

## NATIONAL UNIVERSITY CORPORATION HOKKAIDO UNIVERSITY EMPLOYEE WORKING HOURS, BREAK TIMES, HOLIDAYS, AND LEAVE REGULATIONS

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### Chapter 1 General Provisions

#### (Purpose)

Article 1 This *Regulation* is intended to provide for necessary matters regarding working hours, break times, holidays, and leave for employees (hereinafter referred to as "employees") working at Hokkaido University (hereinafter referred to as the "University") based on *Rules* pertaining in the provision of Article 37 of the *National University Corporation Hokkaido University Employment Rules* (HU Doc. No. 85 of 2004; hereinafter referred to as "*Employment Rules*").

### Chapter 2 Working Hours, Break Times, Holidays, and Leave, etc.

#### (Prescribed Labor Hours)

Article 2 The prescribed labor hours shall be 7 hours and 45 minutes per day, or 38 hours and 45 minutes per week, excluding break times.

#### (Working Hours and Break Times)

Article 3(1) The starting, finishing, and break times (hereinafter, collectively referred to as the "prescribed working hours") shall be as prescribed in Appended Table 1.

(2) Where necessary, the University may modify the prescribed working hours, to the extent the modified hours do not exceed the prescribed labor hours per day.

(3) Pursuant to the provisions of Article 26 of the *National University Corporation Hokkaido University Employee Child Care Leave / Nursing Care Leave etc. Regulations* (HU Doc. No. 96 of 2004) (hereinafter referred to as the "*Child and Nursing Care Leave etc. Regulations*"), employees who provide care to their pre-elementary schools children or who provide care to their family members requiring care may set their starting and ending times earlier or later (hereinafter referred to as 'Early Arrival / Late Arrival Work Hours) without changing the total prescribed labor hours per day.

(Break Times)

Article 4(1) The University provides break times of 45 minutes during the prescribed labor hours per day.

(2) Where necessary, break times may be taken in shifts, in accordance under the agreement with a labor union formed by over half of the employees or representing person of the employee majority when there is not a labor union formed by over half of the employees (hereinafter referred to as the "*Labor-Management Agreement*"), based on the proviso of Article 34(2) of the *Labor Standards Act* (No. 49 of 1947; hereinafter referred to as the "*Labor Standards Act*").

(3) Employees are free to use their break times as they wish.

Article 5 Deleted

(Holidays)

Article 6(1) Employees are given holidays on the days set forth below:

- (i) Saturdays and Sundays
  - (ii) Holidays that are provided in the *National Holidays Act* (No. 178 of 1984).
  - (iii) December 29 to January 3 of the following year
  - (iv) Any days designated by the University in addition to the above
- (2) Where holidays cannot be set stipulated in the items of the preceding paragraph can be designated as holidays within the limit of the number of holidays per week shall be determined separately.

(Substitute Holidays)

Article 7(1) Where necessary, the holidays stipulated in the preceding Article may be substituted by alternate days of the week to which those holidays belong (a week runs from Sunday to Saturday).

- (2) When holidays are substituted as stipulated in the preceding paragraph, it shall be specified in advance and as much as possible take account the preference of employee.
- (3) The procedure for substitute holidays shall be logged into the holiday substitution sheet.

(Substitute Day Off)

Article 8(1) Where the substitution of holidays under the provisions of the preceding Article cannot be made due to work circumstances, a substitute day off may be designated and granted later.

- (2) When substituting a day off as stipulated in the preceding paragraph, it shall be specified beforehand, and as much as possible, be in accordance with employee's wishes.
- (3) The procedure for substitute day off shall be logged into the substitute day off sheet.

(Work Outside of the Usual Work Site)

Article 9(1) If there is a business necessity, the University may order employees to work at another site apart from their usual work site.

(2) Employees ordered to work as in the preceding paragraph shall be considered to have worked during the

prescribed labor hours if it is difficult to calculate the working hours.

(Overtime Work)

Article 10(1) If there is a business necessity, the University may order employees to extend their working hours or work on holidays (hereinafter referred to as “overtime work”) as prescribed in the Labor-Management Agreement under the provisions of Article 36(1) of the *Labor Standards Act*, notwithstanding the provisions of Article 2 or Article 6.

(2) When overtime work is instructed stipulating the preceding paragraph and working hours per day exceed eight hours, there shall be an hour of break time (including break placed in the middle of the prescribed labor hours per day).

(3) Where the University can extend the working hours in accordance with the provisions of paragraph (1), with respect to employees who have a child under the age of three and object to such extension, the work hours must be limited to the prescribed labor hours pursuant to the provisions of Article 23-2 of the *Child and Nursing Care Leave etc. Regulations*.

(4) Where the University can extend the working hours in accordance with the provisions of paragraph (1), with respect to employees who have a pre-elementary school child or provide care to their family members requiring care and object to such extension, the working hours must be limited to the prescribed working hours pursuant to the provisions of Article 24 of the *Child and Nursing Care Leave etc. Regulations*.

(5) Where female employee who are pregnant or within the first year after delivering a child request, there shall be no work according to paragraph (1) or work between the hours of 10 p.m. through 5 a.m. (hereinafter referred to as "late-night work").

(Work During Times of Disaster)

Article 11 Where temporarily necessary on account of certain unavoidable circumstance such as disaster, etc., employees may be instructed to work overtime.

(Day and Night Shifts)

Article 12(1) Where necessary, employee may be instructed to work during the hours outside of the prescribed working hours for the day or engage in a daytime or nighttime shift on holidays.

