

National University Corporation Kyushu University Rules for Working Hours, Leave, etc.
of Employees

Kyushu University Employment Regulation No. 19 of 2004

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Chapter I General Provisions

(Purpose)

Article 1 These Rules shall provide for working hours, leave and other matters relevant to employees working at National University Corporation Kyushu University (hereinafter referred to as the "University"), pursuant to the provisions of Article 31, paragraph (7), Article 32, paragraph (2), Article 33, paragraph (2), Article 34, paragraph (2), Article 35, paragraph (2), Article 36, paragraph (2), Article 37, paragraph (2), Article 38, paragraph (2), and Article 38-2, paragraph (2) of the National University Corporation Kyushu University General Regulations of Employment (Kyushu University Employment Regulation No.1 of 2004; hereinafter referred to as the "General Regulations of Employment").

Chapter II Working Hours

(Working Hours)

Article 2 An employee's working hours are the hours the employee actually works, excluding rest periods.

(Punctual Attendance)

Article 3 Employees must come to work by the prescribed start time of their respective work; provided, however, that employees to whom Articles 34 and 35 of the General Regulations of Employment apply come to work at the times they decide themselves.

(Management of Working Hours)

Article 4 The hours worked by employees are managed by records of working hours.

(Rest period)

Article 5 (1) A rest period of 45 minutes or more is provided during working hours which exceed six hours, and a rest period of one hour or more is provided during working hours which exceed 7 hours and 45 minutes.

(2) Employees may use their rest periods freely; provided, however, that when an employee leaves their workplace, the employee must inform other employees of where the employee goes and other matters.

(Exception to Providing Rest Periods Simultaneously)

Article 6 If it is impossible to provide the rest periods provided in the preceding Article simultaneously, the prescribed rest period may be advanced or delayed based on an agreement with a labor union organized by the majority of the employees at the workplace if there is such labor union, or with an employee representing a majority of the employees if there is no such labor union (the labor union and the employee representing a majority of the employees are hereinafter collectively referred to as the "representative employee").

(Start and End Times)

Article 7 (1) The start and end times, and the rest periods for employees provided depending on the actual conditions of their work and other matters pursuant to the provisions of Article 31, paragraph (3) of the General Regulations of Employment are as set forth in the following table:

Category	Start time	End time	Rest period
Work Shift I	8:45 am	5:30 pm	From 12:00 pm to 1:00 pm
Work Shift II	9:00 am	5:45 pm	From 12:00 pm to 1:00 pm
Work Shift III	9:15 am	6:00 pm	From 12:00 pm to 1:00 pm
Work Shift IV	9:30 am	6:15 pm	From 12:00 pm to 1:00 pm

(2) The start and end times, and the rest periods for employees are as set forth in the following table if these matters are changed in order to provide services to students at counters and other services:

Category	Start time	End time	Rest period
Irregular Work Shift I	8:30 am	5:15 pm	From 1:00 pm to 2:00 pm
Irregular Work Shift II	9:30 am	6:15 pm	From 1:00 pm to 2:00 pm

(3) Among employees, administrative staff and technical staff (limited to those to whom the Basic Salary Schedule for Regular Services (1) and the Basic Salary Schedule for Specialized Services in Special Work apply) may operate under staggered working hours (meaning the advancement or postponement of the starting and ending times on an individual employee's basis, to the extent that it does not interfere with the operation of duties; hereinafter the same).

(4) Notwithstanding the provisions of the preceding paragraph, those to whom the system of irregular working hours on monthly basis prescribed in the following Article is applied may not operate under staggered working hours.

(5) The starting and ending times, and the rest periods applicable where staggered working hours prescribed in paragraph (3) are operated shall be as set forth in the following table:

Category	Start time	End time	Rest period
Staggered Working Hours A	7:30 am	16:15 pm	From 12:00 pm to 1:00 pm

Staggered Working Hours B	7:45 am	16:30 pm	From 12:00 pm to 1:00 pm
Staggered Working Hours C	8:00 am	16:45 pm	From 12:00 pm to 1:00 pm
Staggered Working Hours D	8:15 am	17:00 pm	From 12:00 pm to 1:00 pm
Staggered Working Hours E	8:30 am	17:15 pm	From 12:00 pm to 1:00 pm
Staggered Working Hours F	8:45 am	17:30 pm	From 12:00 pm to 1:00 pm
Staggered Working Hours G	9:00 am	17:45 pm	From 12:00 pm to 1:00 pm
Staggered Working Hours H	9:15 am	18:00 pm	From 12:00 pm to 1:00 pm
Staggered Working Hours I	9:30 am	18:15 pm	From 12:00 pm to 1:00 pm

(6) Beyond what is provided in paragraph (1) through the preceding paragraph, the necessary matters relevant to changes to the start and end times, and the rest periods for employees are provided separately for each workplace.

(System of Irregular Working Hours on Monthly Basis)

Article 8 The system of irregular working hours on a monthly basis under the provisions of Article 32, paragraph (2) of the General Regulations of Employment is provided separately for each workplace.

