

Authority:

- Approved by the President
- Labor Standard Act
- Labor Contract Act
- Act on Employment Security, etc. of the Elderly, etc.

Chapter 37. Leaving the University

37.1 Policy

Termination decisions must comply with internal and applicable legal requirements.

37.3 Rules

37.3.1 Termination

Details are described in Article 73 to Article 74 [Link:], Rules of Employment and Article 8.1[Link], Rules of Employment for Part-time Employees.

37.3.2 Retirement

Details are described in Article 75 [Link:], Rules of Employment. Rules for re-employment after retirement are determined in Article 76 [Link:], Rules of Employment.

37.3.3 Dismissal

Details are described in Article 77 to Article 79 [Link:], Rules of Employment and Article 8.2 [Link:], Rules of Employment for Part-time Employees.

37.3.4 Former Employees' Duty of Confidentiality

Details are described in Article 80 [Link:], Rules of Employment.

37.4 Responsibilities

37.4.1 Individuals terminating from the University

Employees must submit the necessary documents [\[link: http://hr.oist.jp/english/download/index.html\]](http://hr.oist.jp/english/download/index.html) to the HR Management Section at least 1 month prior to the day they intend to resign. Individuals terminating from the University are responsible for returning all of University property including keys, identification cards, computers, software, phones to the responsible sections

or their immediate supervisors.

37.4.2 Supervisors

Supervisors must follow established procedures regarding terminations and review in advance with the HR Management Section and the Vice President for Gender Equality and Human Resource Development (VPGEHR).

37.4.3 HR Management Section

The HR Management Section is responsible for assuring that relevant laws and University rules regarding the termination of employees are observed.

37.5 Procedures

37.6 Forms

37.7 Contacts

37.7.1 Policy Owner:

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

37.7.2 Other Contacts

HR Management Section

37.8 Definitions