(2) Necessary matters concerning the content, hours, and other aspects of work referred to in the preceding paragraph are provided for separately.

(Daily Sheet)

Article 13 Employees shall arrive by the starting time and affix their seal to the work attendance record they report to work for the day.

(Tardiness, Leaving Early, and Absences)

Article 14 When employee arrive late, leaves early, is absent, or leaves the University for personal need during

working hours, they must give prior notice to their head of their organization and obtain permission. However, when prior notice is not given for reasons, they still must give notice to their head of their organization later and obtain permission.

### **Chapter 3 Exceptions to Working Hours**

#### **(Monthly-Unit Modified Labor Hours System)**

Article 15(1) If there is a business necessity for employees to work in special patterns, a modified labor hours system based on monthly units that start on the first of the month shall apply.

(2) Working hours and break times of employees to whom the provisions of the preceding paragraph apply shall be as follows:

- (i) The prescribed labor hours shall average no more than 38 hours and 45 minutes per week in any one month.
- (ii) Employees subject to the monthly-unit modified labor hours system, and the prescribed working hours for each day, shall be as in Appended Table 2. However, if there is a business necessity or other situation that makes it unavoidable, the prescribed working hours for each day can be moved forward or back.
- (iii) Each person shall be notified on their prescribed working hours for each day with a working hours schedule sheet (hereinafter referred to as “work schedule”) at least seven days in advance of the start of the month.
- (iv) In principle, the work schedule of the previous item shall be made in one-month units.

(3) Holidays of employees to whom the provisions of paragraph (1) apply shall be as follows:

- (i) Over the course of the month, employees under the modified labor hours system shall have the same number of holidays as employees not under it, and they shall be notified of holidays by the work schedule of the preceding paragraph, item (iii).
- (ii) The holidays of the previous item shall number at least one day in each week (from Sunday to Saturday).
- (iii) If it is unavoidable because of a business necessity, the University can transfer a holiday of which employees were previously notified to another day.

#### **(Modified Labor Hours System Based on Four-Week Units)**

Article 15-2(1) Among employees who need to work under special circumstances on account of their work duties, in cases where adopting one-month units as the modified working period would hinder the work, a modified labor hours system employing four-week units shall be adopted, with the start date reckoned from May 1, 2005.

(2) Working hours and break times for persons to which the stipulations of the preceding paragraph are adopted shall be as follows:

- (i) When averaged over a four-week period, the prescribed labor hours in a given week shall be 38 hours and 45 minutes.
- (ii) The prescribed working hours and the employees targeted for the modified labor hours system based on four-week units shall be as stipulated separately in Appended Table 2-2. In cases where the work circumstances or other unavoidable circumstances so dictate, the prescribed working hours for each day may

be shifted upward or downward.

- (iii) Notification of the daily prescribed working hours for a given individual shall be provided at least seven days prior to the starting date of each modified period by means of the work schedule.
- (iv) The work schedules described in the preceding item shall be prepared every four weeks.
- (3) Holidays for persons for which the stipulations of paragraph (1) are adopted shall be as prescribed below.
  - (i) Through a four-week period, the number of holidays assigned shall be the same as that for someone outside the modified labor hours system; notification thereof shall be via the Work Schedule of item (iii) in the preceding paragraph.
  - (ii) In any given week, the number of holidays as stipulated in the preceding item shall be not less than one day.
  - (iii) If absolutely dictated on account of the employee's work duties, a previously scheduled holiday may need to be switched to another day.

(Discretionary Work Routine)

Article 16(1) With respect to faculty engaged in teaching and research (this is restricted to those who are primarily engaged in research), a *Labor-Management Agreement* shall be put in place based on Article 38-3 of the *Labor Standards Act*, pursuant to which a discretionary work routine for specialized work shall apply.

- (2) The basic prescribed working hours for employees who fall under the provisions of the preceding paragraph shall be as set forth in Appended Table 3. Furthermore, changes to the prescribed working hours on account of the need to accomplish one's assignments shall be undertaken flexibly, and the prescribed working hours shall be left to the discretion of employees whom the discretionary work routine for specialized is applied.
- (3) Holidays shall be as referred to in the provisions of Article 6.
- (4) Where employee work on holidays or engage in late-night work, they must obtain prior permission from head of their organization.
- (5) The provisions of the preceding paragraph (4) shall not apply to employees who are subject to shortened prescribed labor hours set forth in the article immediately following.

(Shortened Working Hours, etc.)

Article 17 Employees who need to provide care to a child or a family member are eligible to take Child Care Leave, Nursing Care Leave, and shortened prescribed labor hours for the day or week in accordance with the *Child and Nursing Care Leave etc. Regulations*.

## Chapter 4 Leave

(Types of Leave)

Article 18 The leave of employees shall consist of paid annual leave, sick leave, and special leave.

(Paid Annual Leave)

Article 19(1) Paid annual leave shall constitute leave provided over a single calendar year as reckoned from January 1 to December 31 (hereinafter referred to in this article as "a single year"). The number of days of paid

annual leave that may be taken in a single year shall be in accordance with the employee categories described in the items below.

