

Public University Corporation, The University of Aizu Regulation Concerning Leaves of
Absence and Demotion, Etc. of Personnel

Article One

(Objective)

1.1 This regulation, based on the provisions of Articles 12 and 16 of the Office Regulations for Public University Corporation, The University of Aizu (hereinafter referred to as “PERSONNEL OFFICE REGULATIONS”), aims to determine necessary matters concerning the dismissal, leaves of absence and demotion of personnel.

1.2 With respect to matters not provided for in this regulation, the Fukushima Prefecture Ordinance Concerning the Unemployment of Personnel (Fukushima Prefecture Ordinance No. 70 of 1951) and other Fukushima Prefecture ordinances, regulations and related instructions and notices, etc. provided for separately shall apply correspondingly.

Article Two

(Dismissal, Leave of Absence and Demotion Procedures)

2.1 The Chairperson, when dismissing personnel by virtue of applicability of the provisions of Article 20, Paragraph 1, Item 2 of the PERSONNEL OFFICE REGULATIONS, or mandating leaves of absence of personnel by virtue of applicability of Article 14, Paragraph 1, Item 1, must designate two doctors and have them diagnosed before the dismissal of mandate for leave of absence.

2.2 Discipline in the form of dismissal, or demotion or mandated leave of absence against the will of personnel shall be delivered to personnel on the attached forms Dismissal Order and Explanatory Notes on Discipline (hereinafter referred to as “DISMISSAL ORDER, ETC.”).

2.3 When issuing a “DISMISSAL ORDER, ETC.” mentioned in Paragraph 3 above, in cases where the employee who is the intended recipient of the DISMISSAL ORDER, ETC. cannot be located, these intentions will be declared by publicly announcing its content in accordance with methods provided for in Article 98, Paragraph 2 of the Civil

Code (Law No. 89 of 1954). In such cases, in accordance with the provisions of Article 98, Paragraph 3 of the Civil Code, the DISMISSAL ORDER, ETC. shall be regarded as having been issued to the employee after the passing of two weeks from the date of public announcement.

2.4 When handing out discipline in the form of dismissal, or mandated leaves of absence or demotion against the will of personnel, regarding personnel who are faculty members (professors, associate professors, lecturers, assistant professors, research associates, hereinafter likewise), procedures must be taken in accordance with the provisions of Articles 6 through 11 of the Public University Corporation, The University of Aizu Regulation Concerning Disciplinary Punishment.

Article Three

(Effects of Mandated Leaves of Absence)

3.1 Individuals on mandated leaves of absence shall retain their status as personnel, but shall not engage in work duties.

3.2 The salary of individuals on mandated leaves of absence shall be in accordance with the provisions of the Public University Corporation, The University of Aizu Regulation Concerning Salaries for Personnel.

3.3 Upon expiry of the period of the mandated leave of absence, when special circumstances prevail, personnel can be ordered to take another mandated leave of absence.

Article Four

(Exceptions to Dismissal)

4.1 The Chairperson, depending on the circumstances, can decide not to dismiss personnel sentenced to imprisonment or imprisoned with hard labor by virtue of a traffic accident occurring whilst engaging in work whose sentence is suspended.

4.2 When suspension of the time to be served for a sentence of personnel who were not dismissed in accordance with the provisions of Paragraph 1 is repealed, the relevant personnel shall be dismissed.

Article Five

(Miscellaneous Provisions)

5.1 Other than those provided for in this regulation, necessary matters concerning the dismissal, mandated leave of absence and demotion of personnel shall be determined separately by the Chairperson.

Additional Provisions

(Date of Enforcement)

1. This regulation shall be enforced as of April 1, 2006.

(Interim Measures Concerning the Effects on Status Prior to Enforcement)

2. With respect to individuals mandated to take leave of absence, etc., in accordance with the provisions of Article 28 of the Local Public Service Law (Law No. 261 of 1950) on or before the day of enforcement of this regulation, the effects of the type and extent (hereinafter referred to as "TYPE, ETC.") of whose disciplinary measures extend beyond the date of enforcement, the TYPE, ETC. of measure concerned shall be regarded as a type of discipline determined with Article 14 of the PERSONNEL OFFICE REGULATIONS, etc., and in the absence of special orders, the validity of the original TYPE, ETC. of disciplinary measure shall be maintained.

Additional Provisions

This regulation shall be enforced as of April 1, 2007.

Attached Form (Concerning Article 2)

Order

(Position)	(Name)
(Office Location)	
(Content of Disciplinary Action)	
<p>Y M D</p> <p style="text-align: right;">OOOOO OOOOO, Chairperson Public University Corporation, The University of Aizu</p>	

Explanatory Notes on Disciplinary Action

Explanatory Notes on Disciplinary Action

1 Authority issuing disciplinary action

Position

Name

2 Individual to be disciplined

Name

Affiliation

Position

3 Period for disciplinary action

4 Grounds for disciplinary action

5 Type of Disciplinary action

6 Reasons for Disciplinary action

(Advice)