

National University Corporation Kyushu University General Regulations of Employment

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Supplementary Provisions

Chapter I General Provisions

(Purpose)

Article 1 These General Regulations shall provide for working conditions, service discipline, and other basic matters relevant to employment of employees working at National University Corporation Kyushu University (hereinafter referred to as the "University").

(Definitions)

Article 2 (1) The term "employee" used in these General Regulations means every person who works at the University and who falls under any of the following :

- (i) faculty member;
- (ii) administrative staff;
- (iii) technical staff;
- (iv) student affairs staff;
- (v) skilled staff;
- (vi) labor affairs staff;
- (vii) highly specialized staff; and
- (viii) any other employee whom the President finds necessary.

(2) Persons who fall under any of the items of the preceding paragraph may be employed as full-time workers for a fixed term or part-time workers for a fixed term. In this case, the term of employment at the University of those employed may not exceed five years continuously (or ten years continuously (in the case of those falling under Article 15-2, paragraph (1) of the Act on Activation of the Creation of Science

and Technology Innovation (Act No. 63 of 2008) or Article 7, paragraph (1) of the Act on Term of Office of University Teachers, etc. (Act No. 82 of 1997; hereinafter referred to as the "Term of Office Act"); provided, however, that employment may be renewed if there are any special circumstances.

(3) Pursuant to the proviso in the preceding paragraph, if an employee whose total term of two or more fixed-term labor contracts results in exceeding five years (or ten years in the case of those falling under Article 15-2, paragraph (1) of the Act on Activation of the Creation of Science and Technology Innovation or Article 7, paragraph (1) of the Term of Office Act) applies for conversion to labor contracts without a fixed term pursuant to the provisions of Article 18, paragraph (1) of the Labor Contracts Act (Act No. 128 of 2007), the employee's labor contract is converted to labor contracts without a fixed term.

(Compliance)

Article 3 Both the University and employees must comply with these General Regulations and cooperate with each other to administer operations.

(Exclusion from Application)

Article 4 Employees in managerial and supervisory positions are excluded from the application of the provisions of these General Regulations relevant to working hours, rest periods, days off, overtime work and work on days off.

Chapter II Personnel Affairs

Section 1 Employment

(Employment)

Article 5 (1) Persons who are to be employed are determined through a selection process.

(2) Upon employment, employees must submit the following documents without delay:

- (i) a health certificate (in the format designated by the University);
- (ii) one or more documents from the list of a license, qualification certificate, academic transcript, and graduation certificate, as designated by the University; and
- (iii) any other documents designated by the University.

(3) Employees must promptly notify the University of any change that has occurred during their term of office with regard to their name or address as stated in the documents referred to in the items of the preceding paragraph, or to their license or qualification certificate.

(4) Beyond what is provided in paragraphs (1) and (2), the selection methods for administrative staff, technical staff, student affairs staff, skilled staff, and labor affairs staff (hereinafter referred to as "administrative and technical staff") are provided by the National University Corporation Kyushu University Rules for Personnel Affairs of Administrative and Technical Staff (Kyushu University Employment Regulation No. 9 of 2004; hereinafter referred to as the "Rules for Personnel Affairs of Administrative and Technical Staff").

(5) Beyond what is provided in paragraphs (1) and (2), the selection method for highly specialized staff is provided by the National University Corporation Kyushu University Rules for Personnel Affairs of Highly Specialized Staff (Kyushu University Employment Regulation No. 25 of 2014; hereinafter referred to as the "Rules for Personnel Affairs of Highly Specialized Staff").

(Probationary Period)

Article 6 (1) Persons newly employed as employees (excluding those employed for a fixed term or for a term of office) are subject to probation for a period of three months from the date of commencement of employment; provided, however, that this probationary period may be shortened or omitted for a person who has worked as an employee of the national government, local government or any related body equivalent thereto and then has been employed as an employee of the University directly after leaving the

previous job.

(2) Persons who are found unsuitable to work as employees of the University during the probationary period may be dismissed.

Section 2 Types of Jobs and Duties

(Types of Jobs and Duties)

Article 7(1) The types of jobs and duties of faculty members are governed by the provisions of the National University Corporation Kyushu University Regulations for Personnel Affairs of Faculty Members (Kyushu University Employment Regulation No. 2 of 2004; hereinafter referred to as the "Regulations for Personnel Affairs of Faculty Members").

(2) The types of jobs and duties of administrative and technical staff are provided by the Rules for Personnel Affairs of Administrative and Technical Staff.

(3) The types of jobs of highly specialized staff are provided by the Rules for Personnel Affairs of Highly Specialized Staff.

(4) In principle, employees shall come to the designated workplace to perform their duties.

(5) Notwithstanding the provisions of the preceding paragraph, if employees work at home or at a place where they can work in the same manner as at their designated workplace, their work is governed by the National University Corporation Kyushu University Rules for Telework (Kyushu University Employment Regulation No. 4 of 2023).

Section 3 Personnel Changes

(Promotion and Demotion)

Article 8 (1) The promotion and demotion of faculty members are governed by the provisions of the Regulations for Personnel Affairs of Faculty Members.

(2) The promotion and demotion of administrative and technical staff are provided by Rules for Personnel Affairs of Administrative and Technical Staff.

(Transfer)

Article 9 (1) Employees may be ordered to transfer to other jobs due to operational necessity.

(2) In the case of an employee who falls under Article 2, paragraph (2) or paragraph (3), transfer may be ordered only with the consent of the employee.

(3) Employees who are ordered to transfer pursuant to the provisions of the preceding two paragraphs may not refuse the transfer without reasonable grounds.

(4) Beyond what is provided in the preceding three paragraphs, transfer of faculty members is governed by the provisions of the Regulations for Personnel Affairs of Faculty Members.

(Temporary Transfer)

Article 10 (1) Due to operational necessity, employees may be ordered to transfer to other organizations on a temporary basis as temporary transfer while their employment remains under the University.

(2) Temporary transfer of faculty members is governed by the provisions of the Regulations for Personnel Affairs of Faculty Members.

(3) Temporary transfer of administrative and technical staff is provided by the National University Corporation Kyushu University Rules for Temporary Transfer of Administrative and Technical Staff (Kyushu University Employment Regulation No. 10 of 2004).

(Move to New Place of Work)

Article 11 If an employee needs to change their address upon personnel changes, they must move to their new place of work within a period of time as required for the move, not exceeding seven days from the

date of order of personnel change.

Section 4 Administrative Leave

(Administrative Leave)

Article 12 (1) An employee who falls under any of the following items may be placed on administrative leave:

- (i) if the employee needs a long period of recuperation due to mental or physical disorder or if the employee has taken sick leave provided in Article 37 for a continuous period of more than 90 days;
 - (ii) if the employee is prosecuted with regard to a criminal case;
 - (iii) if the employee engages in work such as conducting investigation, research, or providing guidance on academic matters that is found to be associated with their duties or conducting research on international affairs as authorized by the University, at a school, research institute, hospital or other public facility authorized by the University;
 - (iv) if the employee engages in work relevant to scientific and technical research conducted in collaboration with the national government or an agency engaged in administrative execution or scientific and technical research conducted as commissioned by the national government or an agency engaged in administrative execution, which is found to be associated with their duties, at any of the facilities set forth in the preceding item or a facility designated by the University with regard to relevant research;
 - (v) if the employee concurrently holds the position of an officer (excluding an auditor), adviser or councillor (hereinafter referred to as "officer, etc.") of a company utilizing research results, and is required to be primarily engaged in duties of the position of an officer, etc., and unable to engage in their duties at the University;
 - (vi) if the employee is dispatched to an international organization with which Japan is affiliated as a member, a foreign government agency, or the like, at the request of the entity;
 - (vii) if the employee is transferred on a temporary basis based on a personnel exchange agreement, or the like;
 - (viii) if the employee engages exclusively in the work of a labor union;
 - (ix) if the employee's survival or whereabouts cannot be ascertained due to flood, fire or other disaster;
or
 - (x) if it is found appropriate to place the employee on administrative leave on any other special grounds.
- (2) The period, procedure and other matters relevant to administrative leave of employees are provided by the National University Corporation Kyushu University Rules for Administrative Leave of Employees (Kyushu University Employment Regulation No. 11 of 2004; hereinafter referred to as the "Rules for Administrative Leave").