- (i) For Employees other than those described in items (ii)-(iv) below : 20 days.
  - (ii) Employees newly hired in the middle of the year or employees who resign due to the expiration of their term of office: the number of days set forth in Appended Table 4 according to the employee's employment term during said year (hereinafter referred to in this article as the "basic number of days").
  - (iii) In the case of someone serving as an employee of an independent administrative institution, another national university corporation, or the government at either the local or national level, who then subsequently becomes newly employed employee in the year in question: while regarding the employee as having become a new employee on the day of the transfer of employment, the number of days obtained by subtracting—from the number of days described in Appended Table 4—leave corresponding to the paid annual leave used up until the day before they became a continuous employee or the number of days of paid annual leave (in cases where there are partial days, the number of days is rounded off; likewise in the following item). However, if the stipulated number of days does not reach the basic number of days, then the basic number of days shall be applied.
  - (iv) For someone who had been a transfer employee the year preceding the year in question and subsequently became a new employ in the year in question, or for someone who had been an employee in the previous year, then became a transfer employee, and subsequently became an employee once again: the period in office as a transfer employee as well as the residual number of days of leave corresponding to the paid annual leave for that period in office shall be taken into account; and the number of days to be applied shall be obtained by subtracting the number of days of paid annual leave or the leave corresponding to the paid annual leave used up until the point that person became an employee from the number of days obtained by adding, to twenty days, the residual number of days of paid annual leave or the leave corresponding to the paid annual leave in the year preceding the year in question. (In the case of partial days, such fractions are discarded; and if said number of days exceeds twenty days, then twenty days is used.) However, if the stipulated number of days does not reach the basic number of days, then the basic number of days shall be applied.
- (2) Notwithstanding the provisions in the preceding items (ii), in a year when the employee vacates their post on account of their term of office expiring in the middle of said year, then if said number of days does not satisfy the standard number of days prescribed in the *Labor Act*, the number of days of paid annual leave shall be the standard number of days prescribed in the *Labor Act*.
- (3) With respect to the number of days of paid annual leave granted, the University shall determine any necessary matters beyond that which is prescribed in paragraph (2).

#### (Effective Period of Paid Annual Leave)

Article 20(1) Paid annual leave may be carried forward to a subsequent year up to a maximum of twenty days.

- (2) The effective period for paid annual leave shall be up until the end of the year following that in which said leave was granted.

(Designation and Change Regarding the Time of Paid Annual Leave)

Article 21 Where the employee wish to take paid annual leave, they shall designate the time in advance and give notice to head of their organization using the designated form. However, with cause late notice can be given.

(2) The University may change the time of the designated leave, where the normal operation of activities might be impeded by granting paid annual leave at the designated time in accordance with the preceding paragraph.

(3) Notwithstanding the provisions of paragraph (1), where the *Labor-Management Agreement* based on Article 39(5) of the *Labor Standards Act* provides for the time of leave, paid annual leave shall be granted accordingly.

(Units of Paid Annual Leave)

Article 22 The unit of paid annual leave shall be in principle per day.

(Sick Leave)

Article 23(1) In cases where it is felt that an employee must seek medical treatment or recuperate due to an injury or illness, and as a result has no choice but to take time off from work, then the amount of time granted as sick leave shall be the minimum time needed therefore. However, the period for sick leave in cases other than those stipulated below (in this Article, Article 25, and Article 26, hereinafter referred to as "special sick leave") shall, in principle, not exceed ninety consecutive days after excluding the number of days of sick leave attributable to the cases described below (this includes days that the employee does not work for a part of the prescribed working hours on a given day other than holidays, substitute holidays, and other sick leave days within the recuperation period associated with the illness or injury for which said medical leave is taken; in this article, hereinafter referred to as "excluded days").

- (i) When working would be exceedingly difficult on account of menstruation.
- (ii) When one has been injured or contracted an illness during work or while commuting.
- (iii) When one is receiving treatment based on the results of a health examination as prescribed in Article 51(2) of the Regulations.

(2) Notwithstanding the provisions in the preceding paragraph, in cases where—within one year after having been reinstated following a leave of absence owing to reasons given in Article 15(1) (i) of the *Regulations*—an employee petitions for special sick leave on account of the same illness or an illness recognized as having originated from said illness, then unless there are exigent circumstances, the University shall not approve of such sick leave exceeding a one-month period (including holidays).

(3) With regards to the proviso of paragraph (1) and the adoption of Regulations in the following paragraph and in paragraph (5), in cases where an employee (including employees for whom it is considered that the period of special sick leave due to the provisions of this paragraph are seen to operate consecutively) who took special sick leave for a period of eight consecutive days or greater (excluding cases where the number of prescribed work days during said period is three days or less) once again took special sick leave during the period between the day following the last day of the period of special sick leave taken consecutively excepting excluded days up to the day where the number of days for which the employee worked the prescribed working hours (in paragraph (5), referred

to as the "number of full work days") reaches twenty days, said subsequent period of special sick leave and the previous period of special sick leave shall be regarded as having been taken consecutively. (In cases where there is a Child Care Leave component or other time prescribed in Article 10 of the *Child and Nursing Care Leave etc. Regulations* (herein referred to as "child care time") then out of the prescribed working hours, said working hours constitutes working hours other than child care time.)

(4) In cases where the period of special sick leave taken reaches ninety days consecutively when excluding Excluded Days, if on the day following the day said leave reaches ninety days, there continues to be a need to recuperate on account of the injury or illness and it is recognized that the employee cannot avoid missing work, then irrespective of the proviso stipulated in paragraph (1), on days on or following the day where said leave reached ninety days, it may be possible to approve of the special sick leave for said special injury. (Herein, symptoms of said injury or illness are limited to symptoms of illness or injury that are clearly different from symptoms of illness or injury experienced or contracted during the period extending from the first day of said taken special sick leave up to the day before the day on which said new injury or illness occurred (in this paragraph, hereinafter referred to as the "day of special injury, etc.")). In this case, the period of the special sick leave following the day of the special injury etc. in principle may not exceed ninety consecutive days excluding excluded days.

