

Work Management for Persons Under the Application of the Discretionary Labor System for Professional Work Engaged in Research

1. Preface

- ① Research Professors and Research Staff have signed an Employment Contract with The Ritsumeikan Trust. Therefore, they are considered "Workers" in terms of the law (Labor Standards Act).
(As the Employer, the Trust is required to properly understand and manage everyone's work.)
- ② Host Researchers (Supervisors or Project Representatives) must not only manage the progress of the research, but must also fulfill the role of the person in charge of understanding and managing the work situation, that is, the "working time manager".
- ③ On the other hand, strictly managing everyone's working hours would inevitably prevent free research activities. To address this, we at this University have signed a labor-management agreement, introducing the "Application of the Discretionary Labor System for Professional Work" from April 2013.

■ What is the "Application of the Discretionary Labor System for Professional Work"?

Work to which the Application of the Discretionary Labor System for Professional Work can be applied is determined in Article 38, Paragraph 3 of the Labor Standards Act.

In the Application of the Discretionary Labor System for Professional Work, decisions regarding the methods and time allotment for performing work are left to the discretion of the Worker (with some exceptions, the Employer does not give specific instructions).

Furthermore, working hours shall be deemed as the hours determined in advance in the labor-management agreement, regardless of the actual hours worked. If the deemed working hours(*) is set at 7.5 hours a day, even if the worker works 10 hours a day, or only works 4 hours a day, the working hours for that day shall be deemed as 7.5 hours.

* Deemed working hours in this University

This varies depending on the Employment Contract type, and is 7.5 hours for persons employed full-time at this University (refer to the labor-management agreement). For those with concurrent employment, this is determined separately in the Employment Contract. Please check the Employment Contract.

2. Those under the Application of the Discretionary Labor System for Professional Work in this University

- ① Eminent Research Professors, Research Professors (Ritsumeikan University Work Regulations for Fixed-Term Research Professors)
- ② Visiting Research Professors, Affiliate Research Professors (Ritsumeikan University Work Regulations for Part-Time Research Professors)
- ③ Senior Researchers, Researchers (Ritsumeikan University Work Regulations for Fixed-Term Research Staff)
* "Part-time research staff" engaged in support and assistance work for research (assistant researchers / research assistants) are not under the Discretionary Labor System, as they are engaged in various research types and receive instructions / orders from the researcher and carry out said work.

<Reference> Types of Employment under the Application of the Discretionary Labor System for Professional Work

Work type	Research Professors				Research Staff	
Name	Eminent Research Professor	Visiting Research Professor	Research Professor	Affiliate Research Professor	Senior Researcher	Researcher
Position	Professor / Associate Professor		Professor / Associate Professor / Assistant Professor		Senior Researcher	Researcher
External Name	Professor / Associate Professor	Visiting Professor / Visiting Associate Professor	Professor / Associate Professor	Visiting Professor / Visiting Associate Professor / Visiting Assistant Professor	Senior Researcher	Researcher
Employment Contract Type	Full-time employment	Concurrent employment	Full-time employment	Concurrent employment	Full-time employment	Full-time employment

3. Handling of "Hours Engaged in Research" under the Application of the Discretionary Labor System for Professional Work

- ◆ Working Hours for Those under the Application of the Discretionary Labor System for Professional Work

Times for starting and ending work shall, in general, be as follows, but shall be decided at the discretion of the worker depending on the necessity for performing the work.

	Eminent Research Professor, Research Professor, Senior Researcher, Researcher	Visiting Research Professor, Affiliate Research Professor
Starting time	9 AM	9 AM or later
Ending time	5:30 PM	5:30 PM or earlier

- ◆ Specialty of duties - Labor Standards Act (Legal system for managing working hours) and ensuring "research freedom" -

For the duties known as "research", the discretion of the said researchers is extremely high, and if working hours were managed strictly, it could lower performance and interfere with research activities (work).

⇒ Difficulty for the working time manager to understand the working hours

⇒ Unfamiliarity with the working hours management required by the Labor Standards Act

⇒ Introduction of the Application of the Discretionary Labor System for Professional Work

- ◆ Research and Study at One's Own Responsibility by Those under the Application of the Discretionary Labor System for Professional Work = "Autonomous Research"

Those under this system will not have their own free research activities interfered with.

At this University, separate from research done as work (working hours), the use of this University's facilities and equipment is allowed at one's own responsibility for performing research and study at one's own responsibility ("autonomous research") outside of working hours or on a day-off. (Regarding said usage, it must be carried out in accordance with this University's prescribed rules and procedures.)

◆ Work Management for Those under the Application of the Discretionary Labor System for Professional Work

- ① Those under this system must make a clear distinction between the research they carry out as work and the research they carry out as "autonomous research". If necessary, consult with the working time manager (Host Researcher) in advance to make adjustments.

In particular, it is necessary to notify / apply to the working time manager (Host Researcher) and receive permission regarding work outside of the scope of discretion for persons under this system ("research" as work on a day-off or late at night) or "work outside of the University" such as business trips.

- ② Of the persons under this system, late-night work* for Senior Researchers and Researchers is prohibited in the work regulations. Also, if working on a day-off, the day-off must be substituted on another working day. Both are measures taken in consideration of health, and the person involved must make sufficient adjustments with the working time manager (Host Researcher) in advance.

*Late-night work = Working between 10:00 PM and 5:00 AM the following morning

4. Points for Performing Research under the Application of the Discretionary Labor System for Professional Work

- (1) Research Professors and Research Staff are "Workers" and require appropriate work management.
- (2) The working time manager is the Host Researcher.
- (3) The working time manager (Host Researcher) must carry out a) to c) below in order to understand and manage the working situation of those under this system. Therefore, those under this system are responsible for completing the procedures in the boxes.

a) Understanding and management of the working situation of those under the system

Create documents such as the "Work Plan Application Form", the "Self-Report of Work Situation", "Late-night Work Order (and Application) Form", and receive confirmation / approval from the working time manager (Host Researcher).

b) Instruction regarding corrections and improvements for the working situation of those under this system

If the plan requires work on a day-off or late at night, explain the reason and necessity therefore to the working time manager (Host Researcher) in advance. Furthermore, make adjustments such as taking a substitute day-off or changing the plan so that late-night work does not occur.

Furthermore, be aware that we have asked the working time manager (Host Researcher) to give instructions for correction / improvement if it is determined there is a problem from the perspective of health and welfare, such as one stays in the University (or workplace) for long periods of time, even for "autonomous research".

c) Permission and approval for various applications

- ① Application for work outside the University (including work at home)
(Fill in the "Work Plan Application Form." Additions or changes after submission can be made orally or via telephone or e-mail.)
- ② Application for substitute day-off
(Fill in the "Work Plan Application Form." Additions or changes after submission can be made orally or via telephone or e-mail.)
- ③ Application of taking an annual paid leave or special leave
(If it interferes with work, an annual paid leave may be changed to another day.)
- ④ [For Research Professors only] Applications for when working on a day-off or late-night
(In general, this is not permitted. Be sure to consult with the Host Researcher in advance.)

5. Summary

- (1) Not all the research you do is considered "work".

Research Professors and Research Staff are both "Workers" and "Researchers" at the same time. Therefore, outside of work, they can perform free research at their own decision and responsibility ("autonomous research").

The working time manager (Host Researcher) is a partner who carries out appropriate work management based on the Labor Standards Act who not only has the responsibility to appropriately manage the research you carry out as "work", but also has the role of ensuring your "autonomous research" activities.

- (2) Even if it is for "autonomous research" at one's own responsibility, from the perspective of health and welfare, we must be mindful about coming to work on a day-off or working late at night to perform research. Be aware that if this kind of situation occurs, the working time manager (Host Researcher) may give appropriate instruction and assistance.

* What is most important for steadily and reliably performing research and appropriately managing work is that the Research Professors and Research Staff, and the Host Researcher who is the working time manager, maintain close communication with one another and build a trusting relationship.

* Refer to the following "Q&A" as well.

FAQs Q&A

1. What is the "Application of the Discretionary Labor System for Professional Work"?

Q1 What kind of system is the Application of the Discretionary Labor System for Professional Work?

A: The Application of the Discretionary Labor System for Professional Work leaves the methods and time allotment for performing work to the Worker, and regards the amount of time worked as the hours determined in the labor-management agreement, regardless of the actual working hours.

Work under this system is limited to that which is determined by law. In this University, this system applies to "work for research related to the humanities, social sciences, or natural sciences".

With the Application of the Discretionary Labor System for Professional Work, the Employer cannot give any specific instructions to the Worker regarding the procedures or the time allotment of performing work.

Q2 Who is under the Application of the Discretionary Labor System for Professional Work?

A: At this University, this system covers Eminent Research Professors, Research Professors, Visiting Research Professors, Affiliate Research Professors, Senior Researchers, and Researchers engaged exclusively in research related to the humanities, social sciences, or natural sciences.

Q3 How does the Application of the Discretionary Labor System for Professional Work change how I work?

A: The methods and the time allotment for performing research work are left to the worker's discretion. Therefore, working hours is deemed as the time determined in the labor-management agreement regardless of the actual hours worked (referred to as the "deemed working hours (*)"). In other words, if the deemed working hours is 7.5 hours, this system deems the hours worked per day as 7.5 hours, even if you worked 4 hours or 10 hours on one day. Therefore, there is no concept of after-hours work (overtime). You also do not have to carry out adjustments, for example, working 5 hours tomorrow because you worked 10 hours today.

