

○ Working Hours Regulations for National University Corporation Kanazawa University  
Employees

(Policy No. 3, dated April 1, 2004)

Revision

(Purpose)

Article 1

These Regulations set forth necessary matters concerning the procedures relating to employees' working hours, holidays, leave, etc. in accordance with Article 64 of the Work Rules for National University Corporation Kanazawa University Employees (hereinafter, "the Work Rules").

(Confirmation of Attendance)

Article 2

1. Employees shall arrive for work by the starting time of work, and affix their seal on the attendance register set forth separately immediately after their arrival. However, if there are unavoidable circumstances, they may put a signature in place of their seal.
2. Notwithstanding the preceding paragraph, at workplaces where the President recognizes employee attendance can be appropriately confirmed by the managers (including those to whom the managers delegate the authority to confirm employee attendance) by a roll call, confirmation of presence, or other means, use of seals, etc. affixed on the attendance register may be abolished, and a work record (a form for recording employees' status of attendance) may be used in place of the attendance register.

(Overnight and Day Duties)

Article 3

1. The President may order employees to perform overnight or day duties outside working hours or on holidays.
2. Other matters necessary for overnight and day duties shall be set forth separately.

(Period of Employees' Exemption from Work)

Article 4

1. If an employee falls under any of the following items, he/she may be exempted from work during the approved period, notwithstanding Paragraph 1, Article 25 of the Work Rules.
  - (1) If he/she is approved to participate in recreation during working hours
  - (2) If he/she is approved to participate in union bargaining during working hours

- (3) If he/she is approved to receive health guidance or a medical examination during working hours in accordance with Article 12 of the Act on Securing, Etc. of Equal Opportunity and Treatment between Men and Women in Employment (Act No. 113 of 1972; hereinafter, “the Equal Opportunity Act”)
- (4) If he/she is approved not to work for the purposes of easing the rush-hour congestion, taking a rest, etc. in accordance with Article 13 of the Equal Opportunity Act
- (5) If he/she is approved to receive a comprehensive medical examination during working hours
- (6) If he/she is approved not to work for self-development training
- (7) If he/she is prohibited from working to prevent the spread of an infectious disease in accordance with Article 30 of the National University Corporation Kanazawa University Safety and Health Regulations

2. To be exempted from work as provided for in the preceding paragraph, an employee shall submit an application form set forth separately for exemption from the obligation to perform his/her duties. However, exemption as provided for in Item (5) of the preceding paragraph shall be obtained using a leave register set forth separately.

(Substitution of Holidays)

#### Article 5

The substitution of holidays provided for in Article 51 of the Work Rules shall be conducted using a register set forth separately for the substitution of holidays and changes in the allocation of four working hours.

(Substitute Days Off)

#### Article 6

To take a substitute day off as set forth in Article 52 of the Work Rules, a working day (excluding a holiday) on which the same number of hours are allocated to work as on the holiday when the employee is ordered to work shall be designated as the substitute day off within a period of eight weeks counting from the relevant holiday on which he/she is ordered to work using a register set forth separately for the designation of substitute days off.

(System for Work in Special Style and Variable Working Hours)

#### Article 7

The starting and finishing times of work and rest periods of an employee who needs to work in a special style in accordance with Article 54-2 of the Work Rules shall be as set forth in Schedules 1 to 8.

(Working Hours of Physicians Working at the University Hospital's Perinatal Mother and Infant Care Center, Section of Emergency Medicine, and Intensive Care Unit)

#### Article 8

A four-week-based variable working hour system shall apply to physicians who work at the University Hospital's Perinatal Mother and Infant Care Center, Section of Emergency Medicine, and Intensive Care Unit, so that they shall have eight or more holidays every four weeks and their working hours shall be allocated as long as their weekly working hours resulting from averaging the four weeks do not exceed 38 hours and 45 minutes. In this case, their starting and finishing times of work, rest periods, and the initial date in reckoning shall be as set forth in Schedule 3.

(Working Hours of Employees Working at the University Hospital's Department of Hospital Pharmacy, Clinical Laboratory, Division of Transfusion Medicine, Radiology Division, Nutritional Management Office)

#### Article 9

1. A four-week-based variable working hour system shall apply to employees who work at the University Hospital's Department of Hospital Pharmacy, Clinical Laboratory, Division of Transfusion Medicine, Radiology Division, and Nutritional Management Office, so that they shall have eight or more holidays every four weeks (or six or seven holidays as long as their weekly working hours do not exceed 38 hours and 45 minutes), and their working hours shall be allocated as long as their weekly working hours resulting from averaging the four weeks do not exceed 38 hours and 45 minutes. In this case, their starting and finishing times of work, rest periods, and the initial date in reckoning shall be as set forth in Schedules 4 to 6.
2. When the preceding paragraph applies to an employee using the system of working a reduced schedule for childcare provided for in Paragraph 2, Article 65 of the Work Rules, the number of holidays and weekly working hours shall be changed to the number of the said employee's holidays and his/her weekly working hours.

