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## **Working Regulations for Specified Fixed-Term Employees of Tokyo University of Foreign Studies**

( March 25, 2008 )

Regulation No. 26 )

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### Chapter 1 General provisions

#### Article 1 Purposes

These Working Regulations shall provide matters necessary for the services performed by the specified fixed-term employees out of those employees who are hired full-time for a fixed period at the Tokyo University of Foreign Studies (hereinafter referred to as the “University”) under the provisions of Article 89 of the Labor Standards Act (Act No. 49, 1947).

#### Article 2 Relation with laws and ordinances

The services of the specified fixed-term employees shall be performed in accordance with the provisions of

these Regulations as well as those set forth in the Labor Standards Act, the Industrial Safety and Health Act (Act No. 57, 1972; hereinafter referred to as the “Safety and Health Act”), and other laws and ordinances.

Article 3 Type and definitions, etc. of specified fixed-term employees

1 The types and definitions of specified fixed-term employees to whom these Regulations apply shall be as set forth in the following items:

(1) Lecturer

The term “Lecturer” means a person who has excellent performance and is employed for the purpose of engaging in education and research, etc. related to a specific project, etc. funded by endowed courses, competitive grants, etc. or a person who has excellent performance and is employed for a certain period of time for the purpose of engaging in specific education and research, etc. at the request of the University.

(2) Senior Language Lecturer

The term “Senior Language Lecturer” means a person who is employed mainly for the purpose of providing advanced language education, specialized education, and support therefor to students as well as research for a certain period of time.

(3) Language Lecturer

The term “Language Lecturer” means a person who is employed mainly for the purpose of providing language education and support thereof to students and engaging in research for a certain period of time.

(4) Designated Researcher

The term “Designated Researcher” means a person who is employed for the purpose of exclusively engaging in specific research for a certain period of time under the direction and supervision of a full-time teacher of the University.

(5) Language Specialist

The term “Language Specialist” means a person who is employed mainly for the purpose of providing foreign language education to students for a certain period of time under the direction and supervision of a full-time teacher of the University.

(6) Designated Administrative Expert

The term “Designated Administrative Expert” means a person who has highly specialized knowledge, experience, or particularly excellent insight and is employed in order to engage in work related to a specific project, etc. funded by competitive grants, etc. or in order to engage in work that is deemed to require the utilization of the particularly excellent insight for a certain period of time.

(7) Designated Administrative Staff

The term “Designated Administrative Staff” means a person who has specialized knowledge, experience, or excellent insight and is employed in order to engage in work related to a specific project, etc. funded by competitive grants, etc. or in order to engage in work that is deemed to require the utilization of the excellent insight for a certain period of time.

2 The University may grant the title of Specially Appointed Professor, etc. to a specified fixed-term employee provided in items 1 through 3 of the preceding paragraph in accordance with the Regulations for Grant of Title of Specially Appointed Professor, etc. at Tokyo University of Foreign Studies (Regulation No. 20 of 2010).

3 The University may grant names that are provided separately to specified fixed-term employees other than

specified fixed-term employees to whom titles have been granted pursuant to the preceding paragraph.

#### Article 3-2 Scope of application

- 1 These Regulations shall be applied to employees in the preceding article.
- 2 With regard to Senior Language Lecturers and Language Lecturers, in addition to the matters set forth in these Regulations, other necessary matters shall be decided in accordance with the Regulations Concerning Senior Language Lecturers at Tokyo University of Foreign Studies (Regulation No. 18 of 2010; hereinafter referred to as "Senior Language Lecturers Regulations") and the Regulations Concerning Language Lecturers at Tokyo University of Foreign Studies (Regulation No. 19 of 2010; hereinafter referred to as "Language Lecturer Regulations").
- 3 In addition to these Regulations, the treatment of Designated Researchers to whom cross-appointments are applicable shall be in accordance with the provisions of the Regulations Concerning the Cross-Appointment System at Tokyo University of Foreign Studies (Regulation No. 3 of 2016).

#### Article 4 Delegation of authority

The president may delegate part of its authority defined in these Rules to other employees.

#### Article 5 Observation of Rules

The University and specified fixed-term employees shall use their best efforts to observe and implement these Regulations in good faith in their respective capacity.

#### Chapter 2 Personnel

##### Part 1 Recruitment

#### Article 6 Recruitment

- 1 Employment of specified fixed-term employees (including renewal of contract) shall be made through selection by the President.
- 2 At the time of selection, the President may ask for opinions from the relevant school, etc.
- 3 The conditions of work such as salary and contract period shall be decided by the President with reference to requests by the school, etc.

#### Article 7 Trial period

- 1 Specified fixed-term employees shall have a trial period of six (6) months from the date of hiring.
- 2 Those who are deemed inappropriate as specified fixed-term employees by the University during or after such trial period shall not come into regular employment.

#### Article 8 Contract period

- 1 The contract period for specified fixed-term employees shall be no longer than three (3) years. Provided, however, that the contract period for specified fixed-term employees engaged in education, research, clerical work, etc. related to endowed courses, specified projects, etc. with a fixed term shall be set within the period for such endowed courses, projects, etc.
- 2 The University may renew the employment agreement for specified fixed-term employees (excluding Language Specialists) in consideration of the budget status, the status of progress of work being engaged in, the performance of such employees, etc.
- 3 Contract renewals shall be limited to two (2) times. However, the employment period shall not exceed five (5)

years in total.

- 4 If a specified fixed-term employee currently employed is to engage in any other specific business, etc. or is to be newly employed after the completion of his/her employment term, the period of employment for the previous position shall be counted and the total period of employment shall be limited to five (5) years.

#### Article 9 Starting the new post

When the specified fixed-term employee is recruited, he/she must take his/her new post on the date of announcement thereof; provided, however, that in the event of any unavoidable circumstances, such specified fixed-term employee may start his/her new post within a week subsequent to the announcement thereof, inclusive of the date thereof.

#### Article 10 Clear statement of working conditions

When employing the specified fixed-term employee, the University shall clearly specify the working conditions by delivering documents (which can be substituted with issuance of these Regulations) indicating the following matters in writing:

- (1) Matters relating to salary;
- (2) Matters relating to the place of assignment and duties;
- (3) Matters relating to the term of employment contract;
- (4) Matters relating to the start and finish times, work in excess of predetermined working hours, rest periods, holidays, and leave of absence; and
- (5) Matters relating to retirement (including grounds for dismissal).

#### Part 2 Retirement and dismissal

#### Article 11 Retirement

The specified fixed-term employee shall retire from office in the event such employee falls under any one of the following:

- (1) When intent to retire is expressed and the University accepts the request. However, the application for retirement must be made at least one (1) month before the intended day of retirement;
- (2) In the event the contract period expires;
- (3) In the event of the death of the employee; and
- (4) In the event thirty (30) days have passed since his/her whereabouts have become unknown.

