special bonus	From the first day to the last day of each fiscal year	Pay day for salaries for March of the current fiscal year

2. The basic salary of a full-time contracted medical employee is a monthly fixed wage. The full amount of the basic salary is paid on the pay day specified in the table in item (1) in the preceding paragraph.

3. The basic salary of a part-time contracted medical employee is hourly wages. It is calculated by multiplying the number of hours worked by the employee in the salary calculation period stipulated in the table of item (2) of paragraph 1 by the hourly wage stipulated in Article 90. The basic salary of a part-time contracted medical employee is paid on the pay day stipulated in the same table.

4. For the purpose of calculating the working hours during the calculation period stipulated in the preceding paragraph, any fraction shorter than an hour shall be rounded up as follows:

Shorter than 15 minutes: 15 minutes

Longer than 15 minutes and shorter than 30 minutes: 30 minutes

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Longer than 30 minutes and shorter than 45 minutes: 45 minutes

Longer than 45 minutes and shorter than one hour: One hour

5. Notwithstanding the provisions in paragraphs 2 and 3 above, if an additional amount is to be paid retroactively as a result of a revision of the salary, such retroactive amount may be paid before the pay day stipulated in the table in each item in paragraph 1 above that comes immediately after the effective date of the revision.
6. Notwithstanding the provisions of paragraphs 2 and 3, if a contracted medical employee requests advance payment of his/her regular salary before the pay day stipulated in the table of each item of paragraph 1, for the reason of covering expenditures to deal with disaster damage suffered by the employee or his/her financially dependent family member(s) or any other emergency expenditures stipulated in Article 25 of the Labor Standards Act, the University shall pay the portion of the regular salary corresponding to the days already worked by that employee.
7. In addition to the provisions in paragraph 1 through the preceding paragraph, any other detailed rules regarding the classification, types, calculation periods and pay days of salaries and others shall be stipulated in a separate document.

(Calculation on a daily basis)

Article 89

1. If a contracted medical employee is recruited on any other day than the first day of a month or resigns on any other day than the last day of a month, or his/her regular salary is revised or is reduced by half on any other day than the first day of a month or such reduction has ceased to be applied on any other day than the last day of a month, in accordance with the provisions in these Regulations, his/her regular salary for that month shall be paid based on the calculation on a daily basis.
2. For a full-time contracted medical employee whose status has changed on any other day than the first day or the last day of a month, as the case may be, for any of the following reasons (hereinafter referred to as an “employee whose status changed in the middle of a month”), the regular salary, the dependent family allowance and the housing allowance for that month shall be paid based on the calculation on a daily basis:
 - taking a disciplinary leave of absence or being reinstated from a disciplinary leave of absence;
 - being suspended from work or being reinstated from suspension;
 - being instructed to refrain from coming to work or being reinstated from such status;
 - taking a leave of absence or being reinstated from a leave of absence;
 - being ordered to standby at home or being reinstated from a home standby;
 - taking a childcare leave or being reinstated from a childcare leave.
3. For a contracted medical employee whose status has changed in the middle of a month, the commutation allowance for the month shall be paid based on the calculation on a daily basis only if there is a separate provision concerning the use of labor-related expenses for said contracted medical employee.
4. The daily-basis calculation stipulated in the preceding three paragraphs shall be made based on the total number of days included in the salary calculation period from which the number of holidays included in that period (including designated substitute holidays) is deducted.
5. Notwithstanding the provisions in paragraphs 1 to 3, if a full-time contracted medical employee dies in the middle of a month, the full amount of the salaries to be paid for the month shall be paid to the bereaved family, deeming the situation as if the employee had died on the last day of the month.

(Regular salary)

Article 90

1. The regular salary for a medical employee shall be the level-based regular salary specified in Table 1 corresponding to the title of his/her job, and his/her years of experience after acquiring the license necessary for his/her duties as of the end of the previous fiscal year included in his/her employment contract term (a fraction shorter than one year should be discarded; hereinafter referred to as the “years of licensed experience as of the previous year-end”).
2. Notwithstanding the provisions in the preceding paragraph, when a contracted medical employee who is employed under an employment contract that extends over two fiscal years has reached the number of years of licensed experience as of the previous year-end corresponding to a level-based salary higher than that which was determined for the employee at the time of the conclusion of the employment contract, his/her regular salary may be revised to such higher level-based salary.
3. Notwithstanding the provisions in the preceding two paragraphs, if the University determines that

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special circumstances should be taken into consideration when determining the regular salary for a certain contracted medical employee, the regular salary for that employee may be set to a level-based salary that is one or two levels higher or lower than the level-based salary corresponding to his/her status in any of the preceding two paragraphs.

4. Notwithstanding the provisions in the preceding three paragraphs, if the University determines that a special arrangement should be made for the regular salary of a certain contracted medical employee, the University may set a different regular salary for that employee.

(Special duty allowance)

Article 91

1. Some contracted medical employees may be engaged in significantly dangerous or difficult operations or any other special operations. Because special consideration should be given to wages for such special operations, and it is not appropriate to reflect that specialty into the regular salary, the University shall pay to such employee a special duty allowance according to the specialty of the respective operation.
2. Applicable employees, descriptions of the duties, and the amounts of the allowance are as follows:

Name of the allowance	Applicable employee	Descriptions	Payment classification and amount	
(1) Radiation handling operation allowance	Employee engaged in the duties of a clinical radiation technologist	Operations in which X-ray or other radiation is irradiated to the human body	Per day	230 yen
	Employees engaged in radiation handling operations	Radiation handling operations performed within controlled zones (exposure to radiation of 100 microsieverts or more per month)		
(2) Emergency on-call allowance	Contracted clinical radiation technologist or contracted clinical engineer	Standing-by at home to respond to an emergency call during hours outside the regular working hours of the employee	Per standby	2,000 yen

3. In addition to provisions in the preceding two paragraphs, any other detailed rules regarding the special duty allowance shall be stipulated in a separate document.

(Night work allowance)

Article 92

1. The night work allowance shall be paid to a contracted medical employee who is ordered to work in the time bracket from 22:00 to 5:00 the next day as his/her regular working hours.
2. The total hours stipulated in the preceding paragraph shall be the total of such hours worked in a given salary calculation period, and any fraction shorter than an hour resulting from the calculation shall be rounded up as follows:
Shorter than 15 minutes: 15 minutes
Longer than 15 minutes and shorter than 30 minutes: 30 minutes
Longer than 30 minutes and shorter than 45 minutes: 45 minutes
Longer than 45 minutes and shorter than one hour: One hour
3. The night work allowance paid for each hour worked during the time frame stipulated in the preceding paragraph shall be determined by multiplying the employee's per-hour wage calculated in accordance with Article 74 by 25%.

(Day duty/night duty allowance)

Article 93

A day duty/night duty allowance of 5,900 yen per shift shall be paid to a full-time contracted medical employee who is ordered to work a day duty or night duty.

(Modified application of provisions applicable to contracted administrative employees and contracted nurses/midwives)

Article 94

The provisions in Articles 23, 24, 26, 29, 31, 33 to 39 and 74 to 78 shall apply mutatis mutandis to contracted medical employees regarding the salaries during the home standby period, the payment of salaries, treatment of fractional figures, salaries during a leave of absence, half-reduction of the regular salary, dependent family allowance, housing allowance, commutation allowance, overtime allowance, holiday work allowance, term-end bonus and special bonus, calculation of the per-hour wage, and salary reduction.

Section 3 Working Hours, Holidays and Times Off of Full-time Contracted Medical Employees

(Regular working hours and break time)

Article 95

1. Regular working hours of full-time contracted medical employees shall be 7 hours and 45 minutes a day, and 38 hours and 45 minutes a week, excluding the break time.

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2. The work starting time, the work finishing time and the break time for full-time contracted medical employees are as shown in the following table:

Work starting time and work finishing time		Break time
Work starting time	8:30	Noon to 13:00
Work finishing time	17:15	

3. If there is a due operational reason of the University, the University may move the work starting time, the work finishing time and the break time earlier or later.

(Holidays)

Article 96

1. The University's holidays are as follows:
 - (1) Saturday and Sunday;
 - (2) National holidays designated under the National Holidays Act (Act No. 178 of 1948); and
 - (3) From December 29 to January 3 of the next year, excluding holidays stipulated in items (1) and (2) above.
2. Notwithstanding the provisions in the preceding paragraph, for physical therapists and occupational therapists working in the Medical Treatment Support Department, the holidays stipulated in item (1) in the preceding Article shall be Sunday and one variable holiday designated from Monday through Saturday.
3. The variable holiday for the relevant employee specified in the preceding paragraph shall be designated and notified no later than seven days before the beginning of each month, by a written work schedule.

(Monthly variable work hours system)

Article 97

1. Notwithstanding the provisions in the preceding Article, the University may order a full-time contracted medical employee who falls under any of the following statuses to work under the variable work hours system on a monthly basis, starting from the day designated by the individual department:

Status	Work style	Working hours	Break time
Contacted pharmacist working in the Department of Medicine	Day shift 1	7:30 to 16:15	Noon to 13:00
	Day shift 2	8:00 to 16:45	Noon to 13:00
	Day shift 3	8:15 to 17:00	Noon to 13:00
	Day shift 4	8:30 to 17:15	Noon to 13:00
	Day and night shift	8:30 to 8:30 the next morning	Noon to 13:00 and 19:30 to 20:00 <Night duty> 0:00 to 7:00
Contracted medical employee working in the Medical Treatment Support Department	Day shift 1	7:00 to 15:45	11:00 to noon or noon to 13:00
	Day shift 2	7:15 to 16:00	Noon to 13:00
	Day shift 3	7:30 to 16:15	11:00 to noon or noon to 13:00
	Day shift 4	8:00 to 16:45	Noon to 13:00
	Day shift 5	8:15 to 17:00	Noon to 13:00
	Day shift 6	8:30 to 17:15	Noon to 13:00 or 12:30 to 13:30 or 13:00 to 14:00
	Day shift 7	9:30 to 18:15	Noon to 13:00 or 13:00 to 14:00
	Day shift 8	10:00 to 18:45	Noon to 13:00 or 13:30 to 14:30
	Day shift 9	10:30 to 19:15	13:00 to 14:00
	Day and night shift 1	8:30 to 8:45 the next morning	Noon to 13:00 and 19:15 to 20:00 <Night duty> 0:00 to 7:00
	Day and night shift 2	8:30 to 8:45 the next morning	12:30 to 13:30 and 19:30 to 20:15 <Night duty> 0:00 to 7:00

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	Day and night shift 3	8:30 to 8:45 the next morning	12:30 to 13:30 and 18:30 to 19:15 <Night duty> 20:00 to 3:00 the next morning
	Night shift 1	17:15 to 8:45 the next morning	19:15 to 20:00 <Night duty> 0:00 to 7:00
	Night shift 2	17:15 to 8:45 the next morning	18:30 to 19:15 <Night duty> 20:00 to 3:00 the next morning
Contracted dietitian working in the Diet 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	Noon to 13:45
	Day shift 3	10:00 to 19:00	12:15 to 13:30

2. The weekly regular working hours for an employee working under the variable work hours system stipulated in the preceding paragraph shall be within the extent not exceeding 38 hours and 45 minutes on monthly average. As for holidays stipulated in Article 43, the same number of holidays taken by employees working under the fixed work hours system in the same period shall be given to an employee working under the variable work hours system.
3. The work schedule for each employee working under the variable work hours system shall be notified to the employee no later than seven days before the first day of that work period, including the working days and holidays, the work starting time, work finishing time and break time on each of these working days.
4. If a full-time contracted medical employee who is pregnant or within one year from childbirth requests, the University shall not order the employee to work under the variable work hours system.
5. If a full-time contracted medical employee who is ordered to work under the variable work hours system within a time frame not longer than one month requests exclusion from night work in order to take care of his/her family member who falls under any of the following conditions, the University shall not order such employee to work night hours:
An employee who has a child below school age, or
An employee who has a family member in need of care, excluding an employee who is pregnant or within one year from childbirth or an employee who has another family member in the same household who is the age of 16 or older and is able to take care of such child or family member in need at night;
provided, however, that the provisions in this Article shall not apply if such arrangement hinders the normal operation of the relevant workplace.

