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Salary Regulations for Employees of Tokyo University of Foreign Studies

(April 1, 2004
Regulation No. 54)

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Article 1 Purpose

The purpose of these Regulations is to specify the matters concerning the salaries of the full-time employees (hereinafter, “Employees”) of Tokyo University of Foreign Studies based on the provisions of Article 37 of the Working Regulations for Employees of Tokyo University of Foreign Studies (Regulation No. 52 of 2004; hereinafter, the “Working Regulations”).

Article 2 Relation with laws and ordinances

Any matter not provided for in these Regulations regarding the payment of salary, etc. shall be in accordance with the provisions set forth in the Labor Standards Act (Act No. 49 of 1947; hereinafter, the “Labor Standards Act”) and other relevant laws and regulations.

Article 3 Type of salary, calculation period, and payday

The type of salary, calculation period, and payday shall be as shown in the following table:

Type of salary	Salary calculation period	Payday
Base salary Base salary adjustment amount Starting salary adjustment allowance Dependency allowance	From the first day to the last day of a month	The 17th of the month (however, if the 17th falls on a Sunday, then the 15th; if the 17th falls on a Saturday, then the 16th; or if the 17th day falls on a Monday that is a holiday, then the 18th.)

Managerial employee allowance Allowance attached to a post Additional allowance attached to a post Area allowance Housing allowance Commuting allowance Allowance for transfer not accompanied by family		
Overtime allowance Night shift allowance Special allowance for administrative Employees Entrance examination allowance	From the first day to the last day of a month	The 17th of the following month (however, if the 17th falls on a Sunday, then the 15th; if the 17th falls on a Saturday, then the 16th; or if the 17th day falls on a Monday that is a holiday, then the 18th.)
Term-end allowance Diligent work allowance Special term-end allowance		June 30 and December 10 (However, if such day falls on a Sunday, then two (2) days earlier; if such day falls on a Saturday, then one (1) day earlier.)

Article 4 Determination of base salary

- 1 The base salary provided in the preceding article shall be the compensation for the work during the regular working hours as set forth in Article 4 of the Regulations Concerning Working Hours, Leave, etc. for Employee of Tokyo University of Foreign Studies (Regulation No. 53 of 2004; hereinafter, the "Regulations for Working Hours, etc."), and the base salary each Employee receives shall be determined based on the degrees of complexity, difficulty, and responsibility of his/her duties and in consideration of the intensity of service and other working conditions.
- 2 The types and scope of application of the base salary schedule shall be as shown in the following tables.

Type	Scope of application
Clerical and Technical Service Base Salary Schedule (Appended Table 1-(a))	Applies to all the Employees to whom no other base salary schedule is applicable.
Skilled Service Base Salary Schedule (Appended Table 1-(b))	Applies to automobile drivers.

Nursing Service Base Salary Schedule (Appended Table 1-(c))	Applies to nurses.
Educational Service Base Salary Schedule (Appended Table 1-(d))	Applies to professors, associate professors, lecturers, junior lecturers, and assistants.
Designated Service Base Salary Schedule (Appended Table 1-(e))	Applies to the Employees designated by the President.

- 3 The duties of the Employees shall be classified into the duty grades set forth in each relevant base salary schedule based on the level of complexity, difficulty, and responsibility of the duties, and the content of the standard duties to be served as the basis for such classification shall be as separately specified.
- 4 The base salary of an Employee who is hired pursuant to the provisions of Article 24 of the Working Regulations (hereinafter, "Rehired Employee") shall be the amount corresponding to the duty grade to which such Employee belongs out of the monthly base salary amounts listed in the Rehired Employee column of the base salary schedule applicable to such Employee.

Article 5 Starting salary

- 1 The starting salary of a new Employee shall be determined in consideration of his/her academic background, license(s), qualification, work experience, etc. and balance with other Employees.
- 2 Other necessary matters concerning determination of the starting salary shall be specified separately.

Article 6 Promotion

- 1 Any Employee who has a good performance record and has reached the promotion standards may be promoted to a higher grade in accordance with his/her qualification.
- 2 Other necessary matters concerning promotion shall be specified separately.

Article 7 Demotion

- 1 When an Employee is demoted pursuant to the provisions of Article 13, paragraph 1 of the Working Regulations, such Employee may be demoted to a lower grade.
- 2 Other necessary matters concerning demotion shall be specified separately.

Article 8 Salary increase

- 1 A salary increase for Employees shall be carried out on January 1 each year in accordance with their own performance records during a period of one (1) year prior to the evaluation completion date (base period).
- 2 Whether or not to raise the salary pursuant to the provisions of the preceding paragraph and the pay step number when such salary is raised shall be determined in accordance with the standards to be specified separately. The pay step number of salary increase of an Employee whose work performance was satisfactory during the entire period specified in the preceding paragraph shall be four (4) (or three (3) in the case of Employees to whom the Clerical and Technical Service Base Salary Schedule is applicable and whose duty grade is seven (7) or higher and Employees to whom the Educational Service Base Salary Schedule is applicable and whose duty grade is five (5)) and shall serve as a benchmark.
- 3 The salary increase for an Employee over fifty-five (55) years of age shall be carried out only when such Employee delivered excellent work performance, and the pay step number when raised shall be determined in

accordance with the standards set forth separately.

- 4 In addition to the provisions in the preceding three (3) paragraphs, any necessary matters concerning salary increase shall be specified separately.

Article 9 Salary increase in special cases

- 1 Notwithstanding the provisions of Article 8, a special salary increase may be made if it is deemed necessary for an Employee who has a good performance record.

- (1) In the event of receiving an award or recognition for outstanding academic achievement or in any other event deemed especially necessary; or
- (2) In the event that an Employee performs his/her duties at the risk of his/her own life and thereby becomes critically ill or suffers serious disability, or in any other event deemed especially necessary.

- 2 Any necessary matters concerning salary increase under paragraph 1 shall be specified separately.

Article 10 Deleted

Article 11 Base salary adjustment amount

- 1 The base salary adjustment amount shall be paid to any person whose monthly base salary is deemed inappropriate as compared with that of other services that belong to the same duty grade due to the special nature of the content of his/her duties.
- 2 The base salary adjustment amount shall be the amount obtained by multiplying the standard amount for adjustment set forth in Appended Table 3 by the adjustment number set forth in the adjustment number column of Appended Table 2 for such Employee according to the base salary schedule and the duty grade that are applicable to the Employee. However, when such adjustment amount exceeds a quarter of the monthly base salary, such amount shall be the amount equivalent to a quarter of the monthly base salary.
- 3 Any necessary matters concerning the payment method of the base salary adjustment amount shall be specified separately.

Article 12 Starting salary adjustment allowance

- 1 The starting salary adjustment allowance shall be paid to the Employees who work at the Health Care Center and have a medical practitioner's license as prescribed in the Medical Practitioners' Act (Act No. 205 of 1948) and who was employed within a period of thirty-seven (37) years from the date of graduation from a university as prescribed in the School Education Act (Act No. 26 of 1947) (the "University" in this article) (or thirty-nine (39) years in the case of those who have gone through the advanced clinical training as prescribed in the Medical Practitioners' Act (hereinafter, "Advanced Clinical Training")).
- 2 The monthly amount of the starting salary adjustment allowance shall be the amount set forth in the following table according to the categories of the period after the date of employment set forth in the same table. In this case, with regard to application of the table to the Employees whose period of time from the date of graduation from the University until the date of employment exceeds four (4) years (or six (6) years if they have gone through the Advanced Clinical Training) (excluding the Employees who have obtained predetermined credits for doctoral programs at graduate schools as prescribed in the School Education Act and whose period of time from the date on which the prescribe period of such program has passed has not exceeded three (3) years), it shall be deemed that the starting salary adjustment allowance has been paid for the period equivalent to such excess period of time from the date of employment.

Categories of the period after the date of employment	Allowance amount	Categories of the period after the date of employment	Allowance amount
Less than 1 year	51,100 yen	18 years or more but less than 19 years	29,700 yen
1 year or more but less than 2 years	51,100 yen	19 years or more but less than 20 years	28,300 yen
2 years or more but less than 3 years	51,100 yen	20 years or more but less than 21 years	26,900 yen
3 years or more but less than 4 years	51,100 yen	21 years or more but less than 22 years	26,300 yen
4 years or more but less than 5 years	51,100 yen	22 years or more but less than 23 years	25,700 yen
5 years or more but less than 6 years	51,100 yen	23 years or more but less than 24 years	24,700 yen
6 years or more but less than 7 years	49,300 yen	24 years or more but less than 25 years	24,100 yen
7 years or more but less than 8 years	47,500 yen	25 years or more but less than 26 years	23,500 yen
8 years or more but less than 9 years	45,700 yen	26 years or more but less than 27 years	22,900 yen
9 years or more but less than 10 years	43,900 yen	27 years or more but less than 28 years	22,300 yen
10 years or more but less than 11 years	42,100 yen	28 years or more but less than 29 years	21,500 yen
11 years or more but less than 12 years	40,300 yen	29 years or more but less than 30 years	21,200 yen
12 years or more but less than 13 years	38,500 yen	30 years or more but less than 31 years	20,800 yen
13 years or more but less than 14 years	36,700 yen	31 years or more but less than 32 years	20,200 yen
14 years or more but less than 15 years	35,300 yen	32 years or more but less than 33 years	19,300 yen
15 years or more but less than 16 years	33,900 yen	33 years or more but less than 34 years	18,400 yen
16 years or more but less than 17 years	32,500 yen	34 years or more but less than 35 years	17,700 yen
17 years or more but less than 18 years	31,100 yen		

- 3 Any necessary matters concerning the payment method for the starting salary adjustment allowance shall be specified separately.

