

Working Hours of Employees to whom the Discretionary Labor System for Professional Work is Applied (April 2024 and thereafter)

【Basic Concept】

- As to how to carry out a task and how to allot time (including the decision of setting start and finish times), we leave it to the discretion of each employees and how to carry out a task and how to allot time (including the decision of start and finish times) to each employees' discretion, so we shall not give any specific instructions on these matters. However, this shall not apply to the pre-determined time slots for the classes and meetings.
- In order to apply the Discretionary Labor System for Professional Work to an employee, the employer must confirm the employee's intention to work under the system (consent or non-consent) for each term of the labor-management agreement (every three years).
- The salary system, evaluation system, placement, and other treatment are the same, whether you consent or not to work under the system. If you choose not to consent, you will not be treated less favorably because of your non-consent.

【Labor-management agreement】

- Please visit the following URL to see the details of the labor-management agreement between Hiroshima University and the majority representatives of Hiroshima University's regional worksites:
 - Labor-Management Agreement on the Discretionary Labor System for Professional Work (on the IROHA website)

<https://commu.office.hiroshima-u.ac.jp/aqua/68e2cfd5-de45-4bdc-9b43-f38b7707cba2/view>

【Working Hours, Break Time】

- In principle, your workdays are **from Monday to Friday** (excluding public holidays).
- You are deemed to have worked for 7 hours and 45 minutes a day.
- You can set your start and finish times from 5:00 to 22:00 at your discretion.
- You are supposed to set aside your break time in your working hours, while also taking into account of the progress you are making with your work.
- Deemed working hours are not applied to the Holidays (days when you have not engaged in any tasks).

【Holidays】

- Saturdays, Sundays, and public holidays count as holidays. You may take a substitute day off if you are instructed to work on a holiday for business.
An employee working under the Discretionary Labor System may work on a holiday (including research activities) or travel on business on a holiday (including travel to attend training) without taking a substitute holiday if it is convenient for the employee to work on the holiday (at the employee's discretion). However, the employee must take at least four days off per four-week period.
- If you work on a holiday and will take a substitute day off, you may choose and designate any day between four weeks before and eight weeks after the holiday as a substitute holiday, regardless of the number of hours worked on the holiday.
- You are supposed to make an arrangement for a substitute day off by filling in 'A Substitute Day off Book'.
- * If you record your work attendance in Dr JOY, a hospital attendance management system, you must request a substitute day off through Dr JOY.

【Working on Holidays or Late at Night (from 22:00 to 5:00 of the Following Day)】

- If you intend to work on any holiday which is one of the four days off in a four-week period required under the Labor Standards Act or work late at night, you must obtain the prior approval of the Dean, Director, or the head of your workplace by submitting the Application for Approval for Work on Holidays/Late-Night Overtime Work. However, working on holidays or late at night is not permitted, in principle, except for employees who are engaged in urgent medical treatment at the Hospital.
- * Regarding the research conducted on holidays or late at night, if it is intended to enhance your research capabilities in the form of training or education, employees may engage yourself in such research at your own discretion without obtaining permission from the Dean or Director, etc, while not forgetting to take into account of your health.

【Confirmation of your Attendance】

- Your attendance is confirmed by 'An Attendance Book.' Stamp your seal on the Attendance Book by the end day of the day.
- * If you record your work attendance in Dr JOY, a hospital attendance management system, you must request a substitute day off through Dr JOY.

【Leave】

- If you are to take leave on a daily basis, you are supposed to make an arrangement for such leave by filling in 'A Report of Leave/Absence' (if you are going to take a half day off or take leave by the hour or the minute, you do not need to make such arrangement.)
- * If you do not work for an entire day, the notion of taking a day off applies.
- However, if you do not work for an entire day by taking several kinds of leave (for example, taking both a special leave and annual paid leave in order to have a complete medical checkup in one working day), you are supposed to make an arrangement for leave as a substitute for usual working hours because such combination of leave is not construed as deemed working hours.
- * If you record your work attendance in Dr JOY, a hospital attendance management system, you must request a substitute day off through Dr JOY.

【Concurrent Side Business】

- If you plan to hold concurrent side business, you need to obtain permission from the university in advance by filing a relevant document. At the time of the filing, you do not need to prepare a timetable showing the allotted slots of your working hours.

【Measures to Ensure Health and Welfare】

- By having health checkups (held twice a year) at the university and a complete physical examination, you are supposed to manage your health.
- You must record your attendance (work start and end times, hours spent at school, and other details) in a Self-Report of Working Hours and submit it by the 10th day of the following month by the designated method. (Submission may be omitted if requirements are met.)
- * The data entered on the Self-report of Working Hours is used for the purpose of ensuring your health and welfare.
- * Please visit the IROHA website for the form and method of submitting the Self-Report of Working Hours.

IROHA > Guides and Procedures > 1. Personnel-related systems and procedures>

2-9 [Submission of Self-Report of Working Hours of Employees under the Discretionary Labor System for Professional Work](#)

【Grievance Desk】

- If you have complaints about the Discretionary Labor System for Professional Work, working hours, and other problems, you can discuss these with the people at the Personnel Systems Planning Group or the group responsible for the matter in your affiliated department.
- Upon your consultation with any of the parties above, they will all collaborate and work together to take any necessary measures.

Personnel Systems Planning Group

(E-mail : fukumu-gl@office.hiroshima-u.ac.jp,
fukumu-seido@office.hiroshima-u.ac.jp)

【Withdrawal of consent to the Discretionary Labor System for Professional Work】

- You may withdraw your previous consent to work under the Discretionary Labor System for Professional Work.
- You may withdraw your previous consent to work under the Discretionary Labor System for Professional Work.
- To withdraw your consent, you must fill out a Request for Withdrawing Consent to the Application of the Discretionary Labor System for Professional Work and submit it to the Dean or Director, etc (the person in charge of personnel affairs in your department) no later than 14 days before the date you wish to terminate the application of the system.

https://www.hiroshima-u.ac.jp/jinji_seido/kakusyu/senmon-sairyuu-roudou

- * For details regarding the shaded sections, please contact the person in charge of personnel affairs of the department to which you are assigned or belong.

Personnel Systems Planning Group, Department of Personnel Affairs, Financial and General Affairs Office.

Tel : 082-424-6027 (6027, 6028)

E-mail : fukumu-seido@office.hiroshima-u.ac.jp