(System of Irregular Working Hours on Yearly Basis)

Article 9 (1) If the provisions of Article 33 of the General Regulations of Employment apply, a written agreement is concluded with the representative employee.

(2) The system of irregular working hours on a yearly basis under the provisions of Article 33, paragraph (2) of the General Regulations of Employment is provided separately for each workplace.

(Flexitime System)

Article 10 (1) If the provisions of Article 34 of the General Regulations of Employment apply, a written agreement is concluded with the representative employee.

(2) If the hours actually worked fall short of the prescribed working hours, the shortage is settled within the extent of the statutory working hours in the following settlement period.

(3) Beyond what is provided in the preceding two paragraphs, the handling and other necessary matters relevant to the flexitime system are provided separately for each workplace.

(Discretionary Labor System for Professional Work)

Article 11 (1) If the provisions of Article 35 of the General Regulations of Employment apply, a written agreement is concluded with the representative employee.

(2) The prescribed working hours for one day are deemed to be 7 hours and 45 minutes.

(3) If an employee to whom the provisions of Article 35 of the General Regulations of Employment apply intends to work on a day off or late at night, the employee must obtain permission in advance.

(4) Beyond what is provided in the preceding three paragraphs, the handling and other necessary matters relevant to the discretionary labor system for professional work are provided separately for each workplace.

(Substitute Day Off)

Article 12 If an employee is ordered to attend work for operational reasons on a day that is provided as a day off, the employee is given advance notice and a working day within the one-month period that includes the day on which the employee is ordered to attend work is treated as a substitute day off.

(Deemed Working Hours of Employee Who Attends Work Away from Regular Workplace)

Article 13 (1) If an employee attends work away from the employee's regular workplace due to a business trip or training, or for other reasons, and it is difficult to calculate the employee's working hours, the number of hours worked is deemed to be the number of the prescribed working hours.

(2) If it is necessary for an employee to attend work provided in the preceding paragraph in excess of the employee's prescribed working hours, the number of hours worked is deemed to be the number of hours normally required to carry out that work.

(Night and Day Duty)

Article 14 (1) If monitoring or intermittent work is found necessary, an employee is ordered to attend night duty during off-duty hours, or night duty or day duty on a day off, with permission from the director of the Labor Standards Office.

(2) A night and day duty allowance to be paid to an employee who has attended night duty or day duty is provided by the National University Corporation Kyushu University Rules for Compensation of Employees (Kyushu University Employment Regulation No. 14 of 2004; hereinafter referred to as the "Rules for Compensation").

(3) Beyond what is provided in the preceding two paragraphs, the necessary matters relevant to night duty and day duty are provided by the National University Corporation Kyushu University Detailed Regulations for Night and Day Duty of Employees (Kyushu University Employment Regulation No. 32 of 2004).

(Work in Time of Emergency)

Article 15 If there is an extraordinary or urgent need due to a disaster or any other unavoidable grounds, employees may be ordered to attend work during off-duty hours or on a day off, with permission from the director of the Labor Standards Office, pursuant to the provisions of Article 33 of the Labor Standards Act (Act No. 49 of 1947); provided, however, that if it is impossible to obtain permission from the director of the Labor Standards Office in advance due to pressing circumstances, the notification to the director is to be made afterward.

(Overtime work and work on days off)

Article 16 If a written agreement is concluded with the representative employee and is submitted to the Labor Standards Office, the prescribed working hours are extended or employees are ordered to attend work on days off pursuant to the provisions of that agreement, notwithstanding the prescribed working hours or days off provided in Article 31 of the General Regulations of Employment or Articles 8 to 11 of these Rules.

Chapter III Leave

(Annual Paid Leave)

Article 17 The number of days of annual paid leave granted to employees provided in the proviso to Article 36, paragraph (1) of the General Regulations of Employment (excluding those employed as the University's employees continuously after serving as national public employees and other employees at public agencies through personal exchange or for other reasons) is as set forth in the following table according to the period of their service at the University during the relevant fiscal year. However, this shall not apply in cases where it is evident that the period of employment does not exceed six months.

Period of service	Number of days
Period of not more than 1 month	2 days
Period of more than 1 month and not more than 2 months	3 days
Period of more than 2 months and not more than 3 months	5 days
Period of more than 3 months and not more than 4 months	7 days
Period of more than 4 months and not more than 5 months	8 days
Period of more than 5 months and not more than 6 months	10 days
Period of more than 6 months and not more than 7 months	12 days
Period of more than 7 months and not more than 8 months	13 days
Period of more than 8 months and not more than 9 months	15 days
Period of more than 9 months and not more than 10 months	17 days
Period of more than 10 months and not more than 11 months	18 days
Period of more than 11 months and less than 1 year	20 days

(2) Notwithstanding the provisions of the preceding paragraph, in the case of employees for whom the period from the time of employment until the expiration of the term of employment exceeds six months, 20 days of annual paid leave are granted to them in the fiscal year following the fiscal year in which the date of employment falls and each subsequent year.

(3) When an employee intends to use annual paid leave, the employee applies for it by designating the time in advance; provided, however, that annual paid leave may be granted at a different time if the normal operation of the University's business would be interfered with.