Section 5 Voluntary Termination of Employment and Dismissal

(Voluntary Termination of Employment)

Article 13 An employee who falls under any of the following items is voluntarily terminate employment and lose the status as employee:

- (i) if the employee has applied to resign for the employee's own reasons and the employee's resignation has been approved;
- (ii) if the employee has reached the date provided in Article 15, paragraph (2);
- (iii) if the employee has obtained certification provided in Article 8 of the National University Corporation Kyushu University Rules for Early Retirement of Employees (Kyushu University Employment Regulation No. 4 of 2013) before reaching the mandatory retirement age provided in Article 15, and has reached the date of early retirement;
- (iv) if the employee was employed for a fixed term and the term has expired;
- (v) if the period of administrative leave provided in Article 3 of the Rules for Administrative Leave has

expired, but the grounds for administrative leave still exist;

(vi) if the employee has died or if the employee has gone missing and the employee's family agrees to the termination of employment;

(vii) if the medical treatment benefits paid to the employee due to the employee's injury or disease resulting from an employment-related cause have been replaced with injury and disease compensation pension; or

(viii) if any other grounds for voluntary termination of employment arises.

(Procedure for Resignation for Employee's Own Reasons)

Article 14 An employee who is to resign for the employee's own reasons must submit an application for resignation at least 30 days prior to the date on which the employee plans to resign.

(Mandatory Retirement Age)

Article 15 (1) The mandatory retirement age of employees is 62 years of age; provided, however, that the mandatory retirement age of faculty members is provided by the National University Corporation Kyushu University Rules for Mandatory Retirement Age of Faculty (Kyushu University Employment Regulation No. 12 of 2004).

(2) The date of retirement by reason of the mandatory retirement age is the first March 31 that falls on or comes after the date on which the employee reaches the mandatory retirement age.

(3) The University Hospital Director is excluded from the application of the provisions of the preceding two paragraphs.

(Reemployment)

Article 16 Persons who have retired may be reemployed.

(Dismissal)

Article 17 (1) An employee who falls under any of the following items may be dismissed:

(i) if the employee has been sentenced to imprisonment or heavier punishment.

(ii) if it is found that the employee's work performance or work efficiency is extremely poor and is not expected to improve;

(iii) if the employee is found unable to work due to a mental or physical impairment;

(iv) if it is found that the employee's work attitude is extremely poor and is not expected to improve, and that the employee is incapable of fulfilling their duties as employee;

(v) if the faculty member is found inappropriate to maintain the status as employee;

(vi) if there is any unavoidable necessity to reduce the number of employees due to the deterioration of the business environment; or

(vii) if there are any other unavoidable circumstances for dismissal equivalent to those set forth in the preceding items.

(2) An appeal against dismissal is handled through the same procedure as that for an appeal against disciplinary action provided in Article 44.

(3) Notwithstanding the provisions of paragraph (1), the grounds for dismissal of faculty members and procedure thereof are governed by the provision of the Regulations for Personnel Affairs of Faculty Members.

(4) Beyond what is provided in paragraphs (1) and (2), the necessary matters relevant to the grounds for dismissal of administrative and technical staff are provided by the Rules for Personnel Affairs of Administrative and Technical Staff.

(Restriction on Dismissal)

Article 18 Notwithstanding the provisions of the preceding Article, no employee is dismissed during the period that falls under any of the following items; provided, however, that this does not apply in the case

referred to in item (i), if the employee fails to recover from an injury or disease within three years after the commencement of medical treatment, and therefore the University has paid the employee's compensation for discontinuance pursuant to the provisions of Article 81 of the Labor Standards Act (Act No. 49 of 1947) or is deemed to have paid the employee's compensation for discontinuance pursuant to the provisions of Article 19 of the Industrial Accident Compensation Insurance Act (Act No. 50 of 1947):

- (i) a period in which the employee is absent from work for medical treatment for an injury or disease resulting from an employment-related cause, and a period of 30 days that follows;
- (ii) a period which the employee is absent from work before childbirth pursuant to the provisions of Article 3, paragraph (1) of the National University Corporation Kyushu University Rules for Protective Measures for Female Employees (Kyushu University Employment Regulation No. 25 of 2004; hereinafter referred to as the "Rules for Protective Measures for Female Employees"); or
- (iii) a period which the employee is absent from work after childbirth pursuant to the provisions of Article 4, paragraph (1) of the Rules for Protective Measures for Female Employees, and a period of 30 days that follows.

(Advance Notice of Dismissal)

Article 19 If an employee is dismissed pursuant to the provisions of Article 17, 30-days or more advance notice is given, or an allowance is paid in lieu of advance notice of dismissal that is equivalent to the average wage provided in Article 12 of the Labor Standards Act (hereinafter referred to as the "Average Wage") for a period of at least 30 days; provided, however, that this does not apply in the case of dismissal with certification of the director of the Labor Standards Office or dismissal of an employee on probation (excluding an employee who has been in employment for more than 14 days continuously).

(Obligation after Voluntary Termination of Employment or Dismissal)

Article 20 Employees must not divulge to others any secrets or personal information that they have learned in the course of their duties, even after they voluntarily terminate employment or they are dismissed.

(Restriction on Employment with For-profit Enterprises after Voluntary Termination of Employment)

Article 21 (1) For two years after voluntary termination of employment, employees (excluding faculty members; the same applies in paragraph (3)) must not find employment with any for-profit enterprises which have been closely related with the University within the last five years prior to their voluntary termination of employment.

(2) Notwithstanding the provisions of the preceding paragraph, this does not apply if the University approves employment with such enterprises.

(3) The approval procedure and other matters relevant to employment with for-profit enterprises are provided by the National University Corporation Kyushu University Rules for Employment with For-profit Enterprises (Kyushu University Employment Regulation No. 13 of 2004).

(Regulations Concerning Employment with For-profit Enterprises)

Article 21-2 Beyond what is provided by the preceding Article, regulations and rules concerning employment with for-profit enterprises, or other corporations are governed by the provisions of Articles 50-4 to 50-8 of the Act on General Rules for Incorporated Administrative Agencies (Act No. 103 of 1999) as applied mutatis mutandis pursuant to Article 35-2 of the National University Corporation Act (Act No. 112 of 2003).

(Certification upon Voluntary Termination of Employment or Dismissal)

Article 22 (1) When an employee who falls under any of the following items requests a certificate regarding the period of employment, the type of job, job title, compensation, or the grounds for voluntary termination of employment or reasons for dismissal, the University deliver one without delay:

- (i) if the employee has resigned or has been retired; or

- (ii) if the employee has been dismissed or given advance notice of dismissal.
- (2) In the certificate referred to in the preceding paragraph, only the matters requested by the employee are entered.

Chapter III Compensation

(Compensation)

Article 23 The compensation of employees is provided by the National University Corporation Kyushu University Rules for Compensation of Employees (Kyushu University Employment Regulation No. 14 of 2004).

Chapter IV Evaluation

(Performance Evaluation)

Article 24 Employees' work performance is subject to evaluation.

Chapter V Service Discipline

(Duty of Good Faith)

Article 25 Employees must follow the University's instructions and orders, be aware of their official responsibilities, perform their duties in good faith and with fairness, and endeavor to maintain order within the University.

(Rules to Be Observed)

Article 26 Employees must observe the following rules:

- (i) they must follow official instructions given by their superiors, maintain order within the workplace, and cooperate with each other in performing their duties.
- (ii) they must not engage, within or outside the workplace, in any conduct that would lead to defaming the University, damaging reputation, undermining its interest, or bringing disgrace to the employees as a whole;
- (iii) they must not divulge to others any secrets or personal information that they have learned in the course of their duties;
- (iv) they must draw a clear line between their work and private life, and must not use their official positions or status for their private interest;
- (v) they must not carry out election campaigns or other political activities or missionary activities within the University; and
- (vi) they must not otherwise disturb order within the University.

(Employees' Ethics)

Article 27 (1) Employees must always be aware that they are employees of the University and maintain the ethics.

(2) Ethical principles concerning duties that employees should observe and matters necessary for ensuring that they act ethically are governed by the provisions of the National University Corporation Kyushu University Ethics Rules (Kyushu University Employment Regulation No. 29 of 2004).

(Prevention of Harassment)

Article 28 (1) Employees must not engage in sexual harassment, power harassment, academic harassment, harassment based on pregnancy, fertility treatment, childbirth, childcare leave, nursing care leave, etc., or other forms of harassment or any similar conduct that violates human dignity (hereinafter referred to as "Harassment" in this Article).

(2) The measures and other matters for preventing Harassment are governed by the provisions of the National University Corporation Kyushu University Rules for Prevention of Harassment (Kyushu University Employment Regulation No. 30 of 2004).

(Prevention of Misconduct in Research Activities)

Article 28-2 (1) Employees must not engage in misconduct in their research activities.

(2) The measures and other matters for preventing misconduct in research activities are governed by the provisions of the National University Corporation Kyushu University Rules for Prevention of Misconduct in Research Activities (Kyushu University Employment Regulation No. 14 of 2009).

(Prohibition of Unjust Discrimination against Persons with Disabilities)

Article 28-3 (1) Employees must not engage in unjust discrimination against persons with disabilities.