(5) In cases where the period of special sick leave taken reaches ninety days consecutively when excluding excluded days, during the period from when the day following the day ninety days was reached up to the day when the number of actual working days reaches twenty days, if—on account of an illness or injury that is clearly different from the symptoms of illness or injury experienced during the special sick leave in the period of special sick leave taken account of said illness—a need to recuperate arises and it is acknowledged that the employee simply cannot work, then irrespective of the proviso of paragraph (1), approval may be granted for special sick leave pertaining to said injury or illness. In this case, the period of said special sick leave may not in principle exceed ninety days excluding excluded days.

(6) With respect to the application of stipulations in the proviso of paragraph (1) and in the provisions of paragraph (3) up to the previous paragraph, holidays, substitute holidays, and other days that the employee does not work other than days of sick leave during the period of medical treatment or recuperation (including days that the employee does not work for a part of the prescribed working hours on a given day) shall be regarded as days for which special sick leave was taken.

#### (Special Leave and Special Leave Period)

Article 24 Where employees fall under any of the requirements in Appended Table 5, the University will grant special leave.

#### (Procedures for Sick Leave and Special Leave)

Article 25(1) When wishing to take special leave (excluding Postnatal Maternity Leave), employees must give notice to the head of their organization in advance using the designated form; however, in the event of unavoidable circumstances, later application can be granted with the reasons for delay attached.

(2) For petitions for Prenatal Maternity Leave, Postnatal Maternity Leave, and Health Counseling Leave, the head



of their organization may request to see the employee's maternity record book.

(3) In cases where the sick leave exceeds one week (including holidays), the employee must make a petition while attaching, in a prescribed manner, a doctor's medical certificate in which is recorded the period of medical treatment or recuperation expected. The same is true in cases where, having exceeded that expected period of medical treatment, further medical treatment or recuperation is required.

(4) If the sum total number of days for which special sick was taken during the month prior to the start date of the special sick leave associated with the petition exceeds five days, a doctor's medical certificate indicating the expected recuperation period for the special sick leave associated with said petition may be requested.

(5) Once employees who have been approved for sick leave on the basis of the recuperation period indicated in the doctor's medical certificate become able to resume work, they must present a medical certificate indicating the day that they can resume work.

(6) In cases where the medical certificate of the above paragraph (3) is not presented, or if, judging from the contents of the medical certificate that was presented, it is not absolutely clear that the employee cannot perform their duties, or in other cases where such may be required, a medical examination by a resident doctor of this University shall be requested.

(7) In cases where the employee petitions for special leave, such petition shall be made by attaching, in the prescribed manner, documentation that can confirm the reasons for the petition, the time period of special leave, and other matters, as needed.

(Units of Sick Leave and Special Leave)

Article 26(1) The units for sick leave and special leave shall be one-day, one-hour, or one-minute, as needed. However, with respect to the calculation of the period for special sick leave, as well as for the handling of the number of days of Volunteer Leave, Marriage Leave, Bereavement Leave, Summer Leave, and Disaster Recovery Leave, in cases where the leave taken amounted to hours or minutes, such leave shall be treated as one day.

(2) In cases where the leave taken was measured in hours and minutes, 7 hours and 45 minutes shall be viewed as one day.

## **Chapter 5 Supplementary Rules**

Article 27 Other matters necessary for the enforcement of these *Regulations* shall be prescribed by the University President.

Supplementary Provisions

(1) These *Regulations* come into force on April 1, 2004.

(2) As for the period for which approval has already been granted for paid annual leave, sick leave, and special leave scheduled to be taken after April 1, 2004 up until the day that these *Regulations* come into force at the University, subsequent to the day the *Regulations* come into force, paid annual leave, sick leave, and special leave based on the provisions of these *Regulations* shall be regarded as having been approved by the University.

(3) The number of days of paid annual leave remaining up until the day prior to that when these *Regulations* come into force shall be carried forward on the day of *Regulation* enforcement.

Supplementary Provisions (HU Doc. No. 75 of April 1, 2005)

These *Regulations* come into force on April 1, 2005.

Supplementary Provisions (HU Doc. No. 195 of July 1, 2005)

These *Regulations* come into force on July 1, 2005.

Supplementary Provisions (HU Doc No. 229 of October 24, 2005)

These *Regulations* come into force on October 24, 2005, and will apply from October 1, 2005. However, portions of the *Regulations* pertaining to the Graduate School of Engineering, the Graduate School of Information Sciences, and the Department of Engineering in the revised version of Appended Table 1 shall be applied starting April 1, 2005.

Supplementary Provisions (HU Doc. No. 4 of February 24, 2006)

These *Regulations* come into force on March 1, 2006.

Supplementary Provisions (HU Doc. No. 41 of April 1, 2006)

These *Regulations* come into force on April 1, 2006.

Supplementary Provisions (HU Doc. No. 157 of September 22, 2006)

(1) These *Regulations* come into force on September 22, 2006.

(2) The *Regulations* in the Appended Table 5 and the column of applicable employees in Appended Table 2.2 revised based on these *Regulations* come into force on April 1, 2006. The *Regulations* of the revised Appended Table 2.1 come into force on July 1, 2006. The *Regulations* in the column for work periods, break times, and rest periods of revised Appended Table 2.2 shall be applied starting September 17 2006.