#### Article 12 Grounds for dismissal

In the event any specified fixed-term employee falls under any one of the following items, the University may dismiss such employee:

- (1) In case that the quality, experience, and ability of specified fixed-term employees are not sufficient to fulfill their duties, or in case that their working status or work performance is not satisfactory;
- (2) In the event such employee has difficulty in the performance of assigned duties or is unable to perform the assigned duties because of physical or mental disabilities;
- (3) Otherwise in the event such employee materially lacks the qualifications required as a specified fixed-term employee;

- (4) In the event that a specific project based on planned endowed courses, competitive grants, etc. has been terminated in the middle of the project; and (5) Other cases where there are unavoidable circumstances from a managerial standpoint.

Article 13      Restriction of dismissal

Notwithstanding the provisions in the preceding article and Article 69, items 4 and 5, no dismissal shall be made during any of the following periods:

- (1) Period of leave for the treatment of any occupational injury or disease and thirty (30) days subsequent; and
- (2) Period of maternity leave for female specified fixed-term employees pursuant to the provisions of Article 65 of the Labor Standards Act and thirty (30) days subsequent.

Article 14      Prior notice of dismissal

In the event of dismissal pursuant to the provisions of Article 12 and Article 69, items 4 and 5, notice shall be provided to the relevant specified fixed-term employee at least thirty (30) days in advance or pay in lieu of notice equivalent to thirty (30) days of average pay under the provisions of Article 12 of the Labor Standards Act shall be paid. Provided, however, that this shall not apply to dismissal of specified fixed-term employees during the trial period (excluding those continuously employed for more than fourteen (14) days) or when approved by the head of the labor standards supervision office.

Article 15      Return of money and goods

- 1    Upon receipt of the request as the rightful claimant at the time of retirement or dismissal of the specified fixed-term employee, the University must pay the salary within seven (7) days and return money and goods that are rightfully owned by such specified fixed-term employee, whether reserve fund, guarantee deposit, savings, or whatsoever regardless of the nature thereof.
- 2    In the event of any dispute in relation to the salary, money, or goods specified in the preceding paragraph, the University shall pay or return the portion thereof that is not subject to such dispute within the period defined in the preceding paragraph.
- 3    The specified fixed-term employee must return to the University at the time of retirement or dismissal such items that he/she borrows from the University.

Article 16      Delivery of leaving certificate

The University must, upon request of the retired specified fixed-term employee (including dismissed specified fixed-term employee) pursuant to the provisions of Article 22 of the Labor Standards Act, promptly deliver the leaving certificate to such employee.

Chapter 3    Service disciplines

Article 17      Obligation to devote to the duty

The specified fixed-term employee shall be aware of the public nature of the University and perform the assigned duties in good faith and in a fair manner in compliance with these Regulations and the relevant regulations and in accordance with the instructions of superiors.

Article 18      Items to be observed

Specified fixed-term employees shall observe the following:

- (1) The employee shall not commit any act to bring discredit on the University's name;

- (2) The employee shall not disclose any secret information they come to know in the performance of the assigned duties. This shall apply even after retirement. In the event the employee is required to publish any job-related secret information as a witness or appraiser by law or regulation, such employee shall do so with the approval of the University;
- (3) The employee shall not commit any act to impair the educational and research projects of the University and shall use their best efforts to maintain the order of the workplace; and
- (4) The employee shall at all-time keep in mind the distinction between private and public matters and shall not take advantage of the assigned duties or position for private purposes.

#### Article 19 Subsidiary business

- 1 In the event any specified fixed-term employee intends to perform any subsidiary business, such employee shall obtain the approval of the University.
- 2 Any necessary matters relating to the subsidiary business of specified fixed-term employees shall be as provided in the Regulations Concerning Subsidiary Business of Employees at Tokyo University of Foreign Studies (Regulation No. 57 of 2004).

#### Article 20 Ethics of employees

The maintenance of ethical standards relating to the work shall be as provided in the Employee Ethics Regulations for Tokyo University of Foreign Studies (Regulation No. 61 of 2004).

#### Article 21 Prevention of harassment

- 1 Specified fixed-term employees shall not commit harassment in any manner whatsoever and shall use their best efforts for the prevention thereof.
- 2 Such measures as are relating to the prevention of harassment, etc. shall be as provided in the Harassment Prevention Guidelines for Tokyo University of Foreign Studies.

#### Article 22 Use of original family name

The specified fixed-term employee may express the intention to use such employee's original family name with regard to the name described in papers and documents.

#### Chapter 4 Service

#### Article 23 Service

- 1 The working hours for specified fix-term employees shall not exceed thirty-eight (38) hours and forty-five (45) minutes per week, excluding rest periods.
- 2 The prescribed working hours of specified fix-term employees shall be seven (7) hours and forty-five (45) minutes per day, and the time for start and finish of work shall be, in principle, as follows. However, this shall be specifically outlined in each individual employment contract.  
Start: 8:30 a.m.  
Finish: 5:15 p.m.  
Rest: 12:00 p.m. to 1:00 p.m.
- 3 Notwithstanding the provisions set forth in the preceding paragraph, the University may shift the start and finish times as well as rest periods for specified fixed-term employees for reasons of business.

#### Article 23-2 Staggered work hours

Notwithstanding the provision in the preceding article, for the purpose of avoiding congestion at the time of the commute, when the specified fixed-term employee applies for staggered work hours not later than one (1) month prior to the desired date and if the University deems that there will be no hindrance to the normal operation of the services, the University may change the start and finish times in units of thirty (30) minutes within a one (1) hour period before and after the start and finish times.

#### Article 24 Holidays

Holidays for specified fixed-term employees shall be as follows:

- (1) Sundays
- (2) Saturdays
- (3) Holidays as set forth in the Act on National Holidays (Act No. 178 of 1948) (except those set forth in the preceding two (2) items)
- (4) From December 29 to January 3 (except those set forth in the preceding items)
- (5) Any other days designated by the University

#### Article 25 Shift of holidays

- 1 The University may shift the holidays in the preceding article in advance to other days for reasons of business.
- 2 In shifting any holiday pursuant to the provisions of the preceding paragraph, the working hours shall not exceed the regular working hours per week set forth in Article 23 and at least one (1) holiday must be provided subsequent to the shift of such holiday.

#### Article 26 Compensatory holidays

- 1 In the event that the University is unable to make a shift of the holiday provided in the preceding article, a compensatory holiday will be provided.
- 2 The designated compensatory holiday as set forth in the preceding paragraph shall be within one (1) month from the holiday on which such employee is required to work.

#### Article 27 Procedures for the shift of holiday

The shift of holiday and designation of compensatory holidays as set forth in the preceding article shall be made through the holiday shift form and compensatory holiday designation form. In the event of any work required by a travel order, such order shall be given through the travel order form.