(4) Notwithstanding the provisions of paragraph (3), for an employee who is granted ten days or more of annual paid leave pursuant to the provisions of Article 36, paragraph (1) of the General Regulations of Employment or paragraph (1) or (2) of this Article, the University designates in advance the time when the employee is to take annual paid leave within one year from the date of grant of the annual paid leave with regard to five days out of the total days of annual paid leave of the employee, while hearing an opinion from the employee and respecting that opinion, and has the employee use the annual paid leave; provided, however, that if the employee has used annual paid leave pursuant to the provisions of paragraph (3), the number of days on which annual paid leave has been used is deducted from the five days.

(5) If an employee does not use all or any of the days of annual paid leave newly granted for the relevant fiscal year, the remaining days may be carried over to the following fiscal year.

(6) Annual paid leave is used in units of a day or half-day; provided, however, that when a written agreement is concluded with the representative employee, annual paid leave may be used in hourly units pursuant to the provisions of that agreement.

(7) Annual paid leave is paid leave, and the regular salary payable for attendance at work for regular working hours is paid.

(Sick Leave)

Article 18 The period of sick leave is the minimum required period during which it is found unavoidable for an employee to be absent from work in order to receive medical treatment; provided, however, that the period of sick leave in cases other than the following cases (hereinafter referred to as "specified sick leave" in this Article) may not exceed 90 consecutive days, except for dates on which an employee has taken sick leave in the following cases or any other dates separately provided for (hereinafter referred to as the "exception dates" in this Article):

(i) if the employee has suffered an injury or disease resulting from an employment-related cause or from commuting; or

(ii) if the employee has been subject to ex-post facto measures concerning employees whose work must be restricted pursuant to the provisions of Articles 15 and 16 of the National University Corporation Kyushu University Rules for Safety and Health Management for Employees (Kyushu University Employment Regulation No. 23 of 2004).

(2) Notwithstanding the provisions of the preceding paragraph, an employee who has been placed on administrative leave due to the grounds set forth in Article 12, paragraph (1), item (i) of the General Regulations of Employment may not take specified sick leave for a period of eight consecutive days or more (limited to the period during which the prescribed number of working days is four days or more; hereinafter the same applies in this Article) due to the same injury or disease or an injury or disease that is found to have resulted from the same injury or disease, within one year after being reinstated.

(3) With regard to the application of the provisions of the proviso to paragraph (1), the following paragraph, and paragraph (5), if an employee who took specified sick leave for a period of eight consecutive days or more (including an employee for whom the periods of specified sick leave are deemed to be consecutive pursuant to the provisions of this paragraph) has taken specified sick leave again within a period from the date following the last day of the consecutive period of specified sick leave except for the exception dates, until the date on which the number of days on which the employee attended work for all the working hours assigned thereto per occasion of work (excluding the hours separately provided for) (hereinafter referred to as the "number of actual working days") reaches 20 days, the period of specified sick leave taken again and the period of specified sick leave taken immediately before that are deemed to be consecutive.

(4) If the period of specified sick leave taken by an employee has reached 90 consecutive days except for the exception dates, and, even after the date on which the period of specified sick leave has reached 90 days, it is found that it is necessary for the employee to continue to receive medical treatment for their injury or disease (limited to the case where the symptoms, etc. of the relevant injury or disease are clearly different from the symptoms, etc. of the injury or disease pertaining to specified sick leave that have existed within the period from the first day of the

period of specified sick leave until the date preceding the date on which the employee suffered the relevant injury or disease (hereinafter referred to as the "date of specified injury or disease " in this paragraph); hereinafter referred to as the "specified injury or disease" in this paragraph) and that it is unavoidable for the employee to be absent from work, the employee may also take specified sick leave for the specified injury or disease on or after the date following the date on which the period of specified sick leave has reached 90 days, notwithstanding the provisions of the proviso to paragraph (1). In this case, the period of specified sick leave on or after the date of specified injury or disease may not exceed 90 consecutive days except for the exception dates. (5) If the period of specified sick leave taken by an employee reaches 90 consecutive days except for the exception dates, and it is found that, within the period from the date following the date on which the period of specified sick leave reaches 90 days until the date on which the number of actual working days reaches 20 days, it has become necessary for the employee to receive medical treatment for their injury or disease having symptoms, etc. that are clearly different from the symptoms, etc. of the injury or disease pertaining to specified sick leave that have existed within the period of specified sick leave, and that it is unavoidable for the employee to be absent from work, the employee may, notwithstanding the provisions of the proviso to paragraph (1), take specified sick leave for the injury or disease having clearly different symptoms, etc. In this case, the period of specified sick leave may not exceed 90 consecutive days except for the exception dates.

(6) If the period of specified sick leave taken by an employee is expected to reach 90 consecutive days except for the exception dates, and only if it can be judged, after comprehensively taking into consideration the degree of recovery from the symptoms, the prospect for reinstatement, and other matters, and obtaining advice from an industrial physician, etc., that the employee will recover from the symptoms, etc. of the injury or disease pertaining to specified sick leave and will be able to be reinstated with certainty within 14 days from the date following the date on which the period of specified sick leave reaches 90 days, the employee may also take specified sick leave for the injury or disease on or after the date following the date on which the period of specified sick leave has reached 90 days, notwithstanding the provisions of the proviso to paragraph (1). In this case, the period of specified sick leave may not exceed 104 consecutive days except for the exception dates.