Article 13 Dependency allowance

- 1 The dependency allowance shall be paid to the Employees who have dependent family member(s) and are not applicable to the Designated Service Base Salary Schedule. However, in the case of an Employee to whom the Clerical and Technical Service Base Salary Schedule is applicable and whose duty grade is nine (9) or higher, the dependency allowance shall be paid only with respect to his/her child until the first March 31 after the child's 22nd birthday as set forth in the eligible person column of the table in the following paragraph.
- 2 The dependent family member(s) set forth in the preceding paragraph shall be the persons who are listed in the eligible person column of the following table and who have no other means of living and are mainly supported by the subject Employee. The monthly amount of allowance shall be the total of the allowance amounts set forth in the said table.

Eligible person	Allowance amount
Spouse (including a partner of a relationship which a notification has not been submitted for but is a de facto marital relationship; the same shall apply hereinafter)	6,500 yen per person (or 3,500 yen per person for the Employees to whom the Clerical and Technical Service Base Salary Schedule is applicable and whose duty grade is eight (8) and for the Employees to whom the Educational Service Base Salary Schedule is applicable and whose duty grade is five (5))
Grandchild until the first March 31 after his/her 22nd birthday	
Parents and grandparents aged sixty (60) years or more	
Sibling until the first March 31 after his/her 22nd birthday	
Person with severe motor and intellectual disabilities	
Child until the first March 31 after his/her 22nd birthday	10,000 yen per person

- 3 Notwithstanding the provisions of the preceding paragraph, the monthly amount of dependency allowance granted to Employees with children who are dependent family member and are within the period from the first April 1 after their 15th birthday until the first March 31 after their 22nd birthday (hereinafter, the “Specified Period”) shall be the amount obtained by adding the amount obtained by multiplying 5,000 yen by the number of such dependent children who fall under the Specified Period to the amount pursuant to the provisions of the preceding paragraph.
- 4 Any necessary matters concerning the payment method of the dependency allowance shall be specified separately.

Article 14 Managerial employee allowance, etc.

- 1 The managerial employee allowance shall be paid to the Employees in the managerial or supervisory position who are listed in the following table. However, such allowance shall not be paid to the Employees to whom the Designated Service Base Salary Schedule is applicable.

Categories of duties	Duty grade	Payment amount
Secretary-General	9	104,200 yen
	8	94,000 yen
General Affairs and Planning Director	8	94,000 yen
Educational Affairs Director	7	88,500 yen
Division Chief of General Affairs and Planning Division, Division Chief of Personnel Division, Division Chief of Finance and Accounting Division,	6	62,300 yen
	5	59,500 yen

Division Chief of Facilities and Building Management Division, Division Chief of Research Promotion Division, Division Chief of Library and Information Resources Division, Division Chief of Educational Affairs Division, Division Chief of Student Affairs Division, Division Chief of Admissions Division, Division Chief of Student Exchange Division, Division Chief of Institute of Global Studies Administrative Division, Office Chief of Information Technology Office, Office Chief of Office for International Affairs, Division Chief of Public Relations Division, and Office manager, Audit Office		
Dean of Institute of Global Studies, Dean of Institute of Japan Studies, Dean of School of Language and Culture Studies, Dean of School of International and Area Studies, Dean of School of Japan Studies, and Director of Research Institute for Languages and Cultures of Asia and Africa	5	115,000 yen
Director of Library	5	110,000 yen
Director of Health Care Center, Director of Information Collaboration Center, and Director of African Studies Center	5	80,000 yen
Vice Dean of Institute of Global Studies, Vice Dean of Institute of Japan Studies, Vice Dean of School of Language and Culture Studies, Vice Dean of School of International and Area Studies, Vice Dean of School of Japan Studies, Vice Director of Research Institute for Languages and Cultures of Asia and Africa, and Director of Information Resources Center	5	60,000 yen

- 2 The monthly amount of the managerial employee allowance shall be the payment amount as set forth in the table in the preceding paragraph according to the categories of duties and the duty grade in the same table. However, in case it is difficult to be pursuant to the payment amount as set forth in the table in the preceding paragraph, the amount may be set as determined by the President on each occasion.
- 3 The monthly amount of the managerial employee allowance set forth in the preceding paragraph shall not include an amount equivalent to the increased wages for the work during midnight (from 10 p.m. to 5 a.m.) as prescribed in paragraph 3 of Article 37 of the Labor Standards Act.
- 4 Any necessary matters concerning the payment method of the managerial employee allowance shall be specified separately.
- 5 The allowance attached to a post shall be paid to the Employees who are engaged in the duties set forth in the following table among the Employees who are engaged in the duties the University is required to have under laws, regulations, etc.

Categories of duties	Payment amount
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Industrial physician	13,300 yen
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6 The monthly amount of allowance attached to a post shall be the payment amount set forth in the table in the preceding paragraph according to the categories of duties stated in the same table.

Article 14-2 Additional allowance attached to a post

The additional allowance attached to a post shall be paid to the Employees set forth in the following table among the Employees who are in a position of the duties of difficult nature or requiring substantial burdens. However, no such allowance shall be paid to the Employees to whom the managerial employee allowance in the preceding article is paid.

Categories of duties	Payment amount
Adviser to the President (Special Adviser to the President)	60,000 yen
Adviser to the President (Special Adviser to the President)	30,000 yen

Article 15 Area allowance

- 1 The monthly amount of area allowance shall be the amount obtained by multiplying the total of the monthly amounts of base salary, base salary adjustment amount, managerial employee allowance, and dependency allowance by 15/100.
- 2 Notwithstanding the preceding paragraph, among the Employees hired through personnel exchange, those who have previously received area allowance or any allowance corresponding thereto at a payment rate exceeding 15/100 may receive necessary transfer guarantee in the same manner as in the case of national public employees. However, an Employee dispatched under the personnel exchange agreement with a dispatching organization may be paid in accordance with the actual status of payment of an allowance corresponding to the area allowance as received by the Employee at the dispatching organization, only to the extent of the payment rate of 20/100.
- 3 Any necessary matters concerning the payment method of the area allowance shall be specified separately.

Article 16 Housing allowance

- 1 The housing allowance shall be paid to the Employees who fall under any of the categories of Employees set forth in the following table, and the monthly amount of the allowance shall be the amount set forth in the same table according to the categories of Employees (with regard to the Employees who are set forth in (a) and are also the Employees set forth in (b), the total of the amounts set forth in (a) and (b) shall be the monthly amount). However, such allowance shall not be paid to the Employees to whom the Designated Service Base Salary Schedule is applicable.

Categories of Employees		Allowance amount
(a) Employee who rents a housing	Employee who pays	The amount obtained by deducting

(including room for rent; the same shall apply in (c) of this table) for him/her to live in and pays rent (including fee for use; hereinafter the same shall apply) exceeding 16,000 yen per month (except for the Employees whose housing is lent from the University, another national university corporation, etc., or any national institute).	rent that is 27,000 yen or less per month.	16,000 yen from the monthly rent (such amount shall be rounded down to the nearest hundreds; hereinafter the same shall apply in this table.).
	Employee who pays rent in excess of 27,000 yen per month.	The amount obtained by adding half the amount obtained by deducting 27,000 yen from the monthly rent (or 17,000 yen if half of the amount thus deducted exceeds 17,000 yen) to 11,000 yen.
(b) Employee to whom allowance for transfer not accompanied by family is paid pursuant to the provisions of Article 18 and who rents a housing (except for the Employees whose housing is lent from the University, another national university corporation, etc., or any national institute) for his/her spouse to live in and pays rent in excess of 16,000 yen per month, or those for whom the President deems housing allowance necessary for such Employee in terms of consideration of balance.		An amount equivalent to half the amount calculated in the case of the Employee set forth in (a).

2 Any necessary matters concerning the payment method of the housing allowance shall be specified separately.

Article 17 Commuting allowance

1 The commuting allowance shall be paid to the Employees who fall under any of the categories of Employees set forth in the following table, and the allowance amount shall be the amount set forth in the same table according to the categories of Employees. Provided, however, that such allowance shall not be granted to Employees other than those who have difficulty in commuting without the means set forth in the respective categories and whose one-way commuting distance is less than two (2) kilometers if they are to commute by foot without using any transportation, etc.

