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Nara Institute of Science and Technology Regulations Concerning Employee Employment Hours, Holidays and Leaves

April 1, 2004
Regulations No. 57

I. General provisions

Article 1 (Intent)

These provisions stipulate the necessary matters in relation to employment hours, holidays, and leave for employees who work full time (hereinafter referred to as the “Employees”) at Nara Institute of Science and Technology (hereinafter referred to as “NAIST”), based on the provisions of Article 30 of the Nara Institute of Science and Technology Employee Employment Regulations (Regulations No. 2, 2004; hereinafter referred to as the “Employment Regulations”).

Article 2 (Relation to laws and ordinances)

Matters related to the Employees’ employment hours, holidays, and leave shall be according to the stipulations of the Labor Standards Act (Law No. 49, 1947; hereinafter referred to as the “Labor Standards Act”) and other laws and ordinances, as well as the stipulations of these provisions.

II. Employment hours, breaks, and holidays

Article 3 (Prescribed employment hours)

1. Prescribed employment hours for one day shall be eight hours, and break time shall be a sixty-minute period.
2. Times of starting and ending employment and the time period for break time shall be as stated below.
 - (1) Time of starting employment: 8:30 a.m.
 - (2) Time of ending employment: 5:30 p.m.
 - (3) Break time: From 12:00 noon until 1:00 p.m.
3. Irrespective of the provisions of the previous clause, when it is necessary for employment, the time of starting employment, the time of ending employment, and the break time may be changed, within a scope in which employment hours do not exceed eight hours for one day.

Article 4 (Holidays)

1. Holidays shall be as stated below.
 - (1) Sundays

- (2) Saturdays
 - (3) The holidays stipulated in the Act on National Holidays (Law No. 178, 1948)
 - (4) The days from December 29 through the following January 3 (excluding the holidays stated in each of the previous items)
 - (5) The anniversary of the NAIST's establishment (October 1)
 - (6) Other days designated by NAIST
2. The holidays of Article 4.1 (1) shall be statutory holidays.

Article 5 (Substitution of holidays)

When it is particularly necessary to order an Employee to work on a holiday of the previous article, a day off may be substituted.

Article 6 (Employment at a location other than the usual employment location)

In the event that an Employee was engaged in employment at a location other than the usual employment location for all or a portion of the employment hours, when it is difficult to calculate employment hours it shall be deemed that the Employee worked the prescribed employment hours. Provided, however, that in the event that it is necessary to work in excess of the prescribed employment hours to perform those duties, it shall be deemed that the Employee worked the hours that would ordinarily be necessary to perform those duties.

Article 7 (Overtime, and holiday employment)

When it is necessary for duties, an Employee may be ordered to work in excess of the prescribed employment hours or on a holiday, according to the stipulations of a labor-management agreement based on the provisions of Article 36 of the Labor Standards Act.

Article 7-2 (Hours of compensatory leave for overtime)

1. Under the stipulations of a labor-management agreement based on the provisions of Article 37.3 of the Labor Standards Act, for Employees who should be provided an overtime allowance under the provisions of Article 21.2 of the Nara Institute of Science and Technology Employee Salary Regulations (Regulations No. 56, 2004) or an allowance for employment on a holiday under the provisions of Article 22.2 of those Regulations, it shall be possible to designate, according to separate stipulations, all or a portion of employment hours for workdays (excluding the holidays stipulated in Article 4.1) within a separately stipulated period, as hours that should be subject to measures that substitute for a provision of a portion of the relevant overtime allowance (hereinafter referred to as the "Hours of Compensatory Leave for Overtime").
2. Except in cases in which employment has particularly been ordered, an Employee for whom the Hours of Compensatory Leave for Overtime were designated under the provisions of the previous clause shall not be required to work during the Hours of Compensatory Leave for Overtime, even during the prescribed employment hours.

Article 7-3 (Late-night employment)

When it is necessary for duties, an Employee may be ordered to work between 10:00 p.m. and 5:00 a.m.

Article 8 (employment in times of emergency or disaster)

1. When it is necessary to have an Employee work due to a disaster or another unavoidable reason, he or she may be ordered to extraordinarily work in excess of the prescribed employment hours or on a holiday, limited to what is necessary for that situation.
2. When an order for employment of the previous clause will be made, the necessary procedures stipulated in Article 33.1 of the Labor Standards Act shall be conducted.

III. Approval for not working

Article 9 (Approval for not working)

Employees may receive approval for not working for certain employment hours, according to separate stipulations.

