

Working Hours of Employees to whom the Discretionary Labor System for Professional Work is not Applied (April 2024 and thereafter)

【Basic Concept】

- Although employees are supposed to work according to the fixed start and finish times and break time, we may allocate your working hours individually by taking into account of your social engagement activities. In this case, employees' are not allowed to change the start and finish times and the break time at your discretion.
- We manage employee's working hours by considering the university's business purposes and the nature of your tasks required in view of such purposes.

【Working Hours, Break Time】

- In principle, your workdays are from Monday to Friday (excluding public holidays).
- You are supposed to work for 7 hours and 45 minutes a day and for 38 hours 45 minutes a week.
- Your start time is 8:30 and your finish time is 17:00. However, depending on the type of work and your hours of teaching, etc, your time concerned may be different from the ones shown above.
- Your break time is from 12:00 to 12:45. However, depending on the type of work and your hours of teaching, etc, your time concerned may be different from the ones shown above.
- If you are engaged in concurrent side business during your working hours mentioned above, the working hours need to be allocated individually on monthly variable work hours system.

【Holidays】

- In principle, your holidays are Saturdays, Sundays and public holidays.
- If you are instructed to work for 7 hours and 45 minutes or more on a holiday, you are supposed to take a substitute day off.

- In principle, the substitute day off must be your working day with the prescribed working hours of 7 hours and 45 minutes from the week that includes that holiday (Saturday through Friday). However, if you work on a public holiday, you can take a substitute holiday on any day chosen between four weeks before and eight weeks after such public 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 Overtime】

- Work on a holiday or outside your prescribed working hours (hereinafter referred to as "overtime") must be performed only when you are ordered to do so by the Dean, Director, or the head of your workplace orders in advance, unless you are engaged in urgent medical treatment at the Hospital.
 - * Regarding the research conducted on holidays or during your overtime, if that is intended to enhance your research capabilities in the form of training or education, you may engage yourself in such research at your own discretion.

【Managing your Attendance and Leaving】

- As your attendance is confirmed by 'An Attendance Book,' you need to affix a seal by coming to the workplace on your workday before your starting time. However, this does not apply when you make a business trip or attend a training seminar that requires travelling.
- Unless you are instructed otherwise, you are supposed to leave immediately when your fixed working hours is up.
 - * 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】

- You are supposed to make an arrangement for your leave by filling in ‘A Report of Leave/Absence.’ You are also required to make an arrangement for your leave in any of the following case: if you fail to work due to tardiness; early leaving; or leaving the office for personal reasons.
- * 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.
- If employees are going to engage in concurrent side business during your fixed working hours, employees need to submit to the Dean or Director, etc (the person in charge of personnel affairs in your department) ‘Allocation of Working Hours according to the Irregular Working Hour System’, and have your additional working hours allocated to the System.

【Measures to Ensure Health and Welfare】

- You are supposed to manage your health, by having health checkups (held twice a year) at the university and a complete physical examination.

【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)

【Agreement to the Application of the Discretionary Labor System for Professional Work】

- If you wish to work under the Discretionary Labor System for Professional Work, in which the decision on the means of performing work and the allocation of time (including the decision on the work start and end times) is left to the discretion of each employee, you must submit a “Confirmation of Consent Non-Consent to Application of Discretionary Labor System for Professional Work” to the Dean or Director, etc (the person in charge of personnel affairs of your department) no later than 14 days before the date on which you wish to start the application of the system.

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

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