* Deemed working hours in this University

This varies depending on the Employment Contract type, and is 7.5 hours for persons employed full-time at this University (refer to the labor-management agreement). For those with concurrent employment, this is determined separately in the Employment Contract. Please check the Employment Contract.

(Reference) ① Labor Standards Act, Article 38, Paragraph 3

② Labor-management agreement related to Application of the Discretionary Labor System for Professional Work

Q4 I was instructed by my Host Researcher or Project Research Representative to submit a work progress report or to attend a meeting. Are these kinds of instructions and orders allowed under the Application

of the Discretionary Labor System for Professional Work?

A: Even with the Application of the Discretionary Labor System for Professional Work, instructions can be given regarding matters other than the decision of the methods and the time allotment for performing work. Specifically, when beginning work, instructions can be given regarding basic matters such as the purpose, target, and time limit for that work, progress reports can be received midway, and instructions to change the said basic matter can be made. (Ministry of Labor Notification 149, Dec. 27, 1999) Furthermore, if one's discretion is maintained regarding the decision of the methods and the time allotment for performing work on the whole, the Host Researcher can order attendance at meetings or the like.

Q5 Under the Application of the Discretionary Labor System for Professional Work, don't I need to go to my workplace?

A: The Work Regulations state: "persons under this system shall be able to work outside the University to conduct research. Work outside the University includes work at home, participation in academic conferences and study groups, investigative activities, and collection of materials, etc." (Research Professors), and "persons under this system shall be able to work outside the University to conduct research. Work outside the University includes work at home, investigative activities, and collection of materials, etc.". The Discretionary Labor System may be applied to "work" even in places outside the work area of the University. When performing "work outside the University", you must perform the prescribed procedure in advance. (-> Refer to Q16) If you do not engage in work on a work day, the "deemed working hours" system is not applied. Perform the procedure for a paid leave or the like.

Q6 Do I have to follow the starting times and ending times in the Work Regulations?

A: With the Application of the Discretionary Labor System for Professional Work, decisions regarding the methods and the allotment of time for performing work (including decisions on the starting and ending times) are left to the discretion of the persons under the system, and in general, the Employer shall not give specific instructions regarding those decisions. Therefore, while the Work Regulations lay out 9 AM to 5:30 PM as the basic work starting time and work ending time, the actual time a person under the system arrives at and leaves work is left to the person's discretion, with the exception of meetings of the like mentioned in Q4.

2. Regarding breaks

Q7 How should I take breaks?

A: The Labor Standards Act lays out taking breaks as follows. Please take breaks during your working hours on your own, in light of the uniqueness of the Application of the Discretionary Labor System for Professional Work and in consideration of your work situation.

Working hours	Break time
More than 6 hours, up to 8 hours	45 minutes or more
More than 8 hours	60 minutes or more

3. Regarding actual hours worked

Q8 What does the "actual hours worked" on the Self-Report of Work Situation refer to?

A: This refers to hours excluding breaks and time used for one's own research. Therefore, the time from starting work to finishing work may not match the actual hours worked.

4. About workdays and days offs

Q9 When are workdays and days off?

A: Check the Work Regulations and your Employment Contract regarding workdays and days off. However, if, due to work circumstances, it is necessary to come to work on a non-workday, and follow the procedure for substituting a day-off (substitute day-off). Furthermore, if a Senior Researcher or Researcher is to work on a day-off, a day-off shall be substituted and working on a day-off shall not be permitted.

Q10 What should I do if I need to work on a day-off, and I cannot substitute a day-off?

A: First, we will explain about "working on a day-off".

A day-off refers to "a day on which work is not required" as laid out in the Work Regulations and the Employment Contract. If you work on "a day on which work is not required", this is referred to as "working on a day-off".

(Here, we omit an explanation regarding "working on a day-off" in terms of the Labor Standards Act.)

Next, we will explain "substituting a day-off".

Substituting a day-off refers to substituting a "day on which work is required (workday)" with a "day on which work is not required". For example, on a week with 5 workdays from Monday to Friday, if you switch Sunday and Monday, or on a week with 3 workdays on Monday, Wednesday, and Friday, if you switch Friday, on which work is required, with Thursday, on which work is not required, the result is as follows.

	Sun.	Mon.		Thur.	Fri.
Normal workday	Day-off	Workday	Normal workday	Day-off (Day on which work is not required)	Workday
After substitution	Workday	Day-off	After substitution	Workday	Day-off

For Senior Researchers and Researchers, we do not permit working on a day-off due to considerations of health and welfare. Therefore, it is necessary to substitute a day-off.

For Eminent Research Professors, Research Professors, Visiting Research Professors, and Affiliate Research Professor, if it becomes necessary to work on a day on which work is not required and a day-off cannot be substituted no matter what, then consult with the working time manager, and after the

working time manager consults with the Administration and Student Services, a decision will be made and instructions will be given.

Q11 I'll participate in an academic conference planned for 5 days, including the weekend. Saturday and Sunday are free, without any academic conference programs. In this case, how is working on the weekend handled?

A: If you spend your stay freely, doing autonomous research, sightseeing, or the like, it is a day-off. If, of your own discretion, you performed work (such as an on-site investigation or collection of materials), it will be deemed that work was done, and regardless of the hours work was done, a substitute day-off (1 day) must be taken. This also applies if the Host Researcher gave instructions regarding work and you performed that work.

Q12 Is there a time limit for taking a substitute day-off?

A: From the perspective of health management, be sure to take a substitute day-off for the day-off you worked on. As a general rule, the time limit for taking a substitute day-off shall be within 2 weeks before or after the day in question, and if that is difficult, it shall be within a maximum of 1 month before or after the day in question.

Also, when taking a substitute day-off, select "Yes" in the section indicating you are taking leave on the "Self-Report of Work Situation", and in the Remarks section, indicate for which day of work this substitute day-off is for. (Refer to the filled-in example.)

5. Regarding late-night work (10:00 PM to 5:00 AM the following morning)

Q13 What should I do if I need to work late at night due to unavoidable circumstances?

A: Late-night work (from 10:00 PM to 5:00 AM the following morning) is handled differently for Research Professors and Research Staff.

- Eminent Research Professors, Research Professors, Visiting Research Professors, Affiliate Research Professors

As a general rule, late-night work is not permitted from a perspective of health and welfare. However, if late-night work becomes necessary due to unavoidable circumstances, fill in the necessary items on the Late-night Work Order (and Application) Form and apply to the working time manager to receive permission. Also, check the caution notes written on the Late-night Work Order (and Application) Form.

- Senior Researchers, Researchers

Late-night work is not permitted from a perspective of health and welfare.

Furthermore, both Research Professors and Research Staff may perform autonomous research late at night without permission. However, they are required to do so at their own responsibility, keeping their health in mind.

Q14 In order to receive documents from a researcher invited from overseas to an international symposium, I have to work late at night due to the time difference. I have to prepare the documents to be distributed

before the symposium is held, but I was told I cannot work late at night. What should I do?

A: Late-night work is not permitted for Senior Researchers or Researchers due to health considerations. If you have a plan that involves late-night work, give an explanation to the Host Researcher in advance, and make adjustments so that late-night work is not required.

[Reference] Ritsumeikan University Work Regulations for Fixed-Term Research Staff, Article 19

6. About accidents during work

Q15 Is there insurance for when an accident occurs during work, such as an experiment?

A: In the event of an accident during work, such as an experiment (including on a day-off or late at night), the response varies depending on if Industrial Accident Compensation Insurance (worker's accident insurance) is applied or not. Industrial accidents include employment injuries and commuting injuries. Employment injuries refers to those accidents or injuries suffered during work (while performing work) carried out as work (due to work).

However, regarding "autonomous research", this University permits the use of University facilities and equipment and has the duty to take measures to ensure safety for all the users. In light of that, worker's accident insurance is not applied, but we shall respond to each individual case. Also, it may not be applied for accidents that occur while returning home after "autonomous research" depending on the situation. Please consult with the relevant office.

7. Regarding business trips (work outside the University)

Q16 Is there any procedure required in advance when going on a business trip?

A: Regardless of whether research funds will be spent or not, an application and decision procedure is required in advance for business trips in Japan and overseas. As soon as the business and schedule for the business trip is decided, create the prescribed "Travel Requisition Form" and attach the related documents, then receive approval from the Host Researcher. After that, submit it to the Research Office.
* For Research Staff, please use the one For Senior Researcher / Research form.

In general, please refrain from business trips to regions with an Overseas Danger level of 1 or 2.

Also, if paying travel expenses for this business trip using research funds, after completing the business trip, submit the prescribed "Domestic/Overseas Travel Report (Expense Report)" and documents that verify the validity of the business trip (copies of academic conference participation certificates, academic conference programs distributed on that day, receipts for participation, receipts for expenses at the destination, etc.). Based thereon, the University will disburse the funds. For details, see p. 42 of the "Guidelines for Research Fund Spending".

Q17 What cases fall under the title of "business trip" on the "Work Plan Application Form" and "Self-Report of Work Situation"?

A: In general, if you are leaving to go to a location other than your work location, write "Business trip". It is considered a business trip even if, for example, a person whose working place is Kinugasa Campus goes to Kyoto University for an investigation. However, the amount of transportation expenses, daily

allowance, and accommodation expenses vary depending on the distance to the destination of the business trip, etc. For details, see p. 42 of the "Guidelines for Research Fund Spending".

Q18 I'm going on a business trip that includes a weekend or national holiday. How is working handled?

