

☆～☆～☆～☆～☆～☆

本文書は、全学からの依頼に基づいて英文化チームで翻訳したものであり、本学の最新版・正式文書でないことがあります。このことにご注意の上、翻訳支援のツールとしてご利用ください。最新版・正式文書が必要な場合は、必ずその文書を管理している担当部局に照会して入手してください。

This document has been translated by the English Translation Team on request by University members. The documents may not be current or official University documents. Please keep this in mind and use this database as a translation support tool. If you require the most recent or the official version of a document, please inquire with the department responsible for managing the document to acquire it.

☆～☆～☆～☆～☆～☆

東海国立大学機構職員休職規程取扱細則（改正：令和３年３月３１日機構細則第１９７号）

Tokai National Higher Education and Research System Detailed Rules on the Handling of Employee Administrative Leave (Revision: THERS Detailed Rule No. 197 of March 31, 2021)

翻訳年月日：令和５年１２月１１日

Translation Date: December 11, 2023

東海国立大学機構職員休職規程取扱細則

Tokai National Higher Education and Research System Detailed Rules on the Handling of Employee Administrative Leave

（令和２年４月１日機構細則第９号）

(THERS Detailed Rule No. 9 of April 1, 2020)

改正

Revision

令和３年３月３１日機構規程第１９７号

THERS Rule No. 197 of March 31, 2021

（趣旨）

(Purpose)

第１条 東海国立大学機構職員休職規程（令和２年度機構規程第２５号。以下「休職規程」という。）

第８条の規定に基づく休職に関する事項の取扱いについては、この細則の定めるところによる。

Article 1 These Detailed Rules prescribe the handling of matters regarding administrative leave pursuant to the provisions of Article 8 of the Tokai National Higher Education and Research System Employee Administrative Leave Rules (THERS Rule No. 25 of 2020, hereinafter referred to as the “Administrative Leave Rules”).

（同意書）

(Letter of Consent)

第２条 東海国立大学機構職員就業規則（令和２年度機構規則第１号。以下「職員就業規則」という。）

第１５条第１項各号（第３号を除く。）の規定により職員を休職にする場合は、当該職員の同意書を徴するものとする。

Article 2 (1) Where an employee is placed on administrative leave under the provisions of each item of Article 15, Paragraph (1) (excluding Item (iii)) of the Tokai National Higher Education and Research System Employee Work Rules (THERS Rule No.1 of 2020, hereinafter referred to as the “Employee Work Rules”), a letter of consent shall

be collected from said employee.

2 前項の同意書は、自筆のものとし、根拠条項及び同意期間（始期及び終期）が本文中に記入されたものとする。

(2) The letter of consent set forth in the preceding paragraph shall be written and signed by the employee him or herself, and the main body of the letter shall include the provisions on which the leave is to be based and the consent period (start date and end date).

（病気休職）

(Sick Leave)

第3条 職員就業規則第15条第1項第1号又は第2号の規定により職員を休職にする場合、同項第1号又は第2号の規定による休職の期間を更新する場合又は休職期間満了前に復職させる場合は、原則として医師の判断の結果に基づいて行うものとする。

Article 3 (1) Where an employee is placed on administrative leave in accordance with the provisions of Article 15, Paragraph (1), Item (i) or (ii) of the Employee Work Rules, in the event that the period of administrative leave is renewed in accordance with the provisions of Item (i) or (ii) thereof or the employee is made to return to work before the expiration of the period of administrative leave, such measures shall in principle be carried out on the basis of the judgment of a physician.

2 職員就業規則第15条第1項第2号の業務外の事由は、通勤（労働者災害補償保険法（昭和22年法律第50号）第7条第2項に規定する通勤をいう。）による傷病を含むものとする。

(2) Causes other than the work-related causes set forth in Article 15, Paragraph (1), Item (ii) of the Employee Work Rules shall include injury or illness resulting from commuting (Refers to commuting as set forth in Article 7, Paragraph (2) of the Industrial Accident Compensation Insurance Act (Act No. 50 of 1947)).