(Working Hours of Employees Working at the University Hospital's Division of Nursing)

#### Article 10

1. A monthly-based variable working hour system shall apply to employees who work at the University Hospital's Division of Nursing, so that they shall have the same number of holidays as employees to whom Article 54-2 of the Work Rules do not apply, and their working hours shall be allocated as long as their weekly working hours resulting from averaging the one month reckoned from the 1st of every month do not exceed 40 hours. In this case, their starting and finishing times of work, rest periods, and the initial date in reckoning shall be as set forth in Schedules 7.
2. When the preceding paragraph applies to an employee using the system of working a reduced schedule for childcare provided for in Paragraph 2, Article 65 of the Work Rules, the number of holidays and weekly working hours shall be changed to the number of the said employee's holidays and his/her weekly working hours. In this case, his/her starting and finishing

times of work, rest periods, and the initial date in reckoning shall be as set forth in Schedules 7 if his/her weekly working hours are 23 hours and 15 minutes, or in Schedule 7-2 if his/her weekly working hours are 20 hours or 25 hours.

(Working Hours of Employees Working at the University Hospital's Medical Engineering Center)

#### Article 10-2

1. A monthly-based variable working hour system shall apply to employees who work at the University Hospital's Medical Engineering Center, so that they shall have the same number of holidays as employees to whom Article 54-2 of the Work Rules do not apply, and their working hours shall be allocated as long as their weekly working hours resulting from averaging the one month reckoned from the 1st of every month do not exceed 40 hours. In this case, their starting and finishing times of work, rest periods, and the initial date in reckoning shall be as set forth in Schedules 8.

2. When the preceding paragraph applies to an employee using the system of working a reduced schedule for childcare provided for in Paragraph 2, Article 65 of the Work Rules, the number of holidays and weekly working hours shall be changed to the number of the said employee's holidays and his/her weekly working hours.

(Exemption from Application of the Variable Working Hour System)

#### Article 11

The provisions of the four preceding articles shall not apply to employees who are in charge of supervising other employees, pregnant employees exempted from night work, and other employees who do not need to work in a special style.

(Overtime and Holiday Work)

#### Article 12

1. If the order to work outside working hours or on a holiday is issued in accordance with Article 56 of the Work Rules, a register of orders for overtime and holiday work set forth separately shall be compiled.

2. At workplaces where an attendance management system installed to manage employees' overtime or holiday work is used, overtime or holiday work may be declared through employees' entries into the said system, instead of compilation of a register of orders for overtime and holiday work, and the order stipulated in the preceding paragraph may be replaced with the working-hour manager's checking of the content of the said declarations.

(Annual Paid Leave)

#### Article 13

1. When an employee takes annual paid leave in accordance with Article 60 of the Work Rules, he/she shall notify the same in advance on a leave register set forth separately. However, if

he/she cannot notify in advance due to unavoidable circumstances, he/she shall notify immediately afterwards.

2. The term "local public officers, etc." stipulated in Paragraph 3, Article 60 of the Work Rules refers to the following, in addition to local public officers.

- (1) Employees of agencies engaged in administrative execution
- (2) Employees of public financial corporations provided for in Article 1 of the Act on the Budget and Settlement of Public Financial Corporations (Act No. 99 of 1951)
- (3) Employees of corporations whose operations are closely related to the administration or business of the national government and that fall under any of the items of Article 9-2 of the Order for Enforcement of the Act on National Public Officers' Retirement Allowance (Cabinet Order No. 215 of 1953)

(Illness/Injury Leave)

#### Article 14

When an employee applies for illness/injury leave set forth in Article 61 of the Work Rules, he/she shall notify the same using a leave register set forth separately. However, if the period of leave exceeds one week, he/she shall attach a medical certificate written by a doctor to the register. The same applies when he/she applies for illness/injury leave without an interval after the said period of leave expires.

(Special Leave)

#### Article 15

1. When an employee applies for special leave as set forth in Article 62 of the Work Rules, he/she shall notify the same using a leave register set forth separately.
2. When applying for special leave, an employee shall attach documents that prove the reasons for the application, the period of leave, etc. as needed.

