

**Compensation Rules for Regular Employees**  
定年制職員給与規程

Approved by CEO/President  
理事長・学長決定  
Revised (Regulation of January 1, 2023)  
改正 (令和5年1月1日 規程)

**(General Provisions 総則)**

**Article 1. 第1条**

The purpose of these Rules is to stipulate the compensation of Regular Employees (Employees who has an employment contract for indefinite period of time, except for tenured faculty members; the same shall apply hereinafter.) of the Okinawa Institute of Science and Technology School Corporation (hereinafter referred to as, the "Corporation").  
この規程は、学校法人沖縄科学技術大学院大学学園（以下「学園」という。）の定年制職員（雇用契約に任期の定めのない職員をいう。ただし、テニユア（定年までの雇用に関する保証）を付与された教員を除く。以下、同じ。）の給与について定めることを目的とする。

**(Categories of Compensation 給与の区分)**

**Article 2. 第2条**

Regular Employees Compensation shall comprise a Regular Salary and various Allowances, and shall be paid under the following categories.

定年制職員の給与は、本給及び手当とし、それぞれ次の各号に定める区分により支給する。

1. Regular Salary  
本給
2. Allowances  
手当
  - (1) Overtime Allowance  
超過勤務手当
  - (2) Executive Allowance  
役職手当
  - (3) Commuting Allowance  
通勤手当
  - (4) Housing Allowance  
住居手当
  - (5) Allowance for Long-distance Transfers without Family



単身赴任手当

(6) Managerial Personnel Extra Work Allowance

管理職員特別勤務手当

(7) End-of-term Allowance

期末手当

Article 2-2. 第2条の2

Notwithstanding with the provision of the preceding article, the Allowances prescribed in the item 2 (2) and (7) of the preceding article, shall not be paid to Regular Employees, whose salary is paid as an annual amount.

前条の規定にかかわらず、定年制職員のうち、給与を年俸で支給する職員については、前条第2号(2)及び(7)の手当は支給しない。

**(Prohibition on Multiple Salaries 重複給与の禁止)**

**Article 3. 第3条**

Multiple salaries cannot be paid in cases when Regular Employees are appointed to additional posts, such as serving on a committee of the Corporation.

定年制職員が学園に設置された委員会の委員等の他の職に併せて任命されたときは、これに重複して給与を支給することはできない。

**(Payment of Compensation 給与の支給)**

**Article 4. 第4条**

Regular Employee Compensation shall be paid after deducting all amounts that are to be deducted from the Regular Employees compensation as stipulated by law and employment contracts.

定年制職員の給与は、法令及び労働契約に定めるところにより定年制職員の給与から控除すべき金額を控除し、その残額を支給する。

**(Compensation Payment Dates and Payment Methods 給与の支給定日及び支給方法)**

**Article 5. 第5条**

1. The date for payment of compensation (excluding End-of-term Allowances) to Regular Employees shall be the 17th of each month (or the closest preceding business day in cases when the 17th is a holiday).

定年制職員の給与(期末手当を除く。)の支給定日は、毎月17日(その日が休日に当たるときは、その日前において最も近い休日でない日)とする。

2. The Regular Employee Compensation rendered on the payment date stipulated by the preceding paragraph shall comprise the Regular Salary, Executive Allowance, Commuting Allowance (only for the first month of the "payment unit periods" stipulated by Article 20.6), Housing Allowance, and Allowance for Long-distance Transfers without Family for that month, as well as the Overtime Allowance and Managerial Personnel Extra Work Allowance for the first day to the last day of the previous month.

定年制職員の給与は、前項の支給定日において当月分の本給、役職手当、通勤手当（ただし、第20条第6項に規定する「支給単位期間」に係る最初の月に限る。）、住居手当及び単身赴任手当並びに前月1日から末日までの超過勤務手当及び管理職員特別勤務手当を支給する。

3. Compensation shall be rendered on the payment date of the subsequent month in cases when Regular Employees are hired after a given month's payment date, and when new conditions arise demanding the payment of Regular Salary, Executive Allowance, or Commuting Allowance.

定年制職員が給与の支給定日以後に採用されたとき並びに本給、役職手当及び通勤手当についてこれらの給与が支給されるべき新たな事実が発生したときは、翌月の支給定日に支給する。

4. Compensation may be rendered for months in which Regular Employees retire or die. 定年制職員が死亡又は退職したときは、その際給与を支給することができる。

### **(Emergency Payments 非常時払)**

#### **Article 6. 第6条**

Notwithstanding the provisions of Article 5, Regular Employees Compensation may be rendered up to the date when a Regular Employee requests the payment of compensation because the Regular Employees or an individual whose livelihood is sustained by the Regular Employee's income gives birth; suffers disease, accident or disaster; holds a wedding or funeral service; or has other equivalent emergency expenses.

定年制職員がその者又はその者の収入によって生計を維持する者の出産、疾病災害、婚礼、葬儀、その他これらに準ずる非常の場合の費用にあてるため給与の支払を請求したときは、前条の規定にかかわらずこれにその日までの給与を支給することができる。

### **(Prorated Per Diem Calculation of Compensation 給与の日割計算)**

#### **Article 7. 第7条**

The Regular Salary, Executive Allowance, Commuting Allowance and Housing Allowance paid to Regular Employees for months when they are hired, retire, take leave, return to work, have their posts transferred or are otherwise transferred during the course of the month shall be paid on a prorated per diem basis, based on the date upon which said circumstances occurred. However, this shall not apply in cases when the Regular Employee dies, retires under personnel reduction plans, or retires because it became difficult to reassign the Regular Employee under organizational restructuring.

月の中途において採用、退職、休職、復職、役職の異動、その他異動があったときの当該月の本給、役職手当、通勤手当及び住居手当は、その事実の発生した日を基準とし、日割計算をもって支給する。ただし、死亡したとき又は定員の削減のため若しくは組織の改廃による配置転換が困難なため退職させられたときはこの限りでない。

**(Amount of Compensation per Work Day 給与の日額)**

**Article 8. 第8条**

The amounts per work day of the Regular Salary, Executive Allowance and Commuting Allowance paid to Regular Employees under these Regulations shall be {the amount of the Regular Employees monthly Regular Salary, Executive Allowance and Commuting Allowance} divided by {the number of days in the concerned month minus the number of Holidays in that month as stipulated by the Rules of Employment}.

この規程により定年制職員に支給される本給、役職手当及び通勤手当の日額は、それぞれの額を当該月の日数から就業規則に定める休日を除いた日数で除して得た額とする。

**(Amount of Compensation per Work Hour 勤務1時間当たりの給与額)**

**Article 9. 第9条**

The amount of compensation per work hour shall be the total monthly amounts of Regular Salaries and various Allowances (excluding allowances not considered as the basis for premium pay under the stipulations of Article 36 of the Labor Standards Law [Law No. 49 of 1947]) divided by the average number of work hours as stipulated by the Rules of Employment (hereinafter referred to as the “Prescribed Working Hours”) per month and per year.

勤務1時間当たりの給与額は、本給及び諸手当（労働基準法（昭和22年法律第49号）第36条の割増賃金の基礎とならない賃金に相当する諸手当を除く。）の月額合計額を就業規則に定める勤務時間（以下「所定勤務時間」という。）の1年間における1月平均の時間数で除して得た額とする。

**(Handling of Fractions 端数の取扱)**

**Article 10. 第10条**

In the calculation of compensation under the stipulations of these Regulations, fractions of less than ¥0.5 shall be rounded down and fractions of between ¥0.5 or more and less than ¥1.0 shall be counted as ¥1.0.

この規程の定めるところによる給与計算において、50銭未満の端数のあるときは、その端数金額を切捨て、50銭以上1円未満の端数のあるときは、その端数金額は1円として計算する。

**(Regular Salary 本給)**

**Article 11. 第11条**

1. The Regular Salary of Regular Employees shall be paid as a monthly amount in accordance with the job classifications and pay grades as stipulated by the “Regular Salary Table by Job Classification” (Appendix 1).