(Day duty/night duty)

Article 98

If it is necessary for its operation, the University may order an employee to work day duty or night duty during hours outside his/her working hours or on holidays.

(Modified application of provisions applicable to contracted administrative employees)

Article 99

The provisions in Articles 42, 44, and 45 to 59-2 shall apply mutatis mutandis to full-time contracted medical employees regarding staggered working hours, substitute holidays, work at a place which is not the regular workplace, work outside the regular working hours, night work, overtime work in the event of a disaster, attendance and leaving the office, late arrival, early leaving, absence and leaving the office for personal reasons, non-applicability to managing employees, types of time off, annual paid time off, carrying-forward of annual paid time off, requests for annual paid time off, units of annual paid time off, sick time off, judgment of single instances of sick time off, exemption from the upper limit for sick time off, units of sick time off, special time off, procedures for taking sick time off or special time off, and protection from disadvantageous treatment.

Section 4 Working Hours, Holidays and Times Off of Part-time Contracted Medical Employees

(Modified application of provisions applicable to contracted administrative employees)

Article 100

The provisions in Articles 60 to 68 shall apply mutatis mutandis to working hours, holidays and times off of part-time contracted medical employees.

Chapter 5 Contracted Skilled Workers
Section 1 Appointment and Removal

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(Job titles and work styles)

Article 101

Job titles and work styles of contracted skilled workers shall be as follows:

Job title	Applicable employees	Work style
Contracted skilled operator	A person mainly engaged in a skilled operation (excluding skilled operators working at the Hospital)	Full-time or part-time
Contracted janitor	A person mainly engaged in physical work (excluding janitors working at the Hospital)	
Contracted environmental maintenance supervisor	A person mainly engaged in supervising of environmental maintenance workers (excluding supervisors working at the Hospital)	Part-time
Contracted environmental maintenance worker	A person engaged in maintenance of the environment of each workplace to maintain a good educational environment (excluding environmental maintenance workers working at the Hospital)	
Contracted hospital licensed cook	A person who has a cook license and is engaged in cooking of meals at the Hospital or the Tanpopo Childcare Center	Full-time or part-time
Contracted hospital cook	A person who does not have a cook license and is engaged in cooking of meals at the Hospital or the Tanpopo Childcare Center	
Contracted hospital skilled operator	A person engaged in a skilled operation at the Hospital (excluding contracted hospital cooks and contracted hospital medical assistants)	
Contracted hospital janitor	A person engaged in physical work at the Hospital	
Contracted hospital medical assistant	A person engaged in the management of medical supplies in the operation room or sterilization of medical supplies at the SPD Center	Full-time or part-time

(Recruitment)

Article 102

1. Contracted skilled workers may be recruited if the work volume of the respective skilled work or physical work has become significantly large and University decides that it is appropriate to recruit contracted skilled workers to handle such work volume.
2. The recruitment stipulated in the preceding paragraph shall be made by open recruitment, in principle.
3. The screening of applicants for contracted skilled workers shall be made by document screening, written examination, interview, or any combination of the above-mentioned methods.

(Modified application of provisions applicable to contracted administrative employees)

Article 103

The provisions in Articles 6 to 21 shall apply mutatis mutandis to contracted skilled workers regarding the documents required for recruitment, renewal of employment contracts, re-employment, the terms of employment contracts, working conditions under an employment contract without a fixed term, advance notice of termination of employment contracts, probation periods, extension of probation periods, dismissal during probation periods, non-applicable leaves of absence, the duration of leaves of absence, sick leave, resignation, dismissal, notices of transfer, and omission of notices of transfer.

Section 2 Salaries

(Classification and types of salaries, calculation period and pay day)

Article 104

1. The classification, types, calculation periods and pay days of salaries for contracted skilled workers shall be as shown in the following table:

(1) Classification, types, calculation periods and pay days of salaries for full-time contracted skilled workers

Salary		Calculation period	Pay day
Classification	Type		
Basic salary	Regular salary	The first day to the last	17th day of the current

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Allowances	Housing allowance (limited to contracted skilled operators, contracted janitors, contracted hospital licensed cooks and contracted hospital skilled operators) Commutation allowance Overtime allowance Holiday work allowance	day of each month	month. If the 17th day is a holiday stipulated in item (1) or (2) of Article 43.1 (hereinafter referred to as a “holiday” in this paragraph), the day that is not a holiday falling immediately after the 17th day.
Performance-based bonus	Term-end bonus	A period within the six months before the record date defined in Article 38	June 30 and December 10 (or two days before these pay days if the pay day falls on a Sunday, or one day before these pay days if the the pay day falls on a Saturday)
	Special bonus	From the first day to the last day of each fiscal year	Pay day for salaries for March of the current fiscal year

(2) Classification, types, calculation periods and pay days of salaries for part-time contracted skilled workers

Salary		Calculation period	Pay day
Classification	Type		
Basic salary	Regular salary	The first day to the last day of each month	17th day of the next month. If the 17th day is a holiday stipulated in item (1) or (2) of Article 43.1 (hereinafter referred to as a “holiday” in this paragraph), the day that is not a holiday falling immediately after the 17th day.
Allowances	Commutation allowance Overtime allowance Holiday work allowance		
Performance-based bonus	Special bonus	From the first day to the last day of each fiscal year	Pay day for salaries for March of the current fiscal year

2. The basic salary of a full-time contracted skilled worker is a monthly fixed wage. The full amount of the basic salary is paid on the pay day specified in the table in item (1) in the preceding paragraph above.
3. The basic salary of a part-time contracted skilled worker is hourly wages. It is calculated by multiplying the number of hours worked by the employee in the salary calculation period stipulated in the table of item 2 of paragraph 1 by the hourly wage stipulated in Article 106. The basic salary of a part-time contracted administrative employee is paid on the pay day stipulated in the same table.
4. For the purpose of calculating the working hours during the calculation period stipulated in the preceding paragraph, any fraction shorter than an hour shall be rounded up as follows:
Shorter than 15 minutes: 15 minutes
Longer than 15 minutes and shorter than 30 minutes: 30 minutes
Longer than 30 minutes and shorter than 45 minutes: 45 minutes
Longer than 45 minutes and shorter than one hour: One hour
5. Notwithstanding the provisions in paragraphs 2 and 3 above, if an additional amount is to be paid retroactively as a result of a revision of the salary, such retroactive amount may be paid before the pay day stipulated in the table in each item in paragraph 1 that comes immediately after the effective date of the revision.
6. Notwithstanding the provisions of paragraphs 2 and 3, if a contracted skilled worker requests advance payment of his/her regular salary before the pay day stipulated in the table of each item of paragraph 1, for the reason of covering expenditures to deal with disaster damage suffered by the employee or his/her financially dependent family member(s) or any other emergency expenditures stipulated in Article 25 of the Labor Standards Act, the University shall pay the portion of the regular

salary corresponding to the days already worked by that employee.

7. In addition to the provisions from paragraph 1 through the preceding paragraph, any other detailed rules regarding the classification, types, calculation periods and pay days of salaries and others shall be stipulated in a separate document.

(Calculation of per-hour wage)

Article 105

1. The per-hour wage of a full-time contracted skilled worker shall be calculated by dividing his/her monthly regular salary by the average number of working hours per month. The per-hour wage of a part-time contracted skilled worker is the hourly wage stipulated as the regular salary.

(Regular salary)

Article 106

1. The regular salary of contracted skilled workers shall be determined as stipulated in the following items according to their job titles:
 - (1) Contracted skilled operator, contracted janitor, contracted environmental maintenance supervisor, contracted hospital licensed cook, contracted hospital cook, contracted hospital janitor or contracted hospital skilled operator (excluding those who fall under any of the conditions stipulated in the following item): The level-based regular salaries specified in Table 1 corresponding to the post-recruitment years of experience as of the previous year-end (a fraction shorter than one year should be discarded) or the age of the employee.
 - (2) Contracted skilled operator, contracted janitor, contracted environmental maintenance supervisor or contracted hospital skilled operator (limited to those who have been employed since March 31, 2010): The level-based regular salaries specified in Table 1 corresponding to the “post-recruitment years of experience as of the previous year-end” of the employee, which should be read by replacing with the words “post-high school years of experience as of the previous year-end” (a fraction shorter than one year should be discarded) or the age of the employee
 - (3) Contracted environmental maintenance worker: The level-based regular salaries specified in item (1) of Table 1
 - (4) Contracted hospital medical assistant: The level-based regular salaries corresponding to the post-recruitment years of experience as of the previous year-end of the employee (a fraction shorter than one year should be discarded) and the qualification stipulated in Table 1 (a qualification required for being appointed as a legally-required operation manager of Class 1 pressure vessel handling operations as stipulated in item (xvii) of Article 6 of the Enforcement Order for the Industrial Safety and Health Act (Cabinet Order No. 318 of August 19, 1972) or a legally-required operation manager of special chemical substance handling operations as stipulated in item (xviii) of Article 6 of the same Cabinet Order)
2. Notwithstanding the provisions in the preceding paragraph, where a contracted skilled worker is employed under an employment contract that extends over two fiscal years (excluding employees who fall under the conditions stipulated in the following paragraph), if that employee has reached, during the contract term, the number of years of experience corresponding to a level-based salary higher than that which was determined for the employee at the time of the conclusion of the current employment contract, the regular salary for the employee may be revised to such higher level-based salary.
3. Notwithstanding the provisions in item (2) of paragraph 1, in the case of a contracted skilled worker who falls under item (2) of paragraph 1 and is employed on the condition that his/her post-high school years of experience at the time of the new recruitment should be deemed to be five years, if such employee continues to be employed in the next fiscal year after his/her initial recruitment, his/her “post-high school years of experience as of the previous year-end” shall be deemed to be the total of five years and his/her aggregated years of service at the end of each fiscal year during his/her employment term (a fraction shorter than one year should be discarded). The regular salary for the employee may be set to the level-based salary stipulated in Table 1 corresponding to the age of the employee and these deemed post-high school years of experience as of the previous year-end.
4. Notwithstanding the provisions in item (2) of paragraph 1, in the case of a contracted skilled worker who falls under item (2) of paragraph 1 and is employed on the condition that his/her post-junior-high school years of experience at the time of the new recruitment should be deemed to be 10 years, if such employee continues to be employed in the next fiscal year of his/her initial recruitment, his/her “post-high school years of experience as of the previous year-end” shall be deemed to be the total of seven years and his/her aggregated years of service at the end of each fiscal year during his/her employment term (a fraction shorter than one year should be discarded). The

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regular salary for the employee may be set to the level-based salary stipulated in Table 1 corresponding to the age of the employee and these deemed post-high school years of experience as of the previous year-end.