IV. Exceptions for employment hours

Article 10 (Adjusted employment hour system for less than one month)

An Employee who is required to work in special circumstances for employment reasons, may be ordered to work, according to the stipulations of a labor-management agreement based on the provisions of Article 32-2 of the Labor Standards Act, within a scope in which the employment hours for one week do not exceed forty hours, using a certain period within a month as the average.

Article 11 (Adjusted employment hour system for less than one year)

An Employee who is engaged in employment that is seasonally busy may be ordered to work, according to the stipulations of a labor-management agreement based on the provisions of Article 32-4.1 of the Labor Standards Act, within a scope in which the employment hours for one week do not exceed forty hours, using a certain period of a month or more and up to one year as the average.

Article 12 (Flextime system)

When it is necessary for duties, Employees may be allowed to work with the times of starting and ending work be left to the Employees' discretion, according to the stipulations of a labor-management agreement based on the provisions of Article 32-3 of the Labor Standards Act.

Article 13 (Discretionary employment system)

When, because of the nature of the duties, it is necessary to substantially leave the method of performing duties to the discretion of the Employee who is engaged in that work, it shall be deemed that the person worked the hours stipulated in a labor-management agreement based on the provisions of Article 38-3 of the Labor Standards Act.

V. Leave

Article 14 (Types of leave)

1. Employees' leave shall be as stated below.
 - (1) Annual paid leave
 - (2) Sick leave
 - (3) Special leave
2. When an Employee intends to take annual paid leave, he or she must receive approval from the immediate manager for the timing of the leave to be taken.
3. When an Employee intends to take sick leave or special leave, he or she must receive approval from the immediate manager. Provided, however, that the immediate manager's approval shall not be required for the special leave stipulated in the main text of item (19) of Article 17.
4. Annual paid leave, sick leave, and special leave, shall be paid.
5. In addition to the matters stipulated in these regulations, procedures related to leaves and other necessary matters shall be stipulated separately.

Article 15 (Annual paid leave)

1. Annual paid leave shall be leave for each calendar year, and the number of days of annual paid leave shall be as stated in the relevant item below, in accordance with the Employee's classification stated in each of the items below.
 - (1) An Employee other than an Employee stated in item (2) through item (4): 20 days
 - (2) An Employee other than the Employees stated in item (3) and item (4) who is a person who newly became an Employee midway through the relevant year or who will resign because of the expiration of the term: The number of days stated in the number of days column of Appendix 1, in accordance with the period of employment in the relevant year
 - (3) A person who was an Employee who was employed, in the year before the relevant year, by the national government, an independent administrative agency, a national university corporation, or another corporation that has a close relationship with the NAIST's work and that the NAIST stipulated (hereinafter referred to as the "National Government Employee"), and who then newly became an Employee in the relevant year: The number of days stipulated separately by NAIST, in consideration of the period of employment as the National Government Employee and the number of remaining days of leave that are equivalent to annual paid leave during the employment period
 - (4) An Employee who is working shortened hours for childcare in the form of the employment stipulated in Article 13.1.1 through Article 13.1.4 of the Nara Institute of Science and Technology Regulations related to Employees' Childcare Leave and Family Care Leave (Regulations No. 59, 2004; hereinafter referred to as the "Childcare Leave Regulations"): The number of days stated below, in accordance with the classification of the form of employment stated below
 - a. Article 13.1.1 and Article 13.1.2 of the Childcare Leave Regulations: 20 days
 - b. Article 13.1.3 of the Childcare Leave Regulations: 12 days
 - c. Article 13.1.4 of the Childcare Leave Regulations: 10 days
2. When the number of workdays for each week or the number of employment hours for each workday (hereinafter referred to as the "Employment Form") will change, the number of days of annual paid

leave for an Employee on or after the date of that change shall be the number of days of each item stated below.