A: ① [Cases where you work on-site on a Saturday / Sunday / national holiday]

Regardless of the amount of time, the time spent working is counted as working hours. You will need to take a substitute day-off for the number of days you engaged in work.

② [Cases where you do not work on-site on a Saturday / Sunday / national holiday]

If you do not work and spend your day freely, such as engaging in autonomous research or sightseeing, it is a day-off. A substitute day-off is not necessary.

③ [Cases where you do not work, but travel on a Saturday / Sunday / national holiday]

On a day-off where you do not work and only travel (travel on a day-off), as you are not performing work (actually working), it is not considered working hours. A substitute day-off is not necessary (because this is not day-off work).

However, for overseas business trips with a flight time over 4 hours (this does not apply to business trips within Japan), this University shall grant a substitute day-off (1 day) in light of the fatigue and burden from traveling overseas.

④ [Cases where you work while traveling on a Saturday / Sunday / national holiday]

If you engage in work while traveling, either by instruction from the Host Researcher or at your own discretion, regardless of the amount of time, it is considered work. You will need to take a substitute day-off.

Q19 What kind of cases are considered work on a business trip's travel day?

A: In the following cases, it shall be deemed that "work was done" during travel (days) of a business trip.

① You do work before or after traveling

② You are transporting items, such as documents or instruments, as work.

③ You could not act freely during the said travel, such as due to instructions, order, etc.

Q20 Is worker's accident insurance applied for travel on a day-off during a business trip (not working, only traveling)?

A: On a day-off when you are not working and only traveling, or if you suffer an accident or injury, in general, worker's accident insurance is applied, though it does depend on the situation.

Q21 The overseas business trip is for 14 days, and due to the nature of the work, I cannot take a day-off during the business trip. What should I do?

A: In terms of health management, it is ideal to take 1 day-off per week. However, there could be cases where, due to the nature of the work, days off cannot be taken. In that case, designate substitute days off before or after the business trip in advance, and be sure to take 4 days off per 4 weeks.

8. Regarding leaves

Q22 Besides the annual paid leave (hereinafter, "paid leave"), are there any other leaves? Also, when taking a leave, what procedures are necessary?

A: In addition to paid leave, this University provides the Special Leave system. For details, refer to the Work Regulations and the "List of Applications related to Work (Various Leave Systems, Etc.)". Furthermore, when taking a leave, use the prescribed forms to carry out the procedure in advance. You can download the prescribed forms from the Division of Research's homepage.

Q23 This will be my second year of employment. I heard I can carry paid leave over only to the next fiscal year. How many days can I take?

A: Paid leave you did not take can be carried over only to the next fiscal year.

Example: A person employed as a Senior Researcher took 7 paid leave days in their first year.

○ First year of employment: 10 days given - 7 days taken = 3 days carried over

↓↓

○ Second year of employment: 11 days given + 3 days carried over = 14 days

*14 paid leave days are given at the start of the second year, including the days carried over from the previous fiscal year.

<Reference> "Ritsumeikan University Work Regulations for Fixed-Term Research Staff" Appendix 1

Years of continuous service	1st year	2nd year	3rd year	4th year	5th year	6th year	7th year and after
Days of leave given	10	11	12	14	16	18	20

For the number of paid leaves days given, refer to "Ritsumeikan University Work Regulations for Fixed-Term Research Professors", the "Ritsumeikan University Work Regulations for Part-Time Research Professors", the "Ritsumeikan University Work Regulations for Fixed-Term Research Staff", as well as the Division of Research's homepage. You can also ask the Research Office to confirm.

Q24 Can I take a half-day of paid leave?

A: You cannot take a half-day of paid leave. You must take a full paid leave day.

Q25 I have to take paid leave due to a complicated issue. Do I have to reveal to the Host Researcher the reason I'm taking paid leave?

A: You do not need to explain the reason you're taking paid leave to the Host Researcher. You also do not need to write the reason you're taking paid leave on the "Self-Report of Work Situation".

9. Regarding the Work Plan Application Form and Self-Report of Work Situation

Q26 How should I submit the work plan and work result to the working time manager?

A: The following two documents make up the basics.

- ① At the end of each month, use the "Work Plan Application Form" to submit your work plan for the following month.
- ② At the beginning of each month, use the "Self-Report of Work Situation" to submit the work result for the previous month.

* Because we use the "Self-Report of Work Situation" to understand the work situation, such as monthly working hours, please note the following points when filling in your hours.

- ① This is to understand the "situation of your working hours", and hours spent carrying out "autonomous research" are not included.
- ② You do not have to write information for days other than the workdays determined in the Work Regulations and the Employment Contract.
- ③ For part-time lecturers and the like, you do not have to write in information for time other than work determined in the Employment Contract.

In addition to the "Work Plan Application Form" and "Self-Report of Work Situation", there are matters that require a procedure using the prescribed form. In such cases, download the form from the Division of Research's homepage to carry out the procedure.

Q27 What should I do if I want to revise a "Work Plan Application Form" or "Self-Report of Work Situation" after submitting it?

A: If performing a revision, draw two lines over the revised section, stamp the revision seal thereon, write the correct contents, then submit the document to the working time manager.

Q28 Why is it that, even though under the Application of the Discretionary Labor System for Professional Work the Worker determines the working hours at their own discretion, I still have to submit a "Work Plan Application Form" and "Self-Report of Work Situation"?

A: The Application of the Discretionary Labor System for Professional Work is applied to work where it is necessary to leave deciding the methods and time allotment for performing work mostly to the Worker due to the nature of the work. However, when time allotment is left to the Worker's discretion, it could lead to "working too much". For this reason, the Ordinance for Enforcement of the Labor Standards Act lists "a method for understanding the working hours of a Worker engaged in applicable work, and specific measures for ensuring the health and welfare to be implemented based on the understood working hours" among the items that should be determined in the labor-management agreement. Therefore, we at this University have you submit the "Work Plan Application Form" and the "Self-Report of Work Situation" so that we can understand your actual working situation and help ensure your health and welfare as necessary.

[Reference] ① Labor Standards Act, Article 38, Paragraph 3

② Labor-management agreement related to Application of the Discretionary Labor System for Professional Work

Q29 I'm going on a business trip to present my research and participate in a working session at an academic conference held overseas, planned for 9 days from April 4 (Fri.) to April 12 (Sat.), including a weekend. How should I fill in the "Work Plan Application Form" and "Self-Report of Work Situation"?

April 4 (Fri.): Travel day
 April 5 (Sat.): Research presentation
 April 6 (Sun.): Free activities (Autonomous research, sightseeing)
 April 7 (Mon.) to April 11 (Fri.): Participation in academic conference
 April 12 (Sat.): Travel day

A: [Work Plan Application Form]

Day	Day of the week	Plan for work outside the University (Business trip, work at home, etc.) Plan to take leave / substitute day-off, etc.	Work content of the work outside the University / exceptional work, etc.	Remarks
4	Fri.	Business trip	Travel day	Kansai Airport → Singapore
5	Sat.	Business trip	XXXX academic conference	Singapore
6	Sun.			
7	Mon.	Business trip	XXXX academic conference	Singapore
12	Sat.	Business trip	Travel day	Singapore → Kansai Airport

*Specify substitute days off for April 5th and 12th.

[Self-Report of Work Situation]

Day	Day of the week	Time for starting work	Time for ending work	Actual time worked	Taking leave (Other than a day-off)	Remarks (Please indicate the location where work was done, such as for a business trip or work outside the workplace, as well as the content of the work done on a day-off and when the substitute day-off shall be taken, etc.)
4	Fri.	10:00	18:00	8:00		Business trip, travel day, 7-hour flight
5	Sat.	9:00	16:00	6:00		Business trip, XXXX academic conference
6	Sun.					
7	Mon.	10:00	15:00	4:00		Business trip, XXXX academic conference
12	Sat.	13:00	21:00	8:00		Business trip, travel day, 7-hour flight

* Be sure to take substitute days off for April 5th and 12th.

As a general rule, the time limit for taking a substitute day-off shall be within 2 weeks before or after the day in question, and if that is difficult, it shall be within a maximum of 1 month before or after the day in question.

10. Miscellaneous

Q30 I'm employed by research funds outside of the University, and I must report my work situation using the said organization's form. Do I have to submit the "Self-Report of Work Situation" as well?

A: Only submit the form of the organization that submits the funds outside of the University.

Q31 When I concentrate on my work, I work for long hours, and am uneasy about my health.

A: We use the "Self-Report of Work Situation" to understand and check the work situation to ensure the health and welfare of applicable persons under this system.

Furthermore, in addition to holding periodic "health checks", we also provide a system where persons under this system can receive health guidance from an industrial doctor as necessary. Based on the working situation and health situation we understand from these measures, the working time supervisor and the division in charge will take the appropriate measures.

Q32 Is there a service desk that I can consult or make complaints regarding the Application of the Discretionary Labor System for Professional Work?

A: If you have any questions or complaints regarding the Application of the Discretionary Labor System for Professional Work, working hours, or other issues, please contact the service desk below.

■Administrative Manager of the Office of Payroll and Employee Benefits (Suzaku Campus)

TEL: 075-813-8150

(Open 9:30 to 11:30 AM and 1:00 to 5:00 PM, excluding Saturdays, Sundays,
national holidays, and University holidays)

FAX: 075-813-8255

Specific Practices in the Application of the Discretionary Labor System for Professional Work

1. Preface

- "Labor-management agreement in the Application of the Discretionary Labor System for Professional Work" <Excerpt>

(Principles and workplace rules of the Application of the Discretionary Labor System for Professional Work)

Article 2: Regarding those persons under the Discretionary Labor System, the Trust (Note: The Ritsumeikan Trust) shall leave decisions regarding time allotment and the method for performing work to the discretion of the person, and shall not give specific instructions. However, this limitation shall not apply to instructions regarding workplace rules or workplace order.