定年制職員の本給は月額とし、級別本給表（別表第1）に定める級・号給により支給する。

2. The Regular Salary received by Regular Employees shall be determined considering the extent of their responsibilities and the complexity and difficulty of their work duties.

定年制職員が受ける本給は、その職務の複雑、困難及び責任度等を考慮して決定する。

3. Notwithstanding with the provision of the preceding two paragraphs, the Regular Salary of Regular Employees, whose salary is paid as an annual amount, shall be as prescribed by Appendix 1.

前2項の規定にかかわらず、定年制職員のうち、給与を年俸で支給する職員に係る本給については、別表1で定める。

### **(Starting Salary Standards 初任給の基準)**

#### **Article 12. 第12条**

1. The starting salary standards for newly hired Regular Employees shall be as stipulated in Appendix 2. However, a newly hired Regular Employees may be given a pay grade higher than that stipulated by Appendix 1 in cases when said Regular Employee has credentials beyond the minimum knowledge and experience or skills and abilities required for the Regular Employees works and when payment in accordance with Appendix 1 would create an imbalance with existing Regular Employees.

新たに採用した定年制職員の初任給の基準は、別表第1に定めるところによる。ただし、新たに採用した定年制職員がその職務について必要な知識・経験又は技術・技能をその職務の最低限度必要とする資格を超えて有し、かつ、内部の定年制職員との不均衡を生じるときは、上位の号給に決定することができる。

2. Notwithstanding the stipulations of preceding paragraph, an Regular Employees job classification and pay grade when hired may be determined in cases when there are no Regular Employees with the credentials stipulated by these Regulations and there are concerns that the failure to promptly hire said Regular Employees would impede the administration of the Corporation's works.

採用にあたり、この規程に規定する資格を有する定年制職員がなく、かつ、ただちにその者を採用しないと業務の運営に支障をきたすおそれがあるときは、前項の規定にかかわらずその等級・号給を決定することができる。

### **(Job Classification Promotions 昇格)**

#### **Article 13. 第13条**

1. A Regular Employee may be promoted to a higher job classification when the Regular Employee reaches the required number of years of experience for promotion and the required number of years at a given job classification for promotion stipulated by the "Credential Standards Table by Job Classification" (Appendix 3), has sufficient abilities for the work duties at the higher job classification, and has good work performance.

定年制職員の昇格は、級別資格基準表（別表第3）に掲げる昇格必要経験年数又は昇格必要在級年数に達し上位の等級の職務について十分な能力があり、かつ、勤務成績が良好なものについて行う。

2. Aside from those items stipulated by preceding paragraph, the handling of promotions shall be as separately stipulated.

前項に規定するほか、昇格の取扱いについては、別に定める。

### **(Pay Grade Promotions 昇給)**

#### **Article 14. 第14条**

1. When a Regular Employee has been receiving the pay grade the Regular Employee is presently receiving for at least 12 months with good work performance, the Regular Employees may receive a pay grade promotion of between Pay Grades 1 and 4, with Pay Grade 1 as the standard, considering the Regular Employee's work performance.  
定年制職員が現に受けている号給を受けるに至った時から12月を下らない期間を良好な成績で勤務したときは、1号給を基準として勤務成績を勘案して1号給から4号給の範囲内において上位の号給に昇給させることができる。
2. Upon executing the Pay Grade Promotions stipulated in the preceding paragraph, a Regular Employee may receive a pay grade promotion higher than 4 Grades with the approval of the Chief Executive Officer (CEO)/President when the Regular employee with exceptional work performance is recognized for particularly meritorious work achievement from improved work performance. In such a case, pay grade promotion up to 6 Grades may be given.

前項の昇給を行うに当たり、勤務成績が特に良好な職員であって、かつ、業務成績の向上、能率増進等により業務上特に功績があったと認められるときは、理事長・学長の承認を得てさらに上位の号給に昇給させることができる。この場合において、前項中「4号給」とあるのは、「6号給」とする。

### **(Timing of Pay Grade Promotions 昇給の時期)**

#### **Article 15. 第15条**

Regular Employees pay grade promotions shall be implemented on April 1 of each year, but may be implemented at other times as necessary.

定年制職員の昇給の時期は、毎年4月1日とする。ただし、必要な場合はこの限りでない。

### **(Special Pay Grade Promotions 特別昇給)**

#### **Article 16. 第16条**

Special pay grade promotions may be implemented in accordance with separately stipulated standards under either of the following circumstances.

次の各号に該当するときは、別に定める基準により特別昇給させることができる。

1. When a Regular Employee falls into a critical condition or is left with a significant handicap as a result of accomplishing work at the risk of his/her life.  
生命をとして職務を遂行し、そのために危篤となり、又は著しい障害の状態となった場合。
2. When a Regular Employee is to retire at the Corporation's recommendation.  
学園のすすめにより退職するとき。

**(Timing of Special Pay Grade Promotions 特別昇給の時期)**

**Article 17. 第 17 条**

Special pay grade promotions shall be implemented on the date when a Regular Employee has fallen into a critical condition or has been left with a significant handicap when they occur under the provisions of paragraph 1 of preceding Article, and on the date of a Regular Employee's retirement when they occur under the provisions of paragraph 2 of preceding Article.

特別昇給の時期は、前条第 1 項第 1 号に該当するときは当該危篤又は当該著しい障害の状態となった日とし、同項第 2 号に該当するときは、その者の退職の日とする。

**(Overtime Allowance 超過勤務手当)**

**Article 18. 第 18 条**

An Overtime Allowance shall be paid, in accordance with the provisions of Article 26 of the Rules of Employment, to Regular Employees for each hour they are ordered to work outside of the Prescribed Working Hours (as stipulated by Article 21 of the Rules of Employment) and on Holidays (as stipulated by Article 22 of the Rules of Employment). The amount of the Overtime Allowance per hour shall be the amount of compensation per work hour stipulated by Article 9 above multiplied by one of the following two ratios in accordance with the classification of the overtime work (and with that ratio increased by an additional 25 percent in cases when the overtime work takes place between 10 p.m. and 5 a.m. the following day).

超過勤務手当は、就業規則第 26 条の規定により、同規則第 21 条の所定勤務時間外及び同規則第 22 条の休日において勤務を命ぜられた定年制職員に対しその勤務時間 1 時間につき、第 9 条に規定する勤務 1 時間当たりの給与額に次の各号に掲げる勤務の区分に応じてそれぞれ当該各号に定める割合（その勤務が午後 10 時から翌日の午前 5 時までの間にある場合は、その割合に 100 分の 25 を加算した割合）を乗じて得た額を支給する。

1. Work exceeding Prescribed Working Hours on days other than legal holidays: ratio of 125/100.  
法定休日以外の日における所定勤務時間を超える勤務 100 分の 125
2. Work on legal holidays: ratio of 135/100.  
法定休日における勤務 100 分の 135
3. Work stipulated in Item (1) above exceeding 60 hours a month: ratio of 150/100  
第 1 号に定める勤務が月 60 時間を超える勤務 100 分の 150

**(Executive Allowance 役職手当)**

**Article 19. 第 19 条**

1. Executive Allowances equal to 20 percent of the Regular Employee's Regular Salary shall be paid to Regular Employees serving as Managers or in other positions recognized as equivalent to these or above.

役職手当は、マネージャー及びマネージャーと同等以上と認められる定年制職員に対して、

その定年制職員の本給の額に 100 分の 20 を乗じて得た額を支給する。

2. In addition to those items stipulated by the preceding paragraph, Executive Allowances equal to 8 percent of the Regular Employee's Regular Salary shall be paid to Regular Employees serving as Assistant Managers or in other positions recognized as equivalent to these.