5. Notwithstanding the provisions from paragraph 1 through the preceding paragraph, if the University determines that special circumstances should be taken into consideration when determining the regular salary for a certain contracted skilled worker, the regular salary for that employee may be set to a level-based salary that is one or two levels higher or lower than the level-based salary corresponding to his/her status stipulated from paragraph 1 through the preceding paragraph.
6. Notwithstanding the provisions from paragraph 1 through the preceding paragraph, if the University determines that a special arrangement should be made for the regular salary of a certain contracted skilled worker, the University may set a different regular salary for that employee.

(Modified application of provisions applicable to contracted administrative employees and contracted nurses/midwives)

Article 107

The provisions in Articles 24, 26, 31, 34, 36 to 39, 73, 75, 77, 78 and 80 shall apply mutatis mutandis to contracted skilled workers regarding the payment of salaries, treatment of fractional figures, half-reduction of the regular salary, housing allowance, overtime allowance, holiday work allowance, term-end bonus and special bonus, salaries during the home standby period, daily-basis calculation, salaries during a leave of absence, salary reduction and commuting allowance.

Section 3 Working Hours, Holidays and Times Off of Full-time Contracted Skilled Workers

(Regular working hours and break time)

Article 108

1. Regular working hours of full-time contracted skilled workers shall be 7 hours and 45 minutes a day, and 38 hours and 45 minutes a week, excluding the break time.
2. The work starting time, the work finishing time and the break time for full-time contracted skilled workers are as shown in the following table:

Work starting time and work finishing time		Break time
Work starting time	8:30	Noon to 13:00
Work finishing time	17:15	

3. Notwithstanding the provisions in the preceding paragraph, the University may set different work starting times, work finishing times and break times for individual employees if there is a due operational reason for the University.
4. If there is a due operational reason for the University, the University may move the work starting time, the work finishing time and the break time earlier or later.

(Monthly variable work hours system)

Article 109

1. Notwithstanding the provisions in the preceding Article, the University may order a full-time skilled worker who falls under any of the following statuses to work under the variable work hours system on a monthly basis, starting from the day designated by the individual department:

Job title	Work style	Working hours	Break time
Contracted hospital licensed cook and contracted hospital cook	Day shift 1	5:00 to 13:45	8:30 to 9:15
	Day shift 2	5:30 to 15:00	8:15 to 8:45 and 12:15 to 13:30 or 8:30 to 9:00 and 12:15 to 13:30
	Day shift 3	8:00 to 17:00	11:00 to 12:15
	Day shift 4	8:30 to 18:00	11:00 to 12:45 or noon to 13:45
	Day shift 5	9:00 to 18:15	12:15 to 13:45
Contracted hospital janitor	Day shift 1	6:00 to 14:45	Noon to 13:00
	Day shift 2	6:30 to 15:15	Noon to 13:00
	Day shift 3	7:00 to 15:45	Noon to 13:00
	Day shift 4	8:00 to 16:45	Noon to 13:00

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	Day shift 5	8:30 to 17:15	11:00 to noon or noon to 13:00
	Day shift 6	9:15 to 18:00	11:00 to noon or noon to 13:00
	Day shift 7	10:30 to 19:15	noon to 13:00 or 13:00 to 14:00
	Day shift 8	11:15 to 20:00	15:45 to 16:45
Contracted hospital medical assistant	Day shift 1	7:30 to 16:15	11:30 to 12:30
	Day shift 2	8:00 to 16:45	Noon to 13:00
	Day shift 3	8:30 to 17:15	11:00 to noon or noon to 13:00
	Day shift 4	11:15 to 20:00	15:45 to 16:45
	Day shift 5	12:15 to 21:00	16:45 to 17:45

2. The weekly regular working hours for an employee working under the variable work hours system stipulated in the preceding paragraph shall be within the extent not exceeding 38 hours and 45 minutes on monthly average. As for holidays stipulated in Article 43, the same number of holidays taken by employees working under the fixed work hours system in the same period shall be given to the employee working under the variable work hours system.
3. The work schedule for each employee shall be notified to the employee no later than seven days before the first day of that work period for such employee, including the working days and holidays, the work starting time, work finishing time and break time on each of these working days.
4. If a full-time contracted skilled worker who is pregnant or within one year from childbirth requests, the University shall not order the employee to work under the variable work hours system.
5. If a full-time contracted skilled worker who is ordered to works under the variable work hours system within the time frame not longer than one month requests exclusion from night work in order to take care of his/her family member falling under any of the following conditions, the University shall not order such employee to work night hours:

A child below school age, or

A family member in need of care, excluding an employee who is pregnant or within one year from childbirth or an employee who has another family member in the same household who is age of 16 or older and is able to take care of such child or family member in need at night;

provided, however, that the provisions in this Article shall not apply if such arrangement hinders the normal operation of the relevant workplace.

(Modified application of provisions applicable to contracted administrative employees)

Article 110

The provisions in Articles 42 to 44, and 45 to 59.2 shall apply mutatis mutandis to full-time contracted skilled workers regarding staggered working hours, holidays and substitute holidays, work at a place which is not the regular workplace, work outside the regular working hours, night work, overtime work in the event of a disaster, attendance and leaving the office, late arrival, early leaving, absence and leaving the office for personal reasons, non-applicability to managing employees, types of time off, annual paid time off, carrying-forward of annual paid time off, requests for annual paid time off, units of annual paid time off, sick leave, judgment of single instances of sick time off, exemption from the upper limit for sick time off, units of sick time off, special time off, procedures for taking sick time off or special time off, and protection from disadvantageous treatment.

Section 4 Working Hours, Holidays and Times Off of Part-time Contracted Skilled Workers

(Modified application of provisions applicable to contracted administrative employees)

Article 111

The provisions in Articles 60 to 68 shall apply mutatis mutandis to the working hours, holidays and times off of part-time contracted skilled workers.

Chapter 6 Miscellaneous

Hiroshima University Regulations for Appointment, Removal, Salaries, Working Hours,
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(Miscellaneous)

Article 112

If the University determines that it is impossible or inappropriate to apply any rule stipulated in these Regulations to a certain case due to its special circumstance, the University may designate a different treatment for that case.

Supplementary Provisions

1. These Regulations shall take effect on April 1, 2008.
2. A person who falls under the following condition shall be regarded as an employee specified in item (3), paragraph 1 of Article 8 of the Hiroshima University Regulations for Appointment, Removal, Salaries, Working Hours, Time-off and Leave of Contracted Administrative/Technical Employees revised by these Regulations (hereinafter referred to as the “Revised Regulations”):
A person who has been employed as a non-regular employee of the University as of the day before the effective date of these Regulations (hereinafter referred to as the “Effective Date”) (limited to those who resign on the day before the Effective Date pursuant to the main text of Article 7.2 of the Hiroshima University Regulations for Appointment, Removal, Salaries, Working Hours, Holidays and Times Off of Non-Regular Employees (Regulations No. 103 of April 1, 2004; hereinafter, the “Former Working Regulations for Non-Regular Employees”) before the revision by the Regulations for Revising the Hiroshima University Regulations for Appointment, Removal, Salaries, Working Hours, Time-Off and Leave of Part-Time Employees (Regulations No. 70 of March 28, 2008) or a re-employed part-time employee stipulated in Article 8.2 of the Former Working Regulations for Non-Regular Employees) and who wishes to continue to be re-employed by the University.
3. Notwithstanding the main text of Article 7.2 of the Revised Regulations, regarding the renewal of an employment contract after the Effective Date for a person who falls under the following condition, the relevant provisions stipulated in the Regulations before this revision shall continue to be applied for the time being:
A person who had been employed as a non-regular employee as of the day before the Effective Date and continued to be employed as a contracted employee on the Effective Date (hereinafter referred to as a “transferred employee”) and to whom the main text of Article 7.2 of the Former Working Regulations for Non-Regular Employees does not apply.
4. The words “the 65th birthday” in Article 8.4 of the Revised Regulations shall be replaced with the following words for the following persons:
“the 63rd birthday” for a person who was born during the period from April 2, 1946 to April 1, 1947;
“the 64th birthday” for a person who was born during the period from April 2, 1947 to April 1, 1949.
5. For a transferred employee who falls under any of the statuses in the Table attached to the Supplementary Provisions of the Revised Regulations, the years of experience as of the previous year-end and the level-based salary as of the Effective Date shall be as follows:
The years of experience stipulated in the same Table corresponding to the classification of the regular salary that the employee had received as of the day before the Effective Date and the level-based regular salary as of the Effective Date.
6. For the purpose of counting of the service years stipulated in Article 38.2 of the Revised Regulations for a transferred employee, the following years shall be included in the counting:
The service years of the employee who worked as a daily-basis employee as defined in Article 2.1 of the Hiroshima University Work Regulations for Part-time Employees (Regulations No. 102 of April 1, 2004) before the revision by the Regulations Revising Part of the Hiroshima University Work Regulations for Part-time Employees (Regulations No. 69 of March 28, 2008).