(2) Matters such as prohibition of unjust discrimination against, and provision of reasonable accommodations for persons, with disabilities are governed by the provisions of the National University Corporation Kyushu University Rules for Eliminating Discrimination against Persons with Disabilities (Kyushu University Employment Regulation No. 18 of 2015).

(Restrictions on Concurrent Business)

Article 29 (1) Employees must not concurrently engage in more than one business without obtaining the President's permission in advance.

(2) The necessary matters relevant to employees' concurrent business are provided by the National University Corporation Kyushu University Rules for Concurrent Business (Kyushu University Employment Regulation No. 18 of 2004).

(Treatment of Employees in Public Offices)

Article 30 (1) An employee must notify the University immediately when the employee stands as a candidate for an election of a public office and after the employee has received a notice of successful election.

(2) An employee who has assumed the office of a minister of state or the head of a local public entity, the employee shall resign from the University.

(3) If an employee is judged to have difficulty in performing their duties at the University due to assuming the office of a Diet member or a member of the assembly of a local public entity or other public office, the employee shall resign from the University.

Chapter VI Working Hours, Days Off, and Leave

(Working Hours)

Article 31 (1) The prescribed working hours for employees are 38 hours and 45 minutes per week.

(2) The daily working hours for employees are 7 hours and 45 minutes, and the start and end times, and the rest period are as follow:

Start time: 8:30 a.m.

End time: 5:15 p.m.

Rest period: between 12:00 p.m. and 1:00 p.m.

(3) The start and end times, and the rest period referred to in the preceding paragraph may be replaced with those provided separately depending on the actual conditions of work and other matters.

(4) The start and end times, and the rest period referred to in the preceding two paragraphs may be changed, with advance notice, for operational reasons.

(5) Days off are as set forth in following:

(i) Saturdays and Sundays;

(ii) holidays provided in the Act on National Holidays (Act No. 178 of 1948); and

(iii) from December 29 until January 3 of the following year (excluding the days set forth in the preceding two items).

(6) Employees may be ordered to engage in overtime work beyond the prescribed working hours or in work on days off for operational reasons.

(7) Beyond what is provided in the preceding six paragraphs, the necessary matters relevant to the working hours, etc. for employees are provided by the National University Corporation Kyushu University Rules for Working Hours, Leave, etc. of Employees (Kyushu University Employment Regulation No. 19 of 2004; hereinafter referred to as the "Rules for Working Hours, Leave, etc.").

(System of Irregular Working Hours on Monthly Basis)

Article 32 (1) Employees may be ordered to attend work in excess of 38 hours and 45 minutes in a specified week(s) or in excess of 7 hours and 45 minutes on a specified day(s), to the extent that the working hours per week averaged over a certain period not exceeding one month do not exceed 38 hours and 45 minutes.

(2) The system of irregular working hours on a monthly basis is provided by the Rules for Working Hours, Leave, etc.

(System of Irregular Working Hours on Yearly Basis)

Article 33 (1) Employees may be ordered to attend work in excess of 38 hours and 45 minutes in a specified week(s) or in excess of 7 hours and 45 minutes on a specified day(s), to the extent that the working hours per week averaged over a certain period longer than one month but not exceeding one year do not exceed 38 hours and 45 minutes.

(2) The system of irregular working hours on a yearly basis is provided by the Rules for Working Hours, Leave, etc.

(Flexitime System)

Article 34 (1) Based on the predetermined total working hours during a certain period not exceeding one month, employees may be ordered to attend work while entrusting to decide the start and end time within the extent of the total working hours.

(2) The flexitime system is provided by the Rules for Working Hours, Leave, etc.

(Discretionary Labor System for Professional Work)

Article 35 (1) Owing to the nature of a specified professional item of work, employees may be ordered to attend work while entrusting to decide the means and the allotment of time for performing the work, and employees may be deemed to have worked for the prescribed number of working hours, irrespective of how much time they have actually spent on their work.

(2) The discretionary labor system for professional work is provided by the Rules for Working Hours, Leave, etc.

(Annual Paid Leave)

Article 36 (1) Employees may take annual paid leave of 20 days during a fiscal year (from April 1 to March 31); provided, however, that an employee who is newly employed during the fiscal year or an employee who is to retire at the expiration of the employee's term of employment during the fiscal year may take annual paid leave pro rata to the period of the employee's service within relevant fiscal year.

(2) The handling and other necessary matters relevant to annual paid leave are provided by the Rules for Working Hours, Leave, etc.

(Sick Leave)

Article 37 (1) Employees may take sick leave if it is found necessary to receive medical treatment for their injury or disease and unavoidable to absent from work.

(2) The handling and other necessary matters relevant to sick leave are provided by the Rules for Working

Hours, Leave, etc.

(Special Leave)

Article 38 (1) Employees may take special leave for funerals, weddings, and other ceremonial occasions.

(2) The types, handling and other necessary matters relevant to special leave are provided by the Rules for Working Hours, Leave, etc.

(Special Incentive Leave)

Article 38-2 (1) Employees may take special incentive leave at certain stages of their long period of service in order to refresh their mind and body.

(2) The handling and other necessary matters relevant to special incentive leave are provided by the Rules for Working Hours, Leave, etc.

(Childcare Leave)

Article 39 (1) Employees may, for the purpose of bringing up their children, apply for childcare leave, absence from work for part of their working hours of one day, and other measures to facilitate their childcare (referred to as "childcare leave, etc." in the following paragraph).

(2) The persons eligible, procedure and other necessary matters relevant to childcare leave, etc., are provided by the National University Corporation Kyushu University Rules for Childcare and Nursing Care Leave for Employees (Kyushu University Employment Regulation No. 20 of 2004; referred to as the "Rules for Childcare and Nursing Care Leave" in paragraph (2) of the following Article).

(3) In order to deal with the work of the persons who are granted childcare leave, substitutes for a fixed term may be employed.

(Nursing Care Leave)

Article 40 (1) If an employee's family member needs nursing care for injury, disease, or mental or physical disability, the employee may apply for nursing care leave, absence from work for part of their working hours of one day, and other measures to facilitate their nursing care (referred to as "nursing care leave, etc." in the following paragraph).

(2) The persons eligible, period, procedure and other necessary matters relevant to nursing care leave, etc. are provided by the Rules for Childcare and Nursing Care Leave.

(Personal Development Leave)

Article 40-2 (1) Employees may apply for leave to study at a university and other institutions or participate in activities for international contribution (referred to as "Personal Development Leave" in the following paragraph).

(2) The persons eligible, procedure and other necessary matters relevant to Personal Development Leave are provided by the National University Corporation Kyushu University Rules for Personal Development Leave for Employees (Kyushu University Employment Regulation No. 31 of 2009).

(Spouse Accompaniment Leave)

Article 40-3(1) An employee may apply for leave to live with the employee's spouse who lives in a specified domicile or residence in the foreign country because of the spouse's business necessities or other grounds (referred to as "spouse accompaniment leave" in the following paragraph).

(2) The person eligible, procedure and other necessary matters relevant to spouse accompaniment leave are provided by Rules for Spouse Accompaniment Leave (Kyushu University Employment Regulation No. 10 of 2017).

Chapter VII Training of Employees

(Training of Faculty)

Article 41 (1) Faculty members must make a continuous effort to carry out research and educate themselves for the purpose of discharging their responsibilities.

(2) The training of faculty members is governed by the provisions of the Regulations for Personnel Affairs of Faculty Members.

(Training of Administrative and Technical Staff)

Article 42 (1) administrative and technical staff may be ordered to participate in training for the purpose of improving their knowledge and skills necessary for their work.

(2) The University shall endeavor to provide administrative and technical staff with the opportunity to participate in training.

(Training of Highly Specialized Staff)

Article 42-2 (1) Highly specialized staff must make an effort to improve their knowledge and skills necessary for their work in order to discharge their responsibilities.

(2) The training of highly specialized staff is governed by the provisions of the Rules for Personnel Affairs of Highly Specialized Staff.

Chapter VIII Rewards and Punishments

(Awards)

Article 43 (1) If an employee falls under any of the following items, an award is presented; provided, however, that the provisions of item (iii) do not apply to faculty members or highly specialized staff:

- (i) if the employee has performed an act worthy of commendation as a role model for employees in the course of performing the employee's work;
- (ii) if the employee has made a particularly remarkable achievement in the employee's work;
- (iii) if the employee has been in service for a long period of time and shown good work performance; or
- (iv) if the employee deserves to receive an award for other reasons.

(2) Awards for employees are provided by the National University Corporation Kyushu University Rules for Awards for Employees (Kyushu University Employment Regulation No. 21 of 2004).