3 職員就業規則第15条第1項第2号に規定する「長期の療養を要する場合」には、東海国立大学機構職員の勤務時間、休暇等に関する規程（令和2年度機構規程第30号）第24条に規定する病気休暇を連続して90日（結核性疾患にあっては、1年）取得した後、更に引き続き療養を要する場合を含むものとする。

(3) Cases prescribed in Article 15, Paragraph (1), Item (ii) of the Employee Work Rules, where “the employee requires a long recuperation,” shall include cases where the employee requires further recuperation after having taken sick leave, as prescribed in Article 24 of the Tokai National Higher Education and Research System Employee Working Hours and Leave Rules (THERS Rules No. 30 of 2020), continuously for 90 days (one year for persons suffering from tuberculosis).

4 休職規程第4条第2項に規定する「特に必要であると機構長が認める場合」とは、医師の診断書により、治癒予定が休職期間満了後から1月程度と認められる場合、その他これに準ずると認められる場合で、役員会の議を経て3年を超えて当該休職期間を更新することが必要であると認められるときをいう。

(4) Cases prescribed in Article 4, Paragraph (2) of the Administrative Leave Rules, where “the Chancellor finds it particularly necessary,” shall refer to cases where it is found, according to a medical certificate from a physician, that recovery is expected to take until about one month after the expiration of the period of such administrative leave or other cases which are found to be equivalent to such cases, and where it is found, after discussion by the

Board of Trustees, that it is necessary to exceed three years and renew the period of the administrative leave.

(研究休職の対象除外)

(Exclusion of Research Leave)

第4条 単なる知識の習得又は資格の取得を目的とする場合は、職員就業規則第15条第1項第4号の規定により休職することはできない。

Article 4 Where the purpose is only for the acquisition of knowledge or qualifications, an employee may not take administrative leave pursuant to the provisions of Article 15, Paragraph (1), Item (iv) of the Employee Work Rules.

(機構が指定する施設等)

(Facilities etc. Designated by THERS)

第5条 職員は、職員就業規則第15条第1項第4号又は第5号の指定を求める場合、機構長に別記様式1又は別記様式2の申請書を提出するものとする。

Article 5 (1) Where an employee requires a designation as set forth in Article 15, Paragraph (1), Item (iv) or (v) of the Employee Work Rules, said employee shall submit the application form Appended Form No. 1 or Appended Form No. 2 to the Chancellor.

2 職員は、職員就業規則第15条第1項第4号の国際事情の調査等の業務の指定を求める場合、機構長に別記様式3の申請書を提出するものとする。

(2) Where an employee requires the designation of duties with regard to investigations of international affairs, etc. as set forth in Article 15, Paragraph (1), Item (iv) of the Employee Work Rules, said employee shall submit the application form Appended Form No. 3 to the Chancellor.

(研究成果活用企業役員兼業休職の要件及び承認手続)

(Requirements and Approval Procedures for Leave for an Additional Occupation at a Corporation which Utilizes Research Results)

第6条 職員は、職員就業規則第15条第1項第6号の規定による休職（以下「研究成果活用企業役員兼業休職」という。）の承認を求める場合、機構長に別記様式4の申請書を提出するものとする。

Article 6 (1) Where an employee requires approval for administrative leave pursuant to the provisions of Article 15, Paragraph (1), Item (vi) of the Employee Work Rules (hereinafter referred to as “Leave for an Additional Occupation at a Corporation which Utilizes Research Results”), said employee shall submit the application form Appended Form No. 4 to the Chancellor.