(Miscellaneous Provisions)

#### Article 16.

Necessary matters concerning working hours, etc. other than those set forth herein shall be provided for separately.

#### Supplementary Provisions

These Regulations shall come into effect as of April 1, 2004. However, the provisions of Schedules 9 to 11 concerning a variable working hour system set forth in Articles 10 and 11 shall apply from March 28, 2004.

#### Supplementary Provisions

These Regulations shall come into effect as of April 1, 2005.

Supplementary Provisions

These Regulations shall come into effect as of April 1, 2006.

Supplementary Provisions

These Regulations shall come into effect as of April 1, 2007.

Supplementary Provisions

These Regulations shall come into effect as of October 1, 2007.

Supplementary Provisions

These Regulations shall come into effect as of April 1, 2008.

Supplementary Provisions

These Regulations shall come into effect as of April 1, 2009.

Supplementary Provisions

These Regulations shall come into effect as of November 1, 2009.

Supplementary Provisions

These Regulations shall come into effect as of November 1, 2009.

Supplementary Provisions

These Regulations shall come into effect as of April 1, 2010.

Supplementary Provisions

These Regulations shall come into effect as of April 1, 2011.

Supplementary Provisions

These Regulations shall come into effect as of April 1, 2012.

Supplementary Provisions

These Regulations shall come into effect as of April 1, 2012.

Supplementary Provisions

These Regulations shall come into effect as of April 1, 2013. However, among the revised provisions of Schedule 3 concerning a variable working hour system set forth in Article 8, the

provisions concerning physicians working at the University Hospital's Section of Emergency Medicine shall apply from April 18, 2013, and the provisions concerning physicians working at the University Hospital's Perinatal Mother and Infant Care Center shall apply from April 11, 2013.

Supplementary Provisions

These Regulations shall come into effect as of April 1, 2014.

Supplementary Provisions

These Regulations shall come into effect as of April 1, 2015.

Supplementary Provisions

These Regulations shall come into effect as of December 1, 2015.

Supplementary Provisions

These Regulations shall come into effect as of April 1, 2017.

Supplementary Provisions

These Regulations shall come into effect as of April 1, 2018.

Supplementary Provisions

These Regulations shall come into effect as of November 1, 2018.

Schedule 1

Employee category	Working hours	Rest period
Academic staff of the kindergarten affiliated with the School of Teacher Education, College of Human and Social Sciences	8:30 am–5:00 pm	2:30 pm–3:15 pm
Academic staff of the elementary school affiliated with the School of Teacher Education, College of Human and Social Sciences	8:25 am–4:55 pm	12:45 pm–1:15 pm 3:30 pm–3:45 pm
Academic staff of the junior high school affiliated with the School of Teacher Education, College of Human and Social Sciences	8:20 am–4:50 pm	12:35 pm–1:20 pm
Academic staff of the senior high school affiliated with the School of Teacher Education, College of Human and Social Sciences	8:20 am–4:50 pm	12:40 pm–1:25 pm
Academic staff of the special needs education school affiliated with the School of Teacher Education, College of Human and Social Sciences (excluding school dietetics teachers)	8:30 am–5:00 pm	12:40 pm–1:10 pm 3:15 pm–3:30 pm
Academic staff of the special needs education school affiliated	8:30 am–	12:30 pm–1:15 pm

with the School of Teacher Education, College of Human and Social Sciences (limited to school dietetics teachers)	5:00 pm	
Employees who belong to the General Affairs Section of the Human and Social Administration Department and work at the Administration Department Office of the schools affiliated with School of Teacher Education, College of Human and Social Sciences	8:30 am– 5:00 pm	12:15 pm–1:00 pm
Cooks at the special needs education school affiliated with the School of Teacher Education, College of Human and Social Sciences	8:00 am– 4:45 pm	12:30 pm–1:30 pm

### Schedule 2

Employee category	Working hours	Rest period
Staff of the Student Affairs Division of the Science and Engineering Administration Department	11:10 am– 7:40 pm	1:00 pm– 1:45 pm

### Schedule 3

Employee category		Working hours	Rest period	Initial date in reckoning
Physicians working at the University Hospital's Perinatal Mother and Infant Care Center	Daytime workers	8:30 am– 5:00 pm	12:00 noon– 12:45 pm	April 11, 2013
	Daytime and night workers	3:45 pm– 8:45 am	7:30 pm–8:00 pm	
			12:00 midnight– 12:30 am	
Physicians working at the University Hospital's Section of Emergency Medicine	Daytime workers	8:30 am– 5:00 pm	12:00 noon– 12:45 pm	April 18, 2013
	Daytime and night workers	3:45 pm– 8:45 am	7:30 pm–8:00 pm	
			12:00 midnight– 12:30 am	
Physicians working at the University Hospital's ICU	Daytime workers	8:30 am– 5:00 pm	12:00 noon– 12:45 pm	April 1, 2004
	Daytime and night workers	3:45 pm– 8:45 am	9:30 pm– 10:00 pm	
			3:30 am–4:00 am	