(Disciplinary Action)

Article 44 (1) If an employee falls under any of the following items, the disciplinary action referred to in the following paragraph may be taken:

- (i) if the employee has violated these General Regulations or other regulations and rules relevant to employment;
- (ii) if the employee has breached their official duties;
- (iii) if the employee has caused damage to the University intentionally or through gross negligence;
- (iv) if the employee has neglected their duties by being late for work, leaving work early, or being absent from work without reasonable grounds;
- (v) if the employee has committed an act that constitutes a serious criminal offense;
- (vi) if the employee has made a material false statement about the employee's career;
- (vii) if the employee has engaged in conduct that would defame the University and thereby damage its social reputation; or
- (viii) if the employee has engaged in improper conduct equivalent to any of those acts set forth in the preceding items.

(2) The types of disciplinary action are as set forth in following:

- (i) disciplinary dismissal: dismiss the employee immediately, without paying retirement allowance in whole or in part; in this case, if acknowledgement is obtained from the director of the Labor Standards Office, the allowance provided in Article 20 of the Labor Standards Act is not paid to the employee;

- (ii) dismissal under instruction: instruct the employee to file an application for resignation, and dismiss the employee if the employee does not follow this instruction;
- (iii) suspension from work: require the employee to submit a written apology, and suspend the employee from work for a period of not less than one day and not more than six months, without paying the employee's any compensation during this period;
- (iv) compensation reduction: require the employee to submit a written apology and partially reduce the employee's compensation; provided, however, that the amount of reduction for each instance does not exceed half of one day's Average Wage, and the total amount of reduction for several instances during a single payment period does not exceed one-tenth of the total compensation payable for relevant period; and
- (v) admonition: admonish the employee by requiring the employee to submit a written apology and give the employee's warning regarding future conduct.

(3) If an employee engages in any conduct falling under disciplinary action, the employee may be ordered to stay at home until a decision is made on whether to take disciplinary action provided in paragraph (1). In this case, the allowance for absence from work provided in Article 26 of the Labor Standards Act is to be paid to the employee.

(4) The procedure, appeals, and other necessary matters relevant to disciplinary action are provided by the National University Corporation Kyushu University Rules for Disciplinary Action against Employees (Kyushu University Employment Regulation No. 22 of 2004; referred to as the "Rules for Disciplinary Action" in paragraph (2) of the following Article).

(5) Beyond what is provided in the preceding paragraph, the procedure, etc. for disciplinary action against faculty members are provided by the Regulations for Personnel Affairs of Faculty Members.

(Reprimand)

Article 45 (1) Even when an employee's conduct is not fall under disciplinary action referred to in the preceding Article, the employee may be subject to reprimand or strong warning (hereinafter referred to as "reprimand, etc.") if this is necessary in order to ensure strict performance of duties and maintain discipline.

(2) The procedure and other necessary matters relevant to reprimand, etc. provided in the preceding paragraph are provided by the Rules for Disciplinary Action.

(Compensation for Damage)

Article 46 If an employee causes damage to the University intentionally or through gross negligence, the University may take disciplinary action or issue reprimand, etc. against the employee under the provisions of the preceding two Articles and may also have the employee compensate for such damage in whole or in part.

Chapter IX Safety and Health

(Duty of Cooperation)

Article 47 For the purpose of ensuring safety and health, employees must comply with the University's instructions in addition to the Industrial Safety and Health Act (Act No. 57 of 1972) and other related laws and regulations, and cooperate in the relevant measures taken by the University.

(Safety and Health Management)

Article 48 (1) The University shall take necessary measures to promote employees' health and protect them from danger.

(2) The safety and health management for employees are provided by the National University Corporation Kyushu University Rules for Safety and Health Management for Employees (Kyushu University Employment Regulation No. 23 of 2004).

(Safety and Health Education)

Article 49 Employees must receive education on safety and health provided by the University.

(Measures for Disasters)

Article 50 If employees discover a fire or other disaster, or become aware of the likelihood of such an event, they must take emergency measures and immediately contact the relevant authorities under the emergency contact system, follow their instructions, and try to minimize any damage arising from that event.

(Rules to Be Observed Regarding Safety and Health)

Article 51 Employees must observe the following rules:

- (i) they must follow and carry out the University's orders, instructions or the like with regard to safety and health;
- (ii) they must always make an effort to keep their workplace neat, tidy, and clean, and improve disaster prevention and hygiene; and
- (iii) they must make an effort to ensure proper use of devices for safety and health, firefighting equipment, sanitary equipment, and other equipment for the prevention of danger and other activities.

(Medical Examination)

Article 52 (1) The University conducts medical examination for employees at fixed intervals annually.

(2) In addition to the occasion referred to in the preceding paragraph, special medical examination may be conducted for all or some employees if necessary.

(3) Employees must not refuse to undergo medical examination without reasonable grounds.

(4) If it is found necessary based on the results in medical examination, the University shall take necessary measures against an employee for the maintenance of the employee's health, such as prohibiting the employee from engaging in work, or limiting the employee's working hours.

(Order of Physician Visit, etc.)

Article 52-2 (1) If an employee falls under any of the following items, the University may order the employee to visit a physician (a physician designated by the University when the University finds it necessary; hereinafter the same applies in this Article):

- (i) if the employee is suspected of being physically or mentally ill in view of factors such as a decline in their operational efficiency, changes in their work behavior, the status of their attendance at work, or the results of their medical examination;
- (ii) if it is found to be difficult for the employee to perform their duties due to a physical or mental disorder;
- (iii) if the employee intends to return to work after being absent from work for a long period due to a disease or for other reasons, and their visit to a physician is found to be particularly necessary; or
- (iv) if safety considerations for the employee's mental and physical health are found to be necessary for other reasons.

(2) The employee who has been ordered to visit a physician pursuant to the provisions of the preceding paragraph must promptly submit a medical certificate issued by the physician whom the employee visited.

(3) When the University receives a medical certificate submitted as referred to in the preceding paragraph, it may seek an opinion from an industrial physician about the diagnosis written in the medical certificate and then seek an opinion directly from the physician whom the employee visited if it finds it to be particularly necessary to do so.

(Protection for Female Employees)

Article 53 (1) Female employees may receive protective measures before or after childbirth, or other opportunities.

(2) Matters relevant to protective measures for female employees are provided by the Rules for Protective Measures for Female Employees.

Chapter X Business Trips

(Business Trips)

Article 54 (1) Employees may be ordered to take business trips due to operational necessity.

(2) Employees may not refuse an order for a business trip without reasonable grounds.

(3) After finishing a business trip, employees must report the results thereof to the head of their division without delay.

(Travel Expenses)

Article 55 The procedures and other necessary matters relevant to travel expenses required for business trips referred to in the preceding Article are governed by the provisions of the National University Corporation Kyushu University Rules for Travel Expenses (Kyushu University Employment Regulation No. 57 of 2004).

Chapter XI Accident Compensation

(Employment Injuries)

Article 56 Payment of accident compensation and insurance benefit for employees' injuries resulting from an employment-related cause is governed by the provisions of Chapter VIII of the Labor Standards Act and the Industrial Accident Compensation Insurance Act.

(Commuting Injuries)

Article 57 Insurance benefit for employees' injuries resulting from commuting is governed by the provisions of the Industrial Accident Compensation Insurance Act.

(Payment Other than That under the Industrial Accident Compensation Insurance Act)

Article 58 (1) If an employee or the employee's surviving family receives any of the insurance benefit set forth in the following items, as provided in the Industrial Accident Compensation Insurance Act, special aid money for disabilities or special aid money for surviving family are paid in addition to the benefits provided in the preceding two Articles:

(i) disability compensation benefit;

(ii) disability benefit;

(iii) compensation benefit for surviving family (meaning compensation pension for surviving family or lump sum compensation for surviving family); or

(iv) benefit for surviving family (meaning pension for surviving family or lump sum payment for surviving family).

(2) If an employee is absent from work for receiving medical treatment for an injury or disease resulting from an employment-related cause, or injury or disease resulting from commuting, and is not paid compensation for three days from the date of commencement of absence from work, 80% of the employee's Average Wage is paid as temporary absence from work benefit and special payment for absence from work to cover that non-payment of compensation.

(3) The procedures and other necessary matters referred to in the preceding two paragraphs are provided by the National University Corporation Kyushu University Rules for Accident Compensation for Employees (Kyushu University Employment Regulation No. 24 of 2004).

Chapter XII Retirement Allowance

(Retirement Allowance)

Article 59 Retirement allowance for employees is provided by the National University Corporation Kyushu University Rules for Retirement Allowance for Employees (Kyushu University Employment Regulation No. 27 of 2004).

Chapter XIII Miscellaneous Provisions

(Treatment of Employees Employed as Full-Time Workers or Part-Time Workers for Fixed Term)

Article 60 Among the matters relevant to the treatment of employees who are employed as full-time workers for a fixed term or employed as part-time workers for a fixed term pursuant to the provisions of Article 2, paragraph (2), the matters excluded from the application of the provisions of these General Regulations are treated as provided in Appended Table 1, and the matters excluded from the application of these General Regulations and subject to the provisions of other regulations provided by those other regulations are treated as provided in Appended Table 2.