- (1) In the event that the Employment Form of the date of the relevant change began on the first date of the relevant year, the number of days obtained by adding the number of days of annual paid leave that were carried over from the year before the relevant year under the provisions of Article 15.6 to the number of days stated in Article 15.1.1 through Article 15.1.4
- (2) In the event that the Employment Form after the relevant change began after the first date of the relevant year, when the Employment Form began before the relevant change on or before that date, the number of days obtained by subtracting from the relevant number of days the number of days of annual paid leave that were used by the date before the date of the relevant change in the relevant year, and then multiplying that number by the ratio stated in the ratio column of the table of the following item, in accordance with the case that is stated in the classification column of that table (when there is a fraction of less than one day, the number of days obtained by rounding off that fraction)
- (3) In the event that the Employment Form after the relevant change began after the first date of the relevant year, when the Employment Form began before the relevant change after the first date of the relevant year, the number of days obtained by subtracting from the number of days obtained under the provisions of the previous item on the date the relevant Employment Form began the number of days of annual paid leave that were used from that date until the date before the date of the relevant change, and then multiplying that number by the ratio stated in the ratio column of the table below, in accordance with the classification column of that table (when there is a fraction of less than one day, the number of days obtained by rounding off that fraction)

Classification	Ratio
Case in which an Employee other than an Employee working shortened hours for childcare will begin shortened employment hours for childcare where the number of workdays in each week and the number of employment hours in each workday are the same (hereinafter in this table referred to as the "Uniform Shortened Hours for Childcare")	The ratio obtained by dividing the number of workdays for one week after the change of the Employment Form by the number of workdays for one week before the change of that Employment Form
Case in which an Employee performing Uniform Shortened Employment Hours for Childcare will subsequently begin Uniform Employment of Shortened Hours for Childcare with a different Employment Form	
Case in which an Employee working shortened hours for childcare will finish the Uniform Shortened Hours for Childcare	
Case in which an Employee other than an Employee working shortened hours for	The ratio obtained by dividing the number of employment hours for one

childcare will begin working shortened hours for childcare other than the Uniform Shortened Hours for Childcare (hereinafter in this table referred to as the "Non-Uniform Shortened Hours for Childcare")	week after the Employment Form change by the number of employment hours for one week before the change of that Employment Form
Case in which an Employee performing Non-Uniform Shortened Hours for Childcare will subsequently start to be an Employee performing Non-Uniform Shortened Employment Hours for Childcare that has a different Employment Form	
Case in which an Employee working shortened hours for childcare will finish being an Employee performing Non-Uniform Shortened Hours for Childcare	
Case in which an Employee performing Uniform Shortened Hours for Childcare will subsequently start to be an Employee conducting the Non-Uniform Shortened Hours for Childcare	The ratio obtained by dividing the number of employment hours per week after the Work Form change by the number of employment hours per week in the event it was deemed that the number of employment hours for each workday before the change of that Employment Form is eight hours
Case in which an Employee performing Non-Uniform Shortened Hours for Childcare will subsequently begin Uniform Shortened Hours for Childcare	The ratio obtained by dividing the number of employment hours per week in the event it was deemed the number of employment hours for each workday after the Employment Form change is eight hours by the number of employment hours per week before that Employment Form change

3. The unit for annual paid leave shall be one day or a half day (for an Employee working shortened hours for childcare, one day). Provided, however, that when it may be recognized as particularly necessary, it shall be possible to make the unit one hour.
4. Irrespective of the provisions of the previous clause, the unit for annual paid leave for Employees working shortened hours for childcare in the form of employment of Article 13.1.4 of the Childcare Leave Regulations shall be one hour.
5. In the event that annual paid leave using one hour as a unit will be converted into days, the number of hours stated in the relevant item shall be one day, in accordance with the Employee's classification stated in the items below.

(1) Employees other than the Employees stated in the next item: 8 hours

- (2) Employees working shortened hours for childcare in a form of employment stated in Article 13.1.1 through Article 13.1.4 of the Childcare Leave Regulations: The number of hours stated below, in accordance with the classification of the form of employment stated below
- a. Article 13.1.1 of the Childcare Leave Provisions: 4 hours
 - b. Article 13.1.2 of the Childcare Leave Provisions: 5 hours
 - c. Article 13.1.3 or Article 13.1.4 of the Childcare Leave Provisions: 8 hours
6. Annual paid leave (excluding annual paid leave that was carried over under the provisions of this clause) may be carried over to the year after the relevant year, limited to a remaining number of days (in the event that the Employment Form will be changed on the first date of the year after the relevant year, it shall be the number of days obtained by multiplying the relevant number of remaining days by the ratio stated in the ratio column of the table of Article 15.2.3, in accordance with the case stated in the classification column of that table, and when there is a fraction of less than one day it shall be the number of days with that fraction rounded off) within a scope that does not exceed twenty days (for the Employees stated in Article 15.1.4, the number of days according to the provisions of that item).