Table attached to Supplementary Provisions (Conversion of Years of Experience as of Previous Year-End)
(for paragraph 5 of Supplementary Provisions)

a. Contracted general employees and contracted technicians

Employee status	Regular salary as of the day before the Effective Date			Years of service as of the previous year-end	Level-based regular salary as of the Effective Date
	Regular salary	Class	Level		
An employee who had been employed as a research assistant, office assistant or	Research assistant, office	1	1	2	1
			4	3	2
			7 or 8	4	

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skilled assistant as of the day before the Effective Date and continued to be employed as a contracted general employee or contracted technician on the Effective Date	assistant or skilled assistant	10 or 12	5	3
		13	6	
		16	7	
		19 or 20	8	4
		22 or 24	9	
		25	10	
		28	11	
31 or higher	12	5		

b. Contracted nurse

Employee status	Regular salary as of the day before the Effective Date			Years of service as of the previous year-end	Level-based regular salary as of the Effective Date
	Regular salary	Class	Level		
An employee who had been employed as a skilled assistant as of the day before the Effective Date and continued to be employed as a contracted nurse on the Effective Date	Skilled assistant (equivalent to the regular salary table of a nurse)	2	25	9	4

c. Contracted pharmacist

Employee status	Regular salary as of the day before the Effective Date			Years of service as of the previous year-end	Level-based regular salary as of the Effective Date
	Regular salary	Class	Level		
An employee who had been employed as a skilled assistant as of the day before the Effective Date and continued to be employed as a contracted pharmacist (limited to part-time work) on the Effective Date	Skilled assistant (equivalent to the regular salary of a medical employee (pharmacist or other specialist))	2	1	2	1
			4	3	2
			7	4	
			10	5	
			13	6	3
			16	7	
			19	8	
			22	9	4
			25	10	
			28	11	
			31	12	5
			34	13	
			37	14	
40 or higher	15	6			

d. Contracted clinical radiation technologist, contracted clinical laboratory technologist, contracted occupational therapist, contracted physical therapist, contracted orthoptist, contracted speech therapist, contracted clinical engineer and contracted dietitian

Employee status	Regular salary as of the day before the Effective Date			Years of service as of the previous year-end	Level-based regular salary as of the Effective Date	
	Regular salary	Class	Level			
A person who had been employed as a skilled assistant as of the day before the Effective Date and continued to be employed as a contracted clinical radiation technologist, contracted clinical laboratory	Skilled assistant (equivalent to the regular salary of a medical employee (pharmacist or other specialist))	1	17	2	1	
			2	1	3	2
				4	4	
				7	5	
				10	6	3
				13	7	
				16	8	
				19	9	4
				22	10	

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technologist, contracted occupational therapist, contracted physical therapist, contracted orthoptist, contracted speech therapist, contracted clinical engineer or contracted dietitian (limited to part-time work) on the Effective Date		25	11	
		28	12	5
		31	13	
		34	14	
		37	15	6
		40	16	
		43	17	
	46 or higher	18	7	

e. Contracted dental hygienist and contracted dental technician

Employee status	Regular salary as of the day before the Effective Date			Years of service as of the previous year-end	Level-based regular salary as of the Effective Date
	Regular salary	Class	Level		
An employee who had been employed as a skilled assistant as of the day before the Effective Date and continued to be employed as a contracted dental hygienist or contracted dental technician (limited to part-time work) on the Effective Date	Skilled assistant (equivalent to the regular salary of a medical employee (dental hygienist or other specialist))	1	9	2	1
			12	3	2
			15	4	
			18	5	
			21	6	3
			24	7	
			27	8	
		30 or higher	9	4	

f. Contracted skilled operator

Employee status	Regular salary as of the day before the Effective Date			Years of service as of the previous year-end	Level-based regular salary as of the Effective Date
	Regular salary	Class	Level		
An employee who had been employed as a skilled assistant and temporary janitor as of the day before the Effective Date and continued to be employed as a contracted skilled operator on the Effective Date	Skilled assistant and temporary janitor	1	22	4	2
			25	5	
			28	6	
			31 or 32	7	3
			34 or 36	8	
			37	9	4
			40	10	
			43 or 44	11	
			46 or higher but 52 or lower	12	5
			56	—	6
			60	—	7
			64	—	8
			68	—	9
69	—	10			

g. Contracted janitor

Employee status	Regular salary as of the day before the Effective Date			Years of service as of the previous year-end	Level-based regular salary as of the Effective Date
	Regular salary	Class	Level		
An employee who had been employed as a temporary janitor as of the day before the Effective Date and continued to be	Skilled assistant and temporary janitor	1	1	2	1
			4	3	2
			7	4	
			10	5	
			13	6	3

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employed as a contracted janitor on the Effective Date		16	7	
		19	8	
		22	9	4
		25	10	
		28	11	
		31	12	5
		34 or 36	13	
		37	14	
		40	15	6
		43	16	
		46	17	
		49 or higher but 52 or lower	18	7
		60	—	8
		64	—	9
	68	—	10	
	69	—	11	

h. Contracted hospital janitor

Employee status	Regular salary as of the day before the Effective Date			Years of service as of the previous year-end	Level-based regular salary as of the Effective Date
	Regular salary	Class	Level		
An employee who had been employed as a temporary janitor as of the day before the Effective Date and continued to be employed as a contracted hospital janitor on the Effective Date	Skilled assistant and temporary janitor	1	22	2	1
			25	3	2
			28	4	
			31	5	

Supplementary Provisions (Regulation No. 73 of March 31, 2009)

These Regulations shall take effect on April 1, 2009.

Supplementary Provisions (Regulation No. 122 of August 31, 2009)

These Regulations shall take effect on September 1, 2009. However, the revised provisions in Article 101 shall take effect on October 1, 2009.

Supplementary Provisions (Regulation No. 87 of March 31, 2010)

1. These Regulations shall take effect on April 1, 2010.
2. The level-based salary of a person who has continued to be employed as a contracted janitor since the day before the effective date of these Regulations (hereinafter referred to as the “Effective Date”) shall be the level-based regular salary in the table below corresponding to the classification of the level-based regular salary which the employee had received on the day before the Effective Date.

Level-based regular salary as of the day before the Effective Date	Level-based regular salary as of the Effective Date
1	1
2	
3	2
4	3
5	4
6	5

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7	6
8	7
9	8
10	9
11	10

Supplementary Provisions (Regulation No. 121 of July 29, 2010)

These Regulations shall take effect on August 1, 2010.

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

These Regulations shall take effect on April 1, 2011.

Supplementary Provisions (Regulation No. 97 of July 12, 2011)

1. These Regulations shall take effect on October 1, 2011. However, the revised provisions in Article 109 shall take effect on August 1, 2011.
2. As for treatment of the sick time off for an employee who had taken the sick time off as of the effective date of these Regulations (hereinafter referred to as the “Effective Date”), excluding an employee who takes a sick time off on or after the Effective Date and an employee whose period of sick time off had expired on the day before the Effective Date but for whom the extension of the period was approved, the relevant provisions in effect before the Effective Date shall apply until the already approved period of sick leave off expires.
3. As for the treatment of the commencement date of a sick time off that had been taken by an employee as of the Effective Date of these Regulations, excluding an employee who takes a new sick time off on or after the Effective Date, if it is necessary to give an order of sick time off to the employee by December 29, 2011, considering the circumstances of the case, the University may apply the relevant provisions in effect before the Effective Date to such employee.
4. As for the treatment of the commencement date of the half-reduction of the regular salary for an employee who had taken a sick time off or had been suspended from work due to tuberculosis-related symptoms since the day before the Effective Date, the University shall apply the relevant provisions in effect before the Effective Date to such employee.

Supplementary Provisions (Regulation No. 39 of March 30, 2012)

1. These Regulations shall take effect on April 1, 2012.
 - 2. As for the annual paid times off, paid special times off and unpaid special times off granted to an employee pursuant to the provisions in paragraphs 1 and 2 of Article 63, items (3) and (4) in the Table in paragraph 1 of Article 65, and item (12) of the Table in paragraph 1 of Article 66 of the Hiroshima University Regulations for Appointment, Removal, Salaries, Working Hours, Time-off and Leave of Contracted Administrative/Technical Employees before the revision by these Regulations, they shall be treated as follows:
The provisions in Article 63 to Article 68 of the Hiroshima University Regulations for Appointment, Removal, Salaries, Working Hours, Time-off and Leave of Contracted Administrative/Technical Employees after the revision by these Regulations (hereinafter referred to as the “Revised Regulations”) shall apply, deeming the situation as if such times off were granted pursuant to paragraphs 1 and 2 of Article 63, items (3) and (4) in the Table in paragraph 1 of Article 65, and item (12) of the Table in paragraph 1 of Article 66 of the Revised Regulations.

Supplementary Provisions (Regulation No. 23 of March 26, 2013)

1. These Regulations shall take effect on April 1, 2013.
2. As for the treatment of the employment contract and other matters stipulated in paragraphs 1 to 3 of Article 9 for a person falling under the following condition, the relevant provisions in effect before the

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Effective Date (defined below) shall apply:

A contracted administrative or technical employee who had been employed, pursuant to the provisions in the Hiroshima University Regulations for Appointment, Removal, Salaries, Working Hours, Time-off and Leave of Contracted Administrative/Technical Employees before the revision by these Regulations, as of the day before the effective date of these Regulations (hereinafter referred to as the “Effective Date”) and continued to be employed on the Effective Date, excluding an employee who resigned on the day before the Effective Date and was re-employed on the Effective Date.

Supplementary Provisions (Regulation No. 77 of August 20, 2013)
These Regulations shall take effect on September 1, 2013.

Supplementary Provisions (Regulation No. 89 of September 24, 2013)
These Regulations shall take effect on October 1, 2013.

Supplementary Provisions (Regulation No. 25 of March 26, 2014)
These Regulations shall take effect on April 1, 2014.

Supplementary Provisions (Regulation No. 96 of November 25, 2014)
These Regulations shall take effect on November 25, 2014. The Hiroshima University Regulations for Appointment, Removal, Salaries, Working Hours, Time-off and Leave of Contracted Administrative/Technical Employees revised by these Regulations shall take effect on October 1, 2014.

Supplementary Provisions (Regulation No. 118 of December 24, 2014)
These Regulations shall take effect on January 1, 2015.

Supplementary Provisions (Regulation No. 37 of March 24, 2015)
These Regulations shall take effect on April 1, 2015.

Supplementary Provisions (Regulation No. 122 of September 29, 2015)
These Regulations shall take effect on October 1, 2015.

Supplementary Provisions (Regulation No. 39 of March 24, 2016)
These Regulations shall take effect on April 1, 2016.

Supplementary Provisions (Regulation No. 235 of November 29, 2016)
These Regulations shall take effect on November 29, 2016. The Hiroshima University Regulations for Appointment, Removal, Salaries, Working Hours, Time-off and Leave of Contracted Administrative/Technical Employees revised by these Regulations shall take effect on October 1, 2016.

Supplementary Provisions (Regulation No. 242 of December 27, 2016)
These Regulations shall take effect on January 1, 2017.