#### Article 28 Work at a place other than ordinary workplace

When a specified fixed-term employee has been engaged in work for all or part of his/her working hours away from the ordinary place of work and it is difficult to calculate his/her working hours, such employee shall be deemed to have been engaged in work for his/her regular working hours. Provided, however, that in the event that it is necessary to work beyond the normal working hours in order to carry out such work, such person shall be deemed to have worked for the hours that would normally be required for performing such work.

#### Article 28-2 Teleworking

- 1 A specified fixed-term employee may, in principle, work at his/her own home, etc. (hereinafter referred to as "teleworking") away from his/her usual place of work.
- 2 Necessary matters pertaining to teleworking shall be stipulated separately.

#### Article 29 Discretionary labor system

- 1 The University shall, as regards to Lecturers, Senior Language Lecturers, Language Lecturers, Designated Researchers, and Designated Administrative Experts (provided, however, that the duties shall be limited to those stipulated in Article 24-2-2, paragraph 2 of the Ordinance for Enforcement of the Labor Standards Act (Ordinance of the Ministry of Health and Welfare No. 23 of 1947) and related laws and regulations), as stipulated in labor-management agreements, give such Lecturers, Senior Language Lecturers, Language Lecturers, Designated Researchers, and Designated Administrative Expert discretion over the decision-making for the method of performing assigned duties and the allocation of time for the execution of duties.
- 2 In the case of the preceding paragraph, Lecturers, Senior Language Lecturers, Language Lecturers, Designated Researchers, and Designated Administrative Expert shall be deemed to have worked for the hours stipulated in the labor-management agreement.

#### Article 30 Work in excess of regular working hours

- 1 Notwithstanding the provisions of Article 23 and Article 24, in case of extraordinary need caused by disaster or other unavoidable events, the University may order specified fixed-term employees to work in excess of regular working hours or on any holiday with the approval of the relevant administrative authority.
- 2 In the event of any business necessity including unavoidable seasonal work, the University may order specified fixed-term employees to work in excess of regular working hours or on any holiday to the extent permitted by the labor-management agreement.
- 3 A rest period of forty-five (45) minutes must be provided during working hours in the event the total number of working hours exceeds six (6) hours, if such number of hours as ordered to work pursuant to the provisions of the preceding paragraph is added to the regular working hours, and a rest period of one (1) hour (including a rest period provided during regular working hours) in the event such total working hours exceed eight (8) hours.
- 4 Upon the request of any specified fixed-term employee who is pregnant or has given birth in the past year, the University shall not order such employee to work overtime or on any holiday as set forth in paragraphs 1 and 2.
- 5 When a specified fixed-term employee who is taking care of a child under three (3) years of age or a family member in care-requiring condition makes a request in order to take care of such child or family member, the President shall not have such employee work overtime or on holidays (excluding extraordinary work resulting from a disaster or any other unavoidable reason), unless such request impedes business operations.

#### Article 31 Midnight shift

- 1 In the event of any business necessity, the University may order specified fixed-term employees to work late at night (from 10:00 p.m. until 5:00 a.m.).
- 2 Upon the request of any specified fixed-term employee who is pregnant or has given birth in the past year, the University may not order such employee to work late during such hours as described in the preceding paragraph.

#### Article 32 Early attendance and late attendance by child-caring Employee

In the event that a specified fixed-term employee with a child who has not reached the age of entering elementary school or a specified fixed-term employee who goes to pick up a child at a facility for services for sound upbringing of after-school children as provided for in Article 6-3, paragraph 3 of the Child Welfare Act



(Act No. 164 of 1947) (limited to children who are brought up by such services for sound upbringing of after-school children) requests to take care of such children, the University may have such specified fixed-term employee work early or late as may be deemed necessary in connection with such request, except in the event that such request interferes with the operation of the University's services.

Article 33 Early attendance and late attendance by caregiving employee

The University shall comply with the request for an early attendance or late attendance made by a specified fixed-term employee who takes care of a family member in care-requiring condition and have such specified fixed-term employee work early or late as may be deemed necessary, except in the event that such request interferes with the operation of the University's services.

Article 34 Attendance, attendance form

- 1 Specified fixed-term employee shall report for work on or before the fixed starting time and personally affix his/her personal seal or signature on the attendance form immediately after arrival at the office to indicate attendance.
- 2 Notwithstanding the provision in the preceding paragraph, any specified fixed-term employee who is able to use the work management system (an electronic information processing system for managing service of employees and processing of clerical work related to payment of salary, etc., which is managed by the Personnel Division) may record attendance status by using the work management system in lieu of affixing the personal seal on the attendance form.
- 3 If it is difficult to do so pursuant to the provisions of the preceding two (2) paragraphs, the specified fixed-term employee shall record and notify status of work by the method designated by the President.
- 4 Lecturers, Senior Language Lecturers, Language Lecturers, Designated Researcher, and Designated Administrative Experts to whom the discretionary labor system applies pursuant to the provisions of Article 29 shall be subject to the provisions of the labor-management agreement.

Article 35 Nonworking approval

- 1 The University may grant nonworking approval to a specified fixed-term employee who requests such approval and falls under any one of the following items for the period described in each of such items. Such Employee shall be paid during such permitted period.
  - (1) In the event that a pregnant female specified fixed-term employee or a nursing female specified fixed-term employee less than one (1) year after childbirth (hereinafter referred to as an "expectant or nursing female specified fixed-term employee") is approved not to work in order to receive health guidance or medical check-up as stipulated in the Maternal and Child Health Act (Act No. 141 of 1965) pursuant to the provisions of 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 referred to as the "Act on Equal Opportunity and Treatment"), the amount of time deemed necessary within the specified working hours per day once during the following terms: once every four (4) weeks until the 23rd week of pregnancy; once every two (2) weeks from the 24th week of pregnancy to the 35th week of pregnancy; once every week from the 36th week of pregnancy until the delivery; and once during the first year after childbirth (if specially instructed by a physician, etc. during any of the terms, the number of times instructed for the term);
  - (2) In the event the degree of congestion of any transport facility used for commuting by a pregnant female

specified fixed-term employee is determined to have any adverse influence on the health maintenance of such employee's body or unborn child under the provisions of Article 13 of the Act on Equal Opportunity and Treatment and such pregnant female specified fixed-term employee requests not to attend work at the beginning or end of the regular defined working hours, the amount of time deemed necessary up to one (1) hour with respect to the beginning and end of such regular working hours;

- (3) In the event the duties performed by any pregnant female specified fixed-term employee is determined to have any adverse influence on the maintenance of health of such employee's body or unborn child under the provisions of Article 13 of the Act on Equal Opportunity and Treatment and such pregnant specified fixed-term employee requests not to attend work for such period of time as necessary for her to take an appropriate break from time to time or to eat, the amount of time deemed necessary for her to take an appropriate break from time to time or to eat, except time that continues from the beginning or to the end of the regular working hours or continues from or to time for which the approval for not working is granted to such specified fixed-term employee who has simultaneously requested not to work pursuant to the other provisions;
- (4) In the event any specified fixed-term employee requests to participate in any recreational event held during working hours, any number of hours within the limit of sixteen (16) hours in an academic year; and
- (5) In the event a specified fixed-term employee requests to have a general health checkup during working hours, the amount of time deemed necessary within the limits of the regular working hours in a day.