前項に定めるものの他、アシスタント・マネージャー及びこれと同等と認められる定年制職員に対して、その定年制職員の本給の額に 100 分の 8 を乗じて得た額を支給する。

3. In cases when the amount stipulated by paragraph. 1 exceeds the differential between 104% of the minimum monthly amount of the Regular Salary (within the monthly amount of the Regular Salary) paid to Full-time Officers stipulated by Article 3 of the Officer Compensation Regulations (Regulation No. 4 of 2005) of the Independent Administrative Institution Okinawa Institute of Science and Technology Promotion Corporation (hereinafter referred to as the "OIST PC") and the monthly amount of the Regular Salary received by the Regular Employees, the monthly amount of the Executive Allowance paid shall be an amount less than that differential, as separately stipulated, notwithstanding the provisions of paragraph. 1.

第 1 項の規定による額が、旧独立行政法人沖縄科学技術研究基盤整備機構の役員報酬規程（平成 17 年規程第 4 号）第 3 条に規定する常勤役員の本給月額のうち最低の本給月額に 104 分の 100 を乗じて得た額から定年制職員が受ける本給の月額を差し引いた額以上の額となる場合には、支給する役職手当の月額は、同項の規定にかかわらずその差し引いた額に満たない別に定める額とする。

4. The provisions of Article 18 shall not apply to Regular Employees serving in the positions stipulated by paragraph. 1.

前条の規定は、本条第 1 項に規定する職にある定年制職員については、適用しない。

## **(Commuting Allowance 通勤手当)**

### **Article 20. 第 20 条**

1. Commuting Allowances shall be paid to the following categories of Employees.

通勤手当は、次に掲げる定年制職員に支給する。

- (1) Regular Employees who regularly use transportation facilities or toll roads (hereinafter referred to as, "Transportation Facilities Etc.") to commute to work and pay the concerned fares or tolls (hereinafter referred to as, "Fares Etc.") (excluding Regular Employees for whom commuting without Transportation Facilities Etc. is not conspicuously difficult and who commute over a distance of less than 2 kilometers each way when they commute by walking, as well as Regular Employees excluded under Item (3) below).

通勤のため交通機関又は有料の道路（以下「交通機関等」という。）を利用してその運賃又は料金（以下「運賃等」という。）を負担することを常例とする定年制職員（交通機関等を利用しなければ通勤することが著しく困難である定年制職員以外の定年制職員であって交通機関等を利用せず徒歩により通勤するものとした場合の通勤距離が片



道2キロメートル未満であるもの及び第3号に掲げる定年制職員を除く。)

- (2) Regular Employees who regularly use automobiles and other transportation vehicles (hereinafter referred to as, "Automobiles Etc.") to commute to work (excluding Regular Employees for whom commuting without Automobiles Etc. is not conspicuously difficult and who commute over a distance of less than 2 kilometers each way when they commute by walking, as well as Regular Employees excluded under Item (3) below).

通勤のため自動車その他の交通の用具（以下「自動車等」という。）を使用することを常例とする定年制職員（自動車等を使用しなければ通勤することが著しく困難である定年制職員以外の定年制職員であって自動車等を使用せず徒歩により通勤するものとした場合の通勤距離が片道2キロメートル未満であるもの及び次号に掲げる定年制職員を除く。）

- (3) Regular Employees who regularly use Transportation Facilities Etc. to commute to work and pay the Fares Etc., and regularly use Automobiles Etc. to commute to work (excluding Regular Employees for whom commuting without Transportation Facilities Etc. or Automobiles Etc. is not conspicuously difficult and who commute over a distance of less than 2 kilometers each way when they commute by walking, without using Transportation Facilities Etc. and Automobiles Etc.)

通勤のため交通機関等を利用してその運賃等を負担し、かつ、自動車等を使用することを常例とする定年制職員（交通機関等を利用し、又は自動車等を使用しなければ通勤することが著しく困難である定年制職員以外の定年制職員であって、交通機関等を利用せず、かつ、自動車等を使用せず徒歩により通勤するものとした場合の通勤距離が片道2キロメートル未満であるものを除く。）

2. The amounts of the Commuting Allowances shall be the amounts stipulated in Items (1)-(3) below for Regular Employees classified under those respective items.

通勤手当の額は、次の各号に掲げる定年制職員の区分に応じ、当該各号に定める額とする。

- (1) Regular Employees stipulated by preceding paragraph (1)

前項第1号に掲げる定年制職員

For each payment unit period, the Commuting Allowance shall be an amount equivalent to the Fares Etc. required by the Regular Employee to commute during that payment unit period (hereinafter, "Equivalent Amount of Fares Etc."). However, when the Equivalent Amount of Fares Etc. divided by the number of months in the payment unit period (However, when using the share-ride automobile provided by OIST concomitantly, the amount fares shall be calculated by the distance excluding the distance that overlaps) (hereinafter, "Equivalent Amount of Fares Etc. per Month) exceeds ¥55,000, the Commuting Allowance shall be ¥55,000 multiplied by the number of months in the payment unit period. (When calculating the concerned Fares Etc. for Regular Employees

who use two or more Transportation Facilities Etc. and the total Equivalent Amount of Fares Etc. per Month exceeds ¥55,000, the Commuting Allowance shall be ¥55,000 multiplied by the number of months in the payment unit period that is the longest of the payment unit periods in that Regular Employee's Commuting Allowance).

支給単位期間につき、その者の支給単位期間の通勤に要する運賃等の額（ただし、本学が提供する乗合の自動車等を併用する場合はその併用区間を除いた区間で算定された運賃等の額）に相当する額（以下「運賃等相当額」という。）。ただし、運賃等相当額を支給単位期間の月数で除して得た額（以下「1か月当たりの運賃等相当額」という。）が55,000円を超えるときは、支給単位期間につき、55,000円に支給単位期間の月数を乗じて得た額（その者が2以上の交通機関等を利用するものとして当該運賃等の額を算出する場合において、1か月当たりの運賃等相当額の合計額が55,000円を超えるときは、その者の通勤手当に係る支給単位期間のうち最も長い支給単位期間につき、55,000円に当該支給単位期間の月数を乗じて得た額）

**(2) Regular Employees stipulated by preceding paragraph (2)**

前項第2号に掲げる定年制職員

The amounts of Commuting Allowances during payment unit periods shall be the amounts stipulated in Items A–M below for Regular Employees classified under those items, respectively. The amount of Commuting Allowance shall be reduced by half when share-ride automobile provided by OIST are used concomitantly.

ただし、本学が提供する乗合の自動車等と併用して利用する場合はその半額

次に掲げる定年制職員の区分に応じ、支給単位期間につき、それぞれ次に定める額

**A) Regular Employees who commute using Automobiles Etc. over a distance (hereinafter, "Use Distance") of less than 5 kilometers each way: ¥2,000**

自動車等の使用距離（以下この号において「使用距離」という。）が片道5キロメートル未満である定年制職員  
2,000円

**B) Regular Employees with a Use Distance of 5 or more -less than 10 kilometers each way: ¥4,200**

使用距離が片道5キロメートル以上10キロメートル未満である定年制職員  
4,200円

**C) Regular Employees with a Use Distance of 10 or more-less than 15 kilometers each way: ¥7,100**

使用距離が片道10キロメートル以上15キロメートル未満である定年制職員  
7,100円

**D) Regular Employees with a Use Distance of 15 or more-less than 20 kilometers each way: ¥10,000**

使用距離が片道15キロメートル以上20キロメートル未満である定年制職員

10,000 円

- E) Regular Employees with a Use Distance of 20 or more-less than 25 kilometers each way: ¥12,900

使用距離が片道20キロメートル以上25キロメートル未満である定年制職員  
12,900 円

- F) Regular Employees with a Use Distance of 25 or more-less than 30 kilometers each way: ¥15,800