(Treatment of Employees Whose Labor Contracts Have Been Converted to Labor Contracts Without Fixed Term)

Article 61 Among the matters relevant to the treatment of employees whose fixed-term labor contracts have been converted to labor contracts without a fixed term pursuant to the provisions of Article 2, paragraph (3), the matters excluded from the application of the provisions of these General Regulations are treated as provided in Appended Table 3, and the matters excluded from the application of these General Regulations and subject to the provisions of other regulations provided by those other regulations are treated as provided in Appended Table 4.

Supplementary Provisions

These Regulations come into effect as of April 1, 2004.

Supplementary Provisions (Kyushu University Employment Regulation No. 42 of 2004)

These Regulations come into effect as of April 1, 2005.

Supplementary Provisions (Kyushu University Employment Regulation No. 2 of 2005)

These Regulations come into effect as of October 1, 2005.

Supplementary Provisions (Kyushu University Employment Regulation No. 9 of 2005)

These Regulations come into effect as of April 1, 2006.

Supplementary Provisions (Kyushu University Employment Regulation No. 1 of 2006)

These Regulations come into effect as of October 1, 2006.

Supplementary Provisions (Kyushu University Employment Regulation No. 11 of 2006)

These Regulations come into effect as of April 1, 2007.

Supplementary Provisions (Kyushu University Employment Regulation No. 3 of 2008)

These Regulations come into effect as of October 1, 2008.

Supplementary Provisions (Kyushu University Employment Regulation No. 7 of 2008)

These Regulations come into effect as of April 1, 2009.

Supplementary Provisions (Kyushu University Employment Regulation No. 15 of 2009)

These Regulations come into effect as of April 1, 2010.

Supplementary Provisions (Kyushu University Employment Regulation No. 24 of 2010)
These Regulations come into effect as of April 1, 2011.

Supplementary Provisions (Kyushu University Employment Regulation No. 7 of 2011)
These Regulations come into effect as of November 1, 2011.

Supplementary Provisions (Kyushu University Employment Regulation No. 17 of 2011)
These Regulations come into effect as of April 1, 2012.

Supplementary Provisions (Kyushu University Employment Regulation No. 4 of 2012)
These Regulations come into effect as of August 1, 2012.

Supplementary Provisions (Kyushu University Employment Regulation No. 12 of 2012)
These Regulations come into effect as of April 1, 2013.

Supplementary Provisions (Kyushu University Employment Regulation No. 2 of 2013)
These Regulations come into effect as of October 1, 2013.

Supplementary Provisions (Kyushu University Employment Regulation No. 6 of 2013)

1. These Regulations come into effect as of April 1, 2014.
2. With regard to the application of the provisions of Appended Table 1 of National University Corporation Kyushu University General Regulations of Employment as amended by these Regulations (hereinafter referred to as the "New Regulations") during the period from the date on which these Regulations come into effect until the date on which no students will be enrolled to take general education courses, the term "KIKAN education courses (including language)" in the same table is deemed to be replaced with "KIKAN education courses (including language), general education courses (including language)."
3. The provisions of Article 2, paragraph (2) of the New Regulations apply to fixed-term labor contracts for which the term commences on or after April 1, 2013, and the term of fixed-term labor contracts for which the term commences on or before March 31, 2013, is not included in the total term of two or more fixed-term labor contracts provided in paragraph (3) of the same Article.

Supplementary Provisions (Kyushu University Employment Regulation No. 9 of 2014)
These Regulations come into effect as of April 1, 2015.

Supplementary Provisions (Kyushu University Employment Regulation No. 1 of 2015)
These Regulations come into effect as of August 1, 2015.

Supplementary Provisions (Kyushu University Employment Regulation No. 3 of 2015)

1. These Regulations come into effect as of December 1, 2015.
2. With regard to faculty members (special project), faculty members (donated fund laboratory), faculty members (donated fund research department), faculty members (funded research department), and faculty members (tenure track) (hereinafter referred to as "faculty members (special project), etc.") who have been in office from November 30, 2015, and are currently subject to the National University Corporation Kyushu University General Regulations of Employment (Kyushu University Employment Regulation No.1 of 2004) prior to the amendment by these Regulations, prior regulations continue to govern while they continue to be in office as faculty members (special project), etc.

Supplementary Provisions (Kyushu University Employment Regulation No. 13 of 2015)
These Regulations come into effect as of April 1, 2016.

Supplementary Provisions (Kyushu University Employment Regulation No. 5 of 2016)
These Regulations come into effect as of August 1, 2016.

Supplementary Provisions (Kyushu University Employment Regulation No. 5 of 2017)
These Regulations come into effect as of October 1, 2017.

Supplementary Provisions (Kyushu University Employment Regulation No. 19 of 2017)
These Regulations come into effect as of April 1, 2018.

Supplementary Provisions (Kyushu University Employment Regulation No. 18 of 2018)
These Regulations come into effect as of April 1, 2019.

Supplementary Provisions (Kyushu University Employment Regulation No.4 of 2019)
These Regulations come into effect as of October 1, 2019.

Supplementary Provisions (Kyushu University Employment Regulation No.31 of 2020)
These Regulations come into effect as of April 1, 2021.

Supplementary Provisions (Kyushu University Employment Regulation No. 16 of 2021)
These Regulations come into effect as of April 1, 2022.

Supplementary Provisions (Kyushu University Employment Regulation No. 37 of 2022)
These Regulations come into effect as of April 1, 2023.

Supplementary Provisions (Kyushu University Employment Regulation No. 1 of 2023)
These Regulations come into effect as of May 1, 2023.

Supplementary Provisions (Kyushu University Employment Regulation No. 14 of 2023)
These Regulations come into effect as of October 1, 2023.

Supplementary Provisions (Kyushu University Employment Regulation No. 44 of 2023)
These Regulations come into effect as of April 1, 2024.

Supplementary Provisions (Kyushu University Employment Regulation No. 11 of 2024)
These Regulations come into effect as of April 1, 2025.

Supplementary Provisions (Kyushu University Employment Regulation No. 1 of 2025)
These Regulations come into effect as of June 10, 2025, and apply from June 1, 2025.

Appended Table 1 (Re: Article 60)

Persons concerned	Provisions excluded from application
<p>Fixed-term faculty members (meaning faculty members employed for a fixed term; excluding faculty member (annual salary) (meaning faculty members employed for a fixed term whose compensation is determined under the annual salary system; the same applies hereinafter), and special fixed-term faculty members (meaning faculty members employed for a fixed term and engaged in work specially recognized by the University, faculty members (special project) (meaning those employed for a fixed term at expenses determined by the University and engaged in educational and research work for special purposes; the same applies hereinafter), and faculty members (Inamori Frontier Program) (meaning those employed for a fixed term and engaged in educational and research work based on the Inamori Frontier Program; the same applies hereinafter) ; the same applies hereinafter); the same applies hereinafter)</p>	<p>Article 8 (Promotion and Demotion) Article 11 (Move to New Place of Work) Article 15 (Mandatory Retirement Age) Article 16 (Reemployment) Article 38-2 (Special Incentive Leave) Article 39(3) (Childcare Leave) Article 40-2 (Personal Development Leave) Article 40-3 (Spouse Accompaniment Leave)</p>
<p>Faculty members (annual salary)</p>	<p>Article 15 (Mandatory Retirement Age) Article 16 (Reemployment) Article 39(3) (Childcare Leave) Article 59 (Retirement Allowance)</p>
<p>Special fixed-term faculty members</p>	<p>Article 8 (Promotion and Demotion) Article 11 (Move to New Place of Work) Article 15 (Mandatory Retirement Age) Article 16 (Reemployment) Article 38-2 (Special Incentive Leave) Article 39(3) (Childcare Leave) Article 40-2 (Personal Development Leave) Article 40-3 (Spouse Accompaniment Leave) Article 59 (Retirement Allowance)</p>