(7) With regard to the application of the provisions of the proviso to paragraph (1), and paragraph (2) through the preceding paragraph, the prescribed holidays of the University and other dates on which an employee is absent from work except for the dates of sick leave during the period of medical treatment are deemed to be dates on which the employee takes specified sick leave.

(8) Sick leave is paid leave, and the regular salary payable for attendance at work for regular working hours is paid; provided, however, that if the period of sick leave is extended for a long period, the basic salary provided in Article 13 of the Rules for Compensation may be reduced.

(Special Leave)

Article 19 (1) An employee who falls under any of the following items may take special leave; in this case, the period of special leave to be granted to the employee is the period set forth in the respective items:

- (i) if the employee exercises the right to vote or any other civil rights (excluding the exercise of

the right to stand for election), and it is found unavoidable for the employee to be absent from work: the period found necessary;

(ii) if the employee appears at the Diet, court, local government assembly or any other public agency as a *Saiban-in* (lay judge), witness, expert, person of reference, or others with similar duties, and it is found unavoidable for the employee to be absent from work: the period found necessary;

(iii) if the employee offers to register as a person who intends to be a bone marrow donor for bone-marrow transplantation or a peripheral blood stem cell donor for peripheral blood stem cell transplantation, with a person that handles the registration of the donors, or donates the employee's bone marrow for bone-marrow transplantation or peripheral blood stem cells for peripheral blood stem cell transplantation to a person other than the employee's spouse (including a person who has not registered marriage but is in a relationship similar to a de facto marital relationship with the employee; the same applies hereinafter), parents, children, or siblings, and it is found unavoidable for the employee to be absent from work in order to receive tests, stay at hospital or engage in other activities necessary for that offer or donation: the period found necessary;

(iv) if the employee engages in the following activities that contribute to society (excluding activities that result exclusively in supporting the employee's relatives) voluntarily and without compensation, and it is found reasonable for the employee to be absent from work: a period of up to five days in one fiscal year:

(a) activities, including distributing essential goods, to support victims in a devastated area where a significant disaster occurred due to an earthquake, storm, eruption and other situations or surrounding areas;

(b) activities at facilities mainly operated for the purpose of taking necessary measures for people who have physical or mental disabilities or people who suffer from injuries or diseases, such as care centers for people with physical disabilities and intensive care homes for the elderly; and

(c) in addition to the activities set forth in (a) and (b), activities to provide care or other support in performing daily activities for a person who consistently has difficulties performing daily activities due to physical or mental disabilities, injury or disease;

(v) if the employee gets married, and it is found reasonable for the employee to be absent from work in order to attend the wedding ceremony, wedding trip or any other events as found necessary for the marriage: a period of up to five consecutive days within the period from the day five days before the day of marriage until the day on which one month has passed since the day of marriage;

(vi) if the employee who brings up a child aged less than one year engages in breast-feeding or other acts as found necessary for providing childcare: twice a day for a period of 30 minutes each time;

(vii) if it is found reasonable for the employee to be absent from work in order to accompany his spouse to a hospital stay or engage in other activities as found necessary for her delivery of a child: a period of up to two days within the period from the day on which the employee's spouse is admitted to the hospital or to engage in other activities for the delivery of a child until the day on which two weeks have passed since the day of the delivery;

(viii) if the employee who brings up a child (including a child of the employee's spouse) of junior high school entry age applies for absence from work in order to nurse the child for any of the following reasons: a period of up to five days in one fiscal year if the employee has only one such child or a period of up to ten days in one fiscal year if the employee has two or more such children;

- (a) care for a child who is injured or ill;
- (b) accompany the child for vaccination or a health checkup;
- (c) care for the child during a class closure or similar situation due to an infectious disease;
- (d) attend the child's entrance or graduation ceremony;

(ix) if one of the employee's relatives (limited to the relatives set forth in the "Type of relative" column of the following table) dies, and it is found reasonable for the employee to be absent from work in order to attend the funeral, mourning or other events as found necessary upon the death of the relative: a period of up to the number of consecutive days set forth in the "Number of days" column of the same table according to the type of relative (if the employee visits a remote place to attend the funeral, the number of days required for a round trip is added):

Type of relative	Number of days
Spouse	7 days
Parent	
Child	5 days
Grandparent	3 days (or 7 days if the employee is an heir per stirpes of the deceased and succeeds to the equipment for rituals and other things)
Grandchild	1 day
Sibling	3 days
Uncle or aunt	1 day (or 7 days if the employee is an heir per stirpes of the deceased and succeeds to the equipment for rituals and other things)
Spouse of parent or parent of spouse	3 days (or 7 days if the deceased has shared living expenses with the employee)
Spouse of child or child of spouse	1 day (or 5 days if the deceased has been dependent on the employee for the cost of living)
Spouse of grandparent or grandparent of spouse	1 day (or 3 days if the deceased has shared living expenses with the employee)
Spouse of sibling or sibling of spouse	
Spouse of uncle or aunt	1 day