2 The procedures for obtaining nonworking approval shall be performed in accordance with the procedures to apply for leave.

Article 36 Annual leave

1 The University shall grant ten (10) days of annual leave with pay to specified fixed-term employees who have worked continuously for six (6) months and more than eighty (80) percent of the total number of working days counted from the date of employment.

The following annual leave with pay shall be granted to specified fixed-term employees who have continued to work during each one (1) year period and have worked eighty (80) percent or more of all working days thereafter.

Years of continuous service	Number of days
1 year and 6 months	11 days
2 years and 6 months	12 days
3 years and 6 months	14 days
4 years and 6 months	16 days
5 years and 6 months	18 days
6 years and 6 months or more	20 days

- 2 All working days shall mean all days on which specified fixed-term employee is required to work. In calculating the number of days for attendance, the period of leave shall be deemed as days worked.
- 3 The unit of annual leave shall be one (1) day. However, if necessary, it may be divided into a half day or an hour as follows.

- (1) The half-day leave shall be four (4) hours from the start time if taken in the morning or four (4) hours until the finish time if taken in the afternoon; and
  - (2) A maximum of five (5) days per year including annual leave carried over as stipulated in the following paragraph may be converted into hourly units. In the case of converting hours into days, one (1) day shall be equivalent to eight (8) hours for an employee whose working hours per week are thirty-eight (38) hours and forty-five (45) minutes, and for any other employee, one (1) day shall be equivalent to the number of working hours per day (or, if the number of working hours varies depending on the day, the average number of working hours per day in a year) of such employee.
- 4 Up to twenty (20) days of annual leave may be carried over for a period of one (1) year.
- 5 In case that any specified fixed-term employee who has any annual leave carried over pursuant to the provisions of the preceding paragraph requests to take an annual leave, such annual leave carried over shall be deemed to have been requested first.

#### Article 37 Request for annual leave

- 1 Annual leave shall be granted at the timing requested by the specified fixed-term employee. Provided, however, that, in the event the University determines that the grant of annual leave at the time of year requested by the specified fixed-term employee may hinder the normal operation of the services, the University may grant such annual leave at another time of year.
- 2 In the event a specified fixed-term employee intends to take annual leave at a certain time of the year, such employee shall submit prior notification to the University through the leave form.
- 3 Notwithstanding the provisions in paragraph 1, when a labor-management agreement for the scheduled grant of annual leave has been concluded, the University shall be able to grant scheduled leave out of the annual leave, held by the specified fixed-term employee in excess of five (5) days, in accordance with such labor-management agreement.
- 4 The President shall, within one (1) year from the date of grant of the annual leave to the specified fixed-term employee who has been granted ten (10) days or more of the annual leave in Article 36, hear the opinion of the part-time employee regarding five (5) days out of the number of annual leave that such part-time employee has and, while respecting such opinion, have such specified fixed-term employee acquire such leave at a timing designated in advance. However, in case the specified fixed-term employee has taken annual leave pursuant to the provisions of paragraph 1 or the preceding paragraph, the number of days for which the specified fixed-term employee has taken such leave shall be deducted from the five (5) days.

#### Article 38 Leave other than annual leave

- 1 In the event of any of the following items, the University shall grant paid leave for the period set forth in such item to the specified fixed-term employee.
  - (1) If the specified fixed-term employee exercises voting rights or other public rights, and it is determined that such specified fixed-term employee not working is unavoidable, such period that is determined to be necessary;
  - (2) If the specified fixed-term employee reports personally to the Diet, court, assembly of local authority, or other government/public office as a citizen judge, witness, appraiser, unsworn witness, etc., and it is determined that such specified fixed-term employee not working is unavoidable, such period that is

determined to be necessary;

- (3) If it is determined unavoidable for the specified fixed-term employee not to work in order to avoid any physical danger during a commute whenever an earthquake, flood, fire, or any other disaster occurs, such period that is determined to be necessary;
- (4) If it is determined extremely difficult for specified fixed-term employee to go to work due to earthquake, flood, fire, other disasters, or accident of transportation facilities, such period that is determined to be necessary;
- (5) If the specified fixed-term employee's relative (only those provided in the following table) is deceased and if such specified fixed-term employee is approved not to work due to events as are deemed necessary in connection with the death of such relative including funeral ceremony and mourning, a period within the number of consecutive days listed in the applicable column of the same table according to the category of the relative (in case the funeral is being held in a remote location, include the number of days required for round-trip travel);

Relatives	Number of days
Spouse, father, or mother	7 days
Child	5 days
Grandparents	3 days (in the event the specified fixed-term employee inherits through succession in stirpes and succeeds utensils of religious rites, 7 days)
Grandchild	1 day
Brothers or sisters	3 days
Uncle or aunt	1 day (in the event the specified fixed-term employee inherits through succession in stirpes and succeeds utensils of religious rites, 7 days)
Spouse of parents or parents of spouse	3 days (in the event such person was within the same household as specified fixed-term employee, 7 days)
Spouse of child or step child	1 day (in the event such person was within the same household as specified fixed-term employee, 5 days)

Spouse of grandparents or grandparents of spouse	1 day (in the event such person was within the same household as specified fixed-term employee, 3 days)
Spouse of brothers or sisters or brothers or sisters of spouse	1 day (in the event such person was within the same household as specified fixed-term employee, 3 days)
Spouse of uncle or aunt	1 day

