

National University Corporation Kyushu University Rules for Administrative Leave of Employees

Kyushu University Employment Regulation No.11 of 2004

Established: April 1, 2004

Last amended: March 26, 2026

(Kyushu University Employment Regulation No.24 of 2025)

(Purpose)

Article 1 These Rules shall provide for the period, procedure and other matters relevant to administrative leave of employees working at National University Corporation Kyushu University (hereinafter referred to as the "University"), pursuant to the provisions of Article 12, 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").

(Status while on Administrative Leave)

Article 2 Although an employee on administrative leave still retains the status as an employee, the employee does not attend to their duties during the period of the administrative leave.

(Period of Administrative Leave)

Article 3 (1) The period of administrative leave is as set forth in the right-hand column of the following table according to the categories of the respective items of the Article 12, paragraph (1) of the General Regulations of Employment set forth in the left-hand column of the same table. The period may be extended if necessary from the date on which an employee is placed on administrative leave until the period expires:

Grounds for administrative leave	Period of administrative leave
Item (i)	The University provides a period not exceeding two years (three years in cases where a fixed-term faculty member takes administrative leave due to an injury or disease resulting from an employment-related cause or from commuting) depending on the degree of necessity of recuperation.
Item (ii)	A period during which the case that is the cause of administrative leave is pending before the court.
Item (iii)	The University provides a period not exceeding three years as necessary for each case.
Item (v)	

Item (ix)	
Item (iv)	The University provides a period not exceeding five years as necessary for each case.
Item (vi)	
Item (x)	
Item (vii)	A period during which an employee is on temporary transfer based on a personnel exchange agreement, or the like.
Item (viii)	A period during which an employee is permitted to engage exclusively in the work of a labor union.

(2) With regard to the period of administrative leave on the grounds set forth in Article 12, paragraph (1), item (i) of the General Regulations of Employment, if an employee is placed on administrative leave again within one year after being reinstated due to the same injury or disease or an injury or disease that is found to have resulted from the same injury or disease, the period of administrative leave due to the relevant injury or disease before and after the reinstatement are aggregated, except when the University finds it particularly necessary.

(Reinstatement)

Article 4 (1) When the grounds for administrative leave cease to exist, the relevant employee shall be reinstated promptly, unless the employee resigns, is dismissed, or is placed on administrative leave for other reasons.

(2) When the period of administrative leave expires, the relevant employee shall be reinstated automatically.

(Procedure for Administrative Leave due to Disease)

Article 4-2 Placement on administrative leave under the provisions of Article 12, paragraph (1), item (i) of the General Regulations of Employment, the extension of the period of the administrative leave, and the reinstatement after the administrative leave shall be determined by the head of the department which the employee taking the leave (hereinafter referred to as the “employee on leave”) belongs, based on the diagnosis by a physician and the opinions of the University’s occupational physician, the person in a supervisory position over the duties of the employee on leave, and the person in charge of personnel affairs of the relevant department.

(Compensation during Administrative Leave)

Article 5 (1) If an employee is placed on administrative leave under the provisions of Article 12, paragraph (1), item (i) of the General Regulations of Employment due to an injury or disease resulting from an employment-related cause or from commuting, the fixed-term faculty member is paid the full amount of compensation (if the fixed-term faculty member receives compensation for absence from work under the provisions of Article 76 of the Labor Standards Act

(Act No.49 of 1947), temporary absence from work compensation benefits under the provisions of Article 14 of the Industrial Accident Compensation Insurance Act (Act No. 50 of 1947), temporary absence from work benefits under the provisions of Article 22-2 of the latter Act, and other benefits: excluding the amount equivalent to the amount of the compensation, etc.) during the period of the administrative leave.

(2) If an employee falls under the grounds set forth in Article 12, paragraph (1), item (ii) of the General Regulations of Employment and is placed on administrative leave, the employee may be paid an amount not exceeding 60 percent of each among the basic salary, dependent allowance, area allowance, area adjustment allowance, allowance for wide-area personnel changes, and housing allowance (hereinafter referred to as the "basic salary, etc."), provided in the National University Corporation Kyushu University Rules for Compensation of Employees (Kyushu University Employment Regulation No.14 of 2004; hereinafter referred to as the "Compensation Rules") during the period of the administrative leave.