			4:30 am–5:00 am	
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Notes: 1. The working hours of an employee on partial leave or working a reduced schedule for childcare whose weekly working hours are 20 hours or 25 hours shall be set forth individually within the scope of working hours for the “daytime worker” category.

2. In addition to the above-specified case, the working hours of employees may be set forth individually for the convenience of tasks.

Schedule 4

Employee category		Working hours	Rest period	Initial date in reckoning
Pharmacists working at the University Hospital's Department of Hospital Pharmacy; clinical (or public health) laboratory technicians working at the University Hospital's Clinical Laboratory or Division of Transfusion Medicine; and medical radiology technicians working at the University Hospital's Radiology Division	Daytime worker 1 (daytime work)	8:30 am–5:00 pm	12:15 pm–1:00 pm	April 5, 2004
	Daytime worker 2 (early daytime work)	8:00 am–4:30 pm	11:45 am–12:30 pm	
	Daytime worker 3 (extra-early daytime work)	7:30 am–4:00 pm	11:15 am–12:00 noon	
	Daytime worker 4 (late daytime work)	11:30 am–8:00 pm	5:00 pm–5:45 pm	
	Daytime worker 5 (long daytime work)	8:30 am–6:30 pm	12:00 noon–1:00 pm	
	Half-day worker 1 (long half-day work)	8:30 am–12:30 pm		
	Half-day worker 2 (early, long half-day work)	7:30 am–11:30 am		
	Half-day worker 3 (short half-day work)	8:30 am–12:15 pm		
	Half-day worker 4 (late,	9:00 am–12:45 pm		

	short half-day work)			
	Daytime and night worker 1 (daytime and night work)	5:00 pm–8:45 am	8:00 pm–8:30 pm	
			12:00 midnight–12:30 am	
			4:30 am–5:00 am	
	Daytime and night worker 2 (long daytime and night work)	3:45 pm–8:45 am	8:00 pm–8:30 pm	
			12:00 midnight–12:30 am	
			4:30 am–5:00 am	

\* The working hours of an employee on partial leave or working a reduced schedule for childcare whose weekly working hours are 20 hours or 25 hours shall be set forth individually within the scope of working hours for the categories of “daytime worker 1,” “daytime worker 2,” “daytime worker 3,” and “daytime worker 4.”

#### Schedule 5

Employee category		Working hours	Rest period	Initial date in reckoning
Nutritionist working at the University Hospital’s Nutritional Management Office	Daytime workers	8:30 am–5:00 pm	12:00 noon–12:45 pm	March 28, 2004

\* The working hours of an employee on partial leave or working a reduced schedule for childcare whose weekly working hours are 20 hours or 25 hours shall be set forth individually within the scope of working hours for the “daytime worker” category.

#### Schedule 6

Employee category		Working hours	Rest period	Initial date in reckoning
A cook working at the University Hospital’s Nutritional Management Office	Daytime workers	8:15 am–4:45 pm	12:15 pm–1:00 pm	March 28, 2004
	Early worker	6:30 am–3:00 pm	12:15 pm–1:00 pm	
	Late worker	10:15 am–6:45 pm	1:00 pm–1:45 pm	

\* The working hours of an employee on partial leave or working a reduced schedule for childcare whose weekly working hours are 20 hours or 25 hours shall be set forth individually within the scope of working hours for the categories of “daytime worker,” “early worker,” and “late worker.”

Schedule 7

Employee category	Working hours	Rest period	Initial date in reckoning
Nursing staff working at the University Hospital's Division of Nursing (excluding those to whom the system for working a reduced schedule for childcare provided for in Paragraph 2, Article 65 of the Work Rules applies and whose weekly working hours are 20 hours or 25 hours)	Daytime workers	8:30 am–5:00 pm	12:00 noon–12:45 pm
	Early worker I	7:00 am–3:30 pm	12:00 noon–12:45 pm
	Early worker II	8:00 am–4:30 pm	12:00 noon–12:45 pm
	Late worker	1:00 pm–9:30 pm	4:30 pm–5:15 pm
	Early night workers	4:30 pm–1:00 am	8:00 pm–8:45 pm
	Late night workers	12:30 am–9:00 am	4:00 am–4:45 am
	Daytime and night worker I	4:00 pm–9:00 am	7:30 pm–8:00 pm
			12:00 midnight–12:30 am
			4:30 am–5:00 am
	Daytime and night worker II	6:30 pm–9:15 am	8:00 pm–8:30 pm
			12:00 midnight–12:30 am
			4:30 am–5:00 am
	Long daytime workers	8:30 am–7:30 pm	12:00 noon–12:45 pm
4:00 pm–			