Categories of Employees	Allowance amount
(1) Employee who usually uses transportation facilities or toll roads (hereinafter, "Transportation Facilities, etc.") for commuting and bears the fares or tolls (hereinafter, "Fares, etc.").	<p>With respect to the payment unit period set forth in (a) and (b) below, an amount equivalent to the amount of the Fares, etc. required for the Employee to commute during the payment unit period (hereinafter, the "Amount Equivalent to Fares, etc.").</p> <p>(a) If the use of a commuter pass is deemed to be most economical and reasonable, the period equivalent to the longest period of validity of the commuter pass that is issued.</p> <p>(b) If the use of commutation tickets, etc. is deemed most economical and reasonable, one (1) month.</p> <p>However, when the amount obtained by dividing the Amount Equivalent to Fares, etc. by the number of months of the payment unit period (hereinafter, the "Amount Equivalent to Fares, etc. per Month") exceeds 55,000 yen, the amount obtained</p>

	<p>by multiplying 55,000 yen by the number of months of the payment unit period relating to such Employee's commuting allowance (when two (2) or more Transportation Facilities, etc. are used and the total of their Amounts Equivalent to Fares, etc. exceeds 55,000 yen, the amount obtained by multiplying 55,000 yen by the number of months of the longest payment unit period among the payment unit periods relating to such Employee's commuting allowance).</p>	
<p>(2) Employee who usually uses an automobile or other President-approved transport equipment for commuting (hereinafter, "Automobile, etc.>").</p>	<p>The amount in the right column according to the one-way distance of use of the Automobile, etc. per month.</p>	
	<p>Less than 5 km</p>	<p>2,000 yen</p>
	<p>5 km or more but less than 10 km</p>	<p>4,200 yen</p>
	<p>10 km or more but less than 15 km</p>	<p>7,100 yen</p>
	<p>15 km or more but less than 20 km</p>	<p>10,000 yen</p>
	<p>20 km or more but less than 25 km</p>	<p>12,900 yen</p>
	<p>25 km or more but less than 30 km</p>	<p>15,800 yen</p>
	<p>30 km or more but less than 35 km</p>	<p>18,700 yen</p>
	<p>35 km or more but less than 40 km</p>	<p>21,600 yen</p>
	<p>40 km or more but less than 45 km</p>	<p>24,400 yen</p>
	<p>45 km or more but less than 50 km</p>	<p>26,200 yen</p>
	<p>50 km or more but less than 55 km</p>	<p>28,000 yen</p>
	<p>55 km or more but less than 60 km</p>	<p>29,800 yen</p>
<p>60 km or more</p>	<p>31,600 yen</p>	
<p>(3) Employee who usually uses Transportation Facilities, etc. for commuting and bears the Fares, etc. as well as uses Automobile, etc.</p>	<p>The total of the amounts set forth in (1) and (2) (when the total of the Amount Equivalent to Fares, etc. per Month and the amount set forth in the preceding item exceeds 55,000 yen, the amount obtained by multiplying 55,000 yen by the number of months of the longest payment unit period among the payment unit periods relating to such Employee's commuting allowance). However, the monthly amount of the commuting allowance to be paid to an Employee whose distance of use of the Automobile, etc. is less than two (2) kilometers shall be the amount calculated in (1), and if the calculated amount is less than the amount set forth in (2), the amount set forth in (2) shall apply.</p>	

2 Notwithstanding the provisions of the preceding paragraph, the amount of the commuting allowance for the Employees specified as follows shall be the amount set forth in the following table according to the categories set forth in the same table: Employees each hired from another national university corporation, etc. or a national institute (hereinafter, the “Transfer”) and classified as either (1) or (3) in the table in the preceding paragraph who usually uses special express trains such as Shinkansen railways, etc., national expressways, or other Transportation Facilities, etc. (hereinafter, "Shinkansen Railways, etc.") to commute from his/her residence immediately before the Transfer (including any residence deemed by the President to be equivalent to the residence), the use of such Shinkansen Railways, etc. being deemed to contribute to the improvement of commuting conditions to a considerable extent in light of the standards to be specified separately, and bears extra charges, etc. for such use (i.e., the amount obtained by subtracting the amount equivalent to the Fares, etc. serving as the basis for calculating the Amount Equivalent to Fares, etc. from the amount of the Fares, etc. in using the Shinkansen Railways, etc.; hereinafter the same shall apply) (limited to the Employees approved by the President in consideration of the circumstances of the Transfer) as well as other Employees designated by the President as deemed necessary for consideration of balance with the Employees to whom the commuting allowance under the preceding paragraph is paid.

Categories	Allowance amount
Commuting allowance for Shinkansen Railways, etc.	The amount equivalent to half the amount of extra charges, etc. required for the Employee to commute during his/her payment unit period with respect to the payment unit period set forth in the preceding paragraph. However, when the amount obtained by dividing such amount by the number of months of the payment unit period (hereinafter, the "Amount Equivalent to Half the Extra Charges, etc. per Month") exceeds 20,000 yen, the amount obtained by multiplying 20,000 yen by the number of months of the payment unit period for each payment unit period (or when the amount of the extra charges, etc. is calculated by assuming that the Employee uses two (2) or more Shinkansen Railways, etc. and when the total of the Amount Equivalent to Half the Extra Charges, etc. per Month exceeds 20,000 yen, the amount obtained by multiplying 20,000 yen by the number of months of the longest payment unit period among the payment unit periods for such Employee's commuting allowances for Shinkansen Railways, etc.).
Commuting allowance for other than the above	The amount pursuant to the provisions of the preceding paragraph

- 3 Any necessary matters concerning the payment method for the commuting allowance shall be specified separately.

Article 18 Allowance for transfer not accompanied by family

- 1 Among the Employees who move their residence for reasons provided by the University such as personnel exchange and result in living separately from their spouse who had been living with such Employees due to illness of their parents or other unavoidable circumstances and for whom it is deemed difficult in consideration of commuting distance, etc. to commute from the residence immediately before the Transfer to the office where they work immediately after the Transfer, the Employees who usually live alone (limited to the Employees designated by the President in consideration of their appointment circumstances, etc.) and other Employees designated by the President as deemed necessary for the consideration of balance shall be paid allowance for transfer not accompanied by family. However, this shall not apply to the cases where it is not deemed difficult to commute from the residence of the spouse to the office where the Employee works in consideration of commuting distance, etc.
- 2 The monthly amount of the allowance for transfer not accompanied by family shall be the amount set forth in the following table according to the transportation distance between the residence of the Employee and that of his/her spouse.

Distance of travel by transportation means	Allowance amount
Less than 100 km	30,000 yen
100 km or more but less than 300 km	38,000 yen
300 km or more but less than 500 km	46,000 yen
500 km or more but less than 700 km	54,000 yen
700 km or more but less than 900 km	62,000 yen
900 km or more but less than 1,100 km	70,000 yen
1,100 km or more but less than 1,300 km	76,000 yen
1,300 km or more but less than 1,500 km	82,000 yen
1,500 km or more but less than 2,000 km	88,000 yen
2,000 km or more but less than 2,500 km	94,000 yen
2,500 km or more	100,000 yen

- 3 Any necessary matters concerning the payment method for the allowance for transfer not accompanied by family shall be specified separately.

Article 19 Overtime allowance

- 1 For the Employees who are ordered to work as described below, overtime allowance for the entire time they worked as ordered shall be paid for each hour of work in an amount obtained by multiplying the salary amount per hour of work as specified in Article 21 by the rate set forth in each of the following items according to the category of work as described in each item.
- (1) Work ordered in excess of the regular working hours on the day to which the regular working hours specified in Article 4 of the Regulations for Working Hours, etc. are allocated: 125/100
 - (2) Work on a holiday specified in Article 8 of the Regulations for Working Hours, etc. (including the day which is a substitute day off under Article 9 or a compensatory day off under Article 10 of the same Regulations) except for the cases set forth in items 3 and 4 below: 135/100
 - (3) Work on a holiday specified in Article 8 of the Regulations for Working Hours, etc. for which such holiday is substituted or compensated in a week other than the week during which the subject work has been performed, in accordance with the provisions of Article 9 or 10 of the Regulations: 25/100
 - (4) Notwithstanding the provisions of the preceding two (2) items, work on a holiday specified in Article 8, paragraph 1, item 5 of the Regulations for Working Hours, etc.: 100/100
- 2 For any Employee who is ordered to work for more than sixty (60) hours per month among the work specified

in the preceding paragraph (excluding the work on a legal holiday set forth in Article 8, paragraph 2 of the Regulations for Working Hours, etc.), notwithstanding the provisions of the preceding paragraph, overtime allowance for the all the overtime hours exceeding sixty (60) hours shall be paid for each hour of work in an amount obtained by multiplying the salary amount per hour of work as specified in Article 21 by 150/100.

- 3 The number of working hours that serves as the basis for the allowance payment in the preceding two (2) paragraphs shall be calculated based on the total number of hours during the salary calculation period as specified in Article 3 hereof (i.e., the number of hours calculated separately for each corresponding number of hours in paragraph 1, items (1) and (2) and the preceding paragraph). In this case, the portion of the total less than one (1) hour shall be considered to be one (1) hour if such is thirty (30) minutes or more and be rounded off if less than thirty (30) minutes.
- 4 The work in paragraphs 1 and 2 shall include the work which is deemed to have been done in excess of regular hours under the proviso of Article 12 of the Regulations for Working Hours, etc.

Article 20 Night shift allowance

- 1 For Employees who are ordered to work from 10 p.m. through 5 a.m. (including the Employees who are deemed to have worked in excess of the regular hours under the proviso of Article 12 of the Regulations for Working Hours, etc.), night shift allowance for the entire time therebetween shall be paid for each hour of work in an amount obtained by multiplying the salary amount per hour of work specified in the following article by the rate of 25/100.
- 2 The number of working hours that serves as the basis for the allowance payment in the preceding paragraph shall be calculated based on the total number of hours during the salary calculation period specified in Article 3 hereof (i.e., the number of hours calculated separately for each corresponding number of hours in paragraph 1 or 2 of the preceding article). In this case, the portion of the total less than one (1) hour shall be considered to be one (1) hour if such is thirty (30) minutes or more and be rounded off if less than thirty (30) minutes.