- (6) If the specified fixed-term employee is approved not to work for reasons of events including the Obon festival in summer, maintenance and promotion of mental and physical health, or enrichment of family life, days as determined by the President;
- (7) If the specified fixed-term employee gets married and if such specified fixed-term employee not working is determined to be unavoidable because of wedding ceremony, honeymoon, or any other events that are deemed necessary in relation to the marriage, a period of five (5) consecutive days within the range of five (5) days before the wedding date up to one (1) month after such wedding date;
- (8) When a specified fixed-term employee raising a child under one (1) year old requires nursing time that is approved as necessary for care of the child, twice a day and thirty (30) minutes each time (in case of a male specified fixed-term employee, if such baby's parent other than such specified fixed-term employee is approved to take such leave [including any leave equivalent to such leave] as described in this item on the same day as such specified fixed-term employee intends to take such leave or apply for nursing time on the same day pursuant to the provisions of Article 67 of the Labor Standards Act, such length of time not to exceed time obtained by reducing such length of time as approved or requested from such thirty (30) minutes each time, twice a day);
- (9) When it is considered unavoidable for a female specified fixed-term employee not to work because it is extremely difficult for such employee to work during her menstrual period, an amount of time deemed necessary;
- (10) When it is necessary for a specified fixed-term employee to receive medical treatment due to injury or illness and it is deemed unavoidable for such specified fixed-term employee not to work (excluding the case set forth in the preceding item), an amount of time within the scope of ten (10) days in any one (1) academic year (i.e., the period from April 1 to March 31 of the following year);
- (11) In the event any specified fixed-term employee applies for registration as a donor of bone marrow fluid for a bone marrow transplant to the appropriate registration agent or donates bone marrow fluid to any person other than spouse, parents, children, and brothers and sisters and it is determined unavoidable for such specified fixed-term employee not to work due to the medical examination or hospitalization required in relation to such application or donation, an amount of time deemed necessary;
- (12) If a specified fixed-term employee who raises a child who has not reached the age of entering elementary school (including stepchild) is approved not to work due to nursing care of such child (to care for such child who is injured or suffers from an illness) or for the child to receive vaccination or a medical checkup, a period of not more than five (5) days in the case of one such child and ten (10) days in the case of two (2) or more such children in any one (1) academic year; and
- (13) If it is deemed reasonable for a specified fixed-term employee not to work to provide care for an applicable

family member in care-requiring condition, a period of not more than five (5) days in the case of one (1) person requiring care and ten (10) days in the case of two (2) or more persons requiring care in any one (1) academic year.

- 2 In case of any of the following events, the University shall grant specified fixed-term employees non-paid leave for the period set forth in such event.
  - (1) In the event a female specified fixed-term employee who is expecting to deliver within six (6) weeks (in case of multiple pregnancy, fourteen (14) weeks) submits an application for leave, the period requested up to the date of birth;
  - (2) In the event a female specified fixed-term employee gives birth, the period of time from the day subsequent to the childbirth to the day on which eight (8) weeks have elapsed (except for such length of time as such female specified fixed-term employee who is six (6) weeks postpartum requests to work and engages in such work as determined to not to have any adverse effect by a doctor); and
  - (3) In case that it is necessary for a specified fixed-term employee to receive medical treatment for occupational injury or illness and it is unavoidable for such specified fixed-term employee not to work, such period of time as may be deemed necessary.
- 3 The leave in the preceding two (2) paragraphs shall be taken on a daily, hourly, or minutely basis as required.

#### Article 39 Application, etc., for leave other than annual leave

- 1 When a specified fixed-term employee requests leave in the preceding article (excluding paragraph 2, items 1 and 2), such employee must enter such request in the leave form in advance and obtain the approval of the University. However, in the event such specified fixed-term employee is unable to submit such request in advance due to illness, disaster, or other unavoidable circumstances, such employee may submit after-the-fact application stating such cause therein.
- 2 Such application as defined in paragraph 2, item 1 of the preceding article must be submitted to the University in advance by completing the leave form.
- 3 Any specified fixed-term employee who falls under paragraph 2, item 2 of the preceding article must promptly notify the University of such fact.
- 4 In the event a specified fixed-term employee submits such application as defined in paragraph 1, if instructed by the University, such specified fixed-term employee shall submit a doctor's certificate as well.

#### Article 40 Childcare leave

- 1 A specified fixed-term employee who wishes to take leave for childcare and who lives with and takes care of a child under one (1) year of age may take childcare leave only if he/she falls under all of the following conditions at the time of application for childcare leave.
  - (1) Such employee has at least one (1) year of service with the University; and
  - (2) The employment agreement expires by the time the child reaches the age of one (1) year and six (6) months, and it is not clear that the employment agreement will not be renewed.
- 2 The childcare leave in the preceding paragraph shall be the necessary period until the child who is being taken care of reaches one (1) year of age. However, in the case of falling under Article 5, paragraph 3 of the Act on Childcare and Caregiver Leave, it shall be until the child reaches one (1) year and six (6) months of age.
- 3 Notwithstanding the provision in the preceding paragraph, in the case of falling under Article 5, paragraph 4

of the Act on Childcare and Caregiver Leave, such period shall be until the child reaches two (2) years of age.

4 The provision in paragraph 1 shall also apply to the application in the preceding paragraph. In this case, the term "one (1) year and six (6) months" in paragraph 1, item 2 shall be deemed to be replaced with "two (2) years."

5 Childcare leave shall be unpaid leave.

6 In addition to these Regulations, childcare leave for specified fixed-term employees shall be as provided in the Childcare Leave Regulations for Employees of Tokyo University of Foreign Studies (Regulation No. 58 of 2004).

#### Article 41 Caregiver leave

1 A specified fixed-term employee who takes care of a family member in care-requiring condition may take caregiving leave only if he/she falls under all of the following conditions:

- (1) Such employee has at least one (1) year of service with the University; and
- (2) The employment agreement expires between ninety-three (93) days to hundred eighty-six (186) days from the scheduled date of commencement of caregiver leave, and it is not clear that the employment contract will not be renewed.

2 The caregiver leave period in the preceding paragraph shall not exceed three (3) times or a period of ninety-three (93) days in total.

3 Caregiver leave shall be unpaid leave.

4 In addition to these Regulations, caregiver leave for specified fixed-term employees shall be as provided in the Regulations Concerning Caregiving Leave for Employees at Tokyo University of Foreign Studies (Regulation No. 59 of 2004).

#### Article 42 Sick/injured childcare leave Deleted

#### Article 43 Restriction on overtime for childcare and caregiving

1 In the event a specified fixed-term employee who takes care of a child who has not reached the age of entering elementary school or any other family member (meaning any family member set forth in Article 2, paragraph 1, item 4 of the Act on Childcare Leave, Caregiver Leave, and Other Measures for the Welfare of Workers Caring for Children or Other Family Members (Act No. 76 of 1991; hereinafter referred to as the "Childcare and Caregiver Leave Act") requests to shorten the overtime, the University shall make the standards of overtime applied to such employee not to exceed twenty-four (24) hours per month and one hundred and fifty (150) hours per year. Provided, however, that this shall not apply to specified fixed-term employees who have been hired for less than one (1) year.

2 In addition to the preceding paragraph, restrictions on overtime for childcare and caregiving shall be as provided in the Childcare and Caregiver Leave Act.

#### Article 44 Restriction of late-night work for childcare or caregiving

1 When requested by a specified fixed-term employee who is caring for a child who has not reached the age of entering elementary school or a family member in care-requiring condition, the University shall not make such employee work during late-night hours unless such measure impedes business operations. Provided, however, that this shall not apply to specified fixed-term employees who have been hired for less than one (1) year.

2 In addition to the preceding paragraph, restrictions on late-night work for childcare or caregiving shall be

governed by the Childcare and Caregiver Leave Act.