			4:15 pm	
	Half daytime worker I	7:00 am–10:15 am		
	Half daytime worker II	8:30 am–11:45 am		
	Half daytime worker III	1:45 pm–5:00 pm		
	Half daytime worker IV	4:30 pm–7:45 pm		

\* The working hours of an employee on partial leave shall be set forth individually within the scope of working hours for the categories of “daytime worker,” “early worker I,” “early worker II,” and “late worker.”

Schedule 7-2

Employee category		Working hours	Rest period	Initial date in reckoning
Nursing staff working at the University Hospital’s Division of Nursing (limited to those to whom the system for working a reduced schedule for childcare provided for in Paragraph 2, Article 65 of the Work Rules applies and whose weekly working hours are 20 hours or 25 hours)	Short (25) daytime worker I	5:15 am–11:00 am	9:00 am–9:45 am	1st of every month
	Short (25) daytime worker II	7:00 am–12:45 pm	11:15 am–12:00 noon	
	Short (25) daytime worker III	8:30 am–2:15 pm	12:00 noon–12:45 pm	
	Short (25) daytime worker IV	11:15 am–5:00 pm	12:45 pm–1:30 pm	
	Short (25) daytime worker V	1:45 pm–7:30 pm	4:30 pm–5:15 pm	
	Short (25) daytime worker VI	3:30 pm–9:15 pm	5:30 pm–6:15 pm	
	Short (25) daytime worker VII	3:45 pm–9:30 pm	5:45 pm–6:30 pm	
	Short (25) night	6:30 pm–12:00	8:00 pm–8:30 pm	

	worker I	midnight	
	Short (25) night worker II	12:00 midnight–5:45 am	4:00 am–4:45 am
	Short (25) night worker III	6:30 pm–6:00 am	8:00 pm–8:30 pm 12:00 midnight–12:30 am 4:30 am–5:00 am
	Short (25) night worker IV	9:45 pm–9:15 am	12:00 midnight–12:30 am 4:30 am–5:00 am 7:00 am–7:30 am
	Short (20) daytime worker I	5:15 am–9:15 am	
	Short (20) daytime worker II	7:00 am–11:00 am	
	Short (20) daytime worker III	8:30 am–12:30 pm	
	Short (20) daytime worker IV	1:00 pm–5:00 pm	
	Short (20) daytime worker V	4:30 pm–9:15 pm	5:30 pm–6:15 pm
	Short (20) daytime worker VI	6:30 pm–10:30 pm	

\* Notwithstanding Item (3), Paragraph 1, Article 15 of the Childcare Leave Regulations for National University Corporation Kanazawa University Employees, the work of “Short (25) night worker III” and “Short (25) night worker IV” may be performed only if employees themselves apply to perform the work.

Schedule 8 (relating to Article 10-2)

Employee category	Working	Rest period	Initial date in
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		hours		reckoning
Clinical engineers working at the University Hospital's Medical Engineering Center	Daytime worker 1 (daytime work)	8:30 am–5:00 pm	12:00 noon–12:45 pm	December 1, 2015
	Daytime worker 2 (early daytime work)	7:00 am–3:30 pm	10:30 am–11:15 am	
	Half-day worker 1 (long half-day work)	8:30 am–12:30 pm	–	
	Half-day worker 2 (early, long half-day work)	7:00 am–11:00 am	–	
	Half-day worker 3 (late, long half-day work)	12:00 noon–4:00 pm	–	
	Half-day worker 4 (short half-day work)	8:30 am–12:15 pm	–	
	Half-day worker 5 (late, short half-day work)	12:00 noon–3:45 pm	–	
	Daytime and night workers	4:00 pm–9:00 am	7:30 pm–8:00 pm	
12:00 midnight–12:30 am				
4:30 am–5:00 am				

Notes: \* The working hours of an employee on partial leave or working a reduced schedule for childcare whose weekly working hours are 20 hours or 25 hours shall be set forth individually within the scope of working hours for the categories of “daytime worker 1” and “daytime worker 2.”