

## Annual Paid Holidays

### Permanent & Fixed Term Employee Paid Holiday List

Type of Leave		Number of Holidays, Validity, & Others							Categories on the Time Management System	Minimum Applicable Unit
Annual Paid Holidays		First year: 10 days on the appointment day 20 days annually on every anniversary day Valid for: 2 years							Paid Leave	1 day, Half day (Morning/Afternoon)
									Hourly Paid Leave	One Hour
Sick Leave	Injury or illness not due to an accident at work or commuting	Grant Date:Employment Start Date 6days per year (Medical certificate is necessary when more than 3 continuous days are taken)							Sick Leave	1day, Half day (Morning/Afternoon)
		Sick Leave cannot be rolled over to the next year								
Summer Leave		Number of Days : 7 days Please refer to the following if hired after July 1 this year.  Valid between: July 1 - Sep 30 Can be extended till Oct 31 with the supervisor's approval.  Please note that the unused summer holidays cannot be rolled over to the next fiscal year							Summer Leave	1 day, Half day (Morning/Afternoon)
		Employment Date	7/2 - 7/15	7/16 - 7/29	7/30 - 8/12	8/13 - 8/26	8/27 - 9/9	9/10 - 9/17		
		Number of Summer Leave	6	5	4	3	2	1		
Special Leave	Marriage of the Employee	Number of Days : 5 or less Valid for: Within 2 months after marriage							Weddings and funerals	1 day
	Marriage of children	2 days or less							Weddings and funerals	1 day
	Marriage of a sibling of the Employee	1 day							Weddings and funerals	1 day
	Funeral of a parent, spouse (including spouses under common law marriages that have not been legally registered; the same hereinafter in this paragraph), or child	7 days or less							Weddings and funerals	1 day
	Funeral of a grandparent, sibling, or parent of spouse	5 days or less							Weddings and funerals	1 day
	Funeral of a relative (within 3 generations and excluding parent, spouse, child, grandparent, sibling, and parent of spouse)	3 days or less							Weddings and funerals	1 day
	Wife's delivery	Up to 3days							Special Leave	1day
	To provide care to a new born baby or another child who has not entered elementary school during the period from 6 weeks before the expected date of wife's delivery to 8 weeks after delivery	Up to 5days							Special Leave	1day
	To provide care to a child who has not entered elementary school when the child is sick or injured or when the child takes vaccination or medical check-up	Grant Date: Birthday of Child Up to 5day /year (10 days for two or more children)							Child care	1day, Half day (Morning/Afternoon), 1 hour
	To provide care to a family member in the conditions requiring care. *Please refer Rules of Employment 51.1 for the requirement of condition.	Grant Date: January 1st Up to 5 days/year (Up to 10 days for two or more family members and in this case, please contact at hr-management@oist.jp)							Family care	1day, Half day (Morning/Afternoon), 1 hour
	Workplace transfer	6 days or less							Special Leave	1 day
	The Employee must bring dependents to the new place of work after an unaccompanied transfer	3 days or less							Special Leave	1 day
	After a business trip to overseas	1day							Special Leave	1day
	After a business trip to the mainland Japan (outside of Okinawa Prefecture) that required traveling on holidays.	Half day							Special Leave	Half day
	Notable difficulties working during menstruation	The number of days required (but only up to 2 days will be paid)							Menstruation Leave *Categories on the Time Management System Submit "Special Leave" application	1 day
	To serve as juror or supplemental juror, or to become a candidate of juror	Necessary days and hours							Special Leave	1day
	Wife's delivery	Up to 3days							Special Leave	1day
	Volunteering or other social contributions (excluding providing support to relatives); prior approval from a manager is required	5 days or less per year							Special Leave	1 day
Natural disasters or other extreme situations	The number of days or hours required							Special Leave	1 day	

\*Injury or illness related to work, please contact to HR Management Section.

When travel is required for above Marriage and Funeral, up to 4days will be added for travel.