(x) if it is found reasonable for the employee to be absent from work in order to attend a special event in memory of the employee's parent (limited to such event held within 15 years after the death of the parent): a period of up to one day;

(xi) if it is found reasonable for the employee to be absent from work in order to attend events such as *Bon* during the summer season, maintain and promote the employee's physical and

mental health or enhance the employee's family life: a period of up to three consecutive days in principle excluding holidays, within the period between July and September (or between June and December in the case of employees assigned to the University Hospital (limited to those whom the University Hospital Director finds it necessary to grant special leave)) in one fiscal year;

(xii) if the employee's current residence is lost or damaged due to an earthquake, flood, fire or any other disaster, and it is found reasonable for the employee to be absent from work in order to carry out recovery work and other activities for the residence: a period of up to seven days;

(xiii) if it is found extremely difficult for the employee to come to work due to an earthquake, flood, fire or any other disaster or a transportation accident or for other reasons: the period found necessary;

(xiv) if it is found unavoidable for the employee to be absent from work in order to avoid physical danger during commuting at the time of an earthquake, flood, fire or any other disaster: the period found necessary;

(xv) if it is found reasonable for the employee to be absent from work during the period from the day six weeks before his spouse's estimated date of delivery (or 14 weeks before that date in the case of multiple pregnancy) until the day on which the child related to the childbirth reaches the age of one, in order to bring up the child delivered or a child (including the spouse's child) of pre-school age: a period of up to five days within that period; or

(xvi) if the employee applies for absence from work in order to provide nursing care any of the following persons who needs nursing care due to an injury, disease, or physical or mental disability constantly for a period of not less than two weeks (hereinafter referred to as a "subject family member"), accompany a subject family member to hospital or other places, make arrangements on behalf of a subject family member as necessary for the family member to receive nursing care services, or take care of a subject family member in other ways as necessary: a period of up to five days in one fiscal year if the employee has only one such subject family member, or a period of up to ten days in one fiscal year if the employee has two or more such subject family members:

- (a) spouse;
- (b) parent;
- (c) child;
- (d) parent of spouse; or
- (e) grandparent, sibling or grandchild.

(xvii) if it is found reasonable for the employee to be absent from work in order to visit a hospital, etc. for fertility treatment: a period of up to five days (or ten days if the visit to the hospital, etc. is for in-vitro fertilization or micro-insemination) in one fiscal year.

(2) Special leave is paid leave, and the regular salary payable for attendance at work for regular working hours is paid.

(Special Incentive Leave)

Article 19-2 (1) If an employee falls under either of the following items during a business year, the employee may take special incentive leave; in this case, the period of special incentive leave is up to five consecutive days in principle excluding holidays within that business year. However,

if during the relevant fiscal year, the employee is assigned to work under the direction of the head of another institution—based on a prior agreement on personnel exchange or an individual exchange contract with that institution—the period of leave shall, in principle, be taken as a continuous period of up to five days (excluding holidays) within the fiscal year following the end of the assignment:

- (i) the length of service reaches 20 years; or
- (ii) the length of service reaches 30 years.

(2) Special incentive leave is paid leave, and the regular salary payable for attendance at work for regular working hours is paid.

(Notification of Leave)

Article 20 (1) If an employee intends to take leave provided in Article 17 (excluding paragraph (4) of the same Article) to the preceding Article, the employee must notify the University in advance using the prescribed form; provided, however, that if the employee is unable to make notification in advance due to a disaster or any other unavoidable grounds, the employee may make notification afterward by stating the grounds.

(2) If an employee intends to take sick leave, the employee must submit a document showing the fact of their visit to a hospital; provided, however, that if an employee intends to take sick leave for a period of eight consecutive days or more (limited to the case where the prescribed number of working days during the period is four days or more) or intends to take sick leave for more than five days in one month, the employee must submit a physician's certificate in which the scheduled period of medical treatment is described.

(3) If the period of medical treatment described in the certificate referred to in the preceding paragraph is extended, the employee must submit another physician's certificate in which the scheduled period of medical treatment as extended is described.

(4) If an employee who has taken sick leave for a period exceeding one month in succession (calendar month) due to the same injury or disease returns to work after recovery, the employee must submit a physician's certificate of the employee's recovery from the injury or disease.

Chapter IV Approval for Absence from Work

(Approval for Absence from Work)

Article 21 If an employee falls under any of the following items and obtains approval in advance, the employee is not required to attend work for the period as found necessary:

- (i) the employee participates in union bargaining during working hours;
- (ii) the employee who is an expectant or nursing mother receives health guidance or a health checkup;
- (iii) when duties of the employee who is an expectant or nursing mother are found to affect the health of herself or the fetus, she does not attend work in order to mitigate commuting-related stress, take a rest, take administrative leave, or take a nutritional supplement; or
- (iv) the employee receives a comprehensive health checkup during working hours.

(2) The leave during the period set forth in the items of the preceding paragraph is paid leave, and the regular salary payable for attendance at work for regular working hours is paid.