Article 21 Calculation of salary amount per hour of work

The salary amount per hour of work to be set forth in the following article and Articles 20 and 29 shall be the amount obtained by multiplying the total amount of base salary and base salary adjustment amount as well as monthly area allowance therefor and monthly starting salary adjustment allowance by twelve (12) and then dividing the result by the product obtained by multiplying the working hours per day by the number of prescribed working days in the relevant year.

Article 22 Special allowance for administrative Employees

- 1 In the event that any of the Employees listed in the following table works on a holiday specified in Article 8 of the Regulations for Working Hours, etc. (including the day which is a substitute day off under Article 9 or a compensatory day off under Article 10 of the same Regulations) due to extraordinary, emergency, or other business operation-related needs, or in the event that such Employee works during the time between 0:00 a.m. and 5:00 a.m. other than the regular working hours on any day other than holidays due to disaster response or other extraordinary or emergency needs, such Employee shall be paid special allowance for administrative Employees according to the categories set forth in the table for each work.

Categories of duties	Allowance amount	
	Work on a holiday (if actual working hours exceed 6 hours)	Work from 0:00 a.m. through 5:00 a.m. other than on holidays
Employees to whom the Designated Service Base Salary Schedule is applicable	12,000 yen (18,000 yen)	6,000 yen
Secretary-General, General Affairs and Planning Director, Educational Affairs Director	10,000 yen (15,000 yen)	5,000 yen
Dean of Institute of Global Studies, Dean of Institute of Japan Studies, Dean of School of Language and Culture Studies, Dean of School of International and Area Studies, Dean of School of Japan Studies, Director of Library, Director of Research Institute for Languages and Cultures of Asia and Africa	8,500 yen (12,250 yen)	4,300 yen
Division Chief of General Affairs and Planning Division, Division Chief of Personnel Division, Division Chief of Finance and Accounting Division, Division Chief of Facilities and Building Management Division, Division Chief of Research Promotion Division, Division Chief of Library and Information Resources Division, Division Chief of Educational Affairs Division, Division Chief of Student Affairs Division, Division Chief of Admissions Division, Division Chief of Student Exchange Division, Division Chief of Institute of Global Studies Administrative Division, Office Chief of Information Technology Office, Office Chief of Office for International Affairs, Division Chief, Public Relations Division, Office manager, Audit Office, Vice Director of Institute of Global Studies, Vice Director of Institute of Japan Studies, Vice Dean of School of Language and Culture Studies, Vice Dean of School of International and Area Studies, Vice Dean of School of Japan Studies, Vice Director of Research Institute for Languages and Cultures	7,000 yen (10,500 yen)	3,500 yen

of Asia and Africa, Director of Information Collaboration Center, Director of Health Care Center, Director of Contemporary African Studies Center, Director of Information Resources Center		
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- 2 Any necessary matters concerning the payment method of the special allowance for administrative Employees shall be specified separately.

Article 22-2 Entrance examination allowance

- 1 The entrance examination allowance shall be paid to the Employees who are ordered to engage in the entrance examination operations carried out by the University as listed in the following table based on the level of complexity, difficulty, and responsibility for the operations and the intensity of their operations. The amount of the allowance shall be the amount in the allowance amount column or the amount obtained by multiplying 1,300 yen by the number in the points column according to the categories set forth in the table.

Categories		Allowance amount	Points	Note	
	First semester schedule	Person responsible for preparing questions and scoring	-	36	
		Question providing member	-	28	
		Scoring and tallying up member	-	5	For English, world history, and Japanese history, 8 points each.
		Listening comprehension test member	-	2	
		Speaking test member	-	1	
		Examination problems checking member	-	8	
		Examination proctor	-	4	
		Examination headquarters personnel	-	4	
	Second semester schedule	Person responsible for preparing questions and scoring	-	24	
		Question providing member	-	19	
		Scoring and tallying up member	-	5	For English or essays, 7 points.
		Examination problems checking member	-	6	

Undergraduate School

	Examination proctor	-	4	
	Examination headquarters personnel	-	4	
Special admission for undergraduate schools (*)	Document screening member	-	1	Number of screenings ×1 point; 8 points max.
	Person responsible for preparing questions and scoring	-	19	
	Question providing member	-	16	
	Scoring and tallying up member	-	5	
	Examination problems checking member	-	6	
	Examination proctor	-	4	
	Interview examiner	-	2	Number of examinees × 2 points
	Examination headquarters personnel	-	4	
Transfer admission	Document screening member	-	1	Number of screenings ×1 point; 8 points max.
	Person responsible for preparing questions and scoring	-	19	
	Question providing member	-	16	
	Scoring and tallying up member	-	5	
	Examination problems checking member	-	6	
	Examination proctor	-	4	
	Interview examiner	-	2	Number of examinees × 2 points
	Examination headquarters personnel	-	4	
Non-Degree Students	Examination conducting teacher	-	2	When an examination/interview is conducted
Research Students	Examination conducting teacher	-	2	When an examination/interview is conducted
Other Matters	Exam papers dividing member	-	2	

		Listening comprehension checking member	-	2	
		Admissions information processing member	-	4	
Graduate school	Master's Degree Program	Person responsible for preparing questions and scoring	-	6	
		Question providing member	-	5	
		Scoring and tallying up member	-	2	
		Collaborator	-	5	(1) If only providing questions, 4 points. (2) If only scoring, 3 points.
		Examination problems checking member	-	1	
		Examination proctor	-	1	
		Document screening member	-	4	
		Examiner for oral examination	-	2	Number of examinees × 2 points
		Examination headquarters personnel	-	2	
	Doctoral Degree Program	Question providing and scoring member (chief, deputy chief)	-	3	
		Collaborator	-	3	
		Examination problems checking member	-	1	
		Examination proctor	-	1	
		Examiner for oral examination	-	2	Number of examinees × 2 points
		Examination headquarters personnel	-	1	
Research Students	Examination conducting teacher	-	2	When an examination/interview is conducted	
National Center for University Entrance	Implementation of examination	Examination proctor	24,000	-	
		Examination headquarters personnel	24,000	-	

Examinations	Division of exam papers	Exam papers dividing member	12,000	-	
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(*) The special admission for undergraduate schools shall include admission recommended by high schools in Japan, admission by special recommendation for the students returned to Japan, admission for privately-funded international students, admission by utilizing the Examination for Japanese University Admission for International Students (EJU), and admission recommended by overseas high schools.

2 Any necessary matters concerning the payment of the entrance examination allowance shall be specified separately.

Article 23 Term-end allowance

1 The term-end allowance shall be paid to the Employees who work for the University as of June 1 and December 1 respectively (hereinafter in this Article, each of these days referred to as "Record Date"). The same shall apply to the Employees who have retired, lost office, or died (hereinafter, "Retired, etc." or "Retirement, etc."; the same shall apply to the following article) within one (1) month before the Record Date (except for the Employees to be specified separately). However, such allowance shall not be paid to the Employees to whom the Designated Service Base Salary Schedule is applicable.

2 The amount of the term-end allowance shall be the amount calculated by the following formula:
 Base salary, etc. to be received as of the Record Date (the date of Retirement, etc. for an Employee who has Retired, etc.): (monthly base salary + monthly base salary adjustment amount + monthly dependency allowance + monthly area allowance + amount added by positional rank + amount added for managerial employee) × (payment rate by period) × (rate by period of service)

3 The amount added by positional rank in the preceding paragraph shall be the amount obtained by multiplying the total of monthly base salary amount, base salary adjustment amount, and monthly area allowance amount for the above amounts by the rate of addition according to the categories of Employees as set forth in the following tables (the same shall apply in the following article).

(i) Person applicable for Clerical and Technical Service Base Salary Schedule

Employees	Rate of addition
Employees engaged in duties at Grades 10, 9, and 8	20/100
Employees engaged in duties at Grades 7 and 6	15/100
Employees engaged in duties at Grades 5 and 4	10/100
Employees engaged in duties at Grade 3	5/100

(ii) Person applicable for Nursing Service Base Salary Schedule

Employees	Rate of addition
Employees engaged in duties at Grades 3 and 2 (limited to those who graduated from junior college fifteen (15) or more years ago)	5/100

(iii) Person applicable for Educational Service Base Salary Schedule

Employees	Rate of addition
Employees engaged in duties at Grade 5	15/100 (or 20/100 for the Employees designated by the President)
Employees engaged in duties at Grades 4 and 3	10/100 (or 15/100 for the Employees designated by the President among those with duties at Grade 4)
Employees engaged in duties at Grade 2 (limited to those who completed a master's course five (5) or more years ago)	5/100

4 The amount added for managerial employee in paragraph 2 shall be the amount obtained by multiplying the monthly base salary amount by the rate of addition according to the categories of Employees set forth in the following table (the same shall apply in the following article).

Employees	Rate of addition
Secretary-General, General Affairs and Planning Director, Educational Affairs Director	15/100
Dean of Institute of Global Studies, Dean of Institute of Japan Studies, Dean of School of Language and Culture Studies, Dean of School of International and Area Studies, Dean of School of Japan Studies, Director of Research Institute for Languages and Cultures of Asia and Africa, Director of Library	10/100

5 The payment rate by period in paragraph 2 shall be the payment rate as set forth in the following table.

	Payment rate		
	General Employee	Specific Administrative Employee	Rehired Employee
	122.5/100	102.5/100	68.75/100

*"Specific Administrative Employee" shall mean Secretary-General, General Affairs and Planning Director, and Educational Affairs Director (hereinafter the same shall apply in these Regulations).