Article 15-2

For those Employees who are granted ten (10) or more days of annual paid leave according to the stipulations of paragraph 1 above, NAIST may consult with this Employee and regard the Employee's opinion in specifying the timing to take up to five (5) days (When the Employee has taken annual paid leave according to paragraph 3 above, the days of annual paid leave (If the number is more than five (5) days, then it will be five (5) days.) will be subtracted from these five days.) of annual paid leave from the total number of days of annual paid leave.

Article 16 (Sick leave)

1. Sick leave shall be leave for cases in which it is necessary for an Employee to recuperate because of an injury or illness and when it may be recognized that not working is unavoidable.
2. A period of sick leave shall be a period within a scope of ninety days for which it may be recognized that not working is unavoidable due to recuperation. Provided, however, that in the event that it is expected that it would be possible to come back to work in a short period after ninety days have passed, this shall not apply.
3. When an Employee will take sick leave again because of an injury or illness that may be recognized as caused by the same injury or the same illness within one year after returning from sick leave, these periods of sick leave shall be combined and the period shall be within a scope of ninety days. The same shall apply when sick leave is taken repeatedly.

Article 17 (Special leave)

Special leave shall be leave in a case that falls under any of the items below, and its period shall be the period stated in the relevant item.

- (1) In the event that an Employee will exercise voting rights or other rights as a citizen, when it may be recognized that not working in that case is unavoidable: The period that may be recognized as

necessary

- (2) In the event that an Employee will appear in the Diet, a court, the legislature of a local government, or another government office as a citizen judge, a witness, an appraiser, or an unsworn witness, when it may be recognized that not working in that case is unavoidable: The period that may be recognized as necessary
- (3) In the event that an Employee will make a proposal for registration to a person who will conduct registration as a person who wants provision of bone marrow for a bone-marrow transplant or peripheral stem cells for a peripheral stem-cell transplant, or will provide, to a person other than a spouse, parent, child (as stipulated in the Act on Childcare Leave, Caregiver Leave, and Other Measures for the Welfare of Workers Caring for Children or Other Family Members, Law No. 49, 1947; hereinafter the same), or sibling, bone marrow for a bone-marrow transplant or peripheral stem cells for a peripheral stem-cell transplant, when it may be recognized that not working is unavoidable because of tests or hospitalization that are necessary in association with that proposal or provision: The period that may be recognized as necessary
- (4) In the event that an Employee will voluntarily and without obtaining remuneration conduct an activity stated below that contributes to society (excluding activities that will exclusively support family members), when it may be recognized that not working in that case is appropriate: A period within the scope of five days in one year
 - a. Distributing daily necessities or conducting other activities to support victims in a devastated area, or its surrounding area, where a disaster of a substantial scale occurred because of an earthquake, a severe storm, or an eruption
 - b. Activities at a facility that supports disabled people, a special nursing home for elderly people, or another facility whose main purpose is taking measures necessary for people with physical or mental disabilities or people affected by injury or illness and that NAIST has stipulated
 - c. Besides the activities stated in items a and b, activities to provide nursing care or other daily life support for people who are normally hindered in conducting daily activities because of a physical or mental disability, injury, or illness
- (5) In the event that an Employee will get married, when it may be recognized that not working is appropriate for the purpose of a wedding, travel, or another event that may be recognized as necessary in association with the marriage: A period within the scope of five consecutive days within the period stipulated by NAIST
- (6) In the event that a female Employee who expects to give birth within eight weeks (in the case of a multiple pregnancy, fourteen weeks) has made a request: From the period proposed up to the date of childbirth
- (7) In the event that a female Employee has given birth: The period from the date after childbirth until the date when eight weeks have passed; Provided, however, that in the event that a female Employee for whom six weeks have passed since childbirth has proposed working, she may be allowed to conduct the work that a physician has recognized as not being a problem.
- (8) In the event that an Employee who is raising a child younger than one year old will do breast-feeding, etc. that is recognized as necessary in order to care for that child: A period within thirty minutes each, two times a day (for a male Employee, in the event that the parent (For this child, includes persons

who presently has guardianship and has applied to the family court for the establishment of a special adoption (limited to cases pending domestic adjudication concerning such applications) as stipulated in the first paragraph of Article 817.2 of the Civil Code (Law No. 89, 1896)), persons who wish to become an adoptive parent through adoption and is a foster parent of such child as stipulated in the first paragraph of Article 6.4 of the Child Welfare Act (Act No. 164, 1947) according to stipulations of the third paragraph of Article 27.1 of the same act, and persons who are foster parents as stipulated in Article 27.2 of the same Act (Due to contradictions that may arise with stipulations of Article 27.4 of the same Act, this limited to those persons who wish to become an adoptive parent but are unable to under the same article)) of that child who is not that Employee has received approval for the leave of this item (including leave that is equivalent to this) on the date on which that Employee intends to use the leave of this item or has requested childcare time on that date under the provisions of Article 67 of the Labor Standards Act, a period that does not exceed the period of thirty minutes each, twice a day, minus each period for that approval or request)