(3) If an employee falls under the grounds set forth in Article 12, paragraph (1), items (iii) through (vi), (ix), and (x) of the General Regulations of Employment and is placed on administrative leave, the employee is paid the basic salary, etc., cold district allowance, and end-of-term allowance each at the rate provided in the following items according to the grounds for administrative leave referred to respectively in these items, during the period of the administrative leave:

- (i) if the employee falls under Article 12, paragraph (1), items (iii) through (vi), and (ix) of the General Regulations of Employment (excluding the case where the employee falls under items (iii)): not exceeding 70 percent;
- (ii) if the employee falls under Article 12, paragraph (1), item (vi) of the General Regulations of Employment, and it is determined that the amount of remuneration paid by the receiving organization for the service during such dispatch is low: more than 70 percent but not exceeding 100 percent;
- (iii) if the employee falls under Article 12, paragraph (1), items (ix) of the General Regulations of Employment and is found to have suffered a disaster resulting from an employment-related cause or from commuting: 100 percent; or
- (iv) if the employee falls under Article 12, paragraph (1), items (x) of the General Regulations of Employment: a rate provided individually depending on the grounds for administrative leave.

(4) If an employee to whom the provisions of the preceding paragraph apply voluntarily terminates employment or is dismissed within one month prior to the base date for the end-of-term allowance which is included in the period for payment of compensation, the employee is paid the end-of-term allowance at the rate referred to in the respective paragraph; provided, however, that no end-of-term allowance is paid if the employee becomes an employee set forth in Article 30, paragraph (2), item (ii)(b) of the Compensation Rules during the period after the voluntary termination of employment until the base date.

(5) An employee who is on administrative leave is paid no compensation except under the provisions of the preceding paragraphs.

(Administrative Leave Against an Employee's Will)

Article 6 (1) An employee who falls under the grounds set forth in Article 12, paragraph (1), items (i), (ii), and (ix) of the General Regulations of Employment may be placed on administrative leave against the employee's will.

(2) If an employee is placed on administrative leave against the employee's will, the employee is provided with a written explanation stating the grounds for administrative leave at the time of placement on administrative leave.

(Treatment of Employees for Fixed Term)

Article 7 Among the matters relevant to the treatment of employees who are employed for a fixed term pursuant to the provisions of Article 2, paragraph (2) of the General Regulations of Employment, 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 1.

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

Article 8 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 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 2.

Supplementary Provisions

1. These Rules come into effect as of April 1, 2004.
2. With respect to a person who became an employee 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), and who had been placed on administrative leave prior to the enforcement of this Regulation pursuant to the provisions of the National Public Service Act (Act No. 120 of 1947) or other relevant laws and regulations, and whose period of such administrative leave extends beyond April 1, 2004, such administrative leave shall be deemed to have been granted under the corresponding provisions of this Regulation. In such case, the period of administrative leave of the relevant person shall be until the day designated as the end of the administrative leave period prior to the enforcement of this Rule.
3. With respect to an employee whose salary is reduced and paid pursuant to paragraph (6) of the Supplementary Provisions of the Kyushu University Employee Salary Regulations, the amount to be reduced shall be as specified respectively in the following items according to the categories of provisions set forth therein:

- (a) Article 5, paragraph (1): the amount specified in each item of paragraph (6) of the said Supplementary Provisions;
- (b) Article 5, paragraph (2) or (3): the amount obtained by multiplying the amount specified in items (i) through (v) of paragraph (6) of the said Supplementary Provisions by a rate not exceeding 80 percent;
- (c) Article 5, paragraph (4): the amount obtained by multiplying the amount specified in items (i) through (iv) of paragraph (6) of the said Supplementary Provisions by a rate not exceeding 60 percent;
- (d) Article 5, paragraph (5), item (i): the amount obtained by multiplying the amount specified in items (i) through (v) of paragraph (6) of the said Supplementary Provisions by a rate not exceeding 70 percent;
- (e) Article 5, paragraph (5), item (ii): the amount obtained by multiplying the amount specified in items (i) through (v) of paragraph (6) of the said Supplementary Provisions by a rate exceeding 70 percent but not exceeding 100 percent;
- (f) Article 5, paragraph (5), item (iii): the amount obtained by multiplying the amount specified in items (i) through (v) of paragraph (6) of the said Supplementary Provisions by a rate of 100 percent;
- (g) Article 5, paragraph (5), item (iv): the amount individually specified according to the grounds for administrative leave;
- (h) Article 5, paragraph (6): the amount obtained by multiplying the amount specified in item (v) of paragraph (6) of the said Supplementary Provisions by the rate pertaining to the salary payable to the relevant employee pursuant to the provisions of Article 5, paragraph (6).