6 The rate by period of service in paragraph 2 shall be the payment rate set forth in the following table according to the period of service of an Employee during a period of six (6) months or less before each Record Date. In this case, the period separately determined shall be excluded from the period of service.

Period of service	Payment rate
6 months	100/100
5 months or more but less than 6 months	80/100

3 months or more but less than 5 months	60/100
Less than 3 months	30/100

- 7 If an Employee falls under any one of the following items, no term-end allowance shall be paid:
- (1) Employees set forth below among the Employees who work for the University as of the Record Date:
 - (a) A person who is on administrative leave without pay;
 - (b) A person who is on administrative leave for a criminal case;
 - (c) A person who is suspended from duty;
 - (d) A person who is on childcare leave (excluding Employees who have worked for a period before the Record Date);
 - (e) A person who is on caregiver leave (excluding Employees who have worked for a period before the Record Date).
 - (2) Employees set forth below among the Employees who have retired (excluding the case of dismissal) within one (1) month before the Record Date:
 - (a) A person who was an Employee who fell under the preceding item on the day of retirement;
 - (b) A person who continues to be an employee of another national university corporation, etc. during a period until the Record Date after retirement (limited to a person whose period service as an Employee is added up at such national university corporation, etc.).
- 8 Any necessary matters concerning the payment method of the term-end allowance shall be specified separately.

Article 24 Diligent work allowance

- 1 The diligent work allowance shall be paid to the Employees who work for the University as of June 1 and December 1 (hereinafter in this Article, each of these days referred to as "Record Date") according to their work performance during the period within six (6) months before the Record Date.
- The same shall apply to the Employees who have Retired, etc. within one (1) month before the Record Date (except for the Employees to be specified separately). However, such allowance shall not be paid to the Employees to whom the Designated Service Base Salary Schedule is applicable.
- 2 The amount of the diligent work allowance shall be the amount calculated by the following formula:
Base salary, etc. to be received as of the Record Date (the date of Retirement, etc. for an Employee who has Retired, etc.): (monthly base salary + monthly base salary adjustment amount + monthly area allowance + amount added by positional rank + amount added for managerial employee) × (period rate) × (rate of performance)
- 3 The provisions of paragraphs 3 and 4 of the preceding article shall apply mutatis mutandis to the amount added by positional rank and the amount added to managerial employee in the preceding paragraph. The same shall apply in paragraph 7.
- 4 The monthly amount of area allowance in paragraph 2 shall not be based on the dependency allowance and the managerial employee allowance.
- 5 The period rate in paragraph 2 shall be the rate set forth in the following table according to the categories of the period of service of an Employee during a period of within six (6) months before the Record Date. In this

case, the period separately determined shall be excluded from the period of service.

Period of service	Rate
6 months	100/100
5 months and 15 days or more but less than 6 months	95/100
5 months or more but less than 5 months and 15 days	90/100
4 months and 15 days or more but less than 5 months	80/100
4 months or more but less than 4 months and 15 days	70/100
3 months and 15 days or more but less than 4 months	60/100
3 months or more but less than 3 months and 15 days	50/100
2 months and 15 days or more but less than 3 months	40/100
2 months or more but less than 2 months and 15 days	30/100
1 month and 15 days or more but less than 2 months	20/100
1 month or more but less than 1 month and 15 days	15/100
15 days or more but less than 1 month	10/100
Less than 15 days	5/100
0 day	0

- 6 The performance rate in paragraph 2 shall be determined on the basis of the performance rate for each level of work performance in the following table within a range not exceeding 205/100 (or 245/100 in the case of Specific Administrative Employees).

Work performance	Performance rate		
	General Employee	Specific Administrative Employee	Rehired Employee
Excellent	121.5/100 or more	145.5/100 or more	-
Good	110/100 or more but less than 121.5/100	131/100 or more but less than 145.5/100	50.25/100 or more
Fair	98.5/100	118.5/100	46.75/100
Poor	90/100 or less	109/100 or less	44.75/100 or less

- 7 The total of the diligent work allowance for each period shall be within the amount calculated by the following formula:

The total of (monthly base salary + monthly base salary adjustment amount + monthly dependency allowance + monthly area allowance + amount added by positional rank + amount added for managerial employee) × 102.5/100 (or 122.5/100 for Specific Administrative Employees, or 48.75/100 for Rehired Employees) for the Employees who belong to the University as of the Record Date (except for the Employees specified in the following paragraph).

- 8 The provisions of paragraph 7 of the preceding article shall apply mutatis mutandis to the payment of the diligent work allowance by replacing (a) and (b) in item 1 of the same paragraph with the "Person subjected to administrative leave."
- 9 Any necessary matters concerning the payment method of the diligent work allowance shall be specified separately.

Article 24-2 Special term-end allowance

- 1 The special term-end allowance shall be paid to the Employees who work for the University as of the Record Date and to whom the Designated Service Base Salary Schedule is applicable. The same shall apply to the Employee who has retired or been dismissed (except for the case under paragraph 2 of Article 56 of the Working Regulations) or died within one (1) month before the Record Date and to whom the Designated Service Base Salary Schedule was applicable.
- 2 The amount of special term-end allowance shall be based on the amount obtained by adding the sum of monthly base salary and monthly area allowance amount paid therefor that are to be received by an Employee as of each Record Date to the product of such sum and 20/100 (or in the case of Employees other than those who are subjected to administrative leave under Article 17, paragraph 1 of the Working Regulations (except for those to whom the provisions of item (1) of Article 26 thereof are applicable), the amount obtained by adding the product of monthly base salary and 25/100 to such total amount) (hereinafter, "Base Amount of Term-End Special Allowance"). The amount of special term-end allowance shall be the product of the amount obtained by multiplying the Base Amount by 170/100 and the rate specified in the table in Article 23, paragraph 6 according to the category of period of service of each Employee within six (6) months before the Record Date (in the event the work performance of any Employee during such period of service is not satisfactory, the amount of special term-end allowance shall be the amount in which an amount determined in accordance with the Employee's work performance is subtracted from the amount calculated as above).
- 3 Except in cases where any Employee who is to receive the payment of special term-end allowance is subjected to disciplinary action under Article 56, paragraph 2 of the Working Regulations during the period of service specified in the preceding paragraph, the amount determined in accordance with the work performance in the preceding paragraph shall not exceed the amount calculated by the following formula: (total amount of the respective monthly amounts specified in the preceding paragraph) × 20/100 × (rate specified in the same paragraph according to the month of payment of the special term-end allowance) × (rate specified according to the category of the Employee's period of service specified in the same paragraph).
- 4 The provisions of Article 23, paragraph 7 shall apply mutatis mutandis to the payment of the special term-end allowance.
- 5 Any necessary matters concerning the payment method of the special term-end allowance shall be specified separately.

Article 25 Exclusion from application for specific Employees

- 1 The provisions of Articles 19 and 22-2 shall not apply to the Employees set forth in Article 14, paragraph 1 and the Employees to whom the Designated Service Base Salary Schedule is applicable.
- 2 The provisions of Articles 12, 13, and 16 shall not apply to Rehired Employees.
- 3 The provisions of Articles 6, 8, 12, 13, 16, 18, 23, 24, and 24-2 shall not apply to the Employees who have selected the mandatory retirement at the age of sixty-four (64) or sixty-five (65) under the Selective Retirement Age System in Article 23 of the Working Regulations.
- 4 The application of the preceding paragraph shall be from the first month of the fiscal year in which the Employee turns sixty-four (64) years old.

Article 26 Salary of those on administrative leave

In the event that any Employee is subjected to administrative leave, no salary shall be paid during the period of such leave, except for the cases set forth in the following items:

- (1) In the event that an Employee is ordered to take administrative leave as set forth in Article 21, paragraph 1, item 1 of the Employment Regulations due to occupational injury or disease or injury or disease resulting from commuting, the entire salary shall be paid in full during the period of the administrative leave. However, if there is any compensation payment for loss of salary during a temporary absence from work, compensation benefits for workers who get injured or sick, etc. pursuant to the Industrial Accident Compensation Insurance Act (Act No. 50 of 1947), the amount obtained by deducting such compensation amount from the amount of salary shall be paid.
- (2) In the event that an Employee is ordered to take administrative leave under Article 21, paragraph 1, item 1 of the Employment Regulations due to injury or disease other than those in the preceding item, the Employee may be paid 80/100 of each of the base salary, dependency allowance, area allowance, housing allowance, term-end allowance, and special term-end allowance until the period of such administrative leave reaches one (1) year (or two (2) years in the case of tuberculosis illness).
- (3) Notwithstanding the provision of paragraph 1, in the event that an Employee falls under the cause described in Article 21, paragraph 1, item 2 of the Employment Regulations and is ordered to take administrative leave, such Employee may be paid 60/100 or less of each of the base salary, dependency allowance, area allowance, and housing allowance during the period of the administrative leave.
- (4) Notwithstanding the provisions of paragraph 1, in the event that an Employee falls under either of the causes set forth in Article 21, paragraph 1, items 3 and 5 of the Employment Regulations and is ordered to take administrative leave, the Employee may be paid 70/100 or less of each of the base salary, dependency allowance, area allowance, housing allowance, term-end allowance, and special term-end allowance during the period of the administrative leave.
- (5) Notwithstanding the provisions of paragraph 1, in the event that an Employee falls under the cause in Article 21, paragraph 1, item 4 of the Employment Regulations and is subjected to administrative leave and if the Employee is deemed to have suffered any occupational accident resulting in unknown vital status or unknown whereabouts leading to the administrative leave or any commuting injury as prescribed in Article 7 of the Industrial Accident Compensation Insurance Act (Act No. 50 of 1947), the Employee may be paid 100/100 or less of each of the base salary, dependency allowance, area allowance, housing

allowance, term-end allowance, and special term-end allowance during the period of the administrative leave.