Chapter V Miscellaneous Provisions

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

Article 22 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) of the General Regulations of Employment, the matters subject to the application of the provisions of these Rules with the replacement of relevant terms are treated as provided in Appended Table 1, the matters to which the provisions of these Rules shall not apply are treated as provided in Appended Table 2, and the matters to which the provisions of these Rules shall not apply but the provisions of other regulations provided therein shall apply are treated as provided in Appended Table 3.

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

Article 23 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) of the General Regulations of Employment, the matters subject to the application of the provisions of these Rules with the replacement of relevant terms are treated as provided in Appended Table 4, the matters to which the provisions of these Rules shall not apply are treated as provided in Appended Table 5, and the matters to which the provisions of these Rules shall not apply but the provisions of other regulations provided therein shall apply are treated as provided in Appended Table 6.

(Miscellaneous Provisions)

Article 24 Beyond what is provided in these Rules, the necessary matters relevant to the working hours, leave, etc. of employees working at the University are provided by the President separately.

Supplementary Provisions

1. These Rules come into effect as of April 1, 2004.
2. With regard to the matters set forth in the following items for which persons who have become employees of the University pursuant to the provisions of Article 4 of the Supplementary Provisions of the National University Corporation Act (Act No. 112 of 2003) (hereinafter referred to as "employees with continued status") have obtained approval or the like pursuant to the provisions of the Act on Working Hours, Leave, etc. for National Public Employees Engaged in Regular Services (Act No. 33 of 1994) or other related laws and regulations. (hereinafter referred to as the "Working Hours Act, etc.") before these Rules come into effect, if the date of the approval, etc. is April 1, 2004, or thereafter, prior regulations continue to govern even after these Rules come into effect:
 - (i) allocation of substitute weekly days off or the like.;
 - (ii) designation of a substitute day off;
 - (iii) approval for annual leave, sick leave, and special leave; and

(iv) approval for exemption from the obligation to devote attention to duty or the like

3. The numbers of days and hours of annual paid leave to which employees with continued status are granted as of April 1, 2004, are the numbers of days and hours as calculated by deducting the numbers of days and hours of annual leave they have used by March 31, 2004, from the numbers of days and hours of annual leave granted to them pursuant to the provisions of Working Hours Act, etc. and other rules on or before March 31, 2004.

Supplementary Provisions (Kyushu University Employment Regulation No. 50 of 2004)

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

Supplementary Provisions (Kyushu University Employment Regulation No. 3 of 2005)

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

Supplementary Provisions (Kyushu University Employment Regulation No. 21 of 2005)

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

Supplementary Provisions (Kyushu University Employment Regulation No. 4 of 2006)

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

Supplementary Provisions (Kyushu University Employment Regulation No. 28 of 2006)

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

Supplementary Provisions (Kyushu University Employment Regulation No. 18 of 2008)

These Rules come into effect as of April 1, 2009; provided, however, that the amended provisions of Article 19, paragraph (1), item (ii) come into effect as of May 21, 2009.

Supplementary Provisions (Kyushu University Employment Regulation No. 27 of 2009)

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

Supplementary Provisions (Kyushu University Employment Regulation No. 3 of 2010)

1. These Rules come into effect as of June 30, 2010.

2. Special leave granted under Article 19, paragraph (1), item (viii) prior to the amendment by these Rules is deemed to be special leave granted under Article 19, paragraph (1), item (viii) amended by these Rules.

Supplementary Provisions (Kyushu University Employment Regulation No. 24 of 2011)

These Rules come into effect as of April 1, 2012.

Supplementary Provisions (Kyushu University Employment Regulation No. 6 of 2012)

These Rules come into effect as of August 1, 2012.

Supplementary Provisions (Kyushu University Employment Regulation No. 23 of 2012)

These Rules come into effect as of April 1, 2013.

Supplementary Provisions (Kyushu University Employment Regulation No. 18 of 2013)
These Rules come into effect as of April 1, 2014.

Supplementary Provisions (Kyushu University Employment Regulation No. 18 of 2014)
These Rules come into effect as of April 1, 2015.

Supplementary Provisions (Kyushu University Employment Regulation No. 23 of 2016)
These Rules come into effect as of March 1, 2017.

Supplementary Provisions (Kyushu University Employment Regulation No. 3 of 2017)
These Rules come into effect as of June 1, 2017.

Supplementary Provisions (Kyushu University Employment Regulation No. 34 of 2017)
These Rules come into effect as of April 1, 2018.

Supplementary Provisions (Kyushu University Employment Regulation No. 32 of 2018)
These Rules come into effect as of April 1, 2019.

Supplementary Provisions (Kyushu University Employment Regulation No. 48 of 2020)

(1) These Rules come into effect as of April 1, 2021.

(2) The period during which an employee who is, when these Rules come into effect, actually taking sick leave due to a tuberculous disease pursuant to the provisions of Article 18 of the National University Corporation Kyushu University Rules for Working Hours, Leave, etc. of Employees prior to the amendment by these Rules may take sick leave for the disease is a period not exceeding one year in succession.