<p>Special fixed-term medical staff members at the hospital (technical staff members employed for a fixed term at expenses determined by the University and engaged in work related to medical treatment technique or nursing work; the same applies hereinafter)</p>	<p>Article 5(4) (Employment) Article 8 (Promotion and Demotion) Article 9(2) (Transfer) Article 10 (Temporary Transfer) Article 11 (Move to New Place of Work) Article 15 (Mandatory Retirement Age) Article 16 (Reemployment) Article 21 (Restriction on Employment with For-profit Enterprises after Voluntary Termination of Employment) Article 24 (Performance Evaluation) Article 35 (Discretionary Labor System for Professional Work) Article 38-2 (Special Incentive Leave) Article 39(3) (Childcare Leave) Article 40-2 (Personal Development Leave) Article 40-3 (Spouse Accompaniment Leave) Article 59 (Retirement Allowance)</p>
<p>Highly specialized staff members</p>	<p>Article 8 (Promotion and Demotion) Article 10 (Temporary Transfer) Article 11 (Move to New Place of Work) Article 15 (Mandatory Retirement Age) Article 16 (Reemployment) Article 38-2 (Special Incentive Leave) Article 39(3) (Childcare Leave) Article 40-2 (Personal Development Leave) Article 40-3 (Spouse Accompaniment Leave) Article 59 (Retirement Allowance)</p>
<p>Reemployed staff members (meaning retired persons, etc. who are reemployed; the same applies hereinafter)</p>	<p>Article 5 (Employment) Article 10 (Temporary Transfer) Article 12 (Administrative Leave) Article 15 (Mandatory Retirement Age) Article 16 (Reemployment) Article 24 (Performance Evaluation) Article 29 (Restrictions on Concurrent Business) Article 35 (Discretionary Labor System for Professional Work) Article 38-2 (Special Incentive Leave) Article 39(3) (Childcare Leave) Article 40-2 (Personal Development Leave) Article 40-3 (Spouse Accompaniment Leave) Article 59 (Retirement Allowance)</p>

<p>Staff members with limited occupational field</p>	<p>Article 4 (Exclusion from Application) Article 8 (Promotion and Demotion) Article 9(2) (Transfer) Article 10 (Temporary Transfer) Article 11 (Move to New Place of Work) Article 12 (Administrative Leave) Article 15 (Mandatory Retirement Age) Article 21 (Restriction on Employment with For-profit Enterprises after Voluntary Termination of Employment) Article 24 (Performance Evaluation) Article 29 (Restrictions on Concurrent Business) Article 33 (System of Irregular Working Hours on Yearly Basis) Article 34 (Flexitime System) Article 35 (Discretionary Labor System for Professional Work) Article 37 (Sick Leave) Article 38 (Special Leave) Article 39(3) (Childcare Leave) Article 40-2 (Personal Development Leave) Article 40-3 (Spouse Accompaniment Leave) Article 59 (Retirement Allowance)</p>
<p>Temporary staff members (meaning persons employed for a fixed term of employment and engaged in work for the prescribed working hours of 7 hours and 45 minutes per day and 38 hours and 45 minutes per week; provided however that fixed-term faculty members, faculty members (annual salary), special fixed-term faculty members, special fixed-term medical staff members at the hospital, highly specialized staff members, reemployed staff members, and staff members with limited occupational field are excluded; the same applies hereinafter)</p>	<p>Article 4 (Exclusion from Application) Article 11 (Move to New Place of Work) Article 12 (Administrative Leave) Article 15 (Mandatory Retirement Age) Article 16 (Reemployment) Article 21 (Restriction on Employment with For-profit Enterprises after Voluntary Termination of Employment) Article 24 (Performance Evaluation) Article 29 (Restrictions on Concurrent Business) Article 33 (System of Irregular Working Hours on Yearly Basis) Article 34 (Flexitime System) Article 37 (Sick Leave) Article 38 (Special Leave) Article 39(3) (Childcare Leave) Article 40-2 (Personal Development Leave) Article 40-3 (Spouse Accompaniment Leave) Article 59 (Retirement Allowance)</p>

<p>Part-time staff members (meaning persons employed for a fixed term of employment and engaged in work for the prescribed working hours of less than 38 hours and 45 minutes per week; excluding reemployed staff members and staff members with limited occupational field; the same applies hereinafter)</p>	<p>Article 4 (Exclusion from Application) Article 11 (Move to New Place of Work) Article 12 (Administrative Leave) Article 15 (Mandatory Retirement Age) Article 16 (Reemployment) Article 21 (Restriction on Employment with For-profit Enterprises after Voluntary Termination of Employment) Article 24 (Performance Evaluation) Article 29 (Restrictions on Concurrent Business) Article 33 (System of Irregular Working Hours on Yearly Basis) Article 34 (Flexitime System) Article 35 (Discretionary Labor System for Professional Work) Article 37 (Sick Leave) Article 38 (Special Leave) Article 39(3) (Childcare Leave) Article 40-2 (Personal Development Leave) Article 40-3 (Spouse Accompaniment Leave) Article 59 (Retirement Allowance)</p>
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Appended Table 2 (Re: Article 60)

Persons concerned	Provisions excluded from application	Names of the regulations separately providing for the matters which are excluded from application of these Regulations, and the relevant provisions
Fixed-term faculty members	Article 12(1) (Administrative Leave)	Regulations of Employment of Fixed-term Faculty Members, Article 4
	Article 13 (Voluntary Termination of Employment)	Regulations of Employment of Fixed-term Faculty Members, Article 8
	Article 17(1) (Dismissal)	Regulations for Personnel Affairs of Faculty Members, Article 6
	Article 18 (Restriction on Dismissal)	Regulations of Employment of Fixed-term Faculty Members, Article 10
	Article 19 (Advance Notice of Dismissal)	Regulations of Employment of Fixed-term Faculty Members, Article 11
Faculty members (annual salary)	Article 12(1) (Administrative Leave)	Regulations of Employment of Fixed-term Faculty Members (Annual Salary), Article 5
	Article 13 (Voluntary Termination of Employment)	Regulations of Employment of Fixed-term Faculty Members (Annual Salary), Article 10
	Article 17(1) (Dismissal)	Regulations for Personnel Affairs of Faculty Members, Article 6
	Article 18 (Restriction on Dismissal)	Regulations of Employment of Fixed-term Faculty Members (Annual Salary), Article 12
	Article 19 (Advance Notice of Dismissal)	Regulations of Employment of Fixed-term Faculty Members (Annual Salary), Article 13
	Article 23 (Compensation)	Regulations of Employment of Fixed-term Faculty Members (Annual Salary), Article 8
Faculty members (special project) and faculty members (Inamori Frontier Program)	Article 12(1) (Administrative Leave)	Regulations of Employment of Special Fixed-term Faculty Members, Article 6
	Article 13 (Voluntary Termination of Employment)	Regulations of Employment of Special Fixed-term Faculty Members, Article 6
	Article 17(1) (Dismissal)	Regulations for Personnel Affairs of Faculty Members, Article 6
	Article 18 (Restriction on Dismissal)	Regulations of Employment of Special Fixed-term Faculty Members, Article 6
	Article 19 (Advance Notice of Dismissal)	Regulations of Employment of Special Fixed-term Faculty Members, Article 6
	Article 23 (Compensation)	Regulations of Employment of Special Fixed-term Faculty Members, Article 7
Special fixed-term medical staff members at the hospital	Article 12(1) (Administrative Leave)	Regulations of Employment of Special Fixed-term Administrative and Technical Staff Members, Article 6
	Article 13 (Voluntary Termination of Employment)	Regulations of Employment of Special Fixed-term Administrative and Technical

		Staff Members, Article 11
	Article 17(1) (Dismissal)	Regulations of Employment of Special Fixed-term Administrative and Technical Staff Members, Article 12
	Article 18 (Restriction on Dismissal)	Regulations of Employment of Special Fixed-term Administrative and Technical Staff Members, Article 13
	Article 19 (Advance Notice of Dismissal)	Regulations of Employment of Special Fixed-term Administrative and Technical Staff Members, Article 14
	Article 43(1) (Awards)	Regulations of Employment of Special Fixed-term Administrative and Technical Staff Members, Article 16
Highly specialized staff members	Article 12(1) (Administrative Leave)	Regulations of Employment of Highly Specialized Staff Members, Article 5
	Article 13 (Voluntary Termination of Employment)	Regulations of Employment of Highly Specialized Staff Members, Article 10
	Article 17(1) (Dismissal)	Regulations of Employment of Highly Specialized Staff Members, Article 11
	Article 18 (Restriction on Dismissal)	Regulations of Employment of Highly Specialized Staff Members, Article 12
	Article 19 (Advance Notice of Dismissal)	Regulations of Employment of Highly Specialized Staff Members, Article 13
	Article 23 (Compensation)	Regulations of Employment of Highly Specialized Staff Members, Article 4
Reemployed staff members	Article 13 (Voluntary Termination of Employment)	Regulations of Employment of Reemployed Staff Members, Article 6
	Article 17(1) (Dismissal)	Regulations of Employment of Reemployed Staff Members, Article 7
	Article 18 (Restriction on Dismissal)	Regulations of Employment of Reemployed Staff Members, Article 8
	Article 19 (Advance Notice of Dismissal)	Regulations of Employment of Reemployed Staff Members, Article 9
	Article 23 (Compensation)	Regulations of Employment of Reemployed Staff Members, Article 10
	Article 31 (Working Hours)	Regulations of Employment of Reemployed Staff Members, Article 11
	Article 36 (Annual Paid Leave)	Regulations of Employment of Reemployed Staff Members, Article 12
	Article 43(1) (Awards)	Regulations of Employment of Reemployed Staff Members, Article 13
Staff members with limited occupational field	Article 5 (4) (Employment)	Regulations of Employment of Staff Members with Limited Occupational Field, Article 3
	Article 13 (Voluntary Termination of Employment)	Regulations of Employment of Staff Members with Limited Occupational Field, Article 7
	Article 17(1) (Dismissal)	Regulations of Employment of Staff Members with Limited Occupational