Article 27 Salaries of those on childcare leave, etc.

- 1 The salaries of the Employees who take childcare leave, etc. under Article 3 of the Childcare Leave Regulations for Employees of Tokyo University of Foreign Studies (Regulation No. 58 of 2004; hereinafter, "Childcare Leave Regulations") shall be as set forth in the following items.
 - (1) No salary shall be paid during the period of childcare leave.
 - (2) Notwithstanding the provision in the preceding paragraph, any Employees taking childcare leave who fall under the following may be paid term-end allowance, special term-end allowance, and diligent work allowance pertaining to the relevant Record Date:
 - (a) Employee who has worked for a period during the period of six (6) months or less prior to each Record Date specified in Article 23, paragraph 1 (including a period corresponding thereto);
 - (b) Employee who has worked for a period during the period of six (6) months or less prior to each Record Date specified in Article 24, paragraph 1.
 - (3) In cases where an Employee who has taken childcare leave returns to the office, if deemed necessary for considering the balance with other Employees, he/she shall be deemed to have continuously worked for a period obtained by converting the period on the childcare leave at the conversion rate of 100/100 or lower, based on which the monthly base salary of the Employee may be adjusted or his/her pay step for salary increase may be adjusted on the day of return to the office and the first day of salary increase thereafter, or either of these days.
 - (4) In cases where an Employee does not work for part of the working hours after receiving approval for partial leave under Article 11 of the Childcare Leave Regulations, notwithstanding the provisions of the following article, the salary amount per hour of work specified in Article 21 hereof for each hour which he/she does not work shall be deducted from his/her salary.
- 2 In addition to the provisions in the preceding paragraph, any necessary matters pertaining to the salaries of those on childcare leave, etc. shall be stipulated separately.

Article 28 Salaries of those on caregiver leave

- 1 The salaries of the Employees who take caregiver leave, etc. under Article 3 of the Regulations Concerning Caregiving Leave for Employees at Tokyo University of Foreign Studies (Regulation No. 59 of 2004; hereinafter, "Caregiver Leave Regulations") shall be as set forth in the following items.
 - (1) No salary shall be paid during the period of caregiver leave.
 - (2) Notwithstanding the provision in the preceding paragraph, any Employees taking caregiver leave who fall under the following may be paid term-end allowance, special term-end allowance, and diligent work allowance pertaining to the relevant Record Date.
 - (a) Employee who has worked for a period during the period of six (6) months or less prior to each Record Date specified in Article 23, paragraph 1 (including a period corresponding thereto);
 - (b) Employee who has worked for a period during the period of six (6) months or less prior to each Record

Date specified in Article 24, paragraph 1.

- (3) In cases where an Employee who has taken caregiver leave returns to the office, if deemed necessary for considering the balance with other Employees, he/she shall be deemed to have continuously worked for a period obtained by converting the period on the caregiver leave at the conversion rate of 3/3 or lower, based on which the monthly base salary of the Employee may be adjusted or his/her pay step for salary increase may be adjusted on the day of return to the office and the first day of salary increase thereafter, or either of these days.
 - (4) In cases where an Employee does not work for part of the working hours after receiving approval for partial caregiver leave under Article 9 of the Caregiver Leave Regulations, the salary amount per hour of work specified in Article 21 hereof for each hour which he/she does not work shall be deducted from his/her salary.
- 2 In addition to the provisions in the preceding paragraph, any necessary matters concerning the salaries of the Employees who take caregiver leave shall be specified separately.

Article 29 Reduction of salary

- 1 When an Employee does not work, unless specially approved, the amount obtained by multiplying the salary amount per hour of work as specified in Article 21 by the number of hours which he/she does not work shall be deducted from his/her salary.
- 2 The number of hours subject to reduction under the preceding paragraph shall be the total of the number of hours of absence from work, the number of hours of partial childcare leave, and the number of hours of partial caregiver leave during an applicable salary period. In this case, the portion of the total amount of time less than one (1) hour shall be considered to be one (1) hour if such is thirty (30) minutes or more and be rounded off if less than thirty (30) minutes.
- 3 For the time being, notwithstanding the provisions of paragraph 1, in the event that any Employee does not work continuously in excess of ninety (90) days from the date of commencement of sick leave for medical treatment of an injury (except for occupational and commuting injury) or disease (except for occupational and commuting disease; hereinafter in this paragraph, the same shall apply) or work prohibition measures for a disease, the base salary shall be reduced by half with respect to the days of such sick leave or measures after ninety (90) days.
- 4 In calculating the period of sick leave in the preceding paragraph, even the day of sick leave taken in units of hours and minutes shall be counted as one (1) day in calculating the period of ninety (90) days.
- 5 The day for which the base salary is reduced by half shall be the days in which the Employee does not work for the entire working hours per day due to sick leave, etc. during the consecutive non-working period after ninety (90) days (including the period of sick leave taken under Article 23, paragraph 8 of the Regulations for Working Hours, etc.).

Article 30 Calculation on a per diem basis, etc.

- 1 New Employees shall be paid base salary from the day of their employment, and any Employee whose monthly base salary is changed due to promotion, etc. shall be paid the newly-determined base salary from the day of

the change.

- 2 Any Employee who retires or loses his/her job shall be paid base salary up to the day of such event.
- 3 In case an Employee retires due to death, base salary up to the month of death shall be paid.
- 4 When base salary is paid pursuant to the provisions of paragraph 1 or 2, except in the case of payment from the first day of the relevant month or in the case of payment until the last day of the relevant month, the amount of base salary shall be calculated on a per diem basis based on the actual number of days of the relevant month less the number of any holiday(s) specified in Article 8 of the Regulations for Working Hours, etc. that fall(s) in the relevant month.
- 5 The provisions of the preceding four (4) paragraphs shall apply mutatis mutandis to the payment of base salary adjustment amount, starting salary adjustment allowance, managerial employee allowance, and area allowance.

Article 31 Calculation of fractions

In calculating the amount of salary per hour of work specified in Article 21, any fraction less than a half of one (1) yen resulting in such amount shall be rounded off, and any fraction a half of one (1) yen or more but less than one (1) yen shall be rounded up to one (1) yen.

Article 32 Treatment of fractions

Any fraction less than one (1) yen resulting in the finalized amount as calculated under these Regulations shall be rounded off.

Article 32-2 Correction of base salary, etc.

Any correction may be made for the future if an error is found in the determination of the base salary or the approval of various allowances of any Employee and such error is intended to be corrected.

Article 33 Payment of salary

- 1 The entire amount of the salary of each Employee shall be paid directly to him/her in currency. However, if there is any amount to be deducted from the salary of an Employee under laws and regulations, his/her salary shall be paid after deducting such amount from the amount of salary to be paid to the Employee.
- 2 In the event that any Employee requests to transfer all or a part of his/her salary to the own deposit or savings account, such payment may be made in that manner.

Article 34 Matters necessary for implementation

The matters necessary for implementation of these Regulations shall be determined separately by the President and shall also be in accordance with the case in the Act on Remuneration of Officers in Regular Service (Act No. 95 of 1950); hereinafter, "Remuneration Act").

Article 35 Measures in case of difficulty in complying with these Regulations

For the time being, the salary of an Employee in case of special circumstances that make it difficult to comply with these Regulations shall be decided by the President in a case-by-case basis in the same manner as in the case of national public employees, etc.

93		247,600	294,700	342,200	381,000	393,000					
94			294,900	342,600							
95			295,200	343,100							
96			295,600	343,500							
97			295,800	343,700							
98			296,100	344,100							
99			296,500	344,500							
100			296,900	344,800							
101			297,100	345,100							
102			297,400	345,500							
103			297,800	345,900							
104			298,100	346,300							
105			298,300	346,800							
106			298,600	347,200							
107			299,000	347,600							
108			299,300	348,000							
109			299,500	348,500							
110			299,900	348,900							
111			300,300	349,200							
112			300,600	349,500							
113			300,800	350,000							
114			301,000								
115			301,300								
116			301,700								
117			301,900								
118			302,100								
119			302,400								
120			302,700								
121			303,100								
122			303,300								
123			303,600								
124			303,900								
125			304,200								
Rehired Employee		187,700	215,200	255,200	274,600	289,700	315,100	356,800	389,900	441,000	521,400

Remarks: This table shall apply to all the Employees to whom no other base salary schedule is applicable.