- ★ The "Application of the Discretionary Labor System for Professional Work" only applies to "work" (labor)!

Therefore, keep the following points in mind regarding understanding the work situation, described later.

- ① Clarify the "work" described in the Employment Contract, and thoroughly differentiate between "work" and "autonomous research".
(Naturally, there are no limits on the time or location for "autonomous research".)
- ② In regards particularly to Senior Researchers and Researchers, we understand the plan for the following month's work using the "Work Plan Application Form". You must create a work plan so that you do not work excessively.
- ③ Senior Researchers and Researchers should understand that late-night work and work on days off other than a substitute day off are forbidden and should focus on systematically performing work.

2. Purpose for understanding work situation

- "Labor-management agreement in the Application of the Discretionary Labor System for Professional Work" <Excerpt>

(Duty to ensure health and welfare)

Article 10: Regarding the implementation of Application of the Discretionary Labor System for Professional Work, the Trust must strive to ensure the health and welfare of persons under the Discretionary Labor System.

- 2 The Trust, in addition to holding periodic health checks, shall offer medical advice from an industrial doctor as necessary.
- 3 The Trust and the person shall negotiate in good faith as necessary regarding the appropriateness of deemed working hours and the appropriateness of the work load on the person under the Discretionary Labor System.
- 4 In the event any problem arises regarding the health and welfare of person under the Discretionary Labor System, the Trust and the person shall negotiate in good faith to solve said problem.

(1) Response to the "duty to ensure health and welfare"

1) Clarification of "measures to ensure health and welfare"

→ It is necessary to understand the work situation of the workers under the System

* "Work situation": Refers not only to the working hours, but also includes days off and leaves

2) Method for understanding the working situation of the workers under the System

① Understanding through the work-related forms (described later)

② Understanding through the special leave-related forms (described later)

(2) Response for appropriate wage payment

① Late-night work: Research Professors can apply to the working time manager in advance to receive permission. In this case, a "late-night allowance" must be paid, so the number of hours worked late at night must be understood.

*Late-night work for Senior Researchers and Researchers is not permitted in any case.

3. Work and days off / leaves laid out in the Work Regulations, and their procedures

(1) Work and days off / leaves laid out in the Work Regulations

Ritsumeikan University Work Regulations for Fixed-Term Research Professors / Ritsumeikan University Work Regulations for Part-Time Research Professors

Ritsumeikan University Work Regulations for Fixed-Term Research Staff

(2) Flow of procedures for work and days off / leaves

① "Work Procedure Flow in the 'Application of the Discretionary Labor System for Professional Work'"

[Document A]

(3) Work-related forms

- ① "XX/2017, Work Plan Application Form"
(for Eminent Research Professors, Research Professors, Senior Researchers, and Researchers) [Document B]
- ② "XX/2017 Work Plan Application Form"
(For Visiting Research Professors and Affiliate Research Professors) [Document C]
- ③ "XX/2017 Self-Report of Work Situation"
(for Eminent Research Professors, Research Professors, Senior Researchers, and Researchers) [Document D]
- ④ "XX/2017 Self-Report of Work Situation"
(For Visiting Research Professors and Affiliate Research Professors) [Document E]
- ⑤ "XX/2017 Late-night Work Order (and Application) Form" [Document F]

(4) Days off / leaves-related forms

- ① "List of Applications related to Work (Various Leave Systems, Etc.)" [Document G]
- ② "Application for Special Leave" [Document H]
- ③ "Absence Notice" [Document I]
- ④ "Application for Hospital Visits, Reduction of Burden of Commuting, Childcare, Nursing Care" [Document J]

研究者任用・受入

- [研究系教員、研究職員の雇用](#)
- 専門業務型裁量労働制**
- [新規任用教員・研究者の方](#)
- [転出・退職される教員・研究者の方](#)

[Discretionary Labor System for Professional Work]

Documents for Discretionary Labor System for Professional Work

Document Download

■ 2017
 【For Eminent Research Professor/Research Professor/
 Senior Researcher/Researcher】

Work Plan Application Form	Sample
Self-Report of Work Situation	Sample

■ 2017
 【For Visiting Research Professor/Affiliate Research Professor】

Work Plan Application Form	Sample
Self-Report of Work Situation	Sample

■ 2016
 【For Eminent Research Professor/Research Professor/
 Senior Researcher/Researcher】

Self-Report of Work Situation	Mar
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■ 2016
 【For Visiting Research Professor/Affiliate Research Professor】

Self-Report of Work Situation	Mar
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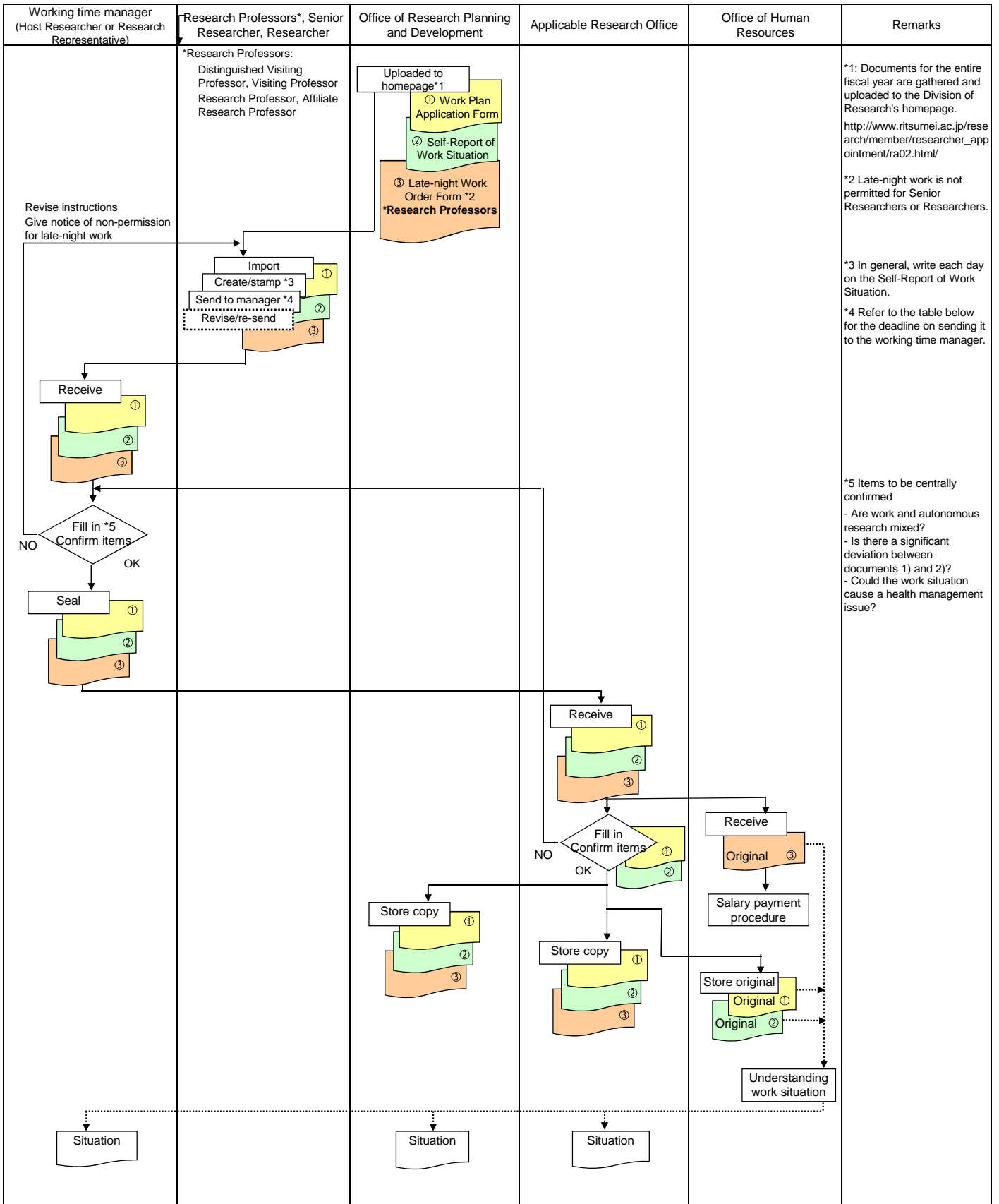
- [List of Applications related to Work \(Various Leave Systems, Etc.\)](#)
- [Annual Paid Vacation 【For Eminent Research Professor/Research Professor】](#)
- [Annual Paid Vacation 【For Visiting Research Professor/Affiliate Research Professor】](#)
- [Annual Paid Vacation 【For Senior Researcher/Researcher】](#)
- [Application for Special Leave \(Japanese version only\)](#)
- [Application for Hospital Visits, Reduction of Burden of Commuting, Childcare, Nursing Care \(Japanese version only\)](#)

Employment rules and regulations salary list

Classification	Employment classification	Work Regulations	Regulations Concerning Salaries
Fixed-term Research Professors	Eminent Research Professor	Work Regulations for Fixed-term Research Professors	Regulations Concerning Salaries of Fixed-term Research Professors
	Research Professor		
Part-time Research Professors	Visiting Research Professor	Work Regulations for Part-time Research Professors	Regulations Concerning Salaries of Part-time Research Professors
	Affiliate Research Professor		
Fixed-term Research Staff	Senior Researcher	Work Regulations for Fixed-term Research Staff	Regulations Concerning Salaries of Fixed-term Research Staff
	Researcher		

Document A

Work Procedure Flow in the 'Application of the Discretionary Labor System for Professional Work'



[Deadlines to submit each application forms] *Submission dates may change depending on each monthly calendar.