Supplementary Provisions (Kyushu University Employment Regulation No. 29 of 2021)
These Rules come into effect as of April 1, 2022.

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

Supplementary Provisions (Kyushu University Employment Regulation No. 54 of 2022)
These Rules come into effect as of April 1, 2023.

Supplementary Provisions (Kyushu University Employment Regulation No. 27 of 2023)

(1) These Rules come into effect as of April 1, 2024.

(2) Notwithstanding the provisions of Article 17, paragraph (5) of the National University Corporation Kyushu University Rules for Working Hours, Leave, etc. of Employees, as amended by these regulations, annual paid leave granted between January 1, 2023 and December 31, 2023 may be carried over until March 31, 2025, and annual paid leave granted between January 1, 2024 and March 31, 2024 may be carried over until March 31, 2026.

Supplementary Provisions (Kyushu University Employment Regulation No. 32 of 2024)
These Rules come into effect as of April 1, 2025.

Supplementary Provisions (Kyushu University Employment Regulation No. 41 of 2025)
These Rules come into effect as of April 1, 2026.

Appended Table 1 (Re: Article 22)

Persons concerned	Provisions subject to deemed replacement of terms	Terms to be replaced
Staff with limited occupational field	Article 20 (Notification of Leave)	The term "leave provided in Article 17 (excluding paragraph (4) of the same Article) to the preceding Article" is deemed to be replaced with "annual paid leave (excluding the provisions of Article 13, paragraph (4) of Regulations of Employment of Staff with Limited Occupational Field) and other leave."
Temporary staff	Article 20 (Notification of Leave)	The term "leave provided in Article 17 (excluding paragraph (4) of the same Article) to the preceding Article" is deemed to be replaced with "annual paid leave (excluding the provisions of Article 10, paragraph (4) of Regulations of Employment of Temporary Staff) and other leave."
Part-time staff	Article 20 (Notification of Leave)	The term "leave provided in Article 17 (excluding paragraph (4) of the same Article) to the preceding Article" is deemed to be replaced with "annual paid leave (excluding the provisions of Article 10, paragraph (6) of Regulations of Employment of Part-Time Staff) and other leave."

Appended Table 2 (Re: Article 22)

Persons concerned	Provisions excluded from application
Fixed-term faculty members	Article 19-2 (Special Incentive Leave)
Special fixed-term faculty members	Article 19-2 (Special Incentive Leave)
Special fixed-term administrative and technical staff	Article 11 (Discretionary Labor System for Professional Work) Article 19-2 (Special Incentive Leave)
Highly specialized staff	Article 19-2 (Special Incentive Leave)
Reemployed staff	Article 11 (Discretionary Labor System for Professional Work) Article 19-2 (Special Incentive Leave)
Staff with limited occupational field	Article 9 (System of Irregular Working Hours on Yearly Basis) Article 10 (Flexitime System) Article 11 (Discretionary Labor System for Professional Work)

	Article 18 (Sick Leave) Article 19 (Special Leave)
Temporary staff	Article 9 (System of Irregular Working Hours on Yearly Basis) Article 10 (Flexitime System) Article 18 (Sick Leave) Article 19 (Special Leave)
Part-time staff	Article 9 (System of Irregular Working Hours on Yearly Basis) Article 10 (Flexitime System) Article 11 (Discretionary Labor System for Professional Work) Article 18 (Sick Leave) Article 19 (Special Leave)

Appended Table 3 (Re: Article 22)

Persons concerned	Provisions excluded from application	Names of the regulations separately providing the matters relevant to the provisions excluded from application of these Rules, and the relevant provisions
Special fixed-term medical staff at the hospital	Article 16 (Overtime work and work on days off)	Regulations of Employment of Special Fixed-term Administrative and Technical Staff, Article 10
Highly specialized staff	Article 16 (Overtime work and work on days off)	Regulations of Employment of Highly Specialized Staff, Article 14
Reemployed staff	Article 16 (Overtime work and work on days off) Article 17 (Annual Paid Leave)	Regulations of Employment of Reemployed Staff, Article 11 Regulations of Employment of Reemployed Staff, Article 12
Staff with a limited occupational field	Article 16 (Overtime work and work on days off) Article 17 (Annual Paid Leave)	Regulations of Employment of Staff with limited Occupational Field, Article 12 Regulations of Employment of Staff with limited Occupational Field, Article 13
Temporary staff	Article 16 (Overtime work and work on days off) Article 17 (Annual Paid Leave)	Regulations of Employment of Temporary Staff, Article 9 Regulations of Employment of Temporary Staff, Article 10
Part-time staff	Article 16 (Overtime work and work on days off)	Regulations of Employment of Part-time Staff, Article 9

	Article 17 (Annual Paid Leave) Article 19-2 (Special Incentive Leave)	Regulations of Employment of Part-time Staff, Article 10 Regulations of Employment of Part-time Staff, Article 11-2
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Appended Table 4 (Re: Article 23)