Appended Table 1-(b) Skilled Service Base Salary Schedule

Duty grade	Grade 1	Grade 2	Grade 3
Pay step	Monthly amount	Monthly amount	Monthly amount
	yen	yen	yen
1	132,300	183,600	205,200
2	133,200	185,100	206,400
3	134,200	186,600	207,800
4	135,100	188,000	209,100
5	136,100	189,200	210,400
6	137,100	190,700	211,800
7	138,100	192,100	213,200
8	139,100	193,400	214,600
9	139,900	194,800	215,900
10	140,900	195,800	217,500
11	141,900	197,100	219,100
12	143,000	198,200	220,500
13	143,800	199,400	221,700
14	144,800	200,500	223,200
15	145,800	201,600	224,700
16	146,800	202,700	226,000
17	147,900	203,600	226,900
18	149,200	204,700	227,600
19	150,400	205,700	228,500
20	151,600	206,700	229,500
21	152,700	207,600	230,300
22	153,900	208,700	231,800
23	155,100	209,800	233,100
24	156,300	210,800	234,200
25	157,400	211,700	235,600
26	158,900	212,600	236,900
27	160,400	213,300	238,200
28	161,900	214,200	239,500
29	163,300	215,100	240,300
30	164,700	216,300	241,500
31	166,200	217,300	242,800
32	167,700	218,200	243,900
33	169,100	218,800	245,000
34	170,900	220,000	246,200
35	172,700	221,100	247,300
36	174,500	222,300	248,500
37	176,200	222,800	249,800
38	177,900	223,900	250,800
39	179,600	225,100	252,100
40	181,300	226,100	253,400
41	182,800	226,900	254,400
42	184,200	228,100	255,600
43	185,500	229,100	256,500
44	186,900	230,200	257,800
45	188,400	231,300	258,600
46	189,700	232,200	259,600
47	191,100	233,300	260,700
48	192,500	234,300	261,600
49	193,800	235,300	262,800
50	194,900	236,300	263,800
51	196,000	237,300	264,900
52	197,200	238,300	265,600
53	198,300	239,400	266,500
54	199,400	240,400	267,600
55	200,300	241,100	268,800
56	201,400	241,800	270,000
57	202,500	242,700	270,800
58	203,500	243,600	271,800
59	204,500	244,500	272,900
60	205,500	245,200	273,900
61	206,600	246,000	274,900
62	207,500	246,900	276,000
63	208,400	247,800	276,800
64	209,300	248,700	277,900
65	210,000	249,500	278,700
66	210,800	250,300	279,500
67	211,500	251,100	280,300
68	212,300	251,800	281,100
69	212,700	252,500	281,700
70	213,300	253,100	282,500
71	213,600	253,500	283,300
72	214,000	253,900	284,000
73	214,200	254,100	284,800
74	214,600	254,500	285,500
75	215,100	255,000	286,300
76	215,700	255,500	287,100
77	215,900	255,800	287,700

78	216,600	256,200	288,200
79	217,100	256,700	288,700
80	217,600	257,200	289,100
81	218,300	257,500	289,500
82	218,600	257,800	289,900
83	219,200	258,100	290,400
84	219,900	258,400	290,900
85	220,500	258,600	291,300
86	220,900	258,800	291,900
87	221,300	259,100	292,500
88	222,000	259,400	293,100
89	222,500	259,600	293,400
90	223,000	259,800	293,900
91	223,500	260,200	294,400
92	223,900	260,400	294,800
93	224,300	260,700	295,200
94	224,700	261,100	295,700
95	225,100	261,400	296,200
96	225,400	261,700	296,700
97	225,700	261,900	297,000
98	226,200	262,200	297,400
99	226,700	262,400	297,900
100	227,200	262,700	298,400
101	227,600	263,000	298,800
102	228,100	263,200	299,200
103	228,700	263,500	299,500
104	229,300	263,800	299,800
105	229,700	264,000	300,100
106	230,200	264,200	300,500
107	230,500	264,500	300,900
108	230,900	264,700	301,300
109	231,100	265,000	301,600
110	231,500	265,300	302,000
111	232,000	265,600	302,400
112	232,400	265,800	302,700
113	232,600	266,000	302,900
114	233,100	266,300	303,200
115	233,600	266,500	303,500
116	234,100	266,700	303,700
117	234,400	267,000	303,900
118	234,800	267,300	304,200
119	235,200	267,600	304,500
120	235,600	267,900	304,700
121	236,000	268,100	304,900
122		268,300	305,200
123		268,600	305,500
124		268,900	305,700
125		269,100	305,900
126		269,300	306,200
127		269,600	306,500
128		269,900	306,700
129		270,100	306,900
130		270,300	307,200
131		270,600	307,500
132		270,900	307,700
133		271,100	307,900
134		271,300	
135		271,600	
136		271,900	
137		272,100	
Rehired Employee	193,600	204,700	223,200

Remarks: This table shall apply to automobile drivers.

Appended Table 1-(c) Nursing Service Base Salary Schedule

Duty grade	Grade 1	Grade 2	Grade 3
Pay step	Monthly amount	Monthly amount	Monthly amount
	yen	yen	yen
1	165,300	192,400	240,200
2	166,700	194,500	242,000
3	168,200	196,600	243,800
4	169,600	198,600	245,600
5	171,000	200,700	247,000
6	172,500	203,000	248,300
7	174,000	205,300	249,400
8	175,500	207,500	250,700
9	176,700	209,800	251,700
10	178,400	211,200	252,700
11	180,000	212,600	253,600
12	181,500	213,800	254,500
13	182,900	215,200	255,700
14	184,900	216,600	256,800
15	186,900	218,100	257,600
16	188,900	219,300	258,600
17	191,000	220,700	259,100
18	193,100	222,200	260,000
19	195,200	223,700	261,000
20	197,300	225,200	261,800
21	199,300	226,300	262,700
22	201,500	228,000	263,600
23	203,700	229,700	264,500
24	205,900	231,400	265,500
25	207,800	232,700	266,700
26	209,100	234,400	267,600
27	210,300	236,100	268,800
28	211,600	237,800	270,000
29	212,800	239,400	271,200
30	213,900	240,800	272,600
31	215,200	242,100	274,100
32	216,400	243,200	275,400
33	217,700	244,400	277,000
34	219,000	245,500	278,400
35	220,300	246,400	279,600
36	221,600	247,500	280,800
37	222,700	248,400	282,400
38	224,100	249,500	283,600
39	225,400	250,400	285,000
40	226,800	251,500	286,200
41	227,700	251,900	287,500
42	229,100	252,800	289,000
43	230,500	253,700	290,500
44	231,900	254,400	292,100
45	233,100	255,200	293,400
46	234,500	256,100	294,800
47	235,800	257,000	296,300
48	237,100	258,000	297,800
49	238,100	259,000	298,900
50	239,200	260,000	300,200
51	240,200	261,200	301,400
52	241,300	262,400	302,800
53	242,200	263,500	304,200
54	243,300	264,900	305,500
55	244,200	266,200	306,900
56	245,200	267,500	308,300
57	245,900	269,000	309,100
58	246,900	270,500	310,300
59	247,600	271,900	311,500
60	248,400	273,300	312,900
61	249,200	274,700	314,000
62	250,200	276,000	315,300
63	251,000	277,400	316,600
64	252,000	278,500	317,800
65	252,900	279,900	319,100
66	253,700	281,400	320,400
67	254,800	282,900	321,700
68	255,700	284,400	323,000
69	256,500	285,500	323,700
70	257,500	287,000	324,800
71	258,400	288,500	325,900
72	259,400	289,900	326,800
73	260,800	290,900	328,100
74	262,100	292,300	328,800
75	263,200	293,500	329,900
76	264,300	294,800	331,100
77	265,300	296,200	332,200

78	266,300	297,500	333,400
79	267,500	298,700	334,500
80	268,500	300,000	335,700
81	269,400	300,500	336,800
82	270,400	301,700	337,900
83	271,500	302,800	338,900
84	272,600	304,000	340,000
85	273,400	305,100	340,900
86	274,300	306,300	341,900
87	275,400	307,500	342,800
88	276,500	308,600	343,800
89	277,300	309,900	344,800
90	278,200	311,100	345,600
91	279,000	312,300	346,400
92	280,000	313,500	347,200
93	280,900	314,300	347,800
94	281,900	315,000	348,400
95	282,800	315,700	349,100
96	283,800	316,300	349,700
97	284,400	317,000	350,100
98	285,200	317,300	350,500
99	285,800	317,900	351,000
100	286,700	318,600	351,400
101	287,500	319,000	351,900
102	288,300	319,600	352,300
103	289,100	320,200	352,800
104	289,900	320,800	353,200
105	290,600	321,200	353,500
106	291,100	321,700	354,000
107	291,600	322,200	354,400
108	292,100	322,700	354,700
109	292,300	323,100	355,200
110	292,600	323,500	355,700
111	292,800	323,800	356,200
112	293,200	324,100	356,700
113	293,500	324,500	357,200
114	293,700	324,900	357,700
115	294,100	325,300	358,200
116	294,400	325,600	358,600
117	294,700	325,800	359,000
118	295,000	326,100	359,400
119	295,300	326,500	359,900
120	295,700	326,700	360,400
121	296,000	326,900	360,800
122	296,400	327,200	361,300
123	296,700	327,500	361,800
124	297,100	327,800	362,300
125	297,300	328,000	362,600
126	297,500	328,300	
127	297,800	328,700	
128	298,200	328,900	
129	298,400	329,100	
130	298,700	329,300	
131	299,100	329,700	
132	299,500	329,900	
133	299,700	330,200	
134	300,000	330,600	
135	300,400	331,000	
136	300,700	331,400	
137	300,900	331,700	
138	301,200	332,100	
139	301,600	332,500	
140	301,900	332,900	
141	302,100	333,200	
142	302,500	333,600	
143	302,900	333,900	
144	303,200	334,300	
145	303,400	334,600	
146	303,600	335,000	
147	303,900	335,400	
148	304,300	335,800	
149	304,500	336,100	
150	304,700	336,500	
151	305,000	336,900	
152	305,300	337,300	
153	305,700	337,600	
154	305,900		
155	306,100		
156	306,400		
157	306,700		
158	307,000		
159	307,300		
160	307,600		
161	308,000		

162	308,300		
163	308,600		
164	308,900		
165	309,300		
166	309,600		
167	309,900		
168	310,200		
169	310,600		
Rehired Employee	235,100	255,400	262,600

Remarks: This table shall apply to nurses.