Supplementary Provisions (Regulation No. 28 of March 27, 2017)

1. These Regulations shall take effect on April 1, 2017.
2. Notwithstanding the provision in paragraph 2, Article 33 of the Hiroshima University Regulations for Appointment, Removal, Salaries, Working Hours, Time-off and Leave of Contracted Administrative/Technical Employees revised by these Regulations, the monthly dependent family allowance paid to contracted specialists and contracted hospital specialists during the period from April 1, 2017 to March 31, 2018 shall be the amounts in the following table corresponding to the status of the respective employees:

Applicable dependents	Allowance amount
Spouse, including a partner with whom the employee has a de facto marital relationship without an official registration of marriage	10,000 yen
A child who is under the age of 22 or a child who is 22 years old but for whom the first March 31 has not come since his/her 22nd birthday	8,000 yen (or 10,000 yen for a contracted specialist or contracted hospital specialist who does not have a spouse)

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A grandchild who is under the age of 22 or a grandchild who is 22 years old but for whom the first March 31 has not come since his/her 22nd birthday	6,500 yen (or 9,000 yen for a contracted specialist or contracted hospital specialist who does not have a spouse)
A parent(s) or a grandparent(s) aged 60 or over	
A sibling who is under the age of 22 or a sibling who is 22 years old but for whom the first March 31 has not come since his/her 22nd birthday	
A severely physically or mentally disabled family member	

Supplementary Provisions (Regulation No. 140 of September 26, 2017)
These Regulations shall take effect on October 1, 2017.

Supplementary Provisions (Regulation No. 40 of March 27, 2018)
These Regulations shall take effect on April 1, 2018.

Supplementary Provisions (Regulation No. 155 of November 27, 2018)
These Regulations shall take effect on November 27, 2018. The Hiroshima University Regulations for Appointment, Removal, Salaries, Working Hours, Time-off and Leave of Contracted Administrative/Technical Employees revised by these Regulations shall take effect on October 1, 2018

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Table 1 (for Articles 28, 76, 90 and 106)

Table of Regular Salaries for Contracted Administrative/Technical Employees

(1) Regular salaries for contracted administrative employees

a. Contracted specialists and contracted hospital specialists (employees engaged in duties requiring special knowledge and skills that are equivalent to those of General Staff Class 1)

Age	Level	Post-high school years of experience as of the previous year-end	Full-time		Part-time	
			Monthly regular salary		Hourly wage	
			Workplace in Hiroshima City	Workplace outside Hiroshima City	Workplace in Hiroshima City	Workplace outside Hiroshima City
Younger than 60	1	Shorter than three years	161,000 yen	157,000 yen	958yen	934yen
	2	Three years or longer but shorter than six years	179,000 yen	174,000 yen	1,065yen	1,035 yen
	3	Six years or longer but shorter than nine years	198,000 yen	193,000 yen	1,178yen	1,148 yen
	4	Nine years or longer	214,000 yen	209,000 yen	1,273yen	1,244 yen
60 or over	—	—	199,000 yen	193,000 yen	1,184yen	1,148 yen

b. Contracted specialists and contracted hospital specialists (employees engaged in duties requiring special knowledge and skills that are equivalent to those of General Staff Class 2)

Age	Level	Post-high school years of experience as of the previous year-end	Monthly regular salary	
			Workplace in Hiroshima City	Workplace outside Hiroshima City
Younger than 60	1	12 years or longer but shorter than 15 years	234,000 yen	228,000 yen
	2	15 years or longer but shorter than 18 years	251,000 yen	244,000 yen
	3	18 years or longer but shorter than 21 years	267,000 yen	260,000 yen
	4	21 years or longer but shorter than 24 years	281,000 yen	274,000 yen
	5	24 years or longer but shorter than 27 years	294,000 yen	286,000 yen
	6	27 years or longer but shorter than 30 years	306,000 yen	298,000 yen
	7	30 years or longer but shorter than 33 years	317,000 yen	309,000 yen
	8	33 years or longer but shorter than 36 years	326,000 yen	318,000 yen
	9	36 years or longer but shorter than 39 years	331,000 yen	323,000 yen
	10	39 years or longer but shorter than 42 years	334,000 yen	325,000 yen
60 or over	—	—	228,000 yen	222,000 yen

c. Contracted specialists and contracted hospital specialists (employees engaged in duties requiring special knowledge and skills that are equivalent to those of senior staff members)

Age	Level	Post-high school years of experience as of the previous year-end	Monthly regular salary	
			Workplace in Hiroshima City	Workplace outside Hiroshima City
Younger than 60	1	13 years or longer but shorter than 16 years	260,000 yen	253,000 yen
	2	16 years or longer but shorter than 19 years	277,000 yen	270,000 yen

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	3	19 years or longer but shorter than 22 years	294,000 yen	286,000 yen
	4	22 years or longer but shorter than 25 years	310,000 yen	302,000 yen
	5	25 years or longer but shorter than 28 years	327,000 yen	319,000 yen
	6	28 years or longer but shorter than 31 years	344,000 yen	335,000 yen
	7	31 years or longer but shorter than 34 years	359,000 yen	350,000 yen
	8	34 years or longer but shorter than 37 years	373,000 yen	363,000 yen
	9	37 years or longer but shorter than 40 years	379,000 yen	369,000 yen
	10	40 years or longer but shorter than 42 years	382,000 yen	372,000 yen
60 or over	—	—	274,000 yen	266,000 yen

d. Contracted specialists and contracted hospital specialists (employees engaged in duties requiring special knowledge and skills that are equivalent to those of a chief or specialist)

Age	Level	Post-high school years of experience as of the previous year-end	Monthly regular salary	
			Workplace in Hiroshima City	Workplace outside Hiroshima City
Younger than 60	1	17 years or longer but shorter than 20 years	304,000 yen	296,000 yen
	2	20 years or longer but shorter than 23 years	323,000 yen	315,000 yen
	3	23 years or longer but shorter than 26 years	343,000 yen	334,000 yen
	4	26 years or longer but shorter than 29 years	362,000 yen	352,000 yen
	5	29 years or longer but shorter than 32 years	380,000 yen	370,000 yen
	6	32 years or longer but shorter than 35 years	398,000 yen	388,000 yen
	7	35 years or longer but shorter than 38 years	411,000 yen	401,000 yen
	8	38 years or longer but shorter than 41 years	417,000 yen	406,000 yen
	9	41 years or longer but shorter than 42 years	420,000 yen	409,000 yen
60 or over	—	—	296,000 yen	287,000 yen

e. Contracted specialists and contracted hospital specialists (employees engaged in duties requiring special knowledge and skills that are equivalent to those of an assistant chief manager, vice office director or senior specialist)

Age	Level	Post-high school years of experience as of the previous year-end	Monthly regular salary	
			Workplace in Hiroshima City	Workplace outside Hiroshima City
Younger than 60	1	19 years or longer but shorter than 22 years	336,000 yen	327,000 yen
	2	22 years or longer but shorter than 25 years	357,000 yen	347,000 yen
	3	25 years or longer but shorter than 28 years	377,000 yen	367,000 yen
	4	28 years or longer but shorter than 31 years	395,000 yen	385,000 yen
	5	31 years or longer but shorter than 34 years	413,000 yen	402,000 yen

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	6	34 years or longer but shorter than 37 years	426,000 yen	415,000 yen
	7	37 years or longer but shorter than 40 years	432,000 yen	421,000 yen
	8	40 years or longer but shorter than 42 years	435,000 yen	424,000 yen
60 or over	—	—	312,000 yen	303,000 yen

f. Contracted specialists and contracted hospital specialists (employees engaged in duties requiring special knowledge and skills that are equivalent to those of a chief manager)

Age	Level	Post-high school years of experience as of the previous year-end	Monthly regular salary	
			Workplace in Hiroshima City	Workplace outside Hiroshima City
Younger than 60	1	21 years or longer but shorter than 24 years	372,000 yen	362,000 yen
	2	24 years or longer but shorter than 27 years	392,000 yen	382,000 yen
	3	27 years or longer but shorter than 30 years	411,000 yen	401,000 yen
	4	30 years or longer but shorter than 33 years	430,000 yen	418,000 yen
	5	33 years or longer but shorter than 36 years	447,000 yen	435,000 yen
	6	36 years or longer but shorter than 39 years	455,000 yen	443,000 yen
	7	39 years or longer but shorter than 42 years	460,000 yen	448,000 yen
60 or over	—	—	340,000 yen	330,000 yen

g. Contracted general employees and contracted technicians

Age	Level	Post-recruitment years of experience as of the previous year-end	Full-time		Part-time	
			Monthly regular salary		Hourly wage	
			Workplace in Hiroshima City	Workplace outside Hiroshima City	Workplace in Hiroshima City	Workplace outside Hiroshima City
Younger than 60	1	Shorter than three years	151,000yen	147,000yen	902yen	877yen
	2	Three years or longer but shorter than six years	160,000yen	156,000yen	952yen	925yen
	3	Six years or longer but shorter than nine years	176,000yen	171,000yen	1,047yen	1,017yen
	4	Nine years or longer but shorter than 12 years	194,000yen	188,000yen	1,152yen	1,120yen
	5	12 years or longer but shorter than 20 years	198,000yen	192,000yen	1,177yen	1,144yen
	6	20 years or longer but shorter than 25 years	208,000yen	202,000yen	1,239yen	1,204yen
	7	25 years or longer but shorter than 30 years	212,000yen	206,000yen	1,264yen	1,228yen

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	8	30 years or longer but shorter than 35 years	216,000yen	210,000yen	1,288yen	1,252yen
	9	35 years or longer	219,000yen	213,000yen	1,304yen	1,267yen
60 or over	—	Employees specified in item (1) or (2), paragraph 1 of Article 8	—	—	1,357yen	1,318yen
	—	Employees specified in item (3), paragraph 1 of Article 8	—	—	1,087yen	1,056yen

Remarks

1. As for contracted administrative employees who resigned from the Hiroshima University Hospital Childcare Center as stipulated in Article 2 of the Internal Regulations for the Hiroshima University Hospital Childcare Center (approved by the Hospital Director on July 28, 2004; hereinafter referred to as the “Hospital Childcare Center”) on August 31, 2009 and continued to be employed by the University, their post-high school years of experience as of the previous year-end shall be treated as follows:

The total of the post-high school years of experience as of the year before their recruitment by the Hospital Childcare Center (a fraction shorter than one year shall be discarded, and the upper limit is six years) and the years of service at the Hospital Childcare Center and the years of service at the University.

2. As for part-time contracted administrative employees and contracted technicians aged 60 or over (excluding those who fall under item (1) or (2), paragraph 1 of Article 8) whose post-recruitment years of experience as of the previous year-end are shorter than nine years, the table above shall apply, deeming the situation as if they are younger than 60 years old.