		Field, Article 8
	Article 18 (Restriction on Dismissal)	Regulations of Employment of Staff Members with Limited Occupational Field, Article 9
	Article 19 (Advance Notice of Dismissal)	Regulations of Employment of Staff Members with Limited Occupational Field, Article 10
	Article 23 (Compensation)	Regulations of Employment of Staff Members with Limited Occupational Field, Article 11
	Article 31 (Working Hours)	Regulations of Employment of Staff Members with Limited Occupational Field, Article 12
	Article 36 (Annual Paid Leave)	Regulations of Employment of Staff Members with Limited Occupational Field, Article 13
	Article 43(1) (Awards)	Regulations of Employment of Staff Members with Limited Occupational Field, Article 15
Temporary staff members	Article 10 (Temporary Transfer)	Regulations of Employment of Temporary Staff Members, Article 3-2
	Article 13 (Voluntary Termination of Employment)	Regulations of Employment of Temporary Staff Members, Article 4
	Article 17(1) (Dismissal)	Regulations of Employment of Temporary Staff Members, Article 5
	Article 18 (Restriction on Dismissal)	Regulations of Employment of Temporary Staff Members, Article 6
	Article 19 (Advance Notice of Dismissal)	Regulations of Employment of Temporary Staff Members, Article 7
	Article 23 (Compensation)	Regulations of Employment of Temporary Staff Members, Article 8
	Article 36 (Annual Paid Leave)	Regulations of Employment of Temporary Staff Members, Article 10
	Article 43(1) (Awards)	Regulations of Employment of Temporary Staff Members, Article 12
Part-time staff members	Article 44(2) (Disciplinary Action)	Regulations of Employment of Temporary Staff Members, Article 16
	Article 13 (Voluntary Termination of Employment)	Regulations of Employment of Part-time Staff Members, Article 4
	Article 17(1) (Dismissal)	Regulations of Employment of Part-time Staff Members, Article 5
	Article 18 (Restriction on Dismissal)	Regulations of Employment of Part-time Staff Members, Article 6
	Article 19 (Advance Notice of Dismissal)	Regulations of Employment of Part-time Staff Members, Article 7
	Article 23 (Compensation)	Regulations of Employment of Part-time Staff Members, Article 8
	Article 31 (Working Hours)	Regulations of Employment of Part-time Staff Members, Article 9

	Article 36 (Annual Paid Leave)	Regulations of Employment of Part-time Staff Members, Article 10
	Article 38-2 (Special Incentive Leave)	Regulations of Employment of Part-time Staff Members, Article 11-2
	Article 43(1) (Awards)	Regulations of Employment of Part-time Staff Members, Article 12
	Article 44(2) (Disciplinary Action)	Regulations of Employment of Part-time Staff Members, Article 16
	Article 54(1) (Business Trips)	Regulations of Employment of Part-time Staff Members, Article 17

Appended Table 3 (Re: Article 61)

Persons concerned	Provisions excluded from application
Among employees who were fixed-term faculty members, those whose labor contracts have been converted to labor contracts without fixed term pursuant to the provisions of Article 2, paragraph (3) (hereinafter referred to as "fixed-term faculty members (converted to contracts without fixed term)")	Article 5 (Employment) Article 6 (Probationary Period) Article 8 (Promotion and Demotion) Article 11 (Move to New Place of Work) Article 16 (Reemployment) Article 38-2 (Special Incentive Leave) Article 39(3) (Childcare Leave) Article 40-2 (Personal Development Leave) Article 40-3 (Spouse Accompaniment Leave)
Among employees who were faculty members (annual salary), those whose labor contracts have been converted to labor contracts without fixed term pursuant to the provisions of Article 2, paragraph (3) (hereinafter referred to as "fixed-term faculty members (annual salary) (converted to contracts without fixed term)")	Article 5 (Employment) Article 6 (Probationary Period) Article 16 (Reemployment) Article 39(3) (Childcare Leave) Article 59 (Retirement Allowance)
Among employees who were special fixed-term faculty members, those whose labor contracts have been converted to labor contracts without fixed term pursuant to the provisions of Article 2, paragraph (3) (hereinafter referred to as "special fixed-term faculty members (converted to contracts without fixed term)")	Article 5 (Employment) Article 6 (Probationary Period) Article 8 (Promotion and Demotion) Article 11 (Move to New Place of Work) Article 16 (Reemployment) Article 38-2 (Special Incentive Leave) Article 39(3) (Childcare Leave) Article 40-2 (Personal Development Leave) Article 40-3 (Spouse Accompaniment Leave) Article 59 (Retirement Allowance)

<p>Among employees who were special fixed-term medical staff members at the hospital, those whose labor contracts have been converted to labor contracts without fixed term pursuant to the provisions of Article 2, paragraph (3) (hereinafter referred to as "special fixed-term medical staff members at the hospital (converted to contracts without fixed term)")</p>	<p>Article 5 (Employment) Article 6 (Probationary Period) Article 8 (Promotion and Demotion) Article 9 (2) (Transfer) Article 10 (Temporary Transfer) Article 11 (Move to New Place of Work) Article 21 (Restriction on Employment with For-profit Enterprises after Voluntary Termination of Employment) Article 35 (Discretionary Labor System for Professional Work) Article 38-2 (Special Incentive Leave) Article 39(3) (Childcare Leave) Article 40-2 (Personal Development Leave) Article 40-3 (Spouse Accompaniment Leave) Article 59 (Retirement Allowance)</p>
<p>Among employees who were highly specialized staff members, those whose labor contracts have been converted to labor contracts without fixed term pursuant to the provisions of Article 2, paragraph (3) (hereinafter referred to as "highly specialized staff members (converted to contracts without fixed term)")</p>	<p>Article 5 (Employment) Article 6 (Probationary Period) Article 8 (Promotion and Demotion) Article 10 (Temporary Transfer) Article 11 (Move to New Place of Work) Article 16 (Reemployment) Article 38-2 (Special Incentive Leave) Article 39(3) (Childcare Leave) Article 40-2 (Personal Development Leave) Article 40-3 (Spouse Accompaniment Leave) Article 59 (Retirement Allowance)</p>

<p>Among employees who were reemployed staff members, those whose labor contracts have been converted to labor contracts without fixed term pursuant to the provisions of Article 2, paragraph (3) (hereinafter referred to as "reemployed staff members (converted to contracts without fixed term)")</p>	<p>Article 5 (Employment) Article 6 (Probationary Period) Article 10 (Temporary Transfer) Article 12 (Administrative Leave) Article 15 (Mandatory Retirement Age) Article 16 (Reemployment) Article 24 (Performance Evaluation) Article 35 (Discretionary Labor System for Professional Work) Article 38-2 (Special Incentive Leave) Article 39(3) (Childcare Leave) Article 40-2 (Personal Development Leave) Article 40-3 (Spouse Accompaniment Leave) Article 59 (Retirement Allowance)</p>
<p>Among employees who were staff members with limited occupational field, those whose labor contracts have been converted to labor contracts without fixed term pursuant to the provisions of Article 2, paragraph (3) (hereinafter referred to as "staff members with limited occupational field (converted to contracts without fixed term)")</p>	<p>Article 4 (Exclusion from Application) Article 5 (Employment) Article 6 (Probationary Period) Article 8 (Promotion and Demotion) Article 9 (2) (Transfer) Article 10 (Temporary Transfer) Article 11 (Move to New Place of Work) Article 12 (Administrative Leave) Article 21 (Restriction on Employment with For-profit Enterprises after Voluntary Termination of Employment) Article 24 (Performance Evaluation) Article 29 (Restrictions on Dual Employment) Article 33 (System of Irregular Working Hours on Yearly Basis) Article 34 (Flexitime System) Article 35 (Discretionary Labor System for Professional Work) Article 37 (Sick Leave) Article 38 (Special Leave) Article 39(3) (Childcare Leave) Article 40-2 (Personal Development Leave)</p>

