SENSUS VERBORUM
EST ANIMA LEGIS

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SAMPLE: WORK RULES

第　６　条　（試用期間）

1. 従業員として採用された日から３ヵ月間は、試用期間とする。

2. 会社は、試用期間中の従業員が次の各号のいずれかに該当し、従業員として不適当であると認めるときは、採用を取消し、本採用を行わない。ただし、改善の余地がある等、特に必要と認めた場合には、会社はその裁量によって、試用期間を６ヵ月まで延長することがある。
   (1) 遅刻及び早退並びに欠勤が多い等、出勤状況が悪いとき
   (2) 上司の指示に従わない、同僚との協調性がない、意欲がない等、勤務態度が悪いとき
   (3) 必要な教育は施したが会社が求める能力に足りず、また、改善の見込みも薄い等、能力が不足すると認められるとき
   (4) 重要な経歴を偽っていたとき
   (5) 必要書類を提出しないとき
   (6) 健康状態が悪いとき（精神の状態を含む。）
   (7) 当社の従業員としてふさわしくないと認められるとき

3. 試用期間中は本規則第４８条に定める事由による休職を認めない。

4. 試用期間は、勤続年数に通算する。

5. 採用の日から１４日を経過した者の本採用拒否については、本規則第４３条（解雇予告）の規定を準用する。

Article 6 (Probation Period)

1. The probation period shall be a period of three (3) months from the date on which one is hired as an employee.
2. Employment will be cancelled and an employee will not be hired when an employee corresponds to any of the following respective items during the probation period, and is found not to be suitable as an employee; provided, however, that if there is room for improvement or other special circumstances exist, the Company may extend the probation period up to six months at its own discretion:
   (1) When often tardy, leaving work early or absent, or otherwise having a poor attendance record;
   (2) When not following the instructions of superiors, when not being cooperative with colleagues, when lacking ambition, or when otherwise demonstrating a poor work attitude;
   (3) When lacking the skills required by the Company after the implementation of necessary training, and there is little expectation for improvement, or when otherwise found to be lacking in ability;
   (4) When materially falsifying one's work history;
   (5) When failing to submit the required documentation;
   (6) When in poor health (including one's mental status);
   (7) When found to be unfit as an employee of the Company.
3. Leaves of absence for the grounds prescribed in Article 48 of these Rules shall not be allowed during the probation period.
4. The probation period shall be included in the calculation of the term of continuous service.
5. The provisions of Article 43 (Advance Notice of Dismissal) of these Rules shall govern the refusal of the employment persons for whom 14 days have lapsed since their hiring date.

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第１１条　（育児時間） 生後満１ヵ年に達しない乳児を育てる女性従業員が育児時間を請求したときは、本規則第７条の休憩時間のほかに、午前に３０分と午後に３０分又は午前若しくは午後に１時間の育児時間を与える。ただし、この育児時間については有給とする。	Article 11　(Childcare Time) When childcare time is requested by a female employee with an infant under the age of one (1) year old, the Company, in addition to the break period of Article 7, shall grant the employee childcare time of either 30 minutes in the morning and 30 minutes in the afternoon, or one hour either in the morning or in the afternoon; provided, however, that wages shall be paid during childcare time.
第１２条　（時間外及び休日勤務） 1.会社は、業務の都合により本規則第７条に定める所定労働時間を超えて、又は本規則第１５条に定める休日に労働させることがある。この場合において、法定の労働時間を超え、又は法定の休日における労働については、会社はあらかじめ従業員の過半数を代表する者と労使協定（以下「３６協定」という。）を締結し、これを所轄労働基準監督署長に届け出るものとし、当該協定の範囲内で時間外労働又は休日労働を行わせることとする。ただし、これらの時間を超えて労働時間を延長しなければならない特別の事情（臨時的なものに限る。）が生じたときは従業員の過半数を代表する者と協議の上、年６回を限度として延長することができる。 2.３６協定の範囲内の時間外労働又は休日労働については、従業員は、正当な理由なく拒否できない。 3.妊娠中の女性及び産後１年を経過しない女性（以下「妊産婦」という。）従業員が請求した場合には、第１項に定める時間外に労働させることはない。	Article 12　(Overtime Work and Holiday Work) 1. The Company, for business reasons, may have employees work above and beyond the prescribed work hours set forth in Article 7 of these Rules or work on the holidays prescribed in Article 15 of these Rules. In such instances, with regard to work beyond the statutory work hours or on statutory holidays, the Company shall enter into a Labor-Management Agreement with a person representing a majority of the employees (hereinafter, an “Article 36 Agreement”), shall submit this Agreement to the director of the competent labor standards inspection office, and shall cause employees to work overtime or on holidays within the scope of this agreement; provided, however, that if special circumstances (limited to temporary circumstances) arise which require an extension of the work hours above and beyond these hours, extensions may be made a maximum of six times per year upon mutual consultation with a person representing a majority of the employees. 2. Absent just grounds, employees shall not be entitled to refuse overtime work or holiday work within the scope of the Article 36 Agreement. 3. Female employees who are pregnant or have given birth within the past year (hereinafter, “Expectant and Nursing Employees”), when requested thereby, shall not be caused to engage in the overtime work prescribed in Paragraph 1.