3. As for contracted administrative employees and contracted technicians who were newly recruited on or after April 1, 2013 and to whom the main text of paragraph 3, Article 9 applies, their level-based salary shall be Level 1, irrespective of their post-recruitment years of experience as of the previous year-end.

h. Contracted hospital general employees (limited to those who are engaged in administrative work at the reception desk and other desks where they directly provide administrative services to outpatients and inpatients at Hiroshima University Hospital)

Age	Level	Post-recruitment years of experience as of the previous year-end	Full-time	Part-time
			Monthly regular salary	Hourly wage
Younger than 60	1	Shorter than three years	155,000yen	921yen
	2	Three years or longer but shorter than six years	167,000yen	993yen
	3	Six years or longer but shorter than nine years	183,000yen	1,088yen
	4	Nine years or longer but shorter than 12 years	201,000yen	1,193yen
	5	12 years or longer but shorter than 20 years	205,000yen	1,218yen
	6	20 years or longer but shorter than 25 years	215,000yen	1,280yen
	7	25 years or longer but shorter than 30 years	219,000yen	1,305yen
	8	30 years or longer but shorter than 35 years	223,000yen	1,329yen
	9	35 years or longer	226,000yen	1,345yen
60 or over	—	Employees specified in item (1) or (2), paragraph 1 of Article 8	—	1,410yen
	—	Employees specified in item (3), paragraph 1 of Article 8	—	1,130yen

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Remarks

As for part-time contracted administrative employees aged 60 or over (excluding those who fall under item (1) or (2), paragraph 1 of Article 8) whose post-recruitment years of experience as of the previous year-end are shorter than nine years, the table above shall apply, deeming the situation as if they are younger than 60 years old.

(2) Regular salaries for contracted nurses and midwives

Contracted nurse

Age	Level	Years of licensed experience as of the previous year-end	Full-time		Part-time	
			Monthly regular salary		Hourly wage	
			Workplace in Hiroshima City	Workplace outside Hiroshima City	Workplace in Hiroshima City	Workplace outside Hiroshima City
Younger than 60	1	Shorter than three years	200,000yen	194,000yen	1,184yen	1,151yen
	2	Three years or longer but shorter than six years	218,000yen	212,000yen	1,292yen	1,256yen
	3	Six years or longer but shorter than nine years	232,000yen	225,000yen	1,377yen	1,339yen
	4	Nine years or longer	237,000yen	230,000yen	1,408yen	1,369yen
60 or over	—	Employees specified in item (1) or (2), paragraph 1 of Article 8	—	—	1,634 yen	1,588 yen
	—	Employees newly recruited or employees specified in item (3), paragraph 1 of Article 8	—	—	1,408 yen	1,369 yen

(3) Regular salaries for contracted medical employees

a. Contracted pharmacist and contracted assistant to pharmacist

Age	Level	Years of licensed experience as of the previous year-end	Full-time	Part-time
			Monthly regular salary	Hourly wage
Younger than 60	1	Shorter than three years	195,000yen	1,160yen
	2	Three years or longer but shorter than six years	211,000yen	1,252yen
	3	Six years or longer but shorter than nine years	238,000yen	1,345yen
	4	Nine years or longer but shorter than 12 years	255,000yen	1,437yen
	5	12 years or longer but shorter than 15 years	269,000yen	1,528yen
	6	15 years or longer but shorter than 18 years	284,000 yen	—
		15 years or longer	—	1,610 yen
	7	18 years or longer but shorter than 21 years	301,000 yen	—
	8	21 years or longer but shorter than 24 years	317,000 yen	—
	9	24 years or longer but shorter than 27 years	330,000 yen	—
10	27 years or longer	338,000 yen	—	
60 or over	—	Employees specified in item (1) or (2), paragraph 1 of Article 8	—	1,358 yen
	—	Employees newly recruited or employees specified in item (3), paragraph 1 of Article 8	—	1,293 yen

Remarks

As for contracted medical employees who acquired a professional license after graduating from a six-year university, five years shall be added to their licensed years of experience as of the

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previous year-end when applying the table above.

b. Contracted clinical radiation technologist, contracted clinical laboratory technologist, contracted assistant to clinical radiation technologist, and contracted assistant to clinical laboratory technologist

Age	Level	Years of licensed experience as of the previous year-end	Full-time	Part-time	
			Monthly regular salary	Hourly wage	
			A person engaged in duties of medical examination	A person engaged in duties of medical examination	A person engaged in other duties
Younger than 60	1	Shorter than three years	207,000yen	1,231yen	1,130yen
	2	Three years or longer but shorter than six years	223,000yen	1,322yen	1,221yen
	3	Six years or longer but shorter than nine years	238,000yen	1,415yen	1,314yen
	4	Nine years or longer but shorter than 12 years	254,000yen	1,506yen	1,405yen
	5	12 years or longer but shorter than 15 years	269,000yen	1,598yen	1,497yen
	6	15 years or longer but shorter than 18 years	283,000 yen	1,680 yen	1,579 yen
	7	18 years or longer but shorter than 21 years	297,000 yen	—	—
		18 years or longer	—	1,711 yen	1,610 yen
	8	21 years or longer but shorter than 24 years	309,000 yen	—	—
	9	24 years or longer but shorter than 27 years	319,000 yen	—	—
10	27 years or longer	324,000 yen	—	—	
60 or over	—	Employees specified in item (1) or (2), paragraph 1 of Article 8	—	1,459yen	1,358yen
	—	Employees newly recruited or employees specified in item (3), paragraph 1 of Article 8	—	1,394yen	1,293yen

Remarks

As for contracted medical employees who acquired a professional license after graduating from a four-year university, one year shall be added to their licensed years of experience as of the previous year-end when applying the table above.

c. Contracted occupational therapist, contracted physical therapist, contracted orthoptist, contracted speech therapist, contracted clinical engineer, contracted dietitian, contracted assistant to occupational therapist, contracted assistant to physical therapist, contracted assistant to orthoptist, contracted assistant to speech therapist, and contracted assistant to clinical engineer

Age	Level	Years of licensed experience as of the previous year-end	Full-time	Part-time
			Monthly regular salary	Hourly wage
Younger than 60	1	Shorter than three years	190,000yen	1,130yen
	2	Three years or longer but shorter than six years	206,000yen	1,221yen
	3	Six years or longer but shorter than nine years	221,000yen	1,314yen

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	4	Nine years or longer but shorter than 12 years	237,000yen	1,405yen
	5	12 years or longer but shorter than 15 years	252,000yen	1,497yen
	6	15 years or longer but shorter than 18 years	266,000 yen	1,579 yen
	7	18 years or longer but shorter than 21 years	280,000 yen	—
		18 years or longer	—	1,610 yen
	8	21 years or longer but shorter than 24 years	292,000 yen	—
	9	24 years or longer but shorter than 27 years	302,000 yen	—
	10	27 years or longer	307,000 yen	—
60 or over	—	Employees specified in item (1) or (2), paragraph 1 of Article 8	—	1,358yen
	—	Employees newly recruited or employees specified in item (3), paragraph 1 of Article 8	—	1,293yen

Remarks

1. As for contracted medical employees who acquired a professional license after graduating from a four-year university, one year shall be added to their licensed years of experience as of the previous year-end when applying the table above.
2. As for contracted dietitians who resigned from the Ryokufukai Foundation (hereinafter referred to as “Ryokufukai”) on March 31, 2008 and continued to be employed by the University, if their licensed years of service as of the previous year-end are shorter than five years, the regular salary for fiscal 2008 shall be 164,000 yen. For contracted dietitians newly recruited during fiscal 2008, the regular salary for fiscal 2008 shall also be 164,000 yen.

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d. Contracted dental hygienist, contracted dental technician, contracted assistant to dental hygienist and contracted assistant to dental technician

Age	Level	Years of licensed experience as of the previous year-end	Full-time		Part-time	
			Monthly regular salary		Hourly wage	
Younger than 60	1	Shorter than three years	172,000yen		1,001yen	
	2	Three years or longer but shorter than six years	190,000yen		1,107yen	
	3	Six years or longer but shorter than nine years	211,000yen		1,192yen	
	4	Nine years or longer but shorter than 12 years	226,000yen		—	
		Nine years or longer	—		1,252yen	
	5	12 years or longer but shorter than 15 years	242,000yen		—	
	6	15 years or longer but shorter than 18 years	257,000yen		—	
	7	18 years or longer but shorter than 21 years	271,000 yen		—	
	8	21 years or longer but shorter than 24 years	284,000 yen		—	
	9	24 years or longer but shorter than 27 years	295,000 yen		—	
10	27 years or longer	302,000 yen		—		
60 or over	—	Employees specified in item (1) or (2), paragraph 1 of Article 8	—		1,189 yen	
	—	Employees newly recruited or employees specified in item (3), paragraph 1 of Article 8	—		1,136 yen	

Remarks

As for contracted medical employees who acquired a professional license after graduating from a four-year university, three years shall be added to their licensed years of experience as of the previous year-end when applying the table above.

(4) Regular salaries for contracted skilled workers

a. Contracted skilled operator, contracted environmental maintenance supervisor and contracted hospital skilled operator

Age	Level	Post-recruitment years of experience as of the previous year-end	Full-time		Part-time	
			Monthly regular salary		Hourly wage	
			Workplace in Hiroshima City	Workplace outside Hiroshima City	Workplace in Hiroshima City	Workplace outside Hiroshima City
Younger than 60	1	Shorter than three years	153,000yen	151,000yen	908yen	902yen
	2	Three years or longer but shorter than six years	161,000yen	157,000yen	959yen	932yen
	3	Six years or longer but shorter than nine years	177,000yen	172,000yen	1,050yen	1,021yen
	4	Nine years or longer but shorter than 12 years	191,000yen	186,000yen	1,138yen	1,106yen
	5	12 years or longer	200,000yen	194,000yen	1,187yen	1,153yen
—	6	—	204,000yen	198,000yen	1,215yen	1,180yen
	7	—	209,000yen	203,000yen	1,242yen	1,207yen
	8	—	213,000yen	207,000yen	1,266yen	1,231yen
	9	—	—	—	1,286yen	1,250yen
	10	—	—	—	1,290yen	1,253yen
60 or	—	Employees	—	—	1,291yen	1,255yen

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over		specified in item (1) or (2), paragraph 1 of Article 8				
	—	Employees specified in item (3), paragraph 1 of Article 8	—	—	1,034yen	1,006yen

Remarks

1. No salary rise shall apply to a contracted skilled operator who receives a regular salary of Level 5 or higher level.
2. As for part-time contracted skilled workers aged 60 or over (excluding those who fall under item (1) or (2), paragraph 1 of Article 8) whose post-recruitment years of experience as of the previous year-end are shorter than six years, the table above shall apply, deeming the situation as if they are younger than 60 years old.
3. As for contracted skilled workers who were newly recruited on or after April 1, 2013 and to whom the main text of paragraph 3 of Article 9 applies, their level-based salary shall be Level 1, irrespective of their post-recruitment years of experience as of the previous year-end.

