

Authority:

- Approved by the President
- Labor Standard Act
- Labor Contract Act
- Act on Securing, Etc. of Equal Opportunity and Treatment between Men and Women in Employment
- Act on the Welfare of Workers Who Take Care of Children or Other Family Members Including Child Care and Family Care Leave
- Act on Special Measures Concerning the Improvement of Establishing Working Hours, etc.

## **Chapter 32. Work Schedules and Breaks**

### **32.1 Policy**

The OIST Graduate University (the University) establishes the regular work schedule, breaks, and holidays. To accomplish the business objectives of the University, all employees are expected to be punctual and dependable in their attendance.

### **32.2 General Considerations**

The University recognizes the importance of balancing work and family life, and supports employees by granting special accommodation of work schedule as appropriate, including flexible work schedules as well as exemption from (and restrictions on) overtime and late-night work, in keeping with relevant laws and regulations.

Furthermore, the University requires that administrative meetings (e.g., Senior Level Executive, Divisional, Sectional and Committee meetings) and mandatory research meetings be scheduled, and concluded, within regular business hours (9:00 – 17:30). However, emergencies and/or exceptional circumstances may be dealt with outside of usual business hours.

- Time for Childcare (32.3.1.2) [\[link: 32.3.1\]](#)
- Shortened Working Hours for Childcare and Nursing Care (32.3.1.3) [\[link: 32.3.1\]](#)
- Working Hours for Pregnant and Nursing Employees (32.3.3.1) [\[link: 32.3.3\]](#)
- Limitations on Unscheduled Work for Childcare (32.3.3.2) [\[link: 32.3.3\]](#)
- Limitations on Overtime Work for Childcare and Family Care (32.3.3.3) [\[link: 32.3.3\]](#)
- Limitations on Late-Night Work for Childcare and Family Care (32.3.3.4) [\[link: 32.3.3\]](#)

[32.3.3\]](#)

## **32.3 Rules**

### **32.3.1 Work Schedules and Rest Period**

32.3.1.1 Working Hours, Rest Period and Scheduled starting and finishing times.

Details are described in Article 21 [Link: ], Rules of Employment and Article 4.1 [Link: ], Rules of Employment for Part-time Employees.

32.3.1.2 Time for Childcare

Details are described in Article 40 [Link: ], Rules of Employment and Article 4.3 [Link: ], Rules of Employment for Part-time Employees.

32.3.1.3 Shortened Working Hours for Childcare and Family Care

Details are described in Article 45 and Article 53 [Link: ], Rules of Employment and Article 4.4 [Link: ], Rules of Employment for Part-time Employees.

32.3.1.4 Flextime System

Details are described in Article 29 [Link: ], Rules of Employment.

### **32.3.2 Holidays**

Details are described in Articles 22, 23 and 24 [Link: ], Rules of Employment and Article 4.5 [Link: ], Rules of Employment for Part-time Employees.

### **32.3.3 Overtime and Holiday Work**

Details are described in Article 26 [Link: ], Rules of Employment and Article 4.6 [Link: ], Rules of Employment for Part-time Employees.

32.3.3.1 Working Hours for Pregnant and Nursing Employees

Details are described in Article 39 [Link: ], the Rules of Employment and Article 4.7 [Link: ], the Rules of Employment for Part-time Employees.

32.3.3.2 Limitations on Unscheduled Work for Childcare

Details are described in Article 46 [Link: ], Rules of Employment and Article 4.8 [Link: ], Rules of Employment for Part-time Employees

32.3.3.3 Limitations on Overtime Work for Childcare and Family Care

Details are described in Article 47 and Article 54 [Link: ], Rules of Employment and Article 4.9 [Link: ], Rules of Employment for Part-time Employees.

**32.3.3.4 Limitations on Late-Night Work for Childcare and Nursing Care**  
Details are described in Article 48 and Article 55 [Link: ], Rules of Employment and Article 4.10 [Link: ], Rules of Employment for Part-time Employees.

#### **32.3.4 Reporting for Work, Absence and Punctuality**

Details are described in Article 25 [Link: ], Rules of Employment and Chapter 5 [Link: ], Rules of Employment for Part-time Employees.

#### **32.3.5 Business Trips and Working Outside the Workplace**

Details are described in Article 30 [Link: ], Rules of Employment and Article 5.5 [Link: ], Rules of Employment for Part-time Employees

#### **32.3.6 External Professional Activities**

Details are described in PRP Chapter 22 [Link:22.1.4] and in the Rules for External Professional Activities.

### **32.4 Responsibilities**

#### **32.4.1 Employees**

All employees must report information regarding attendance, absence, lateness, leaving early, and business trips to their immediate supervisor on the System as necessary.

#### **32.4.2 Supervisors**

Supervisors must be well aware of the attendance status of their subordinates and must give them necessary guidance and instruction.

#### **32.4.3 The Human Resource Management Section**

When special accommodation of work schedule is requested, the Human Resource Management Section must respond to the applicant's requests promptly after ascertaining their eligibility.

#### **32.4.4 The Diversity Section**

The Diversity Section is responsible for monitoring implementation of the special work schedule accommodations specified in this Chapter and for ensuring that

applicants and recipients of such accommodation do not experience discrimination or harassment.

### **32.5 Procedures**

### **32.6 Forms**

See HR website [link: <http://hr.oist.jp/english/download/index.html>]

### **32.7 Contacts**

#### **32.7.1 Policy Owner**

Vice President for Gender Equality and Human Resource Development (VPGEHR)

#### **32.7.2 Other Contacts:**

HR Management Section

Diversity Section

### **32.8 Definitions**

#### **32.8.1 Holidays**

Holidays are the days when employees have no work obligations.

#### **32.8.2 Child (Japanese laws and regulations shall be applied.)**

- Natural child
- Legally adopted child

#### **32.8.3 Condition Requiring Care and the Applicable Family Member**

Details are described in Article 49.1 [Link: ], Rules of Employment.

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