## Chapter 5 Salary

### Article 45 Lecturer

- 1 The salaries of Lecturers shall be base salary, dependency allowance, housing allowance, commuting allowance, and entrance examination allowance.
- 2 The base salary shall be determined each year by the University in accordance with Appended Table 1 based on the complexity, difficulty, and degree of responsibility of duties.
- 3 The provisions of Articles 13, 16, 17 and 22-2 of the Salary Regulations for Employees of Tokyo University of Foreign Studies (Regulation No. 54 of 2004; hereinafter referred to as “Salary Regulations”) shall apply correspondingly to the dependency allowance, housing allowance, commuting allowance, and entrance examination allowance.

### Article 45-2 Senior Language Lecturer

- 1 The salaries of Senior Language Lecturers shall be base salary, housing allowance, commuting allowance, and entrance examination allowance.
- 2 The base salary shall be determined by the University based on Appended Table 1-2 in consideration of academic background, experience, performance, and other circumstances.
- 3 Housing allowance shall be paid to those who are unable to move into residences owned by the University and who have rented a residence for their own living and are paying rent exceeding 27,000 yen per month. The amount of housing allowance shall be half of the amount obtained by deducting 27,000 from the monthly rent (or 39,000 yen if half of such deducted amount exceeds 39,000 yen) plus 11,000 yen.
- 4 The provisions in Article 17 of the Salary Regulations shall apply correspondingly to the commuting allowance.
- 5 The provisions in Article 22-2 of the Salary Regulations shall apply correspondingly to the entrance examination allowance.

### Article 45-3 Language Lecturer

- 1 The salaries of Language Lecturers shall be base salary, commuting allowance, and entrance examination allowance.
- 2 The base salary shall be determined by the University based on Appended Table 1-3 in consideration of academic background, experience, performance, and other circumstances.
- 3 The provisions in Article 17 of the Salary Regulations shall apply correspondingly to the commuting allowance.
- 4 The provisions in Article 22-2 of the Salary Regulations shall apply correspondingly to the entrance examination allowance.

### Article 46 Designated Researcher

- 1 The salaries of Designated Researchers shall be base salary, dependency allowance, housing allowance, and commuting allowance.
- 2 The base salary shall be determined each year by the University in accordance with Appended Table 2 based on the complexity, difficulty, and degree of responsibility of duties.
- 3 The provisions in Articles 13, 16, and 17 of the Salary Regulations shall apply correspondingly to the dependency allowance, housing allowance, and commuting allowance.



Article 47 Language Specialist

- 1 The salaries of Language Specialists shall be base salary, dependency allowance, housing allowance, commuting allowance, overtime allowance, and night shift allowance.
- 2 The base salary shall be determined each year by the University in accordance with Appended Table 3 based on the complexity, difficulty, and degree of responsibility of duties.
- 3 The provisions in Articles 13, 16, 17, 19, and 20 of the Salary Regulations shall apply correspondingly to the dependency allowance, housing allowance, commuting allowance, overtime allowance, and night shift allowance.

Article 48 Designated Administrative Expert

- 1 The salaries of Designated Administrative Experts shall be base salary, dependency allowance, housing allowance, commuting allowance, overtime allowance, and night shift allowance.
- 2 Notwithstanding the provisions in the preceding paragraph, the University may, at its discretion, provide a bonus to any Designated Administrative Expert in consideration of the results, performance, etc. of such person.
- 3 The base salary shall be determined each year by the University in accordance with Appended Table 4 based on the complexity, difficulty, and degree of responsibility of duties.
- 4 The provisions in Articles 13, 16, 17, 19, and 20 of the Salary Regulations shall apply correspondingly to the dependency allowance, housing allowance, commuting allowance, overtime allowance, and night shift allowance.

Article 49 Designated Administrative Staff

- 1 The salaries of Designated Administrative Staff shall be base salary, dependency allowance, housing allowance, commuting allowance, overtime allowance, and night shift allowance.
- 2 The base salary shall be determined each year by the University in accordance with Appended Table 5 based on the complexity, difficulty, and degree of responsibility of duties.
- 3 The provisions in Articles 13, 16, 17, 19, and 20 of the Salary Regulations shall apply correspondingly to the dependency allowance, housing allowance, commuting allowance, overtime allowance, and night shift allowance.

Article 50 Period for calculation of salary and date of payment

The period for calculation of salary and date of payment shall be as shown in the following table:

Type of salary	Salary calculation period	Payday
Base salary Commutation allowance Housing allowance (limited to Senior Language Lecturers)	From the first day to the last day of a month	The 17th of the month (however, if the 17th falls on a Sunday, then the 15th; if the 17th falls on a Saturday, then the 16th; or if the 17th day falls on a Monday that is a holiday, then the 18th.)

Overtime allowance Night shift allowance Entrance examination allowance	From the first day to the last day of a month	The 17th of the following month (however, if the 17th falls on a Sunday, then the 15th; if the 17th falls on a Saturday, then the 16th; or if the 17th day falls on a Monday that is a holiday, then the 18th.)
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Article 51 Payment of salary

- 1 Salary shall be provided upon deducting the amount equivalent to non-working hours when specified fixed-term employees do not work during the designated working hours, such as coming late, leaving work early, and missing work.
- 2 All salaries of specified fixed-term employees shall be paid directly to specified fixed-term employees in currency. However, if there is any amount to be deducted from the salary of a specified fixed-term employee under laws and regulations, such amount shall be deducted from the amount of salary to be paid to such specified fixed-term employee.
- 3 In case that any specified fixed-term employee has requested to transfer all or part of his/her salary to his/her deposit or savings account, such payment may be made by such method.

Article 52 In addition to the provisions in these Regulations, the provisions in the Salary Regulations shall apply mutatis mutandis to necessary matters regarding the payment of salary, etc.

Chapter 6 Business travel and training

Article 53 Business travel

- 1 The University may order the specified fixed-term employees to travel on business if deemed necessary for business reasons.
- 2 Specified fixed-term employees ordered to travel on business shall report to the University promptly after completion of such business travel.
- 3 The Travel Policy of Tokyo University of Foreign Studies (Regulation No. 128 of 2004; hereinafter referred to as the “Travel Policy”) shall apply mutatis mutandis to travel expenses necessary for business travel.

Article 53-2 Training

- 1 The University may order specified fixed-term employees to undergo training if deemed necessary for business reasons.
- 2 Specified fixed-term employees ordered to undergo training shall report to the University promptly after completion of such training.
- 3 The travel expenses necessary for the training set forth in paragraph 1 shall be as provided in the Travel Policy.
- 4 Lecturers, Senior Language Lecturers, and Language Lecturers may, with the approval of the President, conduct training at a place other than the usual work location if such training does not interfere with its operations.
- 5 In addition to what is provided for in these Regulations, any matters necessary for training shall be separately

determined by the President or the dean of each school.

