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 (〇) 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 (〇) in the "Taking of leave" column in this form.)
- 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, as required by the Work Regulations.
- 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.