使用距離が片道25キロメートル以上30キロメートル未満である定年制職員  
15,800 円

- G) Regular Employees with a Use Distance of 30 or more-less than 35 kilometers each way: ¥18,700

使用距離が片道30キロメートル以上35キロメートル未満である定年制職員  
18,700 円

- H) Regular Employees with a Use Distance of 35 or more-less than 40 kilometers each way: ¥21,600

使用距離が片道35キロメートル以上40キロメートル未満である定年制職員  
21,600 円

- I) Regular Employees with a Use Distance of 40 or more-less than 45 kilometers each way: ¥24,400

使用距離が片道40キロメートル以上45キロメートル未満である定年制職員  
24,400 円

- J) Regular Employees with a Use Distance of 45 or more-less than 50 kilometers each way: ¥26,200

使用距離が片道45キロメートル以上50キロメートル未満である定年制職員  
26,200 円

- K) Regular Employees with a Use Distance of 50 or more-less than 55 kilometers each way: ¥28,000

使用距離が片道50キロメートル以上55キロメートル未満である定年制職員  
28,000 円

- L) Regular Employees with a Use Distance of 55 or more-less than 60 kilometers each way: ¥29,800

使用距離が片道55キロメートル以上60キロメートル未満である定年制職員  
29,800 円

- M) Regular Employees with a Use Distance of 60 or more kilometers each way: ¥31,600

使用距離が片道60キロメートル以上である定年制職員  
31,600 円

- (3) Regular Employees stipulated by preceding paragraph (3)

前項第3号に掲げる定年制職員

The amounts stipulated in Items (1) and (2) above (when the sum of the Regular

Employee's Equivalent Amount of Fares Etc. per Month plus the Commuting Allowance amount stipulated in Item (2) above exceeds ¥55,000, the Commuting Allowance shall be ¥55,000 multiplied by the number of months in the payment unit period that is the longest of the payment unit periods in that Regular Employee's Commuting Allowance); the amounts stipulated in Item (1) above; or the amounts stipulated in Item (2) above; considering the conditions of the commuting distance when Regular Employees commute by walking without using Transportation Facilities Etc. and Automobiles Etc.; the Transportation Facilities Etc. Use Distance; and the Automobiles Etc. Use Distance.

交通機関等を利用せず、かつ、自動車等を使用せず徒歩により通勤するものとした場合の通勤距離、交通機関等の利用距離、自動車等の使用距離等の事情を考慮して前2号に定める額(1か月当たりの運賃等相当額及び前号に定める額の合計額が55,000円を超えるときは、その者の通勤手当に係る支給単位期間のうち最も長い支給単位期間につき、55,000円に当該支給単位期間の月数を乗じて得た額)、第1号に定める額又は前号に定める額

3. Notwithstanding the provisions of preceding paragraph, for Regular Employees whose commuting conditions change because they are assigned to work at an office at a different location because they are transferred to a different office or because the office where they work is relocated, among those Regular Employees, those Regular Employees classified under paragraph who use the Shinkansen or other special express trains, national highways or other Transportation Facilities Etc. (hereinafter referred to as, "Shinkansen Etc.") to commute from the residences they maintained immediately before the transfer or office relocation (including equivalent residences as separately stipulated), and whose use of the Shinkansen Etc. is recognized as greatly contributing to the improvement of their commuting conditions as separately stipulated, and who regularly pay the Extra Fares Etc. (the difference between the Fares Etc. required for the use of the Shinkansen Etc. and an amount equivalent to the Fares Etc. used as the basis for the calculation of the Equivalent Amount of Fares Etc.; hereinafter the same), the amount of the Commuting Allowance shall be the amounts stipulated under Items (1) and (2) below for Employees classified under those items, respectively.

事務所を異にする異動又は在勤する事務所の移転に伴い、所在する地域を異にする事務所に在勤することとなったことにより、通勤の実情に変更を生じることとなった定年制職員のうち、第1項に掲げる定年制職員で、当該異動又は事務所移転の直前の住居(当該住居に相当するものとして別に定める住居を含む。)からの通勤のため、新幹線鉄道等の特別急行列車、高速自動車国道その他の交通機関等(以下「新幹線鉄道等」という。)でその利用が別に定める基準に照らして通勤事情の改善に相当程度資するものであると認められるものを利用し、その利用に係る特別料金等(その利用に係る運賃等の額から運賃等相当額の算出の基礎とな

る運賃等に相当する額を減じた額をいう。以下同じ。)を負担することを常例とするものの通勤手当の額は、前項の規定にかかわらず、次の各号に掲げる通勤手当の区分に応じ、当該各号に定める額とする。

(1) Shinkansen Etc. Commuting Allowance

新幹線鉄道等に係る通勤手当

For each payment unit period the Shinkansen Etc. Commuting Allowance shall be an amount equivalent to one-half of the Extra Fares required for the Regular Employees to commute during the payment unit period. However, when that amount divided by the number of months in the Regular Employee's payment unit period (hereinafter, "Amount Equivalent to One-half of the Extra Fares Etc. per Month) exceeds ¥20,000, for each payment unit period the Shinkansen Etc. Commuting Allowance shall be ¥20,000 multiplied by the number of months in the payment unit period. (When calculating the amount of the Extra Fares Etc. for Regular Employees who use two or more Shinkansen Etc. facilities and whose total Amount Equivalent to One-half of the Extra Fares Etc. per Month exceeds ¥20,000, the Shinkansen Etc. Commuting Allowance shall be ¥20,000 multiplied by the number of months in the payment unit period that is the longest of the payment unit periods in that Shinkansen Etc. Commuting Allowance).

支給単位期間につき算出したその者の支給単位期間の通勤に要する特別料金等の額の2分の1に相当する額。ただし、当該額を支給単位期間の月数で除して得た額（以下「1か月当たりの特別料金等2分の1相当額」という。）が20,000円を超えるときは、支給単位期間につき、20,000円に支給単位期間の月数を乗じて得た額（その者が2以上の新幹線鉄道等を利用するものとして当該特別料金等の額を算出する場合において、1か月当たりの特別料金等2分の1相当額が20,000円を超えるときは、その者の新幹線鉄道等に係る通勤手当に係る支給単位期間のうち最も長い支給期間につき、20,000円に当該支給期間の月数を乗じて得た額）

(2) Commuting Allowance for Regular Employees not classified under Item (1) above

前号に掲げる通勤手当以外の通勤手当

The amounts stipulated by preceding paragraph

前項の規定による額

4. Commuting Allowances shall be paid in the first month of the each payment unit period. 通勤手当は、支給単位期間に係る最初の月に支給する。

5. Notwithstanding the Article 7, when a Regular Employee who is paid a Commuting Allowance (except for those who prescribed by the item (2) of the paragraph 1.) becomes unemployed or when other separately stipulated reasons occur, the Employee must return the amount equivalent to the amount obtained when the commutation pass, etc. for the payment unit period is refunded at the last day of the month in which the reason occurred. 第7条の規定にかかわらず、通勤手当を支給される定年制職員（第1項第2号に掲げる定年制職員を除く。）につき、離職その他の別に定める事由

が生じた場合には、支給単位期間のうちこれらの事由が生じた月の末日に定期券等の払い戻しをしたものとして得られる額を返納させるものとする。

6. In this Article, the term “payment unit period” shall be the longest period for the payment of Commuting Allowances of no more than six months in one month increments (shall be one month for Commuting Allowances for Automobiles).

この条において「支給単位期間」とは、通勤手当の支給単位となる期間として6か月を超えない範囲内で1か月を単位として最長の期間(自動車等に係る通勤手当にあつては、1か月)をいう。

7. The calculation methods for the amounts of the Commuting Allowances stipulated in this Article, revisions to payment amounts accompanying changes in commuting conditions, and other necessary items concerning the payment and return of Commuting Allowances shall be as separately stipulated.

