

## Working Hours/Holidays, etc. > Holiday

The staff's holiday includes annual paid leave, sick leave, special leave, and refreshment leave, and each is defined by the employment regulations.

In addition to this, permission may be given not to come to work for other reasons, and there are also protective measures in place for female employees.

### Annual paid leave

- (1) 20 days per fiscal year (from April 1st to the following March 31st)

\*Staff employed part way through a fiscal year will be granted the number of days corresponding to the length of their employment for that year.

\*The date when annual paid leave is granted and the days of annual paid leave differs for fixed-term staff and part-time staff depending on the date of employment and the length of employment, etc.

- (2) Leave may be taken in days, or hours.

\*Staff on discretionary hours may take paid leave in units of one day.

- (3) Up to 20 days of annual paid leave granted in the relevant year may be carried over to the following fiscal year only.
- (4) At least five days of annual paid leave must be taken within one year of being granted ten or more days of annual paid leave.

### Sick leave

Sick leave can be obtained for the shortest amount of time required for the treatment of a sickness, in cases where this is unavoidable.

- \*Fixed-term staff and part-time staff (working 5 days per week) may take up to 10 days in a fiscal year. (Unpaid leave (3 days of which will be paid) other than annual paid leave)
- \*Depending on days and duration, a proof of hospital visit or a medical certificate from a doctor is required.

### Special leave

Special leave\*1 may be granted in the following cases.

[Special leave]

Reason	Period of leave
The exercise of rights as a public citizen, for example to vote (not including the right to be elected)	Amount of time considered necessary
Appearance in a public setting such as the parliament, a court, or a meeting of a public body as a witness, expert or referee	Amount of time considered necessary
Attendance at hospital for tests or time in hospital in relation to bone marrow donation or donation of peripheral blood stem cells for a peripheral blood stem cell transplant, in response to an appeal after the staff member has registered a potential donor, or if the staff member is donating bone marrow or peripheral blood stem cells to his/her spouse, parents, children or siblings.	Amount of time considered necessary
Involvement in a community activity, independently and for no remuneration (other than an activity that directly benefits or supports a member of the family)*2	Up to five days per fiscal year
Getting married	A continual period of up to five days
Care of a child up to one year old, where the staff member is required to breastfeed the child.	Up to 30 minutes, twice per day
When a staff member ' s spouse (including common-law partner) is giving birth	Up to two days
When a staff member who is raising a child who has not yet reached the start of junior high school requests leave to care for the child, including nursing care	A period of up to five days per fiscal year for one child or 10 days per fiscal year for two or more applicable children.
When a member of the family dies	A period of time in line with the relationship

Attendance at a ceremonial event in commemoration of a parent (limited to those occurring within 15 years of a parent ' s death)	Up to one day
Time required around the Obon summer festival to spend time with one ' s family and promote health, in cases where it is considered appropriate to take leave from work	Up to three days in one continuous period, not including holidays, between July and September each fiscal year. As for staff belonging to hospitals, between June to December only when the Director of a hospital considers it necessary. *3
When a staff member loses their home or suffers damage in an earthquake, flood, fire or other disaster	Up to seven days
Where a staff member finds severe difficulty getting to work due to transport problems caused by an earthquake, flood, fire, other disaster or transportation accident	Amount of time considered necessary
In the event of an earthquake, flood, fire or other disaster, if it is deemed unavoidable for staff to not go to work in order to avoid physical danger on the way home from work	Amount of time considered necessary
Where a staff member ' s spouse is between six weeks before her due date (14 weeks before in the case of multiple births) and until the child turns one year-old, to look after either the newborn child or any other child in the family (including children of the spouse) who are not yet at elementary school	Up to five days in the specified period
When a staff member requests for leave to care for a spouse, parent, child, spouse's parent, grandparent, sibling or grandchild who is in a state of requiring constant care for a period of two weeks or more due to injury, illness or physical or mental disability, or to	Up to five days per fiscal year for one relative or 10 days per fiscal year for two or more applicable family members.

<p>accompany them to hospital visits, or to take care of other necessary matters such as acting on their behalf to complete procedures necessary to receive nursing care services.</p>	
<p>When visiting medical facilities for fertility treatments or attending fertility seminars offered by medical institutions</p>	<p>Up to five days in a fiscal year to visit medical facilities for fertility treatments or attending fertility seminars offered by medical institutions.</p> <p>*In case of hospital visits for IVF or ICSI, up to 10 days.</p>

\*1 "Leave other than annual paid leave" for fixed-term and part-time staff.

\*2 This does not apply to fixed-term and part-time staff.

\*3 During a period specified by the University, in the case of staff members who work less than five days per week.

#### Refreshment leave

Members of staff who have been working at the University for either 20 or 30 years may take five days ' continuous leave (not including holidays), as a general rule, during the applicable year.

#### Approval of times when staff are not required to work

If any of the following reasons apply, and prior permission has been granted, staff will not be required to work for the period deemed necessary.

- (1) Participation in union negotiations during working hours
- (2) Pregnant staff attending health guidance sessions or health checks
- (3) Commuting and rest breaks for members of staff who are pregnant or nursing mothers and whose work is deemed to affect the health of the mother or unborn child
- (4) Members of staff undergoing full body health checks or other integrated health checks during working hours

## Protective measures for women

Female members of staff are subject to the following protective measures.

Category	Contents
Prenatal leave	Staff members due to give birth within the next six weeks may, on request, be given permission to take time off for the requested period until their due date.
Postnatal leave	Staff members who have given birth may take time off up until eight weeks after birth.
Leave for pregnant and nursing mother	If the duties of an expectant or nursing mother are acknowledged to be such as to affect the health of the staff member concerned or her fetus, she may request and be granted the period of leave deemed necessary, based on the advice of a physician.
Transfer of duties	If a pregnant staff member requests, she may be transferred from her current duties to other light duties.
Restrictions on working hours	A pregnant member of staff or one who has just given birth may request not to be required to work outside of her designated working hours, on holidays or late at night.
Menstrual leave	Members of staff for whom attending work during their monthly period is extremely difficult may be given a short period of leave.

Procedures for applying for leave, etc.

When applying for leave, members of staff should complete the required format documents and submit them to their department.

For details of procedures, please contact the Human Resources section of your department.

### Want to know more

• National University Corporation Kyushu University General Regulations of Employment • National University Corporation Kyushu University Rules for Working Hours, Leave, etc. of Employees • National University Corporation Kyushu University Rules for Protective Measures for Female Employees <https://www.kyushu-u.ac.jp/ja/university/information/rule/rulebook/>

### Contact

\* Personnel affairs section of your department