

Outline of the Professional-development Leave System

This is a leave system permitting full-time employees who hope to study at a university, etc. or participate in an international contribution activity to leave duties while retaining his/her employee status.

1. Reason

(1) Studying at a university, etc.

Studying at a domestic or overseas university (including courses or graduate school programs offered by a university) to earn degree

(2) International contribution activity

Participating in a voluntary activity in a developing country implemented by the Japan International Cooperation Agency (JICA)

* The “Japan Overseas Cooperation Volunteers” and “Senior Overseas Volunteer” programs implemented by JICA

2. Requirement

Over 2 years of incumbent period

3. Period

(1) Leave to study at a university 2 years (3 years in the case of particular need)

* Case of particular need: Graduate school program which requires 2–3 years to earn a degree (including doctoral courses (latter term), etc.)

(2) Leave to participate in an international contribution activity 3 years

4. Request and Approval

Approval or disapproval is decided based on the employees’ work performance, details of the course/program at the university or details of the international contribution activity, and other matters when an employee requests the leave and there is no problem in public service operations even if the request is permitted.

5. Effect

An employee who is on this leave does not engage in duties but retains his/her employee status (supernumerary). Remuneration is not paid during the leave period.

6. Remuneration after returning to work

(1) Remuneration adjustment

Adjustable within the range recognized as necessary to balance with remuneration of other employees of the department

(2) Service period in calculation of the retirement allowance

The entire period of the leave is excluded from the service period (Half the period is excluded when the employee's study or international contribution activity is recognized as particularly contributable to efficient public service operations)

7. Date of enforcement

August 1, 2007