Form name	Research Professor / Senior Researcher / Researcher →Working time manager	Working time manager →Research Office	Research Office →Office of Human Resources
Work Plan Application Form	25th of each month	28th of each month	End of each month
Self-Report of Work Situation	3rd of each month	6th of each month	8th of each month
Late-night Work Order Form	Apply/Approve → As necessary Month closing → 3rd of each month	6th of each month	8th of each month

Document B

[For Eminent Research Professor/Research Professor/Senior Researcher/Researcher]

Revision of Research Form No. 1>

April 2017 Work Plan Application Form Sample

Faculty Member No.	XXXXXXX	Affiliation	Ritsumeikan Global Innovation Research Organization
Job title	Senior Reseacher	Name	Taro Ritsumei (seal or signature)
Acceptance Researcher or Research Representative (Working Hours Manager)		Name	Hanako Suzaku (seal or signature)

Date	Day	Schedule for extramural work (business trip, work at home, etc.) Schedule for exceptional work (late-night work, day-off work, etc.) Schedule for taking paid leave, substitute holidays, etc.	Contents of extramural/exceptional work, etc.	Notes
1	Sat			
2	Sun			
3	Mon			
4	Tue			
5	Wed			
6	Thu			
7	Fri			
8	Sat	Business trip → *Separate business trip formalities are required.	Academic Conference, Tokyo	If you unavoidably have to come to work on a day off, take the day off (substitute holiday) on another working day within two weeks both prior to and after.
9	Sun	Business trip → *Separate business trip formalities are required.	Academic Conference, Tokyo	
10	Mon	Business trip → *Separate business trip formalities are required.	Academic Conference, Tokyo	
11	Tue	Substitute holiday		For April 8
12	Wed			
13	Thu			
14	Fri	Substitute holiday		For April 9
15	Sat			
16	Sun	Preparation for _____ reaction experiment	→ * Check the substitute holiday taking schedule and decide whether implementation on the holiday is permissible.	09:00-15:00
17	Mon	_____ reaction experiment		10:00-23:00
18	Tue	_____ reaction experiment		10:00-23:00
19	Wed			
20	Thu	Substitute holiday		For April 16
21	Fri	Kyoto University Library	Literature search	
22	Sat			
23	Sun			
24	Mon			
25	Tue	At home	Experiment data compilation and document preparation	
26	Wed	At home	Experiment data compilation and document preparation	
27	Thu			
28	Fri	Annual leave		First day, 2017
29	Hol			
30	Sun			

(As of end of preceding month)	Remaining days of annual paid leave	For preceding fiscal year		days
		For current fiscal year		days
(As of end of preceding month)	Substitute holidays not yet taken			days

Research Office confirmation

Submission Deadline	Self ➡ Working Hours Manager	April 4
	Working Hours Manager ➡ Research Office	April 7

- If you must work on a holiday or weekend due to unavoidable circumstances, state so on this application form, and gain approval from your Working Hours Manager in advance. In such a case, substitute another working day for the holiday/weekend within two weeks both prior to and after. (State the date on which you plan to take your substitute holiday).
 - If you plan to obtain paid leave, state so on this application form, and gain approval from your Working Hours Manager in advance. When obtaining other types of leave, submit the "Special Leave Application Form", and gain approval from your Working Hours Manager in advance.
 - If you will be working extramurally (on a business trip or at home, etc.), state the place(s) where the work will be carried out and the contents of the work. Note however that working on holidays/weekends and/or working past PM 10:00 is prohibited in such a case.
 - If you must work past PM 10:00 for unavoidable reasons, submit the "Late-Night Work Command (and Application) Form", and gain approval from your Working Hours Manager in advance.
- Note however that for Researchers and Senior Researchers, working past PM 10:00 is strictly prohibited under any circumstances.
- To change your monthly work plan after submitting this application form, contact your Working Hours Manager via email, phone or other means.
 - All employees are expected to keep track of their paid leave balances. State the number of remaining days (paid leave/substitute days-off not yet obtained) and days obtained as of the last day of the previous month.

Document C

[For Visiting Research Professor/Affiliate Research Professor]

on of Research Form No. 1>

April 2017 Work Plan Application Form Sample

Faculty Member No.	XXXXXXX	Affiliation	Ritsumeikan Global Innovation Research Organization	
Job title	Affiliate Research Professor	Name	Taro Ritsumei	(seal or signature)
Acceptance Researcher or Research Representative (Working Hours Manager)		Name	Hanako Suzaku	(seal or signature)

Workdays	3 days per week
Working hours of the day	6 hour and 30 minutes

Date	Day	Schedule for extramural work (business trip, work at home, etc.) Schedule for exceptional work (late-night work, day-off work, etc.) Schedule for taking paid leave, substitute holidays, etc.	Contents of extramural/exceptional work, etc.	Notes
1	Sat			
2	Sun			
3	Mon			
4	Tue	Kyoto University Library	Literature search	
5	Wed	Kyoto University Library	Literature search	
6	Thu			
7	Fri			
8	Sat	Business trip → *Separate business trip formalities are required.	Academic Conference, Tokyo	*If you unavoidably have to come to work on a day off, take the day off (substitute holiday) on another working day within two weeks both prior to and after.
9	Sun	Business trip → *Separate business trip formalities are required.	Academic Conference, Tokyo	
10	Mon	Business trip → *Separate business trip formalities are required.	Academic Conference, Tokyo	
11	Tue	Substitute holiday		For April 8
12	Wed			
13	Thu			
14	Fri	Substitute holiday		For April 9
15	Sat			
16	Sun	Preparation for _____ reaction experiment	→ * Check the substitute holiday taking schedule and decide whether implementation on the holiday is permissible.	09:00-15:00
17	Mon	_____ reaction experiment		10:00-23:00
18	Tue	_____ reaction experiment		10:00-23:00
19	Wed			
20	Thu	Substitute holiday		For April 16
21	Fri			
22	Sat			
23	Sun			
24	Mon			
25	Tue	At home	Experiment data compilation and document preparation	
26	Wed	At home	Experiment data compilation and document preparation	
27	Thu			
28	Fri	Annual leave		First day, 2017
29	Hol			
30	Sun			

(As of end of preceding month)	Remaining days of annual paid leave	For preceding fiscal year	_____ days
		For current fiscal year	_____ days
(As of end of preceding month)	Substitute holidays not yet taken		_____ days

Research Office confirmation

Submission Deadline	Self	➡	Working Hours Manager	April 4
	Working Hours Manager	➡	Research Office	April 7

- If you must work on a holiday or weekend due to unavoidable circumstances, state so on this application form, and gain approval from your Working Hours Manager in advance. In such a case, substitute another working day for the holiday/weekend within two weeks both prior to and after. (State the date on which you plan to take your substitute holiday).
- If you plan to obtain paid leave, state so on this application form, and gain approval from your Working Hours Manager in advance. When obtaining other types of leave, submit the "Special Leave Application Form", and gain approval from your Working Hours Manager in advance.
- If you will be working extramurally (on a business trip or at home, etc.), state the place(s) where the work will be carried out and the contents of the work. Note however that working on holidays/weekends and/or working past PM 10:00 is prohibited in such a case.
- If you must work past PM 10:00 for unavoidable reasons, submit the "Late-Night Work Command (and Application) Form", and gain approval from your Working Hours Manager in advance.
- To change your monthly work plan after submitting this application form, contact your Working Hours Manager via email, phone or other means.
- All employees are expected to keep track of their paid leave balances. State the number of remaining days (paid leave/substitute days-off not yet obtained) and days obtained as of the last day of the previous month.

Document D

[For Eminent Research Professor/Research Professor/Senior Researcher/Researcher]

Research Form No. 3>

April 2017 Self-Report of Work Situation

Sample

Faculty Member No.	XXXXXXX	Affiliation	Ritsumeikan Global Innovation Research Organization	
Job title	Senior Researcher	Name	Taro Ritsumei	(seal or signature)
Acceptance Researcher or Research Representative (Working Hours Manager)		Name	Hanako Suzaku	(seal or signature)

* Actual Working Hours: Exclude time for break or your own research.

Date	Day	Work start time	Work end time	Actual Working Hours	Taking of leave (excluding days off)	Notes (Enter: place where work was carried out, in the case of work outside workplace on business trip, etc.; contents of work on day(s) off)
1	Sat					
2	Sun					
3	Mon	9:30	18:30	8.0		
4	Tue	9:00	17:30	7.5		
5	Wed	10:00	19:30	8.5		Research consultation at _____ University
6	Thu					Absence from work without utilizing annual holiday
7	Fri	9:00	17:30	7.5		
8	Sat					
9	Sun					
10	Mon	9:00	17:30	7.5		
11	Tue	9:00	17:30	7.5		3 hours at Prefectural Library
12	Wed	10:00	20:30	9.5		
13	Thu				○	Annual paid leave
14	Fri	11:00	21:30	9.5		
15	Sat					
16	Sun					
17	Mon	13:00	18:30	5.5		
18	Tue	10:00	16:30	5.5		Data analysis at _____ Research Institute of _____ University
19	Wed	9:00	17:30	7.5		
20	Thu	11:30	15:30	4.5		
21	Fri	10:30	16:00	5.5		
22	Sat	14:30	15:30	4.5		Travel to Tokyo
23	Sun	8:30	21:00	11.5		× 4 hours overtime Participation in _____ Academic Conference (University of Tokyo)
24	Mon	10:30	14:30	4.0		× Adjustment for previous day
25	Tue	9:00	17:30	7.5		
26	Wed				○	× Substitute holiday for Sat, April 22th
27	Thu				○	Substitute holiday for work on Saturday April 23
28	Fri	9:00	17:30	7.5		
29	Sat					
30	Sun					
Secretariat work item				129.0		
April-2017 Basic working hours:				150.0		

Such absence will result in a decrease in compensation paid. If you have annual paid holidays remaining, ensure that you use them.