b. Contracted environmental maintenance worker

Level	Part-time (Hourly wage)
1	845yen
2	860yen
3	875yen

c. Contracted janitor

Age	Level	Post-recruitment years of experience as of the previous year-end	Full-time		Part-time	
			Monthly regular salary		Hourly wage	
			Workplace in Hiroshima City	Workplace outside Hiroshima City	Workplace in Hiroshima City	Workplace outside Hiroshima City
Younger than 60	1	Shorter than three years	146,000yen	145,000yen	870yen	863yen
	2	Three years or longer but shorter than six years	153,000yen	151,000yen	908yen	902yen
	3	Six years or longer but shorter than nine years	166,000yen	161,000yen	988yen	960yen
	4	Nine years or longer but shorter than 12 years	182,000yen	177,000yen	1,082yen	1,052yen
	5	12 years or longer but shorter than 15 years	196,000yen	190,000yen	1,163yen	1,130yen
	6	15 years or longer	200,000yen	194,000yen	1,187yen	1,153yen
—	7	—			1,242yen	1,207yen
	8	—			1,266yen	1,231yen
	9	—			1,286yen	1,250yen
	10	—			1,290yen	1,253yen
60 or over	—	Employees specified in item (1) or (2), paragraph 1 of Article 8	—	—	1,291yen	1,255yen
	—	Employees specified in item (3), paragraph 1 of Article 8	—	—	1,034yen	1,006yen

Remarks

1. No salary rise shall apply to a contracted janitor who receives a regular salary of Level 6 or a higher level.
2. As for part-time contracted janitors aged 60 or over (excluding those who fall under item (1) or (2), paragraph 1 of Article 8) whose post-recruitment years of experience as of the previous year-end are shorter than nine years, the table above shall apply, deeming the situation as if they are younger than 60 years old.
3. As for contracted janitors who were newly recruited on or after April 1, 2013 and to whom the main text of paragraph 3 of Article 9 applies, their level-based salary shall be Level 1,

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irrespective of their post-recruitment years of experience as of the previous year-end.

d. Contracted hospital licensed cook

Age	Level	Post-recruitment years of experience as of the previous year-end	Full-time	Part-time
			Monthly regular salary	Hourly wage
Younger than 60	1	Shorter than three years	170,000yen	1,009yen
	2	Three years or longer but shorter than six years	190,000yen	1,129yen
	3	Six years or longer but shorter than nine years	205,000yen	1,222yen
	4	Nine years or longer but shorter than 12 years	217,000yen	1,289yen
	5	12 years or longer but shorter than 15 years	229,000yen	1,363yen
	6	15 years or longer but shorter than 18 years	245,000yen	1,456yen
	7	18 years or longer but shorter than 21 years	258,000 yen	1,535 yen
	8	21 years or longer but shorter than 24 years	269,000 yen	1,600 yen
	9	24 years or longer but shorter than 27 years	275,000 yen	1,639 yen
	10	27 years or longer but shorter than 30 years	280,000 yen	1,667 yen
	11	30 years or longer but shorter than 33 years	284,000 yen	1,691 yen
	12	33 years or longer but shorter than 36 years	288,000 yen	1,714 yen
	13	36 years or longer but shorter than 39 years	291,000 yen	1,731 yen
	14	39 years or longer	292,000 yen	1,740 yen
60 or over	—	—	217,000yen	—
	—	Employees specified in item (3), paragraph 1 of Article 8	—	1,292yen

Remarks

1. As for part-time contracted licensed cooks aged 60 or over whose post-recruitment years of experience as of the previous year-end are shorter than twelve years, the table above shall apply, deeming the situation as if they are younger than 60 years old.
2. As for contracted hospital licensed cooks who resigned from Ryokufukai on March 31, 2008 and continued to be employed by the University, their post-recruitment years of experience as of the previous year-end shall be the total of the years of service for Ryokufukai and the years of service for the University.
3. As for contracted hospital licensed cooks who resigned from the Hospital Childcare Center on March 31, 2009 and continued to be employed by the University, their post-recruitment years of experience as of the previous year-end shall be the total of the years of service for the Hospital Childcare Center and the years of service for the University.

e. Contracted hospital cook

Age	Level	Post-recruitment years of experience as of the previous year-end	Full-time	Part-time
			Monthly regular salary	Hourly wage
Younger than 60	1	Shorter than three years	141,000yen	845yen
	2	Three years or longer but shorter than six years	150,000yen	892yen
	3	Six years or longer but shorter than nine years	163,000yen	968yen
	4	Nine years or longer but shorter than 12 years	183,000yen	1,091yen
	5	12 years or longer but shorter than 15 years	198,000yen	1,179yen
	6	15 years or longer	200,000yen	1,187yen
60 or over	—	—	166,000yen	—

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	—	Employees specified in item (3), paragraph 1 of Article 8	—	987yen
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Remarks

1. As for part-time contracted cooks aged 60 or over whose post-recruitment years of experience as of the previous year-end are shorter than nine years, the table above shall apply, deeming the situation as if they are younger than 60 years old.
2. As for contracted hospital cooks who resigned from Ryokufukai on March 31, 2008 and continued to be employed by the University, their post-recruitment years of experience as of the previous year-end shall be the total of the years of service for Ryokufukai and the years of service for the University.

f. Contracted hospital janitor

Age	Level	Post-recruitment years of experience as of the previous year-end	Full-time	Part-time
			Monthly regular salary	Hourly wage
Younger than 60	1	Shorter than three years	157,000yen	933yen
	2	Three years or longer but shorter than six years	171,000yen	—
		Three years or longer	—	987yen
	3	Six years or longer but shorter than nine years	187,000yen	
	4	Nine years or longer but shorter than 12 years	198,000yen	
60 or over	5	12 years or longer	200,000yen	
	—	—	166,000yen	—
	—	Employees specified in item (3), paragraph 1 of Article 8	—	987yen

Remarks

As for part-time contracted hospital janitors aged 60 or over whose post-recruitment years of experience as of the previous year-end are shorter than three years, the table above shall apply, deeming the situation as if they are younger than 60 years old.

g. Contracted hospital medical assistant

Age	Level	Post-recruitment years of experience as of the previous year-end	Full-time			Part-time				
			Monthly regular salary			Hourly wage				
			Qualification as an operation manager stipulated in item (4), paragraph 1 of Article 106							
			No qualification	An employee who has either of the qualifications	An employee who has both qualifications	No qualification	An employee who has either of the qualifications	An employee who has both qualifications		
Younger than 60	1	Shorter than three years	179,000yen	193,000yen	201,000yen	—	—	—		
	2	Three years or longer but shorter than six years	184,000yen	198,000yen	206,000yen	—	—	—		
		Three years or longer								
	3	Six years or longer but shorter than nine years	189,000yen	203,000yen	211,000yen	—	—	—		
4	Nine years or longer but shorter than 12 years	194,000yen	208,000yen	216,000yen	—	—	—			

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	5	12 years or longer but shorter than 15 years	199,000yen	213,000yen	221,000yen	—	—	—
	6	15 years or longer	204,000yen	218,000yen	226,000yen	—	—	—
60 or over	—	—	184,000yen	198,000yen	206,000yen	1,095yen	1,178yen	1,226yen

Remarks

As for part-time contracted hospital medical assistants aged 60 or over whose post-recruitment years of experience as of the previous year-end are shorter than three years, the table above shall apply, deeming the situation as if they are younger than 60 years old.

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Table 2 (for Articles 38, 81, 94 and 107)

Table of Term-end Bonuses for Contracted Administrative/Technical Employees

(1) Term-end bonuses for contracted administrative/technical employees

a. Contracted specialists and contracted hospital specialists (employees engaged in duties requiring special knowledge and skills that are equivalent to those of General Staff Class 1)

Age	Level	Term-end bonuses			
		Workplace in Hiroshima City		Workplace outside Hiroshima City	
		June	December	June	December
Younger than 60	1	306,000 yen	306,000 yen	297,000 yen	297,000 yen
	2	340,000 yen	340,000 yen	330,500 yen	330,500 yen
	3	377,000 yen	377,000 yen	366,500 yen	366,500 yen
	4	407,500 yen	407,500 yen	396,000 yen	396,000 yen
60 or over	—	222,500 yen	222,500 yen	218,000 yen	218,000 yen

b. Contracted specialists and contracted hospital specialists (employees engaged in duties requiring special knowledge and skills that are equivalent to those of General Staff Class 2)

Age	Level	Term-end bonuses			
		Workplace in Hiroshima City		Workplace outside Hiroshima City	
		June	December	June	December
Younger than 60	1	444,500 yen	444,500 yen	432,000 yen	432,000 yen
	2	476,500 yen	476,500 yen	463,000 yen	463,000 yen
	3	508,000 yen	508,000 yen	493,500 yen	493,500 yen
	4	535,000 yen	535,000 yen	520,000 yen	520,000 yen
	5	561,000 yen	561,000 yen	545,000 yen	545,000 yen
	6	584,000 yen	584,000 yen	568,000 yen	568,000 yen
	7	606,000 yen	606,000 yen	588,500 yen	588,500 yen
	8	623,500 yen	623,500 yen	606,000 yen	606,000 yen
	9	633,000 yen	633,000 yen	615,000 yen	615,000 yen
	10	637,500 yen	637,500 yen	619,500 yen	619,500 yen
60 or over	—	255,500 yen	255,500 yen	248,000 yen	248,000 yen

c. Contracted specialists and contracted hospital specialists (employees engaged in duties requiring special knowledge and skills that are equivalent to those of senior staff members)

Age	Level	Term-end bonuses			
		Workplace in Hiroshima City		Workplace outside Hiroshima City	
		June	December	June	December
Younger than 60	1	519,500 yen	519,500 yen	504,500 yen	504,500 yen
	2	553,000 yen	553,000 yen	537,500 yen	537,500 yen
	3	587,500 yen	587,500 yen	570,500 yen	570,500 yen
	4	622,500 yen	622,500 yen	605,000 yen	605,000 yen
	5	656,500 yen	656,500 yen	638,000 yen	638,000 yen
	6	689,500 yen	689,500 yen	670,000 yen	670,000 yen
	7	720,000 yen	720,000 yen	699,500 yen	699,500 yen
	8	747,500 yen	747,500 yen	726,000 yen	726,000 yen
	9	759,500 yen	759,500 yen	738,000 yen	738,000 yen
	10	766,000 yen	766,000 yen	744,500 yen	744,500 yen
60 or over	—	324,000 yen	324,000 yen	314,500 yen	314,500 yen