## Chapter 7 Safety and health

### Article 54 Safety measures

- 1 The University shall take such measures as required for securing the safety, hygiene, and health of specified fixed-term employees under the Safety and Health Act and other laws and ordinances concerned.
- 2 Regulations Concerning Employee Safety and Health Management at Tokyo University of Foreign Studies (Regulation No. 60 of 2004) shall apply mutatis mutandis to any matter necessary for taking such measures as defined in the preceding paragraph.

### Article 55 Obligation to cooperate

Specified fixed-term employees must observe the Safety and Health Act and other laws and ordinances concerned, follow the instructions of supervisory managers, and cooperate with such measures relating to safety and health as undertaken by the University in order to secure the safety, hygiene, and health of specified fixed-term employees.

### Article 56 Safety and health education

Specified fixed-term employees shall receive such education and training programs for securing of safety, hygiene, and health provided by the University.

### Article 57 Disaster prevention

- 1 In the event a specified fixed-term employee discovers the occurrence of fire or other emergencies or recognizes situations where emergencies may arise, such specified fixed-term employee shall take temporary measures and use their best efforts to minimize any possible damage.
- 2 The University's disaster prevention measures shall be as provided in the Regulations Concerning Fire Prevention and Control at Tokyo University of Foreign Studies (Regulation No. 171 of 2004).

### Article 58 Matters to be observed in relation to safety and health

Specified fixed-term employees shall observe the following:

- (1) The employee shall at all times attempt to keep the workplace clean and tidy and try to prevent disasters and improve public health;
- (2) The employee shall not move safety and health devices, fire control equipment, sanitary installations, and other safety facilities by preference or enter such areas unauthorized.

### Article 59 Health examination

Specified fixed-term employees must undergo a regular or special medical examination conducted by the University every year. However, this shall not apply if such employee has a health examination by a physician and submits a document to certify the results of such health examination.

### Article 60 Post-health examination measures

- 1 If deemed necessary based on the results of the health examination, the University shall restrict the services to be performed by the specified fixed-term employee and take such measures as required for the maintenance of such specified fixed-term employee's health.
- 2 The specified fixed-term employee may not reject such measures as described in the preceding paragraph without reasonable cause.

Article 61 Suspension from work

- 1 In the event the specified fixed-term employee has or is suspected of having such infectious diseases as separately specified, such specified fixed-term employee shall immediately notify the University of such fact and receive instructions of the University.
  - 2 If deemed necessary based on the results of such notification as set forth in the preceding paragraph, the University may order suspension from work to such specified fixed-term employee.
  - 3 The period of time during which the employee is ordered suspension from work and does not attend work pursuant to the provisions of the preceding paragraph shall be considered as if the employee attended work..
- Chapter 8 Female employee

Article 62 Restriction of services by expectant or nursing female specified fixed-term employee

The University may not order any female specified fixed-term employee who is pregnant or has given birth in the past year (hereinafter referred to as the “expectant or nursing female specified fixed-term employee”) to attend work that may be harmful to the pregnancy, childbirth, childcare, and otherwise.

Article 63 Restriction of late-night shift and overtime for expectant or nursing female specified fixed-term employee

The University may not order any expectant or nursing female specified fixed-term employee to attend work between the period from 10:00 p.m. to 5:00 a.m. or in excess of statutory working hours upon request of such expectant or nursing female specified fixed-term employee.

Article 64 Health examination for expectant or nursing female specified fixed-term employee

The University shall permit the expectant or nursing female specified fixed-term employee not to attend work in order to have such health guidance as stipulated in Article 10 of the Maternal and Child Health Act (Act No. 141 of 1965) or such health examination as stipulated in Article 13 of the said act upon request of such specified fixed-term employee.

Article 65 Reduction of work load of expectant or nursing female specified fixed-term employee

- 1 The University shall reduce the workload of the expectant or nursing female specified fixed-term employee upon request of such employee.
- 2 In the event the duties of any expectant female specified fixed-term employee are determined to have any adverse influence on the maintenance of health of such employee’s body or unborn child, the University must, upon request of such expectant female specified fixed-term employee, permit said employee not to attend work for such period of time as necessary for her to take an appropriate rest or eat.
- 3 In the event the degree of congestion of any transport facility used for commuting by an expectant female specified fixed-term employee is determined to have any adverse influence on the maintenance of health of such employee’s body or unborn child, the University must, upon request of such expectant female specified fixed-term employee, permit her not to attend work at the beginning or end of the regular defined working hours for a maximum of an hour in day.

Article 66 Measures for specified fixed-term employee with extreme difficulty in attending work during menstrual period

The University shall not, upon request of any female specified fixed-term employee that has extreme difficulty in attending work during her menstrual period, order such employee to attend work on such menstrual dates.

## Chapter 9 Accident compensation

### Article 67 Accident compensation

Accident compensation in the event any specified fixed-term employee suffers any disaster (i.e., any injury, illness, disability, or death; hereinafter, the same shall apply) in the course of working or commuting, promotion of rehabilitation of the afflicted employee, and welfare service necessary for the support of such afflicted employee and family shall be as stipulated in the Industrial Accident Compensation Insurance Act (Act No. 50 of 1947) as well as the Regulations Concerning Non-Statutory Compensation for Employees of Tokyo University of Foreign Studies (Regulation No. 91 of 2012).

## Chapter 10 Punishments

### Article 68 Grounds for discipline

- 1 In the event a specified fixed-term employee falls under any one of the following, the University may take disciplinary measures including reprimand, salary reduction, or suspension from work according to the circumstances:
  - (1) In the event the employee skips work for not more than twenty (20) days without valid reason;
  - (2) In the event the employee neglects work as the result of frequent absences from work, coming late, and leaving work early without valid reason;
  - (3) In the event the employee causes damage to the University due to negligence;
  - (4) In the event the employee debases the University's order or morals due to bad behavior;
  - (5) In the event the employee violates the provisions of Articles 18 through 22; and
  - (6) Otherwise, in the event the employee violates these Regulations or commits any improper act similar to those defined in each of the preceding items.
- 2 In the event an employee falls under any one of the following, the University may dismiss such employee. In this case, if authorized by the head of the labor standards supervision office, the pay in lieu of notice set forth in Article 15 shall not be paid. However, in consideration of everyday work attitude of such employee and other circumstances, the University may take such measures as dismissal under instruction, salary reduction, or suspension from work.
  - (1) In the event the employee gains employment by misrepresenting any important personal history;
  - (2) In the event the employee skips work for twenty-one (21) days or more without valid reason and ignores the order to return to work;
  - (3) In the event the employee is frequently absent from work, is late for work, and leaves work early without permission and fails to remedy such behavior after repeated reprimands;
  - (4) In the event the employee often fails to follow the business-related instructions or orders without valid reason;
  - (5) In the event the employee causes serious damage to the University intentionally or by gross negligence;
  - (6) In the event the employee commits any act in violation of any provisions of the Penal Code or other penal laws in the University and the fact constituting a crime becomes apparent (except where such act constitutes a minor violation);
  - (7) In the event the employee seriously debases the University's order or morals due to bad behavior;
  - (8) In the event the employee is determined that they have no intention to improve the work attitude despite the fact that said employee has received disciplinary punishment repeatedly;

