

Working Hours/Holidays, etc. > Working hours

Staff working hours may be calculated in one of three ways: general working hours, monthly variable working hours or discretionary working hours for specialist employment.

General working hours

From 8.30am to 5.15pm.
(Lunch break 12.00-13.00)

- *Target group: Academic researchers and specially appointed professors (fixed-term contract staff) who are not categorized as eligible for discretionary working hours for specialist employment, are subject to general working hours.

Monthly variable working hours

Monthly variable working hours are defined as a system where over a monthly average, staff do not work more than 38 hours and 45 minutes, but in some designated weeks, they may work more than 38 hours and 45 minutes, or on some days they may work longer than 7 hours and 45 minutes.

- *Target group: Monthly variable working hours are applied to faculty members who provide medical care during specific time periods to maintain relationships with their patients.

Discretionary working hours for specialist employment

Discretionary working hours for specialist employment is defined as a system whereby the method of working and allocation of time is largely left up to the member of faculty, due to the specialist nature of their work. If the member of staff works on a designated day, it will be considered that he/she worked the designated number of hours, even if he/she in fact worked longer or shorter hours.

The application of discretionary working hours for specialist employment allows faculty members to set their own arrival and departure times to align with the conditions of their research at any time.

Staff eligible for discretionary working hours for specialist employment (hereinafter “staff on discretionary working hours”) are subject to health and welfare related measures. And so are required to submit a record of their work

status everyday using “ System for understanding work and health status of staff on discretionary working hours ” .
(<https://q-qls.jimu.kyushu-u.ac.jp/main-menu/>)

- *Target group:
- The following staff who agreed to the application are eligible for the application of discretionary working hours:
- (1) Professors, associate professors and lecturers mainly engaged in research activities (those whose face-to-face teaching time is less than half of their weekly working hours).
- (2) Assistant professors, associate professors and research associates with permission from their head of department to dedicate their time to research.
- (3) Academic researchers and specially appointed professors (fixed-term employees only) approved by their head of department, etc.
- *In principle, this does not apply to staff who are expected to provide medical care during specific time periods, in order to maintain relationships with their patients.

* Complaint process contact for discretionary working hours for specialist employment

Processing complaints regarding working conditions and filing of complaints are accepted as below.

Human Resources Division, Human Resources Department

092-802-2260(ext.:90-2260)

Other

*Working outside of designated hours, or on holidays

Staff ordered to work outside of designated hours or on a holiday will be paid an increased rate in compensation for the time spent in such work.

*Holidays in lieu of public holidays

If work commitments result in staff being assigned to work on a day designated as a holiday, they may take working days off in lieu as follows:

- (1) When a holiday is taken in lieu, staff wishes will be considered as far as possible, and staff and the department should cooperate to arrange the holiday. (The holiday in lieu should be taken as close as possible to the public holiday on which the staff member was required to work).
- (2) When taking a day in lieu, the designated format (Record of day in lieu of a public holiday) must be completed in advance, and the day in lieu must be taken, in principle, within one (calendar) month of the date the member of staff was required to work. The day in lieu may also be taken within the same week (from Saturday to Friday).
- (3) If unavoidable for work reasons, the holiday booked in lieu may be moved again to another date (within the

specified time frame originally allowed).

- (4) Staff on discretionary working hours are subject to the same arrangements.
- (5) Days in lieu may only be taken in cases where the original work undertaken on a holiday lasted for four hours or more (without rest time), or for the equivalent of their working day for staff whose working day is less than four hours. Staff on discretionary working hours may take a day in lieu regardless of the time they spent at work on the holiday.
- (6) Where a staff member is required to take a business trip that includes holidays, staff may not take days in lieu unless they were in fact working on those holiday dates. They may not take a day in lieu if they were, for example, traveling on the holiday date.

Want to know more

• General Regulations for Employment of National University Corporation Kyushu University • Rules for Working Hours, Leave, etc. of Employees of National University Corporation Kyushu University <https://www.kyushu-u.ac.jp/ja/university/information/rule/rulebook/> * Labor-Management Agreement (Agreement on Overtime Work and Work on Days Off; Agreement on Discretionary Labor System for Professional Work; MOU on Discretionary Labor System for Professional Work) <https://www.kyushu-u.ac.jp/ja/Qdai-only/jinjika/rousi-kyoutei/>

Contact

* Personnel affairs section of your department