- (9) In the event that it may be recognized that it is appropriate for an Employee to not work because he will conduct the accompaniment at the hospital that may be recognized as necessary in relation to childbirth by his wife (including a person for whom the marriage has not been registered but who in effect is in the same situation as a marriage relationship; the same in item 10): A period within the scope of two days within the period stipulated by NAIST
- (10) In the event that an Employee's wife will give birth and it is in the period from the date six weeks (in the case of a multiple pregnancy, fourteen weeks) before her expected date of childbirth until the date when eight weeks have passed since the date of that childbirth, when the Employee is raising the child related to that childbirth or a child younger than the age of beginning elementary school (including his wife's child) and it may be recognized that it is suitable for that Employee to not work for the purpose of raising such children: A period within the scope of five days within that period
- (11) In the event that an Employee who is raising a child younger than the age of beginning elementary school (including the spouse's child; hereinafter in this item the same) and it may be recognized that it is suitable for the Employee to not work in order to provide care for that child (refers to taking care of that child when he or she has been injured or become sick, or conducting the care for that child that NAIST stipulates separately as something that is necessary in order to try to prevent illness): A period within the scope of five days (in the case of two or more children who are being raised and who are younger than the age of beginning elementary school, ten days) in one year
- (12) In the event that an Employee will provide nursing care or other care that is separately stipulated by NAIST for a person who is ordinarily hindered in conducting daily activities because of a physical or mental disability, injury, or illness (hereinafter in this item referred to as the "Person who Requires Nursing Care"), and it may be recognized that it is appropriate for the Employee to not work in order to provide that care: A period within a scope of five days (in the case of two or more People who Require Nursing Care, ten days) in one year
- (13) In the event that an Employee's relative (limited to the relatives listed in the relative column of Appendix 2) has died, when it may be recognized that it is appropriate for the Employee to not work for the purpose of a funeral, mourning, or another event that may be recognized as necessary in association with the relative's death: A period within the scope of the consecutive number of days (in

the event that the Employee will travel to a distant place for a funeral, the number of days plus the number of days required for the round trip) stated in the number of days column of that appendix, in accordance with the relative

- (14) In the event that it may be recognized that it is appropriate for an Employee to not work for the purpose of a special event in remembrance of a parent (limited to matters conducted within the NAIST-stipulated number of years after the parent's death): A period within the scope of one day
- (15) In the event that it may be recognized that it is appropriate for an Employee to not work during summer for the purpose of Obon holiday events, maintenance or enhancement of mental or physical health, or enhancement of domestic life:
In the period from July through September of one year, a period within the scope of three consecutive days, excluding the holidays stipulated in Article 4.1.1 through Article 4.1.3, the workdays for which the Hours of Compensatory Leave for Overtime were designated for all of the employment hours of the workdays stipulated in Article 7.2.1, and the period stipulated in Item 19 of this Article
- (16) In a case that falls under one of the items below due to an earthquake, flood, fire, or other disaster, or in another case equivalent to one of these, when it may be recognized that it is appropriate for an Employee to not work: A period within the scope of seven days
- a. In the event that the Employee's current residence was lost or damaged, when that Employee is conducting restoration work for that residence or has temporarily evacuated
 - b. In the event that the water or food that is necessary for the daily life of an Employee or a person who belongs to the same household as that Employee is remarkably insufficient, when it is not possible for a person other than that Employee to ensure those matters
- (17) In the event that it may be recognized that coming to work is significantly difficult due to an earthquake, a flood, a fire, another disaster, or a related transportation accident: The period that may be recognized as necessary
- (18) When it may be recognized, in relation to an earthquake, a flood, a fire, another disaster, or an accident of a means of transportation, that not working is unavoidable in order for the Employee to avoid physical danger when leaving work: The period that may be recognized as necessary
- (19) Period of summer closure: The three-day period stipulated in Appendix 3, with the day of August 1 of one year as the standard (Provided, however, that in the event that because of an unavoidable employment reason it is necessary to work by coming to work or taking a business trip, a period within the scope of three consecutive days in the period from July through September of the relevant year, excluding the holidays stipulated in Article 4.1.1 through Article 4.1.3)
- (20) In the event that it may be recognized that it is appropriate for an Employee to not work in order to refresh him or herself mentally or physically or enhance domestic life: A period within the scope of three days in one year