前各項に規定する通勤手当の額の算定方法及び通勤の実情の変更に伴う支給額の改定、その他通勤手当の支給及び返納に関し必要な事項は別に定める。

## **(Housing Allowance 住居手当)**

### **Article 21. 第21条**

1. Housing Allowances shall be paid to the following categories of Regular Employees.

住居手当は、次の各号のいずれかに該当する定年制職員に支給する。

- (1) Regular Employees renting housing (including rental rooms; here and in Item (2) below) for their own residences and paying rent exceeding ¥16,000 per month (including parking space for up to two vehicles and building maintenance fees).

自ら居住するための住宅（貸間を含む。次号において同じ。）を借り受け月額 16,000 円を超える家賃（2 台までの駐車場料金及び住居維持費を含む。）を支払っている定年制職員

#### **(Exemption from Housing Allowance)**

(住居手当の適用除外)

- Regular Employees who own a house within Okinawa Main Island.  
沖縄本島内に持ち家を保有する定年制職員
- Regular Employees live in leased accommodations provided by the government or the local public entities.  
国及び地方公共団体等から貸与された職員宿舎に居住している定年制職員
- Regular Employees who fall into one of the following categories.  
以下に掲げる定年制職員
  - A) Regular Employees who rent and live in a dwelling or part of the dwelling owned by his/her dependent.  
扶養親族である者が所有する住宅の全部又は一部を借り受けて当該住宅に居住している定年制職員
  - B) Regular Employees who rent a dwelling or part of the dwelling owned

or rented by his/her spouse (including a person in a relationship with the employee where marital relationship is de facto, though a marriage has not been registered), parent, spouse's parent.

配偶者(婚姻の届出をしていないが事実上婚姻関係と同様の事情にあるものを含む)、父母又は配偶者の父母が所有し、又は借り受け居住している住宅の全部または一部を借り受けている定年制職員

C) Regular Employees rent and live in a dwelling or part of the dwelling deemed equivalent to the aforementioned item (A) and (B).

(A)、(B)に準ずると認める住宅の全部または一部を借り受けて当該住宅に居住している定年制職員

(2) Regular Employees receiving Allowances for Long-Distance Transfers without Family under the provisions of Article 22.1 or Article 22.3 who are renting housing (excluding lodgment which the Corporation lends to Employees, government employee housing, or other types of housing separately stipulated) for their spouses to live in and paying rent exceeding ¥16,000 per month, or as separately stipulated to maintain balance with such Employees.

次条1項又は第3項の規定により単身赴任手当を支給される定年制職員で、配偶者が居住するための住宅(学園が貸与する宿舎及び公務員宿舎等並びにその他別に定める住宅を除く。)を借り受け、月額16,000円を超える家賃を支払っているもの又はこれらのものとの権衡上必要があると認められるものとして別に定めるもの

2. The monthly amounts of Housing Allowances shall be the amounts stipulated in each of the items below for Regular Employees classified under those items, respectively. (For Employees classified under both Items [1] and [2], the monthly amounts shall be the totals of the amounts stipulated under both Items [1] and [2].).

住居手当の月額、次の各号に掲げる定年制職員の区分に応じて、当該各号に掲げる額(第1号に掲げる職員のうち第2号に掲げる定年制職員であるものについては、第1号及び第2号に掲げる額の合計額)とする。

(1) Regular Employees classified under Article 21.1(1)

前項第1号に掲げる定年制職員

The monthly amounts of the Housing Allowances shall be the amounts stipulated by Items A-B below (discarding all fractions of less than ¥100) for Employees classified under those items, respectively.

次に掲げる定年制職員の区分に応じて、それぞれ次に掲げる額(その額に100円未満の端数を生じたときは、これを切り捨てた額)に相当する額

A) For Regular Employees paying monthly rent of ¥27,000 or less:

月額27,000円以下の家賃を支払っている定年制職員

The monthly rent minus ¥16,000

家賃の月額から16,000円を控除した額

B) For Regular Employees paying monthly rent exceeding ¥27,000:

月額27,000円を超える家賃を支払っている定年制職員

The monthly rent minus ¥27,000 divided by two (or ¥17,000 when that figure exceeds ¥17,000) plus ¥11,000

家賃の月額から 27,000 円を控除した額の 2 分の 1 (その控除した額の 2 分の 1 が 17,000 円を超えるときは、17,000 円) を 11,000 円に加算した額

(2) Regular Employees classified under Article 21.1(2)

前項第 2 号に掲げる定年制職員

An amount equivalent to one-half of the amount calculated under the provisions of Item (1) above (discarding all fractions of less than ¥100).

前号の規定の例により算出した額の 2 分の 1 に相当する額 (その額に 100 円未満の端数を生じたときは、これを切り捨てた額)

3. All necessary items concerning the payment of Housing Allowances other than those stipulated by the provisions of Articles 21.1 and 21.2 shall be as separately stipulated.

前 2 項に規定するもののほか、住居手当の支給に関し必要な事項については別に定める。

**(Allowance for Long-distance Transfers without Family 単身赴任手当)**

**Article 22. 第 22 条**

1. Allowances for Long-distance Transfers without Family shall be paid to Regular Employees who change residences because they are transferred to different offices or because the offices where they work are relocated, and who must then live separately from their spouses because their parents are ill or for other unavoidable reasons, and for whom the commute from their residence immediately before the concerned transfer or office relocation to the office where they work immediately after the concerned transfer or office relocation is recognized as difficult in light of the commuting distance etc., and who must therefore regularly live without their families. However, such Allowances shall not be paid to Regular Employees when the commute from a Regular Employee's spouse's residence to that Regular Employee's office is not recognized as difficult in light of the commuting distance, etc.

事務所を異にする異動又は在勤する事務所の移転に伴い住居を移転し父母の疾病その他のやむを得ない事情により、同居していた配偶者と別居することとなった定年制職員で、当該異動又は事務所の移転の直前の住居から当該異動又は事務所の移転の直後に在勤する事務所に通勤することが通勤距離等に照らして困難であると認められるもののうち、単身で生活することを常況とする定年制職員には、単身赴任手当を支給する。ただし配偶者の住居から在勤する事務所に通勤することが、通勤距離等に照らして困難であると認められない場合は、この限りでない。

2. The monthly amount of Allowances for Long-distance Transfers without Family shall be ¥23,000. (In cases when the commuting distance between the Regular Employee's residence and the Regular Employee's spouse's residence calculated as separately stipulated [hereinafter, the "Commuting Distance"] is greater than a separately stipulated distance, an additional sum not to exceed ¥45,000 shall be paid, calculated in accordance with the Commuting Distance).



単身赴任手当の月額は、23,000 円（別に定めるところにより算定した定年制職員の住居と配偶者の住居との間の交通距離（以下単に「交通距離」という。）が別に定める距離以上である定年制職員にあっては、その額に、45,000 円を超えない範囲内で交通距離の区分に応じて別に定める額を加算した額）とする。

3. Allowances for Long-distance Transfers without Family shall also be paid to Regular Employees (as separately stipulated considering their appointment conditions) who are national government employees and change their residence in conjunction with changing their work status to become Regular Employees subject to the Regular Salary Table by Job Classification, and who must then live separately from their spouses because their parents are ill or for other unavoidable reasons, and for whom the commute from their residence immediately before the concerned change of work status to the office where they work immediately after the concerned change of work status is recognized as difficult in light of the Commuting Distance etc., and who must therefore regularly live without their families. Allowances for Long-distance Transfers without Family in accordance with the provisions of Articles 21.1 and 21.2 shall also be paid to Regular Employees when recognized as necessary to maintain balance with Employees receiving Allowances for Long-distance Transfers without Family under the provisions of Article 21.1

国家公務員等であった者から引き続き級別本給表の適用を受ける定年制職員となりこれに伴い、住居を移転し、父母の疾病その他のやむを得ない事情により、同居していた配偶者と別居することとなった定年制職員で、当該適用の直前の住居から当該適用の直後に在勤する事務所に通勤することが通勤距離等に照らして困難であると認められるもののうち、単身で生活することを常況とする定年制職員（任用の事情等を考慮して個別に定める。）その他第1項の規定による単身赴任手当を支給される定年制職員との権衡上必要があると認められるものとして別に定める定年制職員には、前2項の規定に準じて単身赴任手当を支給する。

4. Items to be separately stipulated under the provisions of paragraph.2 and .3 and all other necessary items concerning the payment of Allowances for Long-distance Transfers without Family shall follow the precedents of national government employees.