- (9) In the event the employee interferes with the smooth job performance or deteriorates the workplace environment through sexual behavior that is disliked by other persons or commits such acts as to put such person at a disadvantage depending on the response of such person to such sexual behavior;
  - (10) In the event the employee looks after their own interests or accepts or demands money or goods or accepts entertainment from people concerned taking advantage of the professional position;
  - (11) In the event the employee commits any act to impede the reputation and credit of the University and seriously affects the operation thereof through illegal acts in personal life or through libel or slander against the University;
  - (12) In the event the employee discloses important business secrets of the University to others; and
  - (13) In the event the employee commits such level of inappropriate acts as is similar to those set forth in any of the preceding items.
- 3 The University shall take any disciplinary measure after sufficient investigation and deliberation and shall specify the reason for the discipline to the relevant specified fixed-term employee in writing.
- 4 Notwithstanding the foregoing, in the event the University takes any disciplinary measure against a specified fixed-term employee, such measure must be approved after deliberation thereof by the Board of Executive Directors.

#### Article 69 Type and nature of disciplinary measures

The type and nature of disciplinary measures shall be as stipulated in each of the following items:

- (1) Reprimand: Caution the employee for the future;
- (2) Salary reduction: Reduce salary. In this case, each salary reduction shall not exceed fifty (50) percent of one (1) day's average salary and total salary reduction per month shall not exceed ten (10) percent of the monthly salary for the relevant month;
- (3) Suspension from work: Suspend the employee from work for the period of maximum one (1) year and not pay the salary during such period;
- (4) Dismissal under instruction: Suggest submission a notice of resignation. However, in the event the relevant employee fails to accept such suggestion, the president may dismiss such employee by providing thirty (30) days prior notice or dismiss immediately by paying average salary equivalent to thirty (30) days' average salary or more; and
- (5) Punitive dismissal: Dismiss immediately without setting any period of notice.

#### Article 70 Admonitory warning

In addition to these measures set forth in the preceding article, the president may give the employee admonitory warning, strict warning, or warning if necessary for the maintenance of discipline.

#### Article 71 Damages

- 1 In the event a specified fixed-term employee causes damage to the University intentionally or by gross negligence, the University may claim damages in whole or in part against such employee.
- 2 Such liability for damages as set forth in the preceding paragraph shall not be exempted even after the retirement of such employee.

#### Chapter 11 Complaint handling

#### Article 72 Complaint handling

The University shall have a grievance committee, as provided for in the Regulations for the Grievance

Committee of Tokyo University of Foreign Studies (Regulation No. 26 of 2006), deal with complaints from specified fixed-term employees regarding work and settle the issues on neutral, impartial, and fair ground.

Chapter 12 Supplementary regulations

Article 73 Any matter necessary for the enforcement of these Regulations shall be specified separately.

Appended Table 1 (Related to Article 45)

Base salary schedule for Lecturers

Pay step	Monthly base salary (yen)	Annual amount (10,000 yen)
1	300,000	360
2	320,000	384
3	340,000	408
4	360,000	432
5	380,000	456
6	400,000	480
7	420,000	504
8	440,000	528
9	460,000	552
10	480,000	576
11	500,000	600
12	520,000	624
13	540,000	648
14	560,000	672
15	580,000	696
16	600,000	720
17	620,000	744
18	640,000	768
19	660,000	792
20	680,000	816
21	700,000	840
22	720,000	864
23	740,000	888
24	760,000	912
25	780,000	936
26	800,000	960
27	820,000	984
28	840,000	1,008
29	860,000	1,032
30	880,000	1,056
31	900,000	1,080
32	920,000	1,104
33	940,000	1,128
34	960,000	1,152
35	980,000	1,176
36	1,000,000	1,200
37	1,020,000	1,224



38	1,040,000	1,248
39	1,060,000	1,272
40	1,080,000	1,296
41	1,100,000	1,320
42	1,120,000	1,344
43	1,140,000	1,368
44	1,160,000	1,392
45	1,180,000	1,416
46	1,200,000	1,440

\* However, in case it is difficult to determine the monthly base salary based on the table, the monthly base salary may be decided by the President.

Appended Table 1-2 (Related to Article 45-2)

Base salary schedule for Senior Language Lecturers

Pay step	Monthly base salary (yen)	Annual amount (10,000 yen)
1	400,000	480
2	450,000	540
3	500,000	600
4	550,000	660

\* However, in case it is difficult to determine the monthly base salary based on the table, the monthly base salary may be decided by the President.

Appended Table 1-3 (Related to Article 45-3)

Base salary schedule for Language Lecturers

Pay step	Monthly base salary (yen)	Annual amount (10,000 yen)
1	250,000	300
2	300,000	360
3	350,000	420
4	400,000	480

\* However, in case it is difficult to determine the monthly base salary based on the table, the monthly base salary may be decided by the President.

Appended Table 2 (Related to Article 46)

Base salary schedule for Designated Researcher

Pay step	Monthly base salary (yen)	Annual amount (10,000 yen)
1	240,000	288
2	260,000	312
3	280,000	336
4	300,000	360
5	320,000	384
6	340,000	408
7	360,000	432
8	380,000	456
9	400,000	480
10	420,000	504
11	440,000	528
12	460,000	552
13	480,000	576
14	500,000	600

\* However, in case it is difficult to determine the monthly base salary based on the table, the monthly base salary may be decided by the President.

Appended Table 3 (Related to Article 47)

Base salary schedule for Language Specialists

Pay step	Monthly base salary (yen)	Annual amount (10,000 yen)
1	250,000	300
2	300,000	360
3	350,000	420
4	400,000	480

Appended Table 4 (Related to Article 48)  
 Base salary schedule for Designated Administrative Experts

Pay step	Monthly base salary (yen)	Annual amount (10,000 yen)
1	240,000	288
2	260,000	312
3	280,000	336
4	300,000	360
5	320,000	384
6	340,000	408
7	360,000	432
8	380,000	456
9	400,000	480
10	420,000	504
11	440,000	528
12	460,000	552
13	480,000	576
14	500,000	600
15	520,000	624
16	540,000	648
17	560,000	672
18	580,000	696
19	600,000	720
20	620,000	744
21	640,000	768
22	660,000	792
23	680,000	816
24	700,000	840

Appended Table 5 (Related to Article 49)  
 Base salary schedule for Designated Administrative Staff s

Pay step	Monthly base salary (yen)	Annual amount (10,000 yen)
1	180,000	216
2	200,000	240
3	220,000	264
4	240,000	288
5	260,000	312
6	280,000	336
7	300,000	360
8	320,000	384
9	340,000	408
10	360,000	432