Appended Table 1-(d) Teaching Service Base Salary Schedule

Duty grade	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5
Pay step	Monthly amount	Monthly amount	Monthly amount	Monthly amount	Monthly amount
	yen	yen	yen	yen	yen
1	173,500	216,400	277,100	324,300	406,000
2	175,600	218,700	280,100	327,200	408,300
3	177,600	220,900	282,900	330,300	410,700
4	179,600	223,100	285,700	333,300	413,200
5	181,500	225,200	288,500	336,500	415,300
6	184,000	227,300	291,000	339,100	417,800
7	186,500	229,500	293,200	341,700	420,000
8	189,000	231,600	295,600	344,400	422,500
9	191,600	233,900	298,200	347,400	424,200
10	194,400	236,300	300,700	350,300	426,700
11	197,100	238,700	303,100	353,400	429,000
12	199,800	241,100	305,700	356,700	431,300
13	202,300	243,200	308,000	359,500	432,700
14	204,200	245,600	310,000	361,400	434,900
15	206,000	248,000	312,100	363,600	437,100
16	208,000	250,400	313,800	366,100	439,400
17	210,000	252,400	316,000	368,300	441,500
18	211,700	255,500	318,100	370,500	443,900
19	213,500	258,600	320,100	372,600	446,200
20	215,200	261,700	322,100	374,500	448,600
21	217,100	264,600	324,100	376,500	450,700
22	219,000	267,600	326,500	378,400	453,000
23	220,900	270,500	329,100	380,400	455,400
24	222,800	273,400	331,900	382,100	457,700
25	224,600	276,200	333,900	383,500	459,700
26	226,700	278,800	335,900	385,300	461,900
27	228,800	281,300	338,000	387,100	464,000
28	230,900	284,000	340,400	389,000	466,200
29	232,700	286,800	342,800	390,900	468,300
30	234,900	289,200	344,900	392,600	470,600
31	237,200	291,400	346,800	394,300	472,800
32	239,500	293,800	348,600	396,000	474,900
33	241,700	296,000	350,600	397,600	476,800
34	243,500	298,200	352,700	399,400	478,900
35	245,200	300,700	354,800	400,900	481,200
36	246,900	302,900	356,800	402,700	483,400
37	248,600	305,400	358,400	403,800	485,500
38	250,200	307,000	360,400	405,400	487,500
39	251,700	308,700	362,500	406,900	489,400
40	253,400	310,400	364,400	408,400	491,300
41	255,200	312,300	366,300	409,300	493,300
42	256,900	312,800	368,200	410,900	495,200
43	258,300	313,700	370,000	412,400	496,900
44	259,900	314,600	371,800	414,000	498,800
45	260,800	315,500	373,600	415,300	500,700
46	262,300	316,500	375,400	416,900	502,500
47	263,900	317,300	376,900	418,300	504,300
48	265,200	318,300	378,700	419,900	506,200
49	266,700	319,200	380,200	421,300	507,900
50	267,400	320,100	381,800	422,600	509,600
51	268,100	320,900	383,400	423,900	511,400
52	269,000	321,700	385,100	425,200	513,300
53	269,800	322,900	386,200	425,900	514,900
54	270,500	323,700	387,700	426,900	516,500
55	271,300	324,500	389,100	427,800	518,200
56	272,100	325,300	390,700	428,700	519,800
57	272,700	326,000	392,000	429,600	521,400
58	273,800	327,100	393,400	430,500	522,700
59	274,700	328,200	394,700	431,400	524,000
60	275,700	329,200	396,200	432,300	525,200
61	276,800	330,200	397,500	433,200	526,400
62	277,700	331,200	398,900	434,100	527,400
63	278,500	332,300	400,400	435,100	528,400
64	279,300	333,400	401,900	436,200	529,400
65	280,300	334,100	402,900	437,100	530,000
66	281,000	335,200	404,000	438,100	530,900
67	282,000	335,900	405,000	439,100	531,800
68	282,900	337,000	406,100	440,000	532,700
69	283,700	337,600	407,100	441,000	533,600
70	284,800	338,700	408,000	442,000	534,400
71	285,800	339,600	408,800	442,900	535,100
72	286,900	340,700	409,600	443,900	535,600
73	287,800	341,000	410,400	444,900	536,300
74	288,900	342,000	411,300	445,800	536,800
75	289,900	343,000	412,100	446,700	537,600
76	291,000	344,000	412,900	447,700	538,200
77	291,500	345,000	413,600	448,500	538,700

78	292,500	346,000	414,100	449,000	539,300
79	293,400	346,900	414,500	449,700	539,900
80	294,300	347,800	414,900	450,300	540,500
81	295,200	348,800	415,200	451,100	541,100
82	296,100	349,800	415,600	451,800	
83	297,000	350,800	415,900	452,100	
84	297,800	351,800	416,300	452,700	
85	298,100	352,400	416,600	453,100	
86	298,900	353,000	417,000	453,500	
87	299,700	353,600	417,400	453,900	
88	300,600	354,200	417,800	454,200	
89	301,500	354,800	418,100	454,500	
90	302,100	355,200	418,500	454,800	
91	302,800	355,600	418,900	455,300	
92	303,400	356,100	419,200	455,600	
93	304,000	356,600	419,500	455,900	
94	304,700	357,000	419,900	456,200	
95	305,400	357,500	420,200	456,500	
96	306,100	358,000	420,500	456,800	
97	306,300	358,600	420,800	457,100	
98	306,800	359,100	421,200	457,600	
99	307,300	359,500	421,500	457,900	
100	307,800	360,000	421,800	458,200	
101	308,100	360,400	422,100	458,500	
102	308,500	360,900	422,500		
103	308,800	361,200	422,800		
104	309,400	361,700	423,100		
105	309,800	362,200	423,400		
106	310,200	362,600	423,800		
107	310,500	363,100	424,100		
108	310,900	363,600	424,400		
109	311,100	364,000	424,700		
110	311,500	364,500	425,000		
111	311,900	365,000	425,300		
112	312,300	365,400	425,600		
113	312,600	365,800	425,900		
114	313,000	366,200	426,200		
115	313,300	366,700	426,500		
116	313,600	367,100	426,800		
117	313,900	367,500	427,000		
118	314,300	367,900			
119	314,700	368,400			
120	315,100	368,800			
121	315,300	369,100			
122	315,500	369,500			
123	315,800	370,000			
124	316,100	370,300			
125	316,400	370,700			
126	316,600	371,200			
127	316,900	371,700			
128	317,300	372,100			
129	317,600	372,500			
130	317,900	373,000			
131	318,300	373,500			
132	318,500	374,000			
133	318,700	374,500			
134	319,000	375,000			
135	319,300	375,500			
136	319,500	376,000			
137	319,800	376,500			
138	320,000	377,000			
139	320,300	377,500			
140	320,600	378,000			
141	320,900	378,500			
142	321,300				
143	321,700				
144	322,100				
145	322,300				
146	322,700				
147	323,000				
148	323,400				
149	323,600				
150	324,000				
151	324,300				
152	324,700				
153	324,900				
154	325,300				
155	325,700				
156	326,100				
157	326,300				
Rehired Employee	235,600	282,800	293,800	315,700	399,700

Remarks: This table shall apply to professors, associate professors, lecturers, junior lecturers, and assistants.

Appended Table 1-(e) Designated Service Base Salary Schedule

Pay step	Monthly amount
	yen
1	634,000
2	670,000
3	706,000
4	729,000
5	751,000
6	761,000

Remarks: This table shall apply to the Employees designated by the President.

Appended Table 2: Table of Categories for Application of Base Salary Adjustment Amount (Related to Article 11)

Place of work	Applicable Employee	Adjustment No.
Graduate school	1 Among the professors, associate professors, and lecturers who are designated to be in charge of graduate school (hereinafter, "Teachers in Charge of Graduate School"), those who are in charge of any doctoral program in the graduate school and who are engaged in research guidance for students as a main academic supervisor (hereinafter, "Guidance as Main Academic Supervisor") (limited to those who provide guidance to four (4) or more students).	3
	2 Among the Teachers in Charge of Graduate School, those who are in charge of any doctoral program in the graduate school and who are in charge of two (2) or more units of lectures, etc. or engaged in Guidance as Main Academic Supervisor (except for those set forth in 1).	2
	3 Among the Teachers in Charge of Graduate School, those who are in charge of any master's program in the graduate school and who are in charge of two (2) or more units of lectures, etc. or engaged in Guidance as Main Academic Supervisor (except for those set forth in 1 and 2).	2

Appended Table 3: Base Amount of Base Salary Adjustment Amount

Title	Base amount
Lecturer	11,900 yen; however, 11,857 yen for pay step 1
Associate professor	12,700 yen
Professor	15,000 yen