Do not include travel if it was the sole activity

There is no overtime under the Discretionary Labor System, therefore, adjustments cannot be made either.

If you only traveled this does not warrant a substitute holiday

(As of end of this month)	Remaining days of annual paid leave	For preceding fiscal year	days
		For current fiscal year	days
(As of end of this month)	Substitute holidays not yet taken		days

Submission Deadline	Self ➡ Working Hours Manager	May 8
	Working Hours Manager ➡ Research Office	May 11

Research Office confirmation

The purpose of filling out and submitting this form is to ensure the health and welfare of persons to whom the Discretionary Labor System for Professional Work is applied.

- If you must work on a holiday or weekend due to unavoidable circumstances, obtain a substitute holiday on another working day within two weeks both prior to and after. In such a case, enter a circle(O) in the "Taking of leave" column, and enter "Substitute holiday for ____ (month) __ (date)" in the "Notes" column.
- In case of obtaining paid leave, notify your Working Hours Manager in advance by submitting the "Work Plan Application Form". (Enter a circle (O) in the "Taking of leave" column in this form.)
(Note however that under Article 39 (4) of the Labor Standards Act, the Working Hours Manager may change annual paid leave to another period if granting the paid leave in the period that is requested would interfere with normal activities, such as research activities.)
- Enter working hours for each day (excluding hours spent training/studying on your own account or other non-work related activities) by entering the time you started/ended work, and the actual working hours. Submit this report to your Working Hours Manager by the date stated above.
- If you must work past PM 10:00 until AM 5:00, submit the "Late-Night Work Command (and Application) Form", and gain approval from your Working Hour's Manager in advance, as required by the Work Regulations. Note however that for Researchers and Senior Researchers, late-night work is strictly prohibited under any circumstances.
- If you will be working extramurally, (on a business trip or at home, etc.), enter the place(s) where the work will be carried out and the contents of the work in the "Notes" column.
- All employees are expected to keep track of their paid leave balances. State the number of remaining days (paid leave/substitute days-off not yet obtained) and days obtained as of the last day of the previous month.

Document E

[For Visiting Research Professor/Affiliate Research Professor]

April 2017 Self-Report of Work Situation Sample

Faculty Member No.	XXXXXXX	Affiliation	Ritsumeikan Global Innovation Research Organization	
Job title	Affiliate Research Professor	Name	Taro Ritsumei	(seal or signature)
Acceptance Researcher or Research Representative (Working Hours Manager)		Name	Hanako Suzaku	(seal or signature)

Workdays	3 days per week
Working hours of the day	6 hour and 30 minutes

* Actual Working Hours: Exclude time for break or your own research.

Date	Day	Work start time	Work end time	Actual Working Hours	Taking of leave (excluding days off)	Notes (Enter: place where work was carried out, in the case of work outside workplace on business trip, etc.; contents of work on day(s) off; taking of substitute holiday(s); etc.)
1	Sat					
2	Sun					
3	Mon	9:00	16:30	6.5		
4	Tue	9:30	17:00	6.5		
5	Wed	9:00	17:30	6.5		
6	Thu					
7	Fri					
8	Sat					
9	Sun					
10	Mon	10:00	19:30	6.5		Research consultation at _____ University
11	Tue					
12	Wed					
13	Thu	9:00	17:30	6.5		
14	Fri	9:00	17:30	6.5		3 hours at Prefectural Library
15	Sat					
16	Sun					
17	Mon	10:00	20:30	6.5		
18	Tue				○	Annual paid leave
19	Wed					
20	Thu	10:00	18:30	6.5		
21	Fri	9:00	16:30	6.5		Data analysis at _____ Research Institute of _____ University
22	Sat	9:00	17:30	6.5		
23	Sun	11:00	18:00	6.5		Travel to Tokyo Do not include travel if it was the sole activity
24	Mon	10:30	18:30	6.5		Participation in _____ Academic Conference (University of Tokyo)
25	Tue					
26	Wed				○	x Substitute holiday for Sat, April 23th If you only traveled this does not warrant a substitute holiday
27	Thu				○	Substitute holiday for work on Saturday April 2
28	Fri					
29	Hol					
30	Sun					
Secretariat work item				78.0		

(As of end of this month)	Remaining days of annual paid leave	For preceding fiscal year	days
		For current fiscal year	days
(As of end of this month)	Substitute holidays not yet taken		days

Research Office confirmation

Submission Deadline	Self	➔	Working Hours Manager	May 8
	Working Hours Manager	➔	Research Office	May 11

The purpose of filling out and submitting this form is to ensure the health and welfare of persons to whom the Discretionary Labor System for Professional Work is applied.

- If you must work on a holiday or weekend due to unavoidable circumstances, obtain a substitute holiday on another working day within two weeks both prior to and after. In such a case, enter a circle(O) in the "Taking of leave" column, and enter "Substitute holiday for ____ (month) __ (date)" in the "Notes" column.
- In case of obtaining paid leave, notify your Working Hours Manager in advance by submitting the "Work Plan Application Form". (Enter a circle (O) in the "Taking of leave" column in this form.)
(Note however that under Article 39 (4) of the Labor Standards Act, the Working Hours Manager may change annual paid leave to another period if granting the paid leave in the period that is requested would interfere with normal activities, such as research activities.)
- Enter working hours for each day (excluding hours spent training/studying on your own account or other non-work related activities) by entering the time you started/ended work, and the actual working hours. Submit this report to your Working Hours Manager by the date stated above.
- If you must work past PM 10:00 until AM 5:00, submit the "Late-Night Work Command (and Application) Form", and gain approval from your Working Hour's Manager in advance, as required by the Work Regulations.
- If you will be working extramurally, (on a business trip or at home, etc.), enter the place(s) where the work will be carried out and the contents of the work in the "Notes" column.
- All employees are expected to keep track of their paid leave balances. State the number of remaining days (paid leave/substitute days-off not yet obtained) and days obtained as of the last day of the previous month.

【研究系教員用】

April 2017 Late-night Work Order (and Application) Form

Sample

教職員番号	*****	所属	総合科学技術研究機構	職名	研究教員	氏名	立命 太郎	(押印または署名)
受入研究者または研究代表者(労働時間管理者)氏名	朱雀 京子			(押印または署名)				

以下の通り、深夜勤務を必要としますので、命令(申請)します。

深夜勤務を必要とする日、時間	深夜勤務を必要とする理由	本人印 or 署名	申請日	管理者 判断	深夜勤務の結果			※事務局使用欄	
4月7日 22:00 ~ 4月7日 23:30	〇〇についての反応実験を行う。同実験には最低▲▲時間を要し、途中で実験を中断することができないため。	(印)	4月5日	<input checked="" type="checkbox"/> 許可 <input type="checkbox"/> 不許可	22時00分	~	23時30分		
4月18日 22:00 ~ 4月19日 00:30	週明けに予定があるため、前倒しで研究しておきたい。	(印)	4月15日	<input type="checkbox"/> 許可 <input checked="" type="checkbox"/> 不許可		~			
4月25日 22:00 ~ 4月25日 23:00	研究論文の参考とするため、文献の検索を行いたい。	(印)	4月19日	<input type="checkbox"/> 許可 <input checked="" type="checkbox"/> 不許可		~			
*月**日 **:* ~ *月**日 **:*				<input type="checkbox"/> 許可 <input type="checkbox"/> 不許可		~			
*月**日 **:* ~ *月**日 **:*				<input type="checkbox"/> 許可 <input type="checkbox"/> 不許可		~			
*月**日 **:* ~ *月**日 **:*				<input type="checkbox"/> 許可 <input type="checkbox"/> 不許可		~			

【注意事項】

- ① 専門研究員および研究員の深夜勤務は認めていません。
- ② やむを得ない理由により深夜勤務が必要な場合は、その都度必要事項を記入し、労働時間管理者に申請し、許可を受けてください。
許可を受けずに深夜勤務を行っても、「深夜割増賃金」の支払いはできませんので、予めご承知ください。
- ③ 深夜勤務をされた場合、本命令書を5月8日(月)までに労働時間管理者に提出してください。
* 労働時間管理者は、内容を点検のうえ、5月11日(木)までに所属キャンパスの研究オフィスに提出してください。

Document G

List of Applications related to Work (Various Leave Systems, Etc.)

