

Authority:

- Approved by the President
- Labor Standard 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 33 Leave**

### **33.1 Policy**

The OIST Graduate University recognizes the importance and value of leave in order for employees to have time away from work for a variety of reasons including recreation and physical and mental well-being. The University grants to eligible employees paid and un- paid leave. In addition, the University may instruct employees unable to work for certain reasons to take administrative leave.

The University also recognizes the challenges many employees face in meeting both work and family responsibilities. As an employer, the University believes that adequate and flexible leave policies assist employees in meeting these dual responsibilities and result in higher productivity in the workplace. The University conforms to the Act on the Welfare of Workers Who Take Care of Children or Other Family Members Including Childcare and Family Care Leaves (Childcare and Family Care Leave Act, Act No. 76 of 1991) and all relevant laws and regulations, allowing employees a healthier balance between family and work life. Any harassment or discriminatory treatment for using these programs is prohibited.

### **33.2 Rules**

#### **33.2.1 Annual Paid Leave**

Details are described in Articles 34, 35, and 36, [Rules of Employment](#) and Articles 28, 29, and 30, [Rules of Employment for Part-time Employees](#).

#### **33.2.2 Summer Leave**

Details are described in Article 39, Rules of Employment and Article 33, Rules of Employment for Part-time Employees.

#### **33.2.3 Maternity Leave**

Details are described in Article 40, Rules of Employment and Article 34, Rules of Employment for Part-time Employees.

### **33.2.4 Sick Leave**

Details are described in Article 37, Rules of Employment and Article 31, Rules of Employment for Part-time Employees.

### **33.2.5 Special Leave**

Details are described in Article 38, Rules of Employment and Article 32, Rules of Employment for Part-time Employees.

### **33.2.6 Childcare Leave and Nursing Care Leave**

Details are described in Articles 43 to 47 and Articles 52 to 55, Rules of Employment and Articles 37 to 41 and Articles 46 to 49, Rules of Employment for Part-time Employees.

### **33.2.7 Measure Relating to Health Care During Pregnancy and Childbirth**

Details are described in Article 76, Rules of Employment and Article 63, Rules of Employment for Part-time Employees.

### **33.2.8 Administrative Leave**

Details are described in Articles 64 to 68, Rules of Employment.

## **33.3 Responsibilities**

### **33.3.1 Persons planning to take Leave**

Persons planning to take Leave must give notice of the dates and duration of the leave (along with justification for Special Leave) in advance, to his/her immediate supervisor through the Working Time Management System. Employees are encouraged to make leave schedules in a planned manner.

### **33.3.2 Supervisors**

Supervisors are responsible for balancing the individual employee's needs, the workload of coworkers and effective business operation under their control.

### **33.3.3 The HR Operations Section**

The HR Operations Section is responsible for administering the leave policies fairly, and providing necessary guidance regarding the leave policies to employees and supervisors.

### **33.3.4 The HR Management Section**

The HR Management Section is responsible for monitoring the implementation of pertinent leave, as specified in this Chapter, and for ensuring that applicants and users of such leave, will not experience discrimination or harassment, as a result of taking leave.

## **33.4 Procedures**

### **33.5 Forms**

See [HR website](#)

### **33.6 Contacts**

#### **33.6.1 Policy Owner**

Vice President for Human Resource (VPHR)

#### **33.6.2 Other Contacts**

HR Management Section

HR Operations Section

### **33.7 Definitions**

#### **33.7.1 Child**

Please refer to [32.8.2](#).

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

Please refer to [32.8.3](#).