Supplementary Provisions (HU Doc. No. 184 of December 15, 2006)

These *Regulations* come into force on January 1, 2007.

Supplementary Provisions (HU Doc. No. 73 of April 1, 2007)

These *Regulations* come into force on April 1, 2007.

Supplementary Provisions (HU Doc. No. 42 of April 1, 2008)

These *Regulations* come into force on April 1, 2008.

Supplementary Provisions (HU Doc. No. 138 of October 1, 2008)

These *Regulations* come into force on October 1, 2008.

Supplementary Provisions (HU Doc. No. 63 of April 1, 2009)

These *Regulations* come into force on April 1, 2009. However, amended provisions on items pertaining to leave for witnesses stipulated in Appended Table 5 come into force on May 21, 2009.

Supplementary Provisions (HU Doc. No. 13 of March 25, 2010)

These *Regulations* come into force on March 25, 2010.

Supplementary Provisions (HU Doc. No. 28 of March 29, 2010)

These *Regulations* come into force on April 1, 2010. However, the amended provisions in Article 10 shall be enforced starting June 30, 2010.

Supplementary Provisions (HU Doc. No. 203 of July 1, 2010)

These *Regulations* come into force on July 1, 2010.

Supplementary Provisions (HU Doc. No. 255 of October 1, 2010)

These *Regulations* come into force on April 1, 2010.

Supplementary Provisions (HU Doc. No. 73 of April 1, 2011)

(1) These *Regulations* come into force on April 1, 2011.

(2) The *Regulations* of the revised versions of Article 21(1) and (3) through (6) shall be applied to sick leave taken following the date of enforcement of these *Regulations*.

Appended Table 1 (Re: Article 3(1))

Target Employees		Working Hours	Break Times	
Employees to which the <i>Employment Rules</i> apply (excluding those employees described in the following paragraph).		8:30 - 17:00	12:15 - 13:00	
Out of the employees to which these <i>Employment Rules</i> apply, those who must take substitute break times in accordance with the <i>Labor-Management Agreement</i> .		8:30 - 17:00	Based on the break times agreed to in accordance with the <i>Labor-Management Agreement</i> .	
Target Employees	Work Shift	Work Status	Working Hours	Break Times
General Affairs and Planning Department, Public Relations Section employees working at the Hokkaido University Information Center	Day Shift	A	8:30 - 17:00	12:15 - 13:00
		B	8:00 - 16:30	11:00 - 11:45
		C	9:00 -	12:00 - 12:45

			17:30	
<p>Academic Affairs Department, Student Support Division employees, serving as section counselors, accounting personnel, student support planners, or financial aid advisors;</p> <p>Employees working in the Academic Affairs Department Career Center;</p> <p>Medical System Administration General Affairs Division employees ordered to work as Medical School Affairs personnel and Graduate School Affairs personnel;</p> <p>Administration Division, Health Sciences Department of the School of Medicine employees ordered to work in Academic Affairs;</p> <p>Academic Affairs Division, Administration Department; School of Engineering employees ordered to work as section counselors, department personnel, graduate school personnel, and student services personnel;</p> <p>Media and Tourism Faculty Administration employees ordered to work in Academic Affairs;</p> <p>Hakodate Campus Administration employees ordered to work as Academic Affairs personnel or Student Affairs personnel;</p> <p>Employees ordered to work in the Office of International Affairs, Division of International Services</p>	Day Shift	A	8:30 - 17:00	12:15 - 13:00
		B	9:45 - 18:15	13:15 - 14:00
<p>Finance Department, Procurement Division employees working in the Delivery Receipt Center Day Shift</p>	Day Shift	A	8:45 - 17:15	11:45 - 12:30
		B	9:45 - 18:15	12:30 - 13:15
<p>Employees working in the Academic Affairs Division of the Academic Affairs Department</p>	Day Shift	A	8:30 - 17:00	12:15 - 13:00
		B	9:45 - 18:15	13:15 - 14:00
		C	12:30 - 21:00	16:15 - 17:00
<p>Physical and Life Science Department, Academic Affairs Division employees ordered to work as section counselors (in charge of student affairs), educational affairs personnel, and graduate school education personnel.</p> <p>Among employees in the Hokkaido University Hospital Medical Examination and Treatment Support Department, those to whom the modified labor hours system cannot be applied.</p>	Day Shift	A	8:30 - 17:00	12:15 - 13:00
		B	9:30 - 18:00	13:15 - 14:00
<p>University Library Administration employees working in the Facilities Utilization Support Section</p>	Day Shift	A	8:30 - 17:00	12:15 - 13:00
		B	8:45 - 17:15	12:15 - 13:00
		C	13:45 - 22:15	18:45 - 19:30
<p>Faculty of Science</p> <p>Technical staff, in charge of overall education and special education, as well as technical staff working in the High-Resolution Nuclear Magnetic Resonance Device</p>	Day Shift	A	8:30 - 17:00	12:15 - 13:00
		B	9:30 - 18:00	12:15 - 13:00

