

Difference in Working Hours and Other Conditions Between Employees Working Under the Discretionary Labor System for Professional Work and Regular Work Time Employees

(In and after April 2024)

| Items | Employees working under the Discretionary Labor System (Supporting regulations, treatment, and others) | Employees working the regular work schedule (Supporting regulations, treatment, and others) |
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| Working hours per day | Labor-Management Agreement on the Discretionary Labor System for Professional Work (Article 5) • Daily: <u>7 hours 45 minutes (deemed working hours)</u> | Regulations for Working Hours, Time-off and Leave for Employees (Article 3) • Daily working hours: 7 hours 45 minutes |
| Work start/end times | Same regulations as above (Article 6) • Teachers set their work start and end times at their discretion (excluding class and meeting times) between 5:00 a.m. and 10:00 p.m. | Same regulations as above (Articles 3 and 7, Appendix 1) • Regular work schedule: 8:30 a.m to 17:00 p.m., Monday to Friday, and some other variations * If an employee engages in a side business during the regular work schedule above, the employee must arrange the work time allocation. |
| Break time | Same regulations as above (Article 9) • Employees can take breaks at any time convenient for them, considering the progress of their work. | Same regulations as above (Articles 4 and 7, Appendix 1) • Regular break time: 12:00 p.m. to 12:45 p.m. and some other variations |
| Overtime work (other than holidays and night work) | Same regulations as above (Article 5) • Employees are deemed to have worked 7 hours and 45 minutes daily regardless of the actual hours worked. * On holidays other than statutory holidays (4 days off per 4 week period), employees may work within the weekly prescribed working hours at their discretion. * When employee is engaged in medical treatment between 5:00 p.m. and 8:30 a.m. of the next day, except for holidays, Additional allowance for practice will be paid. | Same regulations as above (Article 10), the Labor-Management Agreement on Overtime Work and Work on Holidays, and the Agreement among University teachers, etc. on working hour management • <u>The University will not order employees to work overtime, in principle, except for those who perform urgent medical examinations and treatments at the Hospital.</u> • Extra wages will be paid to employees who are ordered to work overtime. |
| Holiday and night work (Holidays: 4 days in a 4-week period) (Night work: 10:00 p.m. to 5:00 a.m.) | Same regulations as above (Article 8) • Prior approval of the dean, director, or the head of the workplace must be obtained. • If approved, extra wages will be paid. * When employee is engaged in medical treatment for holidays, Additional allowance for practice will be paid. | Same regulations as above (Article 11), the same labor-management agreement, etc. as above • <u>The University will not order employees to work on holidays or late at night, in principle, except for those who perform urgent medical examinations and treatments at the Hospital.</u> • Extra wages will be paid to employees who are ordered to work on a holiday or late at night. • If teachers work on a holiday, they will take a substitute holiday. |
| Tracking of attendance and work hours | Same regulations as above (Article 10), and the Agreement among University teachers, etc. on working hour management (Article 3) • Attendance Book and Report of Leave/Absence, or other similar records • Attendance and hours worked are checked by requiring the submission of a Self-Report of Working Hours every month. | Same regulations as above (Articles 13 and 14) • Attendance Book and Report of Leave/Absence, or other similar records * As for employees who record their attendance in Dr. JOY, a hospital attendance management system, their attendance and hours worked are confirmed through Dr. JOY. |
| Side business | Regulations on Side Businesses of Employees • Prior approval must be obtained. • Employees do not have to determine the allocation of working hours. | Regulations on Side Businesses of Employees • Prior approval must be obtained. • Employees must determine the allocation of working hours. |

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