前3項に規定する個別に定める事項及び単身赴任手当の支給に関し必要な事項は、国家公務員の例に準じ定めるものとする。

## **(Managerial Personnel Extra Work Allowance 管理職員特別勤務手当)**

### **Article 23. 第23条**

1. Managerial Personnel Extra Work Allowances shall be paid when Regular Employees who are classified under the provisions of Article 19.4 and are being paid Executive Allowances under the provisions of Article 19 work on Holidays (as stipulated by Article 21 of the Rules of Employment) on an exceptional or emergency basis or as otherwise necessary for the administration of the Corporation's works.

第 19 条の規定により役職手当を支給される定年制職員で同条第 4 項の規定の適用を受ける定年制職員が臨時又は緊急の必要その他業務の運営の必要により休日（就業規則第 21 条に規定する休日）に勤務した場合は、当該定年制職員に対して、管理職員特別勤務手当を支給する。

2. The amount of Managerial Personnel Extra Work Allowances shall be an amount as separately stipulated, not to exceed ¥12,000 for each work day specified by Article 23.1. However, the Allowance shall be 150% of that amount when the hours engaged in the works exceed 6 hours.

管理職員特別勤務手当の額は、前項の規定による勤務 1 回につき 12,000 円を超えない範囲内において別に定める額とする。ただし、勤務に従事した時間が 6 時間を超える場合は、その額に 100 分の 150 を乗じて得た額とする。

3. All necessary items concerning the payment of Managerial Personnel Extra Work Allowances other than those stipulated by the provisions of Articles 23.1 and 23.2 shall be as separately stipulated.

前 2 項に定めるものの他、管理職員特別勤務手当の支給に関し必要な事項は個別に定める。

4. Items other than those stipulated by Article 23.3 shall follow the precedents of national government employees.

前項に規定する別に定める事項は、国家公務員の例に準じて定めるものとする。

#### **(End-of-term Allowances 期末手当)**

##### **Article 24. 第 24 条**

1. End-of-term Allowances shall be paid to individuals serving as Regular Employees as of June 1 and December 1 (hereinafter, "Base Dates") respectively, and to Regular Employees who retired or died within one month prior to the Base Dates, with payments rendered on dates in June and December determined by the CEO/President.

期末手当は 6 月 1 日及び 12 月 1 日（以下「基準日」という。）にそれぞれ在職する定年制職員並びにこれらの基準日前 1 月以内に退職し、又は死亡した定年制職員に対し、それぞれ基準日の属する月の理事長・学長が定める日に支給する。

2. The amounts of End-of-term Allowances shall be an amount (hereinafter, "Standard Amount") calculated as separately stipulated following the precedents of national government employees based on the monthly amount of the compensation that the Employee is to receive as of the Base Date (as of the date of retirement or death for Employees who retired or died); (for Regular Employees being paid Executive Allowances under the provisions of Article 19.2, based on the monthly amount of the compensation that the Employee is to receive as of the Base Date after deducting the monthly amount of the Executive Allowance); (for Regular Employees classified under Items (1) or (2) below, plus the monthly amount of the Regular Employee's Regular Salary multiplied by the ratios stipulated in those respective items); multiplied by a ratio determined by the CEO/President considering the Employee's work performance,

length of service, etc.

期末手当の額は、それぞれ基準日（退職又は死亡した定年制職員にあっては退職又は死亡した日）現在において定年制職員が受けるべき給与の月額（第 19 条第 2 項に規定する役職手当の支給を受ける定年制職員にあっては、受けるべき給与の月額から当該役職手当の月額を除いた額。また、次の各号に掲げる職にある定年制職員にあっては、それぞれ当該各号に定める率を本給月額に乗じて得た額を加算した額）を基礎として、国家公務員の例に準じて別に定める基準により計算した額（以下「標準額」という。）にその者の勤務成績、在職期間等を勘案して理事長・学長が定める割合を乗じた額とする。

(1) Vice Presidents and Regular Employees serving in other positions recognized as equivalent to these as stipulated by the CEO/President: ratio of 19/100.

副学長及びこれと同等と認められる職で理事長・学長の指定するもの 100 分の 19

(2) Managers and Regular Employees serving in other positions recognized as equivalent to these or above as stipulated by the CEO/President: ratio of 12/100.

マネージャー及びこれと同等以上と認められる職で理事長・学長の指定するもの 100 分の 12

3. For Regular Employees classified under Items (1)-(4) below, the amount of the End-of-term Allowance shall be calculated as separately stipulated following the precedents of national government employees based on the amount calculated under Article 24.2 plus the monthly amount of the Regular Employee's Regular Salary multiplied by the ratios stipulated by those respective items (hereinafter, the "Additional Amount").

前項の期末手当の額に、次の各号に掲げる職務にある定年制職員にあっては、それぞれ当該各号に定める率を本給の月額に乗じて得た額を基礎として、国家公務員の例に準じて別に定める基準により計算した額（以下「加算額」という。）を加算する。

(1) Vice Presidents, and Regular Employees serving in other positions recognized as equivalent to these as stipulated by the CEO/President: ratio of 20/100.

副学長及びこれと同等と認められる職で理事長・学長の指定するもの 100 分の 20

(2) Managers and Regular Employees serving in other positions recognized as equivalent to these or above as stipulated by the CEO/President: ratio of 15/100.

マネージャー及びこれと同等以上と認められる職で理事長・学長の指定するもの 100 分の 15

(3) Assistant Managers, Specialists and Regular Employees serving in other positions recognized as equivalent to these or above as stipulated by the CEO/President: ratio of 10/100.

アシスタント・マネージャー及びこれと同等以上と認められる職で理事長・学長の指定するもの 100 分の 10

(4) Other Regular Employees serving in the positions stipulated by the CEO/President: ratio of 5/100.

その他の職で理事長・学長の指定するもの 100 分の 5

4. Among those Regular Employees stipulated in Article 24.1, the necessary items concerning the summation of the periods of service for End-of-term Allowances for Regular Employees separately stipulated shall be as separately stipulated.  
第1項の定年制職員のうち別に定める者の期末手当に係る在職期間の通算等に関し必要な事項については別に定める。
5. The total amounts of End-of-term Allowances under the provisions of Articles 24.2 and 24.3 shall not exceed the sum of the Standard Amount plus the Additional Amount that an Regular Employee is to receive as of the Base Date (as of the date of retirement or death for Regular Employees who retired or died).  
第2項及び第3項の場合において期末手当の額の総額は、定年制職員がそれぞれ基準日（退職又は死亡した定年制職員については、退職又は死亡した日）現在において受けるべき標準額及び加算額の総額を超えない範囲とする。

#### **(Compensation of Regular Employees Absent from Work 欠勤者の給与)**

##### **Article 25. 第25条**

1. The Corporation shall pay compensation to Regular Employees who are absent from work after deducting the amounts for each day and each hour the Employee is absent from work, calculating the amount of compensation per work day as stipulated by Article 8 and the amount of compensation per work hour as stipulated by Article 9.  
定年制職員が欠勤したときは、その勤務しなかった1日又は1時間につき、第8条の日割計算又は第9条の時間割計算により算定した額を減額して給与を支給する。
2. The calculation of End-of-term Allowances for Regular Employees who are absent from work shall be as separately stipulated.  
前項の場合の期末手当については、別に定める。

#### **(Exemptions from Compensation Reductions 減額の適用除外)**

##### **Article 26. 第26条**

1. Notwithstanding the stipulations of Article 25, when an Regular Employee is absent from work due to injury or illness from an accident while at work or while commuting as stipulated under the Workers' Accident Compensation Insurance Law (Law No. 50 of 1947; hereinafter "Workers' Compensation Insurance Law"), the Corporation shall pay compensation to the Regular Employee for the first three days of the period the Employee is absent from work. For the subsequent days while the Regular Employee is not able to work, when the compensation for absence from work under the Workers' Compensation Insurance Law is less than the product of the number of said days multiplied by the amount of compensation per work day stipulated under Article 8, the Corporation shall pay the differential after the payment for absence from work under the Workers' Compensation Law has been confirmed. For the calculation of End-of-term Allowances, the concerned period of absence from work shall be counted as attendance at work.