Occasions	Eminent Research Professor Research Professor Senior Researcher Researcher	Visiting Research Professor Affiliate Research Professor	Notes
	Form		
Marriage	Form 【1】 Application for Special Leave (Japanese version only)	Not applicable	Must be submitted by the first day of leave
Condolatory events		Form 【1】 Application for Special Leave (Japanese version only)	
Exercising of civil rights		Not applicable	
Summoned to a public agency for jury duty / witness		Form 【1】 Application for Special Leave (Japanese version only)	
Donating bone marrow		Not applicable	
Home damaged by earthquake, fire, flood, or other natural disaster		Form 【1】 Application for Special Leave (Japanese version only)	
Childcare care		Form 【1】 Application for Special Leave (Japanese version only)	
Maternity leave (before birth)		Form 【1】 Application for Special Leave (Japanese version only)	
Maternity leave (after birth)		Form 【1】 Application for Special Leave (Japanese version only)	
Menstrual leave		Form 【1】 Application for Special Leave (Japanese version only)	
Pregnancy disability leave		Form 【1】 Application for Special Leave (Japanese version only)	
Nursing care leave		Form 【1】 Application for Special Leave (Japanese version only)	
Absence	Form 【2】 Absence Notice (Japanese version only)		Must be submitted by the first day of leave (If an employee is absent from work for 7 consecutive days due to illness or injury, the employee must submit a medical certificate from the attending physician)
Hospital/Clinic Visits for pregnant employees	Form 【3】 Application for Hospital Visits, Reduction of Burden of Commuting, Childcare, Nursing Care (Japanese version only)	Not applicable	Must be submitted by the first day of leave
Reduction of burden of commuting for pregnant employees			
Childcare time			
Reduced working hours for childcare / nursing care			

*Please contact the Office of Payroll and Employee Benefits or the Office of Research Planning and Development if you have any concerns.

Document H

Form 【1】

Submit to: Research Office

Application for Special Leave

所 属		職 位	
教職員番号		氏 名	印
届出日	年 月 日		
取得期間	年 月 日 ~ 年 月 日	取得日数 () 日	
○印	休暇制度 (※取得条件・添付書類を別紙一覧で確認ください)		
①結婚	(休日含む連続6日以内)	入籍日： 年 月 日	挙式日： 年 月 日
②忌服	氏名： (続柄：)		
③配偶者 出産休暇	○印： 第1子(2日)・第2子以降(5日)	申請者育児休業申出： 有 (年 月 日～) ・無	
	取得合計日数：今回含めて 日	出産(予定)日： 年 月 日	
④看護休暇	(中学就学の始期に達するまで) *年度ごとに毎年、初回時に対象の子の保険証等の写しを添付		
	子の氏名： (続柄：) ・ 生年月日 年 月 日 (歳)		
	中学就学の始期に達するまでの子の数： 人	年度内での取得日数： 今回含めて 日	
⑤生理休暇	(1回につき休日含む連続3日以内)		
⑥介護休暇	家族氏名： (続柄：) ・ 生年月日 年 月 日 (歳)		
	対象家族の人数： 人	年度内での取得日数： 今回含めて 日	
⑦公民権の行使(裁判員等)			
⑧就業規則に定める上記外の特別有給休暇 (届出事項：)			
所属長 印		所属長 コメント欄	

給 与 厚 生 課	部長	次長	課長	課長	担当	担当	契常特休 受付No.	RO担当
							- -	
								受付日 年 月 日
	コメント							

届出事項	取得期間・上限日数	必要添付書類						
①結婚	<p>入籍日前後の連続6日以内（休日含む）を基本とする。</p> <p>挙式・新婚旅行のために取得する場合は、在職期間中に入籍（入籍しない場合は住民票上の同居）を行うことを前提とし、入籍（または住民票上の同居）を行う日以前30日、以後180日以内に挙式・新婚旅行を実施することがわかる添付資料を要す。</p>	<p>※下記①の提出は必須 ※挙式・新婚旅行で取得の場合は、下記①に加えて②または③の書類も要添付</p> <p>①入籍日または住民票上の同居を証明する書類 *婚姻届受理証明書または住民票の写し</p> <p>②挙式の招待状の写し ③新婚旅行のみの場合は新婚旅行旅程表の写し</p>						
②忌服	<p>【取得対象続柄】</p> <table border="1"> <tr> <td>父母・配偶者・子</td> <td>連続7日以内（休日含む）</td> </tr> <tr> <td>祖父母・兄弟姉妹・孫 配偶者の父母</td> <td>連続5日以内（休日含む）</td> </tr> <tr> <td>曾祖父母・伯叔父母・ 甥・姪・従兄弟姉妹・ 兄弟姉妹の配偶者</td> <td>連続3日以内（休日含む）</td> </tr> </table> <p>【取得単位】 1日（半日単位の扱いなし）</p>	父母・配偶者・子	連続7日以内（休日含む）	祖父母・兄弟姉妹・孫 配偶者の父母	連続5日以内（休日含む）	曾祖父母・伯叔父母・ 甥・姪・従兄弟姉妹・ 兄弟姉妹の配偶者	連続3日以内（休日含む）	<p>当該の事項が発生したことが判る書類 *葬儀の会葬礼状等の写し *家族葬で会葬礼状が無い場合は葬儀日程・場所等記載の口述書添付</p> <p>(注)「配偶者の」と付記されていない続柄は申請者本人に対する続柄</p>
父母・配偶者・子	連続7日以内（休日含む）							
祖父母・兄弟姉妹・孫 配偶者の父母	連続5日以内（休日含む）							
曾祖父母・伯叔父母・ 甥・姪・従兄弟姉妹・ 兄弟姉妹の配偶者	連続3日以内（休日含む）							
③配偶者 出産休暇	<p>【取得対象期間】 配偶者の産前産後8週以内</p> <p>【取得上限日数】 第1子：2日、第2子以降：5日</p> <p>【取得単位】 1日（半日単位の扱いなし）</p>	<p>出産(予定)日を証明する書類 *母子手帳の出産(予定)日記載ページ等の写し</p>						
④看護休暇	<p>【取得対象期間】 中学校就学の始期に達するまで</p> <p>【取得事由】</p> <p>①子の負傷・疾病 ②母子健康法に定める市区町村が実施または勧奨する健康診査（小学校入学者の就学時健康診断は対象外：学校保健安全法） ③予防接種（任意接種含む）</p> <p>【取得単位】 1日（半日単位の扱いなし）</p> <p>【取得上限日数】 *対象となる子が一人の場合、単年度につき教職員一人あたり7日まで *対象となる子が二人以上の場合、単年度につき教職員一人あたり10日まで</p>	<p>①子の年齢を証明する書類 *年度ごとに毎年、初回申請時には提出必要対象となる子の保険証等の写し</p> <p>②子に看護が必要であったことを確認できる書類 *受診日が明記された病院の領収書など *取得日と受診日が2日以上離れている場合は理由と看護状況記載の口述書添付</p> <p>③健診・予防接種を受けたことが判る書類 *実施案内状・母子手帳の写しなど</p> <p>④自宅看護のみで上記②③の書類が無い場合は、病状・看護状況などを明記の口述書添付</p>						
⑤生理休暇	<p>【取得上限日数】 1回につき、休日含む連続する3日以内</p>							
⑥介護休暇	<p>【取得事由】 要介護状態（※①）にある対象家族（※②）の介護その他厚生労働省令で定める世話（※③）を行う場合</p> <p>※①要介護状態 負傷、疾病又は身体上若しくは精神上的の障害により、2週間以上の期間にわたり常時介護を要する状態にあること（要介護認定を受けていない方は、家族の介護が2週間以上にわたり常時必要である旨記載の医師の診断書が必要）</p> <p>※②対象家族 1) 配偶者・父母・子 2) 祖父母、兄弟姉妹または孫であって、教職員が同居し、かつ扶養している者 3) 配偶者の父母</p> <p>※③その他厚生労働省令で定める世話 1) 対象家族の介護 2) 対象家族の通院等の付き添い、対象家族が介護サービスの提供を受けるために必要な手続きの代行 3) その他の対象家族に必要な世話</p> <p>【取得単位】 1日（半日単位の扱いなし）</p> <p>【取得上限日数】 *対象家族一人の場合、単年度につき教職員一人あたり5日まで *対象家族二人以上の場合、単年度につき教職員一人あたり10日まで</p>	<p>下記の書類すべてを添付</p> <p>①対象家族との続柄がわかる書類 *住民票・戸籍抄（謄）本の写し等 *年度ごとに毎年、初回申請時には提出必要</p> <p>②要介護状態にあることが判る書類 *要介護認定を受けており、要介護度がわかる書類・医師の診断書等 *年度ごとに毎年、初回申請時には提出必要</p> <p>③介護または世話をを行った事実が判る書類（取得日ごとに提出必要） *証明できる書類の提出が困難な場合は申請者の口述書（介護状況明記）にて対応</p>						
⑦公民権の行使（裁判員等）	<p>当日</p>	<p>当該の事項が発生したことが判る書類 *裁判所からの呼出状の写しなど</p>						

Document I

Form 【2】	Submit to: Resaerch Office		
Absence Notice			
所 属		職 名	
教職員番号		氏 名	印
届出日	年 月 日		
欠勤期間	年 月 日 ～ 年 月 日 () 日間・ヵ月		
欠勤理由	*該当事項に○印 傷病 ・ その他 (具体的理由:)		
添付書類	7日間以上の傷病欠勤の場合、医師の診断書を添付してください		
所属長印	所属長	所属長 コメント	
	/		

◆人事部 使用欄◆				欠勤 受付No. —			RO使用欄
部長	次長	課長	課長	担当	担当	担当	担当
保健センター	所長	課長					
人事部 コメント	年休振替		月 日～ 月 日分 (計 日分/残 日)				
	同一傷病による欠勤		有 ・ 無				
	同一傷病による 通算欠勤日数		日間 (年 月 日より)				