2 研究成果活用企業役員兼業休職をするためには、職員就業規則第15条第1項第6号の規定による承認のほか、東海国立大学機構役員及び職員の兼業・兼職に関する規程（令和2年度機構規程第24号）第5条第2号の規定による承認を必要とする。

(2) In order to take Leave for an Additional Occupation at a Corporation which Utilizes Research Results, approval pursuant to the provisions of Article 5, Item (ii) of the Tokai National Higher Education and Research System Rules on Additional Occupations and Additional Positions by Officers and Employees (THERS Rules No. 24 of 2020) shall be necessary in addition to approval pursuant to the provisions of Article 15, Paragraph (1), Item (vi) of the Employee Work Rules.

(派遣休職)

(Dispatch Leave)

第7条 職員就業規則第15条第1項第7号に規定する我が国が加盟している国際機関、外国政府の機関等は、次の各号のいずれかに該当するものとする。

Article 7 (1) The institutions such as international institutions that Japan is a member of or foreign government institutions set forth in Article 15, Paragraph (1), Item (vii) of the Employee Work Rules shall be institutions which fall under any of the following.

一 我が国が加盟している国際機関

(i) An international institution that Japan is a member of

二 外国政府の機関

(ii) A foreign government institution

三 外国の州又は自治体の機関

(iii) A foreign state or municipal institution

四 外国の学校、研究所又は病院

(iv) A foreign school, research institute or hospital

五 国際標準化機構（ISO）

(v) The International Organization for Standardization (ISO)

六 国際ヒューマン・フロンティア・サイエンス・プログラム推進機構（HFSP）

(vi) The International Human Frontier Science Program Organization (HFSP)

七 国際刑事警察機構（ICPO）

(vii) The International Criminal Police Organization (ICPO)

八 メコン河委員会（MRC）

(viii) The Mekong River Commission (MRC)

九 南太平洋経済交流支援センター（SPEESC）

(ix) The South Pacific Economic Exchange Support Centre (SPEESC)

十 包括的核実験禁止条約機関準備委員会（CTBT準備委員会）

(x) The Preparatory Commission for the Comprehensive Nuclear Test Ban Treaty Organization (the Preparatory Commission for the CTBT)

十一 チリ共和国の環境センター（CENMA）

(xi) The National Center of Environment in the Republic of Chile (CENMA)

十二 世界貯蓄銀行協会（WSBI）

(xii) The World Savings and Retail Banking Institute (WSBI).

2 職員就業規則第15条第1項第7号に掲げる「派遣」とは、国際協力等のため条約、協定、交換公文、覚書等に基づき、又は国際機関等からの要請に応じて職員を派遣する場合が該当し、単に職員が知識の習得、資格の取得等を目的として調査又は研究のため海外へ赴くような場合は、前項に掲げる機関の業務に従事する場合であっても派遣の対象とはならない。

(2) “Dispatch” as set forth in Article 15, Paragraph (1), Item (vii) of the Employee Work Rules shall apply to cases where the employee is dispatched pursuant to a treaty, agreement, exchange of notes or memorandum for international cooperation, etc. or in response to a request from an international institution, etc., and shall not apply to cases such as where an employee goes overseas to conduct an investigation or research simply for the purpose of

acquiring knowledge, qualifications, etc., even in cases where the employee will engage in duties of the institutions set forth in the preceding paragraph.

3 職員就業規則第15条第1項第7号の規定により、我が国が加盟している国際機関、外国政府の機関等に派遣させる場合、特に必要と認められるときは、東海国立大学機構旅費規程（令和2年度機構規程第63号）に定める赴任の例に準じ旅費を支給することができる。

(3) Where, under the provisions of Article 15, Paragraph (1), Item (vii) of the Employee Work Rules, an employee is dispatched to an institution such as an international institution that Japan is a member of or to a foreign government institution, and when it is found to be particularly necessary, travel allowances may be paid in line with the provisions on new posting travel set forth in the Tokai National Higher Education and Research System Travel Allowance Rules (THERS Rule No. 63 of 2020).