Laboratory				
Hokkaido University Hospital employees working in the Medical Affairs Section.	Day Shift	A	8:30 - 17:00	12:15 - 13:00
		B	9:30 - 18:00	13:15 - 14:00
		C	7:50 - 16:20	12:30 - 13:15
		D	8:10 - 16:40	11:55 - 12:40
Hokkaido University Hospital Among those employees working in the Nursing Department, those to whom the modified labor hours system cannot be applied.	Day Shift	A	8:30 - 17:00	45 minutes of break time are granted during the daily working hours
		Early Shift 1	7:30 - 16:00	
		Early Shift 2	8:00 - 16:30	
		Early Shift 3	8:15 - 16:45	
		Early Shift 4	8:20 - 16:50	
		Late Shift 1	9:00 - 17:30	
		Late Shift 2	9:30 - 18:00	
		Late Shift 3	10:30 - 19:00	
		Late Shift 4	11:30 - 20:00	
		Late Shift 5	12:30 - 21:00	

Appended Table 2.1 (Re: Article 15(2)(ii))

Target Employees	Work Shift	Work Status	Working Hours	Break Times
Employees falling under Health Occupation "A" working in the Hokkaido University Hospital (except employees working in the Nutritional Management Department).	Day Shift	A	8:30 - 17:00	12:15 - 13:00
		B	8:00 - 16:30	12:15 - 13:00
		C	7:30 - 16:00	12:15 - 13:00
		D	10:30 - 19:00	1:15 - 14:00
		J	9:00 - 17:30	12:15 - 13:00

	16-hour shift	E	17:00 - 10:30	19:15 - 20:00 0:00 - 0:45 4:30 - 5:00
		F	16:30 - 10:00	8:15 - 21:00 1:00 - 1:45 5:30 - 6:00
		K	16:45 - 10:15	19:15 - 20:00 0:00 - 0:45 4:30 - 5:00
	12-hour shift	G	8:30 - 21:30	12:00 - 13:00 17:15 - 17:45
	4-hour shift	H	8:30 - 12:30	
		I	13:00 - 17:00	
Employees affiliated with the Hokkaido University Hospital Nursing Department	Day Shift	A	8:30 - 17:00	45 minutes of break time are granted during the daily working hours.
		Early Shift 1	7:30 - 16:00	
		Early Shift 2	8:00 - 16:30	
		Early Shift 3	8:15 - 16:45	
		Early Shift 4	8:20 - 16:50	

Employees affiliated with the Hokkaido University Hospital Nursing Department (cont.)	Day Shift	Late Shift 1	9:00 - 17:30	
		Late Shift 2	9:30 - 18:00	
		Late Shift 3	10:30 - 19:00	
		Late Shift 4	11:30 - 20:00	
		Late Shift 5	12:30 - 21:00	
	Early Evening	Early Evening	16:00 - 0:30	20:00 - 20:45
	Late Evening	Late Evening	0:00 - 8:45	2:30 - 3:00 4:30 - 5:00
	16-hour shift	16 - 1	8:30 - 8:30 the following day	12:00 - 13:00 15:00 - 16:00 19:15 - 20:15 0:00 - 5:30
		16 - 2	12:30 - 9:00 the following day	15:45 - 16:30 20:30 - 21:15 1:30 - 5:00
		16 - 3	15:30 - 9:00 the following day	7:15 - 8:00 0:00 - 0:45 4:30 - 5:00
	12-hour shift	Early Shift 1	7:30 - 20:30	11:30 - 12:30 16:30 - 17:00
		Early Shift 2	8:00 - 21:00	12:00 - 1:00 16:45 - 17:15
		Early Shift 3	8:30 - 21:30	12:30 - 13:30 17:00 - 17:30
		Late Shift 1	20:00 - 9:00	0:00 - 1:00 5:00 - 5:30
		Late Shift 2	20:30 - 9:30	0:30 - 1:30 5:30 - 6:00
		Late Shift 3	21:00 - 10:00	1:00 - 2:00

				6:00 - 6:30
Employees working in the Neonatal Intensive Care Unit of the Hokkaido University Advanced Intensive Care Center	Day Shift	A	Working hours are assigned between 5:00 and 20:00; on average the working hours in 1 month shall average 38 hours and 45 minutes per week.	In cases where the working hours exceed 6 hours, 45 minutes of break time or more shall be granted.
	16-hour shift	B	16:00 - 9:00 the following day	19:30 - 20:00 0:00 - 0:30 4:30 - 5:00
		C	17:30 - 10:30 the following day	19:30 - 20:00 0:00 - 0:30 4:30 - 5:00
	24-hour shift	D	9:00 - 10:30 the following day	12:15 - 13:00 19:30 - 20:00 0:00 - 0:30 4:30 - 5:00

Faculty engaged in medical examination and treatment or in student or employee counseling other than the above-described employees to whom the above modified labor hours system is applied.	Day Shift		Working hours shall be assigned between the hours of 5:00 and 20:00, and the amount of time worked in one month shall average 38 hours and 45 minutes per week.	In cases where the working hours exceed 6 hours, 45 minutes of break time or more shall be granted.
Technical staff working at the Shizunai Livestock Farm in the Field Science Center for the Northern Biosphere (applies only in March and April of each year)	Day Shift	Day Shift	8:30 - 17:00	12:15 - 1:00
	16-hour shift	Around the clock	8:30 - 8:30 the following day	12:00 - 13:00 18:15 - 20:15 0:00 - 5:30

Appended Table 2.2 (Re:Article 15-2(2)(ii))

Target Employees	Work Shift	Work Status	Working Hours	Break Times
Employees working in the Nutrition Management Department of the Hokkaido University Hospital	Day Shift	A	8:30 - 17:00	12:15 - 13:00
		B	5:00 - 14:00	8:30 -- 9:00
				12:15 - 13:00
		C	6:00 - 15:00	8:30 - 9:00 12:15 - 13:00
		D	8:00 - 16:30	12:15 - 13:00
		E	9:00 - 17:30	12:15 - 13:00
F	7:30 - 16:00	12:15 - 13:00		

Appended Table 3 (Re: Article 16(2))

Target Employees	Working Hours	Break Times
Faculty for whom the discretionary work routine applies	8:30 - 17:00	12:15 -13:00
	Note: Table shows the basic time; the start and end times of work are left to the discretion of each faculty member. However, the permission of the head of their organization is required to work on holidays or late at night (between 22:00 and 5:00 of the following morning).	