VI. Health, safety, and welfare of female Employees

Article 18 (Exemption of employment for female Employees who are pregnant)

Female Employees who are pregnant and female Employees who gave birth within the last year

(hereinafter referred to as the “Pregnant Female Employees”) shall not be made to perform duties that are harmful to pregnancy, childbirth, or nursing.

Article 19 (Exemption of late-night and overtime employment for Pregnant Female Employees)

In the event that a Pregnant Female Employee has made a proposal to NAIST, she shall not be made to work late at night or work overtime or on holidays.

Article 20 (Reduction of employment for Pregnant Female Employees)

In the event that a Pregnant Female Employee has made a proposal to NAIST, her work shall be reduced or she shall be allowed to perform other easier duties.

Supplementary provision

These Regulations shall come into effect on April 1, 2004.

Supplementary provision

These Regulations shall come into effect on April 1, 2005.

Supplementary provision

These Regulations shall come into effect on April 1, 2008.

Supplementary provisions

(Date of enforcement)

1. These Regulations shall come into effect on April 1, 2009.

(Interim measure pursuant to combination of periods of sick leave)

2. Irrespective of the provisions of the revised Article 17.3, periods of sick leave for Employees who were already taking sick leave or had taken sick leave before enforcement of these Regulations shall not be subject to combination.

Supplementary provision

These Regulations shall come into effect on May 21, 2009.

Supplementary provision

These Regulations shall come into effect on January 1, 2010.

Supplementary provision

These Regulations shall come into effect on April 1, 2010.

Supplementary provision

These Regulations shall come into effect on June 30, 2010.

Supplementary provision

These Regulations shall come into effect on July 1, 2011.

Supplementary provision

These Regulations shall come into effect on April 1, 2012.

Supplementary provision

These Regulations shall come into effect on April 1, 2013.

Supplementary provision

These Regulations shall come into effect on April 1, 2016.

Supplementary provision

These Regulations shall come into effect on January 1, 2017.

Supplementary provision

These Regulations shall come into effect on January 1, 2020.

Supplementary provision

These Regulations shall come into effect on April 1, 2020.

Appendix 1 (related to Article 15.1.2)

Period of employment	Number of days
Period until 1 month is reached	2 days
Period between more than 1 month until 2 months is reached	3 days
Period between more than 2 months until 3 months is reached	5 days
Period between more than 3 months until 4 months is reached	7 days
Period between more than 4 months until 5 months is reached	8 days
Period between more than 5 months until 6 months is reached	10 days
Period between more than 6 months until 7 months is reached	12 days
Period between more than 7 months until 8 months is reached	13 days
Period between more than 8 months until 9 months is reached	15 days
Period between more than 9 months until 10 months is reached	17 days
Period between more than 10 months until 11 months is reached	18 days
Period between more than 11 months and less than 1 year	20 days

Appendix 2 (related to Article 17.13)

Relative	Number of days
Spouse	7 days
Parent	
Child	5 days
Grandparent	3 days (7 days, when Employee will receive inheritance per stirpes and inherit ritual equipment, etc.)
Grandchild	1 day
Sibling	3 days
Uncle or aunt	1 day (7 days, when Employee will receive

	inheritance per stirpes, and inherit ritual equipment, etc.)
Parent's spouse or spouse's parent	3 days (7 days, if covered by same budget as Employee)
Child's spouse or spouse's child	1 day (5 days, if covered by same budget as Employee)
Grandparent's spouse or spouse's grandparent	1 day (3 days, if covered by same budget as Employee)
Sibling's spouse or spouse's sibling	
Uncle's or aunt's spouse	1 day

Appendix 3 (related to Article 17.19)

Day of the week on August 1	Period of summer closure
Sunday	August 13, August 16, August 17
Monday	August 15, August 16, August 17
Tuesday	August 14, August 15, August 16
Wednesday	August 13, August 14, August 15
Thursday	August 14, August 15, August 16
Friday	August 13, August 14, August 15
Saturday	August 12, August 13, August 14