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d. Contracted specialists and contracted hospital specialists (employees engaged in duties requiring special knowledge and skills that are equivalent to those of a chief or specialist)

Age	Level	Term-end bonuses			
		Workplace in Hiroshima City		Workplace outside Hiroshima City	
		June	December	June	December
Younger than 60	1	639,000 yen	639,000 yen	621,000 yen	621,000 yen
	2	679,500 yen	679,500 yen	660,000 yen	660,000 yen
	3	719,500 yen	719,500 yen	699,500 yen	699,500 yen
	4	759,500 yen	759,500 yen	738,000 yen	738,000 yen
	5	799,000 yen	799,000 yen	776,500 yen	776,500 yen
	6	837,000 yen	837,000 yen	813,000 yen	813,000 yen
	7	864,500 yen	864,500 yen	840,000 yen	840,000 yen
	8	875,000 yen	875,000 yen	850,500 yen	850,500 yen
	9	882,500 yen	882,500 yen	857,500 yen	857,500 yen
60 or over	—	366,000 yen	366,000 yen	355,500 yen	355,500 yen

e. Contracted specialists and contracted hospital specialists (employees engaged in duties requiring special knowledge and skills that are equivalent to those of an assistant chief manager, vice office director or senior specialist)

Age	Level	Term-end bonuses			
		Workplace in Hiroshima City		Workplace outside Hiroshima City	
		June	December	June	December
Younger than 60	1	705,500 yen	705,500 yen	685,500 yen	685,500 yen
	2	749,000 yen	749,000 yen	728,000 yen	728,000 yen
	3	791,000 yen	791,000 yen	768,500 yen	768,500 yen
	4	830,000 yen	830,000 yen	806,500 yen	806,500 yen
	5	866,500 yen	866,500 yen	842,000 yen	842,000 yen
	6	895,000 yen	895,000 yen	870,000 yen	870,000 yen
	7	907,500 yen	907,500 yen	881,500 yen	881,500 yen
	8	914,500 yen	914,500 yen	888,500 yen	888,500 yen
60 or over	—	386,500 yen	386,500 yen	375,500 yen	375,500 yen

f. Contracted specialists and contracted hospital specialists (employees engaged in duties requiring special knowledge and skills that are equivalent to those of a chief manager)

Age	Level	Term-end bonuses			
		Workplace in Hiroshima City		Workplace outside Hiroshima City	
		June	December	June	December
Younger than 60	1	816,500 yen	816,500 yen	793,500 yen	793,500 yen
	2	861,000 yen	861,000 yen	836,500 yen	836,500 yen
	3	903,500 yen	903,500 yen	878,000 yen	878,000 yen
	4	943,500 yen	943,500 yen	917,000 yen	917,000 yen
	5	981,000 yen	981,000 yen	953,500 yen	953,500 yen
	6	998,500 yen	998,500 yen	970,500 yen	970,500 yen
	7	1,010,500 yen	1,010,500 yen	982,000 yen	982,000 yen
60 or over	—	439,500 yen	439,500 yen	427,000 yen	427,000 yen

g. Contracted general employees and contracted technicians

Level	Term-end bonuses			
	Workplace in Hiroshima City		Workplace outside Hiroshima City	
	June	December	June	December
1	303,500 yen	303,500 yen	295,000 yen	295,000 yen
2	327,500 yen	327,500 yen	318,500 yen	318,500 yen
3	362,500 yen	362,500 yen	350,000 yen	350,000 yen
4	399,000 yen	399,000 yen	386,000 yen	386,000 yen
5	405,500 yen	405,500 yen	394,000 yen	394,000 yen
6	427,000 yen	427,000 yen	415,000 yen	415,000 yen
7	435,500 yen	435,500 yen	423,500 yen	423,500 yen
8	444,000 yen	444,000 yen	431,500 yen	431,500 yen
9	449,500 yen	449,500 yen	437,000 yen	437,000 yen

- h. Contracted hospital general employees (limited to those who are engaged in administrative work at the reception desk and other desks where they directly provide administrative services to outpatients and inpatients at the Hiroshima University Hospital)

Level	Term-end bonuses	
	June	December
1	317,000 yen	317,000 yen
2	342,000 yen	342,000 yen
3	376,500 yen	376,500 yen
4	413,000 yen	413,000 yen
5	420,000 yen	420,000 yen
6	441,000 yen	441,000 yen
7	450,000 yen	450,000 yen
8	458,000 yen	458,000 yen
9	464,000 yen	464,000 yen

- (2) Term-end bonuses for contracted nurses and midwives
Contracted nurse

Level	Term-end bonuses			
	Workplace in Hiroshima City		Workplace outside Hiroshima City	
	June	December	June	December
1	408,000 yen	408,000 yen	396,500 yen	396,500 yen
2	460,500 yen	460,500 yen	447,500 yen	447,500 yen
3	491,000 yen	491,000 yen	477,000 yen	477,000 yen
4	502,000 yen	502,000 yen	487,500 yen	487,500 yen

- (3) Term-end bonuses for contracted medical employees
a. Contracted pharmacist and contracted assistant to pharmacist

Level	Term-end bonuses	
	June	December
1	400,000 yen	400,000 yen
2	431,500 yen	431,500 yen
3	512,500 yen	512,500 yen
4	547,500 yen	547,500 yen
5	579,000 yen	579,000 yen
6	614,500 yen	614,500 yen
7	650,000 yen	650,000 yen
8	684,000 yen	684,000 yen
9	714,000 yen	714,000 yen
10	729,500 yen	729,500 yen

- b. Contracted clinical radiation technologist, contracted clinical laboratory technologist, contracted assistant to clinical radiation technologist, and contracted assistant to clinical laboratory technologist

Level	Term-end bonuses	
	June	December
1	424,500 yen	424,500 yen
2	455,500 yen	455,500 yen
3	488,000 yen	488,000 yen
4	519,500 yen	519,500 yen
5	551,500 yen	551,500 yen
6	581,500 yen	581,500 yen
7	610,000 yen	610,000 yen
8	667,000 yen	667,000 yen
9	689,500 yen	689,500 yen
10	700,000 yen	700,000 yen

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- c. Contracted occupational therapist, contracted physical therapist, contracted orthoptist, contracted speech therapist, contracted clinical engineer, contracted dietitian, contracted assistant to occupational therapist, contracted assistant to physical therapist, contracted assistant to orthoptist, contracted assistant to speech therapist, and contracted assistant to clinical engineer

Level	Term-end bonuses	
	June	December
1	389,500 yen	389,500 yen
2	421,000 yen	421,000 yen
3	453,000 yen	453,000 yen
4	484,500 yen	484,500 yen
5	516,500 yen	516,500 yen
6	546,500 yen	546,500 yen
7	575,000 yen	575,000 yen
8	630,000 yen	630,000 yen
9	653,000 yen	653,000 yen
10	663,000 yen	663,000 yen

- d. Contracted dental hygienist, contracted dental technician, contracted assistant to dental hygienist, and contracted assistant to dental technician

Level	Term-end bonuses	
	June	December
1	352,000 yen	352,000 yen
2	388,000 yen	388,000 yen
3	431,500 yen	431,500 yen
4	463,500 yen	463,500 yen
5	495,500 yen	495,500 yen
6	527,000 yen	527,000 yen
7	557,000 yen	557,000 yen
8	612,500 yen	612,500 yen
9	638,000 yen	638,000 yen
10	653,000 yen	653,000 yen

(4) Term-end bonuses for contracted skilled workers

- a. Contracted skilled operator and contracted hospital skilled operator

Level	Term-end bonuses			
	Workplace in Hiroshima City		Workplace outside Hiroshima City	
	June	December	June	December
1	312,500 yen	312,500 yen	303,500 yen	303,500 yen
2	330,000 yen	330,000 yen	320,500 yen	320,500 yen
3	362,000 yen	362,000 yen	351,500 yen	351,500 yen
4	392,000 yen	392,000 yen	381,000 yen	381,000 yen
5	409,000 yen	409,000 yen	397,500 yen	397,500 yen
6	418,500 yen	418,500 yen	406,500 yen	406,500 yen
7	428,000 yen	428,000 yen	416,000 yen	416,000 yen
8	436,500 yen	436,500 yen	424,000 yen	424,000 yen

- b. Contracted janitor

Level	Term-end bonuses			
	Workplace in Hiroshima City		Workplace outside Hiroshima City	
	June	December	June	December
1	290,500 yen	290,500 yen	282,500 yen	282,500 yen
2	312,500 yen	312,500 yen	303,500 yen	303,500 yen
3	340,000 yen	340,000 yen	330,500 yen	330,500 yen
4	372,500 yen	372,500 yen	362,000 yen	362,000 yen
5	401,000 yen	401,000 yen	389,500 yen	389,500 yen
6	409,000 yen	409,000 yen	397,500 yen	397,500 yen

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c. Contracted hospital licensed cook

Age	Level	Term-end bonuses	
		June	December
Younger than 60	1	347,000 yen	347,000 yen
	2	389,000 yen	389,000 yen
	3	421,000 yen	421,000 yen
	4	444,000 yen	444,000 yen
	5	469,500 yen	469,500 yen
	6	502,000 yen	502,000 yen
	7	531,000 yen	531,000 yen
	8	553,500 yen	553,500 yen
	9	567,000 yen	567,000 yen
	10	576,500 yen	576,500 yen
	11	585,000 yen	585,000 yen
	12	593,000 yen	593,000 yen
	13	598,500 yen	598,500 yen
	14	602,000 yen	602,000 yen
60 or over	—	243,000 yen	243,000 yen

d. Contracted hospital cook

Age	Level	Term-end bonuses	
		June	December
Younger than 60	1	274,000 yen	274,000 yen
	2	300,000 yen	300,000 yen
	3	333,500 yen	333,500 yen
	4	376,000 yen	376,000 yen
	5	406,500 yen	406,500 yen
	6	409,000 yen	409,000 yen
60 or over	—	185,500 yen	185,500 yen

e. Contracted hospital janitor

Age	Level	Term-end bonuses	
		June	December
Younger than 60	1	321,000 yen	321,000 yen
	2	350,500 yen	350,500 yen
	3	382,500 yen	382,500 yen
	4	406,500 yen	406,500 yen
	5	409,000 yen	409,000 yen
60 or over	—	185,500 yen	185,500 yen

f. Contracted hospital medical assistant

Age	Level	Term-end bonuses	
		June	December
Younger than 60	1	150,000 yen	150,000 yen
	2	200,000 yen	200,000 yen
	3	250,000 yen	250,000 yen
	4	300,000 yen	300,000 yen
	5	350,000 yen	350,000 yen
	6	400,000 yen	400,000 yen
60 or over	—	150,000 yen	150,000 yen