前条の規定にかかわらず、労働者災害補償保険法（昭和22年法律第50号。以下「労災保険法」という。）に定める業務災害及び通勤災害による傷病により欠勤した場合、欠勤期間の内、最初の3日間は有給とする。また、その後の勤務不能な日については、労災保険法における休業補償給付額が、この給付対象日数に第8条の規定による給与日額を乗じて得た額に満たない場合、その差額を、休業補償給付の支払いが確認された後支給する。期末手当を算定する場合は、当該欠勤期間を出勤したものとみなす。

2. When a Regular Employee takes Sick Leave prescribed by Article 37 of the Rules of Employment due to reasons other than injury or illness from an accident while at work or while commuting to work as stipulated under the Workers' Compensation Insurance Law, the Corporation shall pay the Employee's Regular Salary and Housing Allowance for a period of the Sick Leave. In cases when the Regular Employee takes Sick Leave again within a period of one month because the Regular Employee suffers a reoccurrence of the same injury or illness, the Sick Leave shall be counted as an extension of the prior period.

労災保険法に定める業務災害及び通勤災害以外の理由による傷病により就業規則第37条に定める傷病休暇を取得した場合、その休暇の期間については本給及び住居手当を支給する。また同一傷病につき、1ヶ月以内に再発して傷病休暇が始まる場合は、前回の傷病休暇の延長とみなす。

3. When a Regular Employee who was absent from work because of the reasons stipulated under Article 26.1 or took Sick Leave returns to work and it is recognized that the Employee needs to work reduced hours based on the opinion of an industrial physician, the Corporation shall not deduct for the reduced hours for a period approved by the Corporation.

第1項の理由により欠勤し、又は傷病休暇を取得していた者が職場復帰するにあたり、産業医の意見に基づき、勤務時間を短縮した慣らし勤務が必要と認められる場合、学園が認めた期間、短縮した時間に対する給与の減額は行わない。

4. The Corporation may not make reductions from compensation for periods of absence from work in cases when the Corporation recognizes that a Regular Employee is absent from work due to unavoidable reasons.

欠勤することにつき学園がやむを得ない事情によるものと認めた場合は、給与の減額を行わない場合がある。

### **(Compensation of Employees on Childcare Leave Etc. 育児休業者等の給与)**

#### **Article 27. 第27条**

1. The Corporation shall not pay compensation to Regular Employees on Childcare Leave during the period of said leave.  
育児休業者に対する育児休業期間中の給与は支給しない。
2. Notwithstanding the provisions of Article 27.1, the Corporation shall pay End-of-term Allowances for the respective Base Dates stipulated under Article 24.1 to those Regular Employees who are on Childcare Leave on the respective Base Dates and

who worked within six months prior to said Base Dates (including equivalent periods as separately stipulated).

第 24 条第 1 項に規定するそれぞれの基準日に育児休業をしている定年制職員のうち、基準日以前 6 ヶ月以内の期間において勤務した期間(別に定めるこれに相当する期間を含む。)がある定年制職員には、前項の規定にかかわらず、当該基準日に係る期末手当を支給する。

3. When a Regular Employee who was on Childcare Leave returns to work, the Corporation may adjust the amount of the Regular Employee's Regular Salary as if the Employee continued working during one-half of the period the Employee was on Childcare Leave.

育児休業者が職務に復帰したときは、育児休業期間の 2 分の 1 に相当する期間を引き続き勤務したものとみなして、本給額を調整することができる。

4. When a Regular Employee does not work because the Regular Employee shorten working hours for Childcare, the Corporation shall pay the Regular Employee compensation for the hours the Regular Employee does not work.

定年制職員が育児短時間勤務により勤務しないときは、その勤務しない時間について有給とする。

5. All other items concerning the Compensation of Regular Employees on Childcare Leave Etc. other than those stipulated by the provisions of Articles 27. shall be as separately stipulated.

前各項に定めるもののほか、育児休業者等の給与については別に定める。

### **(Compensation of Employees on Nursing Care Leave Etc. 介護休業者の給与)**

#### **Article 28. 第 28 条**

1. The Corporation shall pay compensation to Regular Employees who take Nursing Care Leave under the provisions of Article 52 of the Rules of Employment after deducting the amount of compensation per work day stipulated by Article 8 for each day a Regular Employee does not work during said leave.

定年制職員が就業規則第 52 条 に規定する介護休業を取得した場合の給与は、その期間の勤務しない 1 日について第 8 条に規定する給与の日額を減額した給与を支給する。

2. All items concerning the compensation of Employees on Nursing Care Leave Etc. other than those stipulated by the provisions of Article 28 shall be as separately stipulated.

前項に定めるもののほか、介護休業期間中の定年制職員の給与等に関しては別に定める。

### **(Limits to Compensation Reductions 給与減額の限度)**

#### **Article 29. 第 29 条**

In any given month's compensation payment period, if a Regular Employee does not work any of the hours the Regular Employee is supposed to work or if the amounts to be deducted from the Regular Employee's compensation equal or exceed the sum of the monthly amounts of the Regular Employee's Regular Salary and Executive Allowance (hereinafter

referred to as, “Monthly Amount of Compensation”), the Corporation shall deduct only the Monthly Amount of Compensation from said compensation payment period.

当月分の給与の支給期間において、勤務すべき全時間について勤務しなかった場合又は給与から減額すべき金額が本給及び役職手当の月額合計（以下、「給与月額」という。）を上回るか又はこれに等しい場合は給与月額を減額する。

## Supplementary Provisions

### 附則

#### Article 1. 第1条

These rules shall come into effect from November 1, 2011.

この規程は、平成23年11月1日から施行する。

#### Article 2. 第2条

The continued period of during which the persons whose employment status has been transferred from the OIST PC to the Corporation pursuant to the provision of the Article 3, paragraph 1 of the supplementary provisions of the OIST SC Act (Act No, 76 of 2009) served the OIST PC shall be regarded as the period of during which they served as OIST SC.