Supplementary Provisions (Kyushu University Employment Regulation No. 16 of 2005)

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

Supplementary Provisions (Kyushu University Employment Regulation No. 22 of 2006)

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

Supplementary Provisions (Kyushu University Employment Regulation No. 3 of 2009)

These Rules come into effect as of June 1, 2009.

Supplementary Provisions (Kyushu University Employment Regulation No. 21 of 2009)

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

2. (Omitted)

Supplementary Provisions (Kyushu University Employment Regulation No. 16 of 2010)

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

Supplementary Provisions (Kyushu University Employment Regulation No. 10 of 2011)

These Rules come into effect as of November 1, 2011.

Supplementary Provisions (Kyushu University Employment Regulation No. 20 of 2011)

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

Supplementary Provisions (Kyushu University Employment Regulation No. 22 of 2012)

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

Supplementary Provisions (Kyushu University Employment Regulation No. 24 of 2021)

These Rules come into effect as of April 1, 2022.

Supplementary Provisions (Kyushu University Employment Regulation No. 53 of 2022)

These Rules come into effect as of April 1, 2023.

Supplementary Provisions (Kyushu University Employment Regulation No. 37 of 2023)

These Regulations come into effect as of April 1, 2024, and apply from April 1, 2023.

Supplementary Provisions (Kyushu University Employment Regulation No. 24 of 2025)

1. These Rules come into effect as of April 1, 2026 (hereinafter referred to as the “effective date”).

2. Notwithstanding the provisions of the amended National University Corporation Kyushu University Rules for Administrative Leave of Employees (hereinafter referred to as the “New Rules”) pursuant to this Rule, with respect to an employee who had been placed on administrative leave by the day preceding the effective date under Article 12, paragraph (1), item (i) of the National University Corporation Kyushu University General Regulations of Employment (Kyushu University Employment Regulation No.1 of 2004) (excluding an employee who was placed on administrative leave due to an injury or disease arising in the course of duties or in the course of commuting), and who, after the enforcement of this Rule, continues to be on administrative leave due to the same injury or disease or an injury or disease recognized as arising from the same cause, or who is again placed on administrative leave within one year after reinstatement, the period of administrative leave and the salary during such leave as provided in Article 3 and Article 5 of the New Rules shall remain governed by the previous provisions.

Appended Table 1 (Re: Article 7)

Persons concerned	Provisions excluded from application	Names of the regulations separately providing the matters which are excluded from application of these Regulations, and the relevant provisions
Fixed-term faculty members	Article 3 (Period of Administrative Leave) Article 4-2 (Procedure for Administrative Leave due to Disease) Article 5 (Compensation during Administrative Leave) Article 6 (Administrative Leave Against an Employee's Will)	National University Corporation Kyushu University Regulations of Employment of Fixed-term Faculty Members, Article 5 National University Corporation Kyushu University Regulations of Employment of Fixed-term Faculty Members, Article 5-2 National University Corporation Kyushu University Regulations of Employment of Fixed-term Faculty Members, Article 6 National University Corporation Kyushu University Regulations of Employment of Fixed-term Faculty Members, Article 7
Faculty member (annual salary)	Article 3 (Period of Administrative Leave) Article 4-2 (Procedure for Administrative Leave due to Disease) Article 5 (Compensation during Administrative Leave) Article 6 (Administrative Leave Against an Employee's Will)	National University Corporation Kyushu University Regulations of Employment of Faculty Members (Annual Salary), Article 6 National University Corporation Kyushu University Regulations of Employment of Faculty Members (Annual Salary), Article 7 National University Corporation Kyushu University Regulations of Employment of Faculty Members (Annual Salary), Article 8 National University Corporation Kyushu University Regulations of Employment of Faculty Members (Annual Salary), Article 9
Special fixed-term faculty members	Article 3 (Period of Administrative Leave) Article 4-2 (Procedure for Administrative Leave due to Disease) Article 5 (Compensation during Administrative Leave) Article 6 (Administrative	National University Corporation Kyushu University Regulations of Employment of Special Fixed-term Faculty Members, Article 6 National University Corporation Kyushu University Regulations of Employment of Special Fixed-term Faculty Members, Article 6 National University Corporation Kyushu University Regulations of Employment of Special Fixed-term Faculty Members, Article 6 National University Corporation Kyushu University Regulations of