	<p>Article 40-3 (Spouse Accompaniment Leave) Article 59 (Retirement Allowance)</p>
<p>Among employees who were temporary staff members, those whose labor contracts have been converted to labor contracts without fixed term pursuant to the provisions of Article 2, paragraph (3) (hereinafter referred to as "temporary staff members (converted to contracts without fixed term)")</p>	<p>Article 4 (Exclusion from Application) Article 5 (Employment) Article 6 (Probationary Period) Article 11 (Move to New Place of Work) Article 12 (Administrative Leave) Article 21 (Restriction on Employment with For-profit Enterprises after Voluntary Termination of Employment) Article 24 (Performance Evaluation) Article 29 (Restrictions on Concurrent Business) Article 33 (System of Irregular Working Hours on Yearly Basis) Article 34 (Flextime System) Article 37 (Sick Leave) Article 38 (Special Leave) Article 39(3) (Childcare Leave) Article 40-2 (Personal Development Leave) Article 40-3 (Spouse Accompaniment Leave) Article 59 (Retirement Allowance)</p>

<p>Among employees who were part-time staff members, those whose labor contracts have been converted to labor contracts without fixed term pursuant to the provisions of Article 2, paragraph (3) (hereinafter referred to as "part-time staff members (converted to contracts without fixed term)")</p>	<p>Article 4 (Exclusion from Application) Article 5 (Employment) Article 6 (Probationary Period) Article 10 (Temporary Transfer) Article 11 (Move to New Place of Work) Article 12 (Administrative Leave) Article 16 (Reemployment) Article 21 (Restriction on Employment with For-profit Enterprises after Voluntary Termination of Employment) Article 24 (Performance Evaluation) Article 29 (Restrictions on Concurrent Business) Article 32 (System of Irregular Working Hours on Monthly Basis) Article 33 (System of Irregular Working Hours on Yearly Basis) Article 34 (Flextime System) Article 35 (Discretionary Labor System for Professional Work) Article 37 (Sick Leave) Article 38 (Special Leave) Article 39(3) (Childcare Leave) Article 40-2 (Personal Development Leave) Article 40-3 (Spouse Accompaniment Leave) Article 59 (Retirement Allowance)</p>
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Appended Table 4 (Re: Article 61)

Persons concerned	Provisions excluded from application	Names of the regulations separately providing for the matters which are excluded from application of these Regulations, and the relevant provisions
Fixed-term faculty members (converted to contracts without fixed term)	Article 12(1) (Administrative Leave)	Regulations of Employment of Fixed-term Faculty Members (Converted to Contracts Without Fixed Term), Article 4
	Article 13 (Voluntary Termination of Employment)	Regulations of Employment of Fixed-term Faculty Members (Converted to Contracts Without Fixed Term), Article 3
	Article 17(1) (Dismissal)	Regulations for Personnel Affairs of Faculty Members, Article 6
Faculty members (annual salary) (converted to contracts without fixed term)	Article 12(1) (Administrative Leave)	Regulations of Employment of Faculty Members (Annual Salary) (Converted to Contracts Without Fixed Term), Article 5
	Article 13 (Voluntary Termination of Employment)	Regulations of Employment of Faculty Members (Annual Salary) (Converted to Contracts Without Fixed Term), Article 3
	Article 17(1) (Dismissal)	Regulations for Personnel Affairs of Faculty Members, Article 6
	Article 23 (Compensation)	Regulations of Employment of Faculty Members (Annual Salary) (Converted to Contracts Without Fixed Term), Article 4
Among employees who were faculty members (special project) and faculty members (Inamori Frontier Program), those whose labor contracts have been converted to labor	Article 12(1) (Administrative Leave)	Regulations of Employment of Special Fixed-term Faculty Members (Converted to Contracts Without Fixed Term), Article 6
	Article 13 (Voluntary Termination of Employment)	Regulations of Employment of Special Fixed-term Faculty Members (Converted to Contracts Without Fixed Term), Article 4

contracts without fixed term pursuant to the provisions of Article 2, paragraph (3)	Article 17(1) (Dismissal)	Regulations for Personnel Affairs of Faculty Members, Article 6
	Article 23 (Compensation)	Regulations of Employment of Special Fixed-term Faculty Members (Converted to Contracts Without Fixed Term), Article 7
Special fixed-term medical staff members at the hospital (converted to contracts without fixed term)	Article 12(1) (Administrative Leave)	Regulations of Employment of Special Fixed-term Administrative and Technical Staff (Converted to Contracts Without Fixed Term), Article 8
	Article 13 (Voluntary Termination of Employment)	Regulations of Employment of Special Fixed-term Administrative and Technical Staff (Converted to Contracts Without Fixed Term), Article 4
	Article 43(1) (Awards)	Regulations of Employment of Special Fixed-term Administrative and Technical Staff (Converted to Contracts Without Fixed Term), Article 8
Highly specialized staff members (converted to contracts without fixed term)	Article 12(1) (Administrative Leave)	Regulations of Employment of Highly Specialized Staff (Converted to Contracts Without Fixed Term), Article 5
	Article 13 (Voluntary Termination of Employment)	Regulations of Employment of Highly Specialized Staff (Converted to Contracts Without Fixed Term), Article 3
	Article 23 (Compensation)	Regulations of Employment of Highly Specialized Staff (Converted to Contracts Without Fixed Term), Article 4
Reemployed staff members (converted to contracts without fixed term)	Article 13 (Voluntary Termination of Employment)	Regulations of Employment of Reemployed Staff (Converted to Contracts Without Fixed Term), Article 3
	Article 23 (Compensation)	Regulations of Employment of Reemployed Staff (Converted to Contracts Without Fixed Term), Article 4
	Article 31 (Working Hours)	Regulations of Employment of Reemployed Staff (Converted to Contracts Without Fixed Term), Article 5

	Article 36 (Annual Paid Leave)	Regulations of Employment of Reemployed Staff (Converted to Contracts Without Fixed Term), Article 5
	Article 43(1) (Awards)	Regulations of Employment of Reemployed Staff (Converted to Contracts Without Fixed Term), Article 5
Staff members with limited occupational field (converted to contracts without Fixed term)	Article 13 (Voluntary Termination of Employment)	Regulations of Employment of Staff with Limited Occupational Field (Converted to Contracts Without Fixed Term), Article 4
	Article 23 (Compensation)	Regulations of Employment of Staff with Limited Occupational Field (Converted to Contracts Without Fixed Term), Article 5
	Article 31 (Working Hours)	Regulations of Employment of Staff with Limited Occupational Field (Converted to Contracts Without Fixed Term), Article 6
	Article 36 (Annual Paid Leave)	Regulations of Employment of Staff with Limited Occupational Field (Converted to Contracts Without Fixed Term), Article 6
	Article 43(1) (Awards)	Regulations of Employment of Staff with Limited Occupational Field (Converted to Contracts Without Fixed Term), Article 6
Temporary staff members (converted to contracts without fixed term)	Article 10 (Temporary Transfer)	Regulations of Employment of Temporary Staff (Converted to Contracts Without Fixed Term), Article 6
	Article 13 (Voluntary Termination of Employment)	Regulations of Employment of Temporary Staff (Converted to Contracts Without Fixed Term), Article 3
	Article 15 (Mandatory Retirement Age)	Regulations of Employment of Temporary Staff (Converted to Contracts Without Fixed Term), Article 4
	Article 23 (Compensation)	Regulations of Employment of

		Temporary Staff (Converted to Contracts Without Fixed Term), Article 5
	Article 36 (Annual Paid Leave)	Regulations of Employment of Temporary Staff (Converted to Contracts Without Fixed Term), Article 6
	Article 43(1) (Awards)	Regulations of Employment of Temporary Staff (Converted to Contracts Without Fixed Term), Article 6
	Article 44(2) (Disciplinary Action)	Regulations of Employment of Temporary Staff (Converted to Contracts Without Fixed Term), Article 6
Part-time staff members (converted to contracts without fixed term)	Article 13 (Voluntary Termination of Employment)	Regulations of Employment of Part-time Staff (Converted to Contracts Without Fixed Term), Article 3
	Article 15 (Mandatory Retirement Age)	Regulations of Employment of Part-time Staff (Converted to Contracts Without Fixed Term), Article 4
	Article 23 (Compensation)	Regulations of Employment of Part-time Staff (Converted to Contracts Without Fixed Term), Article 5
	Article 31 (Working Hours)	Regulations of Employment of Part-time Staff (Converted to Contracts Without Fixed Term), Article 6
	Article 36 (Annual Paid Leave)	Regulations of Employment of Part-time Staff (Converted to Contracts Without Fixed Term), Article 6
	Article 38-2 (Special Incentive Leave)	Regulations of Employment of Part-time Staff (Converted to Contracts Without Fixed Term), Article 6
	Article 43(1) (Awards)	Regulations of Employment of Part-time Staff (Converted to Contracts Without Fixed Term), Article 6
	Article 44(2) (Disciplinary Action)	Regulations of Employment of Part-time Staff (Converted to Contracts Without Fixed Term), Article 6
	Article 54 (1) (Business Trips)	Regulations of Employment of Part-

		time Staff (Converted to Contracts Without Fixed Term), Article 6
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