（専従休職）

(Full-time Engagement Leave)

第8条 職員は、職員就業規則第15条第1項第8号の規定による休職（以下「専従休職」という。）の承認を求める場合、機構長に別記様式5の申請書を提出するものとする。

Article 8 (1) Where an employee requires approval for administrative leave pursuant to the provisions of Article 15, Paragraph (1), Item (viii) of the Employee Work Rules (hereinafter referred to as “Full-time Engagement Leave”), said employee shall submit an application form Appended Form No. 5 to the Chancellor.

2 職員就業規則第15条第1項第8号の規定による「労働組合業務」とは、労働組合法（昭和24年法律第174号）の適用を受ける労働組合の役員の業務をいう。

(2) “Labor union work” as set forth in Article 15, Paragraph (1), Item (viii) of the Employee Work Rules refers to duties as an officer of a labor union to which the Labor Union Act (Act No. 174 of 1949) applies.

3 専従休職の期間は、原則として1年を単位とするものとする。

(3) Periods of Full-time Engagement Leave shall in principle be in units of one year.

ただし、当該労働組合の役員としての在任期間が1年に満たない場合等特別な事情がある場合は、実情に応じ、例外的に期間を定めるものとする。

However, where there are special circumstances, for example cases where tenure as an officer of the relevant labor union is less than one year, the period shall be determined exceptionally in accordance with the actual circumstances.

（専従休職の終了）

(Termination of Full-time Engagement Leave)

第9条 職員は、専従休職の承認を受けた当該労働組合の業務にもっぱら従事する者でなくなったときは、その旨を機構長に書面で届け出るものとする。

Article 9 (1) When the employee becomes a person who is no longer fully engaged in the duties of the relevant labor union for which approval for taking Full-time Engagement Leave was received, said employee shall notify the Chancellor accordingly in writing.

2 職員から前項の届出がされた場合、機構長は復職させるものとする。

(2) Where an employee has submitted a notification set forth in the preceding paragraph, the Chancellor shall have said employee return to work.

(大学等修学休職の要件)

(Requirements for Taking Administrative Leave to Study at a University, Etc.)

第10条 職員就業規則第15条第1項第9号の規定による休職（以下「大学等修学休職」という。）は、当該休職を希望する職員の業務内容が修学しようとする大学（短期大学を除き、大学に設置される専攻科及び大学院を含む。）の課程（以下「大学等の課程」という。）と密接な関連があり、当該職員が業務の遂行に有益な知識を修得することが可能であると機構長が認める場合に限る。

Article 10 Administrative Leave as set forth in Article 15, Paragraph (1), Item (ix) of the Employee Work Rules (hereinafter referred to as "Study Leave at a University, Etc.") is limited to cases where the duties of the employee who requests said leave are closely related to the program (hereinafter referred to as "Program at the University, Etc.") at a university (excluding junior colleges, and including university level non-degree programs for graduates and graduate schools) that said employee wishes to take, and the Chancellor finds that it is possible that said employee will acquire knowledge beneficial to the execution of his or her duties.

(大学等修学休職の対象除外者)

(Exemption from Study Leave at a University, Etc.)

第11条 次の各号のいずれかに該当する職員は、大学等修学休職をすることができない。

Article 11 Where an employee falls under any of the following items, said employee may not take Study Leave at a University, Etc.

一 東海国立大学機構職員の任期に関する規程（令和2年度機構規程第43号）第2条に規定する任期付職員

(i) Employees with a term limit set forth in Article 2 of the Tokai National Higher Education and Research System Rules on Employee Term Limits (THERS Rule No. 43 of 2020)

二 承認を受けようとする大学等修学休職の期間満了日（以下「休職期間満了日」という。）の前日までの間又は休職期間満了日から起算して1年以内に職員就業規則第18条に規定する定年退職日が到来する職員

(ii) Employees whose mandatory retirement date prescribed in Article 18 of the Employee Work Rules will arrive in the period up to the day before the expiration date of the Study Leave at a University, Etc. for which approval