沖縄科学技術大学院大学学園法（平成21年法律第76号）附則第3条第1項の規定により、機構から学園へ引き続き職員として身分を承継された者の機構の職員として引き続いた在職期間については、学園の職員として在職したものとみなして取り扱うものとする。



Appendix 1 別表第1

Regular Salary Table by Job Classification  
級別本給表

Job Classification 級	Classification 1	Classification 2	Classification 3	Classification 4	Classification 5	Classification 6
Pay Grade 号	1級	2級	3級	4級	5級	6級
Grade 1	461,000	371,400	315,000	214,200	187,600	150,000
Grade 2	466,700	377,100	320,500	219,500	196,800	153,600
Grade 3	472,300	382,800	326,200	224,800	202,300	157,200
Grade 4	479,100	388,600	331,900	230,200	207,800	160,900
Grade 5	485,900	394,400	337,700	235,600	213,300	164,700
Grade 6	492,700	400,300	343,400	240,900	218,700	168,500
Grade 7	499,500	406,300	349,300	246,400	224,200	172,300
Grade 8	506,300	412,300	354,900	251,900	229,600	176,000
Grade 9	513,100	418,300	360,400	257,400	235,000	179,800
Grade 10	520,000	424,300	365,900	263,000	240,200	183,600
Grade 11	562,800	430,400	371,400	268,700	245,600	187,500
Grade 12	533,600	436,100	376,800	274,300	250,800	191,300
Grade 13	540,600	442,000	382,300	279,900	256,100	195,300
Grade 14	547,500	447,800	387,400	285,400	260,200	199,400
Grade 15	554,600	453,600	392,700	291,000	264,400	203,600
Grade 16	561,300	459,000	397,800	296,600	268,500	207,700
Grade 17	568,200	464,500	403,000	302,300	272,700	211,900
Grade 18	574,400	469,900	408,100	307,800	276,800	215,400
Grade 19	580,800	475,300	413,300	313,500	281,000	219,000
Grade 20	586,700	480,500	418,300	319,000	285,000	221,800
Grade 21	592,600	485,900	423,400	324,500	289,100	224,600
Grade 22	598,200	490,900	428,500	329,900	293,200	227,300
Grade 23	603,800	469,000	433,600	335,400	297,200	230,200
Grade 24	609,200	500,800	438,700	340,800	300,800	232,600
Grade 25	614,700	505,600	443,800	346,300	304,500	235,200
Grade 26	621,200	510,100	448,900	351,100	308,100	237,500
Grade 27	627,600	514,600	453,900	355,800	311,700	239,900
Grade 28	634,100	519,000	458,500	360,600	315,300	242,200
Grade 29	640,500	523,500	463,200	365,400	318,800	244,500
Grade 30	647,000	527,200	467,600	370,000	322,000	246,800

Grade 31	653, 500	531, 000	472, 100	374, 600	325, 300	249, 000
Grade 32	659, 900	534, 000	476, 500	379, 100	328, 500	251, 400
Grade 33	666, 400	537, 200	480, 900	383, 600	331, 700	253, 800
Grade 34	672, 800	540, 200	485, 100	387, 500	334, 300	256, 200
Grade 35	679, 300	543, 200	489, 400	391, 400	337, 100	258, 600
Grade 36	685, 700	546, 300	493, 400	395, 400	339, 700	260, 900
Grade 37	692, 200	549, 300	497, 400	399, 300	342, 300	263, 200
Grade 38	698, 600	554, 300	501, 000	403, 100	344, 800	–
Grade 39	705, 100	559, 300	504, 700	407, 000	347, 300	–
Grade 40	711, 500	564, 300	507, 600	410, 700	349, 800	–
Grade 41	718, 000	569, 200	510, 600	414, 500	352, 200	–
Grade 42	724, 500	574, 200	513, 600	417, 900	354, 700	–
Grade 43	730, 900	579, 200	516, 200	421, 300	357, 100	–
Grade 44	737, 400	584, 200	519, 000	424, 200	359, 400	–
Grade 45	743, 800	589, 200	521, 700	427, 100	361, 600	–
Grade 46	750, 300	594, 200	524, 500	429, 900	365, 600	–
Grade 47	756, 700	599, 200	527, 200	432, 600	369, 600	–
Grade 48	763, 200	604, 200	529, 700	435, 400	373, 600	–
Grade 49	769, 600	609, 100	532, 300	438, 100	377, 700	–
Grade 50	776, 100	614, 100	536, 900	440, 800	381, 700	–
Grade 51	782, 500	619, 100	541, 500	443, 600	–	–
Grade 52	789, 000	624, 100	546, 100	445, 600	–	–
Grade 53	795, 500	629, 100	550, 700	447, 800	–	–
Grade 54	810, 900	634, 100	555, 300	452, 300	–	–
Grade 55	808, 400	639, 100	559, 900	456, 800	–	–
Grade 56	814, 800	644, 100	564, 500	461, 300	–	–
Grade 57	821, 300	649, 100	569, 100	465, 800	–	–
Grade 58	827, 700	654, 000	573, 600	470, 300	–	–
Grade 59	834, 200	659, 000	578, 200	474, 800	–	–
Grade 60	840, 600	664, 000	582, 800	479, 300	–	–
Grade 61	847, 100	669, 000	587, 400	483, 800	–	–
Grade 62	853, 600	674, 000	592, 000	488, 300	–	–
Grade 63	860, 000	679, 000	596, 600	492, 800	–	–
Grade 64	866, 500	684, 000	601, 200	497, 300	–	–
Grade 65	872, 900	689, 000	605, 800	501, 800	–	–
Grade 66	879, 400	693, 900	610, 400	–	–	–
Grade 67	885, 800	698, 900	615, 000	–	–	–
Grade 68	892, 300	703, 900	619, 600	–	–	–

Grade 69	898,700	708,900	624,200	-	-	-
Grade 70	905,400	713,900	628,800	-	-	-
Grade 71	-	-	633,400	-	-	-
Grade 72	-	-	638,000	-	-	-
Grade 73	-	-	642,600	-	-	-
Grade 74	-	-	647,200	-	-	-
Grade 75	-	-	651,800	-	-	-
Grade 76	-	-	656,400	-	-	-
Grade 77	-	-	661,000	-	-	-
Grade 78	-	-	665,600	-	-	-
Grade 79	-	-	670,200	-	-	-
Grade 80	-	-	674,800	-	-	-

Note: Notwithstanding the stipulations of this table, the monthly amount of the Regular Salary shall be ¥190,600 for Employees receiving compensation under Job Classification 5 Pay Grade 1 who are being compensated based on this table for the first time and who, based on the provisions of Article 12.1 of these Regulations, are classified as university graduates under the qualifications (academic credentials and licenses) column of the Starting Salary Standards Table (Appendix 2).

備考：5等級1号給を受ける職員のうち、新たにこの表の適用を受けることとなった職員で本規程第12条第1項の規定に基づき、同規程別表2に定める初任給基準表の学歴免許等の資格欄の「大学卒」の区分を適用してその受ける号給を決定されたものの本給月額は、この表の額にかかわらず、190,600円とする。

Appendix1 別表第1

**Starting Salary Standards Table**  
初任給基準表

Qualifications (Academic Credentials and Licenses) 学歴免許等の資格	Starting Salary 初任給
University Graduate 大 学 卒	Job Classification 5 Pay Grade 1 5級 1号
Junior College Graduate 短期大学卒	Job Classification 6 Pay Grade 6 6級 6号
High School Graduate 高等学校卒	Job Classification 6 Pay Grade 1 6級 1号

Appendix 1 別表第1

Qualification Standards Table by Job Classification  
級別資格基準表

Job Classification 等級	Classification 6	Classification 5	Classification 4	Classification 3	Classification 2	Classification 1
Qualifications 学歴免許	6級	5級	4級	3級	2級	1級
University Graduate 大学卒		3	8	Separately stipulated 個別に定める		
		3	11			
Junior College Graduate 短期大学卒	3	3	8	Separately stipulated 個別に定める		
		6	14			
High School Graduate 高等学校卒	6	3	9	Separately stipulated 個別に定める		
		9	18			

Note: The numbers on the upper lines indicate the number of years of service required and the numbers on the lower lines indicate the number of years of experience after acquiring academic credentials required for promotion by one job classification. For Employees with particularly superior work performance, however, a period of 80 or more-less than 100% of the above-stipulated required number of years of experience may be accepted as meeting that requirement.

注) 上段の数字は、1級上位の級に昇格するのに必要な経験年数、下段の数字は学歴取得後の経験年数を示す。定年制職員の勤務成績が特に優秀である場合においては、上記の経験年数の8割以上、10割未満の年数を以て必要経験年数とすることができる。