	Leave Against an Employee's Will)	Employment of Special Fixed-term Faculty Members, Article 6
Special fixed-term medical staff members at the hospital	Article 3 (Period of Administrative Leave) Article 4-2 (Procedure for Administrative Leave due to Disease) Article 5 (Compensation during Administrative Leave) Article 6 (Administrative Leave Against an Employee's Will)	Regulations of Employment of Special Fixed-term Administrative and Technical Staff Members, Article 7 Regulations of Employment of Special Fixed-term Administrative and Technical Staff Members, Article 8 Regulations of Employment of Special Fixed-term Administrative and Technical Staff Members, Article 9 Regulations of Employment of Special Fixed-term Administrative and Technical Staff Members, Article 10

Appended Table 2 (Re: Article 8)

Persons concerned	Provisions excluded from application	Names of the regulations separately providing 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 3 (Period of Administrative Leave) Article 4-2 (Procedure for Administrative Leave due to Disease) Article 5 (Compensation during Administrative Leave) Article 6 (Administrative Leave Against an Employee's Will)	Regulations of Employment of Fixed-term Faculty Members (Converted to Contracts Without Fixed Term), Article 4 Regulations of Employment of Fixed-term Faculty Members (Converted to Contracts Without Fixed Term), Article 4 Regulations of Employment of Fixed-term Faculty Members (Converted to Contracts Without Fixed Term), Article 4 Regulations of Employment of Fixed-term Faculty Members (Converted to Contracts Without Fixed Term), Article 4
Faculty members (annual salary) (converted to contracts without fixed term)	Article 3 (Period of Administrative Leave) Article 4-2 (Procedure for Administrative Leave due to Disease) Article 5 (Compensation	Regulations of Employment of Faculty Members (Annual Salary) (Converted to Contracts Without Fixed Term), Article 5 Regulations of Employment of Faculty Members (Annual Salary) (Converted to Contracts Without Fixed Term), Article 5 Regulations of Employment of Faculty Members (Annual Salary)

	during Administrative Leave) Article 6 (Administrative Leave Against an Employee's Will)	(Converted to Contracts Without Fixed Term), Article 5 Regulations of Employment of Faculty Members (Annual Salary) (Converted to Contracts Without Fixed Term), Article 5
Special fixed-term faculty members (converted to contracts without fixed term)	Article 3 (Period of Administrative Leave) Article 4-2 (Procedure for Administrative Leave due to Disease) Article 5 (Compensation during Administrative Leave) Article 6 (Administrative Leave Against an Employee's Will)	Regulations of Employment of Special Fixed-term Faculty Members (Converted to Contracts Without Fixed Term), Article 6 Regulations of Employment of Special Fixed-term Faculty Members (Converted to Contracts Without Fixed Term), Article 6 Regulations of Employment of Special Fixed-term Faculty Members (Converted to Contracts Without Fixed Term), Article 6 Regulations of Employment of Special Fixed-term Faculty Members (Converted to Contracts Without Fixed Term), Article 6
Special fixed-term medical staff members at the hospital (converted to contracts without fixed term)	Article 3 (Period of Administrative Leave) Article 4-2 (Procedure for Administrative Leave due to Disease) Article 5 (Compensation during Administrative Leave) Article 6 (Administrative Leave Against an Employee's Will)	Regulations of Employment of Special Fixed-term Administrative and Technical Staff (Converted to Contracts Without Fixed Term), Article 6 Regulations of Employment of Special Fixed-term Administrative and Technical Staff (Converted to Contracts Without Fixed Term), Article 6 Regulations of Employment of Special Fixed-term Administrative and Technical Staff (Converted to Contracts Without Fixed Term), Article 6 Regulations of Employment of Special Fixed-term Administrative and Technical Staff (Converted to Contracts Without Fixed Term), Article 6