Appended Table 4 (Re: Article 19(1), (ii))

Period of University Employment	Number of Days
Period of less than one month	2 days
Period of more than one month to less than two months	3 days
Period of more than two months to less than three months	5 days
Period of more than three months to less than four months	7 days
Period of more than four months to less than five months	8 days
Period of more than five months to less than six months	10 days
Period of more than six months to less than seven months	12 days
Period of more than seven months to less than eight months	13 days
Period of more than eight months to less than nine months	15 days
Period of more than nine months to less than ten months	17 days
Period of more than ten months to less than eleven months	18 days
Period of more than eleven months less than one year	20 days

Appended Table 5 (Re: Article 24)

Name of Special Leave	Requirements	Period
Civic Duty Leave	When absence from work is deemed unavoidable in those cases where employees exercise the right to vote as prescribed in the <i>Public Offices Election Act</i> (No. 100 of 1950); in cases where employees exercise rights relating to voting in a national review of a judge of the Supreme Court or on the dismissal of a head or member of local legislative body of an ordinary local public entity; etc.	Period regarded as necessary
Court Leave	When absence from work is deemed unavoidable in those cases where employees appear in the National Diet, a court, a local legislative body of a local public entity or other public agency as a citizen judge, witness, expert witness, person of interest, etc.	Period regarded as necessary
Donor Leave	Cases where an employee applies to register as a potential donor for a bone marrow transplant with a party conducting that registration, or where an employee is donating bone marrow for transplant to a person other than their spouse, parent, child or sibling, where absence from work is deemed unavoidable in order to undergo the tests, hospitalization, etc., necessary to make that application or donation.	Period regarded as necessary
Volunteer Leave	In cases where an employee carries out one of the following activities contributing to society (excluding activities geared solely to support family members or relatives), voluntarily and without remuneration, and where it is deemed appropriate that the employee be absent from work: (a) Activities that support victims such as the removal of	No more than 5 days in a given year

	<p>tiles and stones, emergency rice feeding performed for persons for whom the daily life activities has been hindered on account of an interruption in the supply of water, electricity, or gas to their homes, damage to their homes, distribution of daily living goods, or other support activities in a village, town, or city (including special districts), the administrative divisions of Japan to which they belong, or in neighboring administrative divisions of where a disaster has occurred on a scale where rescue operations are underway in accordance with the <i>Disaster Relief Act</i> (Law No 118 of 1947) on account of an earthquake, typhoon, or volcanic eruption.</p> <p>(b) Activities at a physical disability rehabilitation facility, special elderly nursing home, or other facility that strives to devise necessary measures primarily for persons with a physical or mental disability, injury, or illness, and has been approved by the President;</p> <p>(c) In addition to the activities set forth in items (a) and (b), activities that entail cooking, washing clothes, making repairs, providing comfort, or otherwise directly supporting persons whose ability to carry out daily activities is hindered due to an injury, illness, or physical or mental disability.</p>	
Marriage Leave	In cases where an absence from work is deemed appropriate on account of a wedding or any travel or marriage-related event associated with such wedding between the period of 5 days prior to the day the employee gets married up until 1 month following said wedding.	Up to 5 consecutive days
Prenatal Maternity Leave	Cases where a female employee who is due to deliver within 6 weeks (or 14 weeks in the case of a multiple pregnancy) applies for leave	The period applied for, up to the delivery date
Postnatal Maternity Leave	Cases where a female employee has given birth (Refers to a delivery at 12 weeks of pregnancy or after. The same applies to Child Delivery Leave and Child Care Participation Leave)	The period from the day after giving birth to 8 weeks after that (excludes the period during which a female employee who gave birth 6 weeks previously and has applied to do work, is doing work that a doctor has found to be not detrimental)
Child Care Leave	Cases where an employee raising a child less than 1 year old travels to a child care center or goes out to nurse the child, in cases where it is regarded as necessary for that child's upbringing	Two periods of no more than 30 minutes each per day (or in the case of a male employee, where the parent of the child other than the employee in question has been approved to take leave under this item (including leave equivalent to this) on a day that the employee in question is trying to take leave under this item, or where the parent of the child other than the employee in question has requested child care time on the same day as prescribed in Article 67 of the <i>Labor Standards Act</i> , a period not to exceed the 2 periods of no more than 30 minutes each per day minus the period for each approval or request)
Child Delivery	Cases where absence from work is regarded appropriate	A period of up to 2 days, from the day the wife