(注)

- ①欠勤する場合、事前にその理由と予定日数を本届により人事部 給与厚生課まで届け出てください。
事前に届け出ることができない場合は、事後速やかに届け出てください。
- ②欠勤届は、取得1日から届け出が必要です。(半日含む)
- ③欠勤は本人の申し出により、年休に振り替えることができます。
- ④欠勤により、給与・一時金からの欠勤減額が生じる場合があります。

Document J

Form 【3】 Submit to: Resaerch Office

Application for Hospital Visits, Reduction of Burden of Commuting, Childcare, Nursing Care

所 属		職 位	
教職員番号		氏 名	印
届出日	年 月 日		
取得期間	年 月 日 ~ 年 月 日	取得日数・時間： () 日・ヶ月・時間	

○印 休暇制度 (※取得条件・添付書類を別紙一覧で確認ください)

	①妊娠の 通院時間保障 (必要時間)	*領収証および健診開始時間が確認できる予約票等の写しを添付 (予約票が無い場合は領収証に予約時間を明記)		
		【必要時間】 病院での所要時間： (時 分 ~ 時 分) + 通院・通勤に要する時間		
		【必要時間取得後の勤務時間】： (時 分 ~ 時 分)		
		※必要時間以外の時間帯は勤務とし、休む場合は半日年休・時間単位年休等を併用すること		
		【病院の住所・名称】：		
		妊娠週数 (通院日現在)：	週	出産予定日： 年 月 日
		前回取得日： 年 月 日		
	②妊娠の通勤緩和	取得後の勤務時間 (時 分 ~ 時 分)		
		利用公共交通機関：	利用交通用具：	
		出産予定日： 年 月 日		
	③育児時間 (生後1歳未満)	*対象の子の生年月日を確認できる書類 (保険証等) の写しを添付		
		取得後の勤務時間 (時 分 ~ 時 分)		
		子の氏名： (続柄：) ・ 生年月日 年 月 日 (ヶ月)		
	④育児のための 勤務時間短縮	*年度ごとに毎年、対象の子の生年月日を確認できる書類 (保険証等) の写しを添付して申請		
		取得後の勤務時間 (時 分 ~ 時 分)		
		子の氏名： (続柄：) ・ 生年月日 年 月 日 (歳)		
	⑤育児のための 時差勤務 (専任教職員のみ)	*年度ごとに毎年、対象の子の生年月日を確認できる書類 (保険証等) の写しを添付して申請		
		時差の勤務時間 (時 分 ~ 時 分)		
		子の氏名： (続柄：) ・ 生年月日 年 月 日 (歳)		
	⑥介護のための 勤務時間短縮	*取得日数を通算するため実際の取得期間で都度申請、必要書類を添付		
		取得後の勤務時間 (時 分 ~ 時 分)		
		対象家族の氏名： (続柄：) ・ 生年月日 年 月 日		
	⑦介護のための 時差勤務 (専任教職員のみ)	*年度ごとに毎年、必要書類を添付して申請		
		時差の勤務時間 (時 分 ~ 時 分)		
		対象家族の氏名： (続柄：) ・ 生年月日 年 月 日		
所属長印		所属長 確認欄 コメント欄	*通院保障時間の場合：病院での必要な時間+移動時間での申請となっているか確認	

給与 厚生課	部長	次長	課長	課長	担当	担当	契常特休 受付No.	R0担当
							— —	
							受付日 年 月 日	
	コメント							

<妊娠の通院時間保障>

取得対象	妊娠している女性教職員
内容	<p>母子保健法の規定による保健指導または健康診査を受けるために必要な時間を請求できる（時間単位）</p> <p>* 必要時間とは、定期健診に要する必要時間（病院での所要時間）＋通院・通勤に要する時間。 必要時間以外の時間帯は勤務とし、休む場合は半日年休・時間単位年休等を併用すること。 必要時間が1日要する場合は、それを証明できる書類の提出が必要。（証明書類がない場合は1日を要する理由、検査等の内容と検査にかかった時間、通院時間を口述書にて添付）</p> <p>* 保健指導・健康診査とは、産科に関する診察や諸検査と、その結果に基づいて行われる個別の保健指導のこと（母親教室等の参加は対象外）</p> <p>【取得回数】</p> <p>①医師の診察による妊娠確定後～妊娠23週まで：4週間以内ごとに1回 ②妊娠24週～35週まで：2週間以内ごとに1回 ③妊娠36週～産前休暇前まで：1週間以内ごとに1回</p> <p>※医師の指導がある場合はこの限りではない。（医師の指導により上記取得回数を超えての通院の場合は、母子手帳の検査・診察記録ページの写し・通院日の領収書の写しを添付）</p> <p>※上記対象以外の通院は、年休を取得 母性健康管理指導事項連絡カードまたは診断書の提出がある場合は妊娠障害休暇を取得できる</p>
給与の扱い	専任・契約・常勤講師ともに有給の扱い
添付書類	<p>届は通院日ごとに提出（出産予定日報告書を未提出の場合は併せて提出）</p> <p>毎回添付：健診開始時間が確認できる予約票等の写しおよび当日の病院領収証の写し 初回のみ添付：出産予定日を証明する書類 （出産予定日証明書または母子手帳の表紙（氏名欄）＋予定日記入ページの写し）</p>

<妊娠の通勤緩和>

取得対象	妊娠している女性教職員が、交通混雑を避けるために必要な場合で、徒歩通勤者を除き認める ※公共交通機関を利用して通勤する者のほか、自動車等交通用具を使用して通勤する者も認める 申請後、取得時間帯の変更を申し出たい場合は、再度申請が必要
内容	<p>産前休暇前までの期間で申請</p> <p>1日1時間の範囲で、通勤緩和のための遅刻および早退を認める（取得単位30分）</p>
給与の扱い	専任・契約・常勤講師ともに有給の扱い
添付書類	<p>出産予定日を証明する書類（出産予定日証明書または母子手帳の表紙（氏名欄）＋予定日記入ページの写し） （出産予定日報告書を未提出の場合は併せて提出）</p>

<育児時間（生後1年未満）>

取得対象	満1歳未満の子を養育する女性教職員
内容	<p>子の1歳の誕生日前日までの期間で申請</p> <p>1日について2回（1回について30分）の育児時間を取得できる。1日1回1時間とすることも可。</p>
給与の扱い	専任・契約・常勤講師ともに有給の扱い
添付書類	子の生年月日を確認できる書類（保険証の写しなど）

<育児のための勤務時間短縮>

取得対象期間	中学校就学の始期に達するまで
取得上限時間	一日最大2時間とする（取得単位30分）。2時間を出退勤時間の前後にまとめた取得も可。
給与の扱い	専任・契約・常勤講師ともに無給
添付書類	年度ごとに毎年、子の生年月日を確認できる書類（保険証の写しなど）を添付

<育児のための時差勤務> 専任教職員のみ取得可

取得対象期間	中学校就学の始期に達するまで
取得上限時間	一日最大1時間の時差勤務を行うことができる（取得単位30分）
添付書類	年度ごとに毎年、子の生年月日を確認できる書類（保険証の写しなど）を添付

<介護のための勤務時間短縮(専任)>

要介護対象者	(1)配偶者、父母、子、(2)配偶者の父母、 (3)祖父母、兄弟姉妹または孫であつて、教職員が同居し、かつ扶養している者
取得対象期間	要介護状態にあり2週間以上の常時介護を必要とする対象家族1人につき、通算して暦日365日 (介護休業日数を合算します)
取得上限時間	1日につき始業後および終業前において通算3時間を上限(取得単位30分) 3時間を出退勤時間の前後にまとめた取得も可
給与の扱い	無給
添付書類	取得日数を通算するため、取得の都度申請(取得の際は給与厚生課にご相談ください) ①対象家族の続柄がわかる書類 *住民票・戸籍抄(謄)本の写しなど ②2週間以上の要介護状態にあることが判る書類 *要介護認定を受けており、要介護度がわかる書類・医師の診断書など

<介護のための勤務時間短縮(契約・常勤講師)>

要介護対象者	(1)配偶者、父母、子、(2)配偶者の父母、 (3)祖父母、兄弟姉妹または孫であつて、教職員が同居し、かつ扶養している者
取得対象期間	要介護状態にあり2週間以上の常時介護を必要とする対象家族1人につき、通算して暦日93日 (介護休業日数を合算します)
取得上限時間	1日につき始業後および終業前において通算3時間を上限(取得単位30分) 2時間を出退勤時間の前後にまとめた取得も可
給与の扱い	無給
添付書類	取得日数を通算するため、取得の都度申請(取得の際は給与厚生課にご相談ください) ①対象家族の続柄がわかる書類 *住民票・戸籍抄(謄)本の写しなど ②2週間以上の要介護状態にあることが判る書類 *要介護認定を受けており、要介護度がわかる書類・医師の診断書など

<介護のための時差勤務> 専任教職員のみ取得可

要介護対象者	(1)配偶者、父母、子、(2)配偶者の父母、 (3)祖父母、兄弟姉妹または孫であつて、教職員が同居し、かつ扶養している者
取得対象	要介護状態にあり2週間以上の常時介護を必要とする家族がいる場合
取得上限時間	一日最大1時間の時差勤務を行うことができる(取得単位30分)
添付書類	年度ごとに申請 ①対象家族の続柄がわかる書類 *住民票・戸籍抄(謄)本の写しなど ②2週間以上の要介護状態にあることが判る書類 *要介護認定を受けており、要介護度がわかる書類・医師の診断書など