Persons concerned	Articles subject to deemed replacement of terms	Terms to be replaced
Staff with limited occupational field (converted to contracts without fixed term)	Article 20 (Notification of Leave)	The term "leave provided in Article 17 (excluding paragraph (4) of the same Article) to the preceding Article" is deemed to be replaced with "annual paid leave (excluding the provisions of Article 13, paragraph (4) of Regulations of Employment of Staff with Limited Occupational Field) and other leave.
Temporary staff (converted to contracts without fixed term)	Article 20 (Notification of Leave)	The term "leave provided in Article 17 (excluding paragraph (4) of the same Article) to the preceding Article" is deemed to be replaced with "annual paid leave (excluding the provisions of Article 10, paragraph (4) of Regulations of Employment of Temporary Staff) and other leave.
Part-time staff (converted to contracts without fixed term)	Article 20 (Notification of Leave)	The term "leave provided in Article 17 (excluding paragraph (4) of the same Article) to the preceding Article" is deemed to be replaced with "annual paid leave (excluding the provisions of Article 10, paragraph (6) of Regulations of Employment of Part-Time Staff) and other leave.

Appended Table 5 (Re: Article 23)

Persons concerned	Provisions excluded from application
Fixed-term faculty members (converted to contracts without fixed term)	Article 19-2 (Special Incentive Leave)
Special fixed-term faculty members (converted to contracts without fixed term)	Article 19-2 (Special Incentive Leave)
Special fixed-term administrative and technical staff (converted to contracts without fixed term)	Article 11 (Discretionary Labor System for Professional Work) Article 19-2 (Special Incentive Leave)

Highly specialized staff (converted to contracts without fixed term)	Article 19-2 (Special Incentive Leave)
Reemployed staff (converted to contracts without fixed term)	Article 11 (Discretionary Labor System for Professional Work) Article 19-2 (Special Incentive Leave)
Staff with limited occupational field (converted to contracts without fixed term)	Article 9 (System of Irregular Working Hours on Yearly Basis) Article 10 (Flexitime System) Article 11 (Discretionary Labor System for Professional Work) Article 18 (Sick Leave) Article 19 (Special Leave)
Temporary staff (converted to contracts without fixed term)	Article 9 (System of Irregular Working Hours on Yearly Basis) Article 10 (Flexitime System) Article 18 (Sick Leave) Article 19 (Special Leave)
Part-time staff (converted to contracts without fixed term)	Article 8 (System of Irregular Working Hours on Monthly Basis) Article 9 (System of Irregular Working Hours on Yearly Basis) Article 10 (Flexitime System) Article 11 (Discretionary Labor System for Professional Work) Article 18 (Sick Leave) Article 19 (Special Leave)

Appended Table 6 (Re: Article 23)

Persons concerned	Provisions excluded from application	Names of the regulations separately providing the matters relevant to the provisions excluded from application of these Rules, and the relevant provisions
Special fixed-term administrative and technical staff (excluding special fixed-term medical staff at the hospital) (converted to contracts without fixed term)	Article 16 (Overtime work and work on days off) Article 17 (Annual Paid Leave)	Regulations of Employment of Special Fixed-term Administrative and Technical Staff (Converted to Contracts Without Fixed Term), Article 8 Regulations of Employment of Special Fixed-term Administrative and Technical Staff (Converted to

		Contracts Without Fixed Term), Article 8
Special fixed-term medical staff at the hospital (converted to contracts without fixed term)	Article 16 (Overtime work and work on days off)	Regulations of Employment of Special Fixed-term Administrative and Technical Staff (Converted to Contracts Without Fixed Term), Article 8
Highly specialized staff (converted to contracts without fixed term)	Article 16 (Overtime work and work on days off)	Regulations of Employment of Highly Specialized Staff (Converted to Contracts Without Fixed Term), Article 5
Reemployed staff (converted to contracts without fixed term)	Article 16 (Overtime work and work on days off) Article 17 (Annual Paid Leave)	Regulations of Employment of Reemployed Staff (Converted to Contracts Without Fixed Term), Article 5 Regulations of Employment of Reemployed Staff (Converted to Contracts Without Fixed Term), Article 5
Staff with limited occupational field (converted to contracts without fixed term)	Article 16 (Overtime work and work on days off) Article 17 (Annual Paid Leave)	Regulations of Employment of Staff with limited Occupational Field, Article 11 Regulations of Employment of Staff with limited Occupational Field, Article 12
Temporary staff (converted to contracts without fixed term)	Article 16 (Overtime work and work on days off) Article 17 (Annual Paid Leave)	Regulations of Employment of Temporary Staff (Converted to Contracts Without Fixed Term), Article 6 Regulations of Employment of Temporary Staff (Converted to Contracts Without Fixed Term), Article 6

<p>Part-time staff (converted to contracts without fixed term)</p>	<p>Article 16 (Overtime work and work on days off)</p> <p>Article 17 (Annual Paid Leave)</p> <p>Article 19-2 (Special Incentive Leave)</p>	<p>Regulations of Employment of Part-time Staff (Converted to Contracts Without Fixed Term), Article 6</p> <p>Regulations of Employment of Part-time Staff (Converted to Contracts Without Fixed Term), Article 6</p> <p>Regulations of Employment of Part-time Staff (Converted to Contracts Without Fixed Term), Article 6</p>
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