Leave	when the employee's wife (includes the persons with whom they effectively have a marital relationship, even if they have not filed as such. The same applies for Child Care Participation Leave) is giving birth.	enters the hospital, etc. until the day 2 weeks after the day of birth (may be divided into individual days)
Child Care Participation Leave	Cases where absence from work is regarded appropriate when it is by an employee whose wife is giving birth and the employee is providing care to the child of that birth or children (including the wife's children) up to the start of elementary school, and the purpose is to allow the employee to provide care to those children, during the period from the day 6 weeks before the due date (or 14 weeks before the due date in the case of a multiple pregnancy) until the day 8 weeks after the day of birth.	A period of up to 5 days during the period described on the left
Sick / Injured Child Care Leave	Cases where absence from work is regarded appropriate when it is by an employee who is rearing children (including the spouse's children) up to the start of elementary school, and the purpose is to allow the employee to give those children care (which means caring for those children when they are sick or injured, or when the employee is getting immunizations or checkups for them)	A period of up to 5 days in 1 year (up to 10 days if there are 2 or more children (including the spouse's children) up to the start of elementary school that are being cared for)
Bereavement Leave	Cases where absence from work is regarded appropriate when an employee's relative has died (applies only to relatives listed in the "Relative" space of Appended Table 6), and the purpose is to allow the employee to participate in the funeral, mourning or other events, etc. regarded as necessary when a relative dies	A period of the number of consecutive calendar days shown in the "Number of days" space in the same table corresponding to the relative (or if the employee is traveling to a distant place for the funeral, that number plus the number of days needed to travel there and back)
Nursing Care Leave	Cases where absence from work is deemed unavoidable to allow an employee who provides nursing care or other care to a family member (meaning a spouse (including a common law spouse; the same applies below in this paragraph), parent (including adoptive parent), child, spouse's parent, or, if residing with the employee, a grandparent, sibling or grandchild) in need of nursing care (meaning a state of requiring constant care for a period of 2 weeks or more because of injury, illness or physical or mental disability) to provide that care	A period of up to 5 days in 1 year (up to 10 days if there are 2 or more family members in need of nursing care)
Bereavement Leave for One's Parents	In cases where it is acknowledged that it is appropriate for an employee to not work in order to attend a special ceremony for mourning said employee's parents (said ceremony being limited to those taking place within 15 years of said parent's passing).	A period of up to 1 day
Summer Leave	Cases where absence from work is regarded appropriate to allow the employee to participate in summer observances such as <i>Obon</i> , maintain and enhance their mental and physical health, and enrich their family life.	In principle, a period of up to 3 consecutive days, exclusive of holidays, between July-September in 1 year (or between June-November of the relevant year in the case of employees who work at Hokkaido University Hospital (including practicing doctors and dentists at Hokkaido University

		Hospital who belong to the Graduate School of Medicine or Graduate School of Dental Medicine), other than those that belong to the General Affairs Division, Management Planning Division, Administrative Division or Medical Business Division, and in the case of employees who belong to the Field Science Center for Northern Biosphere (in the case of those who do office work, applies only to those directed to do office work relating to the botanical garden), and if the head of the organization to which the above-defined employees belong deems the University cannot grant Summer Leave between July-September because of the situation at their work)
Disaster Recovery Leave	Cases where an employee's current residence is destroyed due to an earthquake, flood, fire, or other disaster, and if is deemed acceptable for said employee to be absent from work so as to restore said residence.	A period of up to 7 days
Disaster Leave	Cases where it is regarded as very difficult to come to work because of earthquake, flood damage, fire or other disaster, or trouble with means of transportation	Period regarded as necessary
Risk Avoidance Leave	Cases where absence from work is deemed unavoidable in order to avoid physical risk when leaving work at the time of earthquake, flood damage, fire or other disaster	Period regarded as necessary
Health Screening Leave	For employees to receive a health checkup conducted by the Hokkaido University Branch Office of the Mutual Benefit Association of the Ministry of Education, Culture, Sports, Science and Technology in the interest of preserving their health.	A period of up to 2 days in any given year
Health Counseling Leave	Cases where a pregnant or postpartum female employee is receiving health counseling or a health checkup as prescribed by the <i>Mother and Child Health Act</i> (No. 141 of 1965)	Period regarded as necessary
Maternity Leave	Cases where it is regarded as necessary for a pregnant or postpartum female employee in order to receive medical counseling that fall under either of the following and request this leave: (a) During the period pending pregnancy, performance of the employee's assignments would affect the maintenance of health of either mother or fetus, and it is acknowledged that rest and nourishment are necessary. (b) During the pendency of pregnancy or after delivery, any symptom related to the pregnancy or delivery is actually or potentially expressed, and it is acknowledged that leave or a shortening of working hours is warranted.	Period regarded as necessary
Commuting Reduction Leave	Time when a pregnant female employee is allowed not to work at the start or end of their prescribed working hours because it is regarded that the degree of crowdedness of the means of transportation used by the employee to commute	The time regarded as necessary, not to exceed 1 hour in a day, at the start or end of the prescribed working hours

	affects the maintenance of the health of the mother or child	
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Appended Table 6

Relative	Number of Days
Spouse	7 days
Parents	
Child	
Grandparent	3 days (or 7 days if the employee is an heir per stirpes and succeeds to the equipment used in rituals, etc.)
Grandchild	1 day
Siblings	3 days
Uncle or aunt	1 day (or 7 days if the employee is an heir per stirpes and succeeds to the equipment used in rituals, etc.)
A parent's spouse or spouse's parent	3 days (or 7 days if the person lived on common living expenses with the employee)
A child's spouse or spouse's child	1 day (or 5 days if the person lived on common living expenses with the employee)
A grandparent's spouse or spouse's grandparent	1 day (or 3 days if the person lived on common living expenses with the employee)
A sibling's spouse or spouse's sibling	1 day (or 3 days if the person lived on common living expenses with the employee)
An uncle's or aunt's spouse	1 day