

○ Working Hour System of the National Public Employees in the Regular Service (Outline)

Working Pattern	Target employees	Outline		Related Regulations, etc.
		Holidays	Working Hours	
Regular work	-	Saturdays, Sundays and public holidays, etc.	<ul style="list-style-type: none"> •7 hours and 45 minutes per day (38 hours and 45 minutes per week) •Working hours are basically set so that administrative services can be provided during the government office hours (8:30 a.m. to 5:00 p.m.). 	<ul style="list-style-type: none"> •Act concerning Working Hours, Leaves, etc. for National Public Officers Engaged in Regular Services (Act on Working Hours) •NPA Rule 15-14 (Working Hours, Holidays and Leave of Absence of National Public Employees) •Concerning Office Hours and Holidays of Government Offices (Cabinet Order No. 6 of 1923)
Staggered commuting times	Employees who commute to a government office located in a traffic congested area (Tokyo, Saitama City, Yokohama City, etc.)	Saturdays, Sundays and public holidays, etc.	<ul style="list-style-type: none"> •7 hours and 45 minutes per day (38 hours and 45 minutes per week) •Staggered commuting hours are set to ease congestion in metropolitan areas. 	<ul style="list-style-type: none"> •Act concerning Working Hours •NPA Rule 15-14 •Concerning Measures for Staggered Commuting to Work and School (Decided by the Transport Headquarters in 1965)
Early or late work starting time	Employees who work irregular hours due to the necessity of their duties Employees who wish to work irregular hours due to circumstances such as childcare, nursing care, or study	Saturdays, Sundays and public holidays, etc.	<ul style="list-style-type: none"> •7 hours and 45 minutes per day (38 hours and 45 minutes per week) •Irregular working hours, such as early mornings and evenings, are set according to the necessity of duties and other circumstances such as childcare, nursing care and study. 	<ul style="list-style-type: none"> •Act concerning Working Hours •NPA Rule 15-14 •NPA Rule 10-11 (Restrictions on Early or Late Work Starting Time, Late-night Work and Overtime Work for Employees Raising Children or Caring for Family Members)
Flexitime system	Employees who made a request	Saturdays, Sundays and public holidays, etc.	<ul style="list-style-type: none"> •155 hours per 4-week period in principle (38 hours and 45 minutes per week) •Working hours are set in consideration of the request made by employees concerning the number of working hours and time periods they wish to work (※) ※ Requests should be made in accordance with standards such as the minimum working hours per day, the hours that employees are required to be on duty (core time), and the time periods during when employees can set their working hours (flexible time). 	<ul style="list-style-type: none"> •Act concerning Working Hours (Article 6, item 3, etc.) •NPA Rule 15-14 (Article 3, etc.)
Shift work system, etc.	Employees of a government office that requires working on Saturdays and Sundays or in a 24-hour shift system due to circumstances in the public service administration (prison officers, air traffic control officers, customs officers, etc.)	8 days per 4-week period in principle	<ul style="list-style-type: none"> •In principle, working hours are flexibly set to 38 hours and 45 minutes per week for four-week periods. 	<ul style="list-style-type: none"> •Act concerning Working Hours (Article 7, etc.) •NPA Rule 15-14 (Article 5, etc.)
Discretionary working system	Invited fixed-term researchers	Saturdays, Sundays and public holidays, etc.	It is deemed that an employee has worked 7 hours and 45 minutes per day and 38 hours and 45 minutes per week.	Act on Special Measures of Employment and Remuneration of Officials with Fixed Term of Office in the Regular Service