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第１９条　（年次有給休暇）
1.１２月１日から翌１１月３０日までを年次有給休暇年度（以下「休暇年度」という。）とし、毎年１２月１日に従業員に対して前休暇年度における出勤率と勤続年数に応じて次のとおり年次有給休暇を付与する。ただし、出勤率は出勤日数を所定労働日で除して算定し、勤続年数は、初年度については入社日から１１月３０日までを満１年とみなし、次年度からは毎年１２月１日を基準として算定する。なお、所定労働日とは、前年の１２月１日から当年の１１月３０日までの暦日総日数より本規則第１５条に定める休日数を控除した日数をいう。また、この節の定めにより現実に取得された休暇は、出勤率算定の際出勤したものとして取り扱う。

(1)管理職
　出勤率が５割以上の場合、勤続年数に拘らず、２０日を付与する。なお、出勤率が５割未満の
場合は付与しない。

(2)一般職
　出勤率が５割以上の場合、勤続年数に応じて次のとおり付与する。なお、出勤率が５割未満の場合は付与しない。

Article 19　(Annual Paid Leave)

1. The year for annual paid leave shall be from December 1st of each year through November 30th of the following year (hereinafter referred to as the “Leave Year”), and employees shall be granted annual paid leave on December 1st of each year as follows, in accordance with their rate of attendance in the preceding Leave Year and their continuous years of service; provided, however, that the rate of attendance shall be calculated by dividing the number of days of attendance by the scheduled work days, and with the continuous years of service, employees in their first year of employment shall be deemed to have worked for one full year as of the November 30th immediately following their employment, and from the subsequent year onwards shall be calculated using December 1st as the record date. Furthermore, scheduled work days means the number of days calculated by deducting the number of holidays set forth in Article 15 of these Rules from the total number of calendar days from December 1st of the preceding year through to November 30th of the current year. The leave actually taken in accordance with the provisions of this Subchapter shall be treated as days worked for the purposes of computing the rate of attendance:
   (1) Management Employees
   If the employee’s rate of attendance at work is 50% or more, 20 days shall be granted, regardless of the number of years of continuous service. If the employee’s rate of attendance at work is less than 50%, no annual paid leave will be granted;
   (2) Non-management Employees
   If the employee’s rate of attendance at work is 50% or more, the employee shall be granted annual paid leave as follows in accordance with their number of years of continuous service. If the employee’s rate of attendance at work is less than 50%, no annual paid leave will be granted.

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第５１条　（復職及び休職期間満了による自動退職） 1.会社は、休職事由が消滅したときは直ちに復職させる。ただし、私傷病による休職の場合は、休職期間満了時までに治ゆ又は復職後ほどなく治ゆすることが見込まれると会社が認めた場合に復職させることとする。なお、治ゆとは、通常の業務を遂行できる程度に回復していることをいう。また、この場合にあたっては受診していた医師及び産業医の診断に基づき、会社が復職の可否を決定する。 2.会社は、従業員が本規則第４８条に定めたいずれの休職事由により休職する場合も、復職後は旧職務と異なる職務に配置することがある。 3.復職後６ヵ月以内に直前の休職と同一の事由にて欠勤するときは、その欠勤は直前の休職期間に算入する。 4.休職期間中にその事由が消滅せず復職を命ぜられないときは、休職期間の満了日をもって退職とする。	Article 51　(Reinstatement and Automatic Retirement by Expiration of Term of Leave of Absence) 1. The Company shall immediately reinstate an employ when the grounds for a leave of absence desist; provided, however, that in the event the leave of absence is taken for a Non-Work Related Illness or Injury, the employee shall be reinstated if the employee recovers by the expiration of the term of the leave of absence or the Company finds there is an expectation that the employee will recover shortly after reinstatement. Furthermore, recovery shall mean recovery to the extent the employee is able to engage in ordinary work. In addition, in these instances, the Company shall decide whether or not to reinstate an employee based on the diagnoses of the treating physician and industrial physicians. 2. Even in the event an employee takes a leave of absence for any of the grounds for leave of absence prescribed in Article 48 of these Rules, upon reinstatement, the Company may assign an employee to a different position than their former position. 3. When an employee is absent for the same reasons as a leave of absence in the six months immediately following reinstatement, this absence shall be included in the term of the immediately preceding leave of absence. 4. If the reason for a leave of absence does not desist during the term thereof and reinstatement is not ordered, an employee shall be retired as of the expiration date of the term of the leave of absence.
第５２条　（育児休業及び育児短時間勤務） 会社は、子の養育をする従業員のため、法令の定めるところにより育児休業制度及び育児短時間勤務制度を設ける。両制度の詳細は、別途「育児休業制度規程」及び「育児短時間勤務制度規程」に定める。	Article 52　(Childcare Leave and Shortened Work Hours for Childcare) The Company shall establish a childcare leave system and a shortened work hour system for childcare in accordance with the provisions of the relevant laws and ordinances for employees who are raising children. Details of both systems shall be separately prescribed in the Childcare Leave Rules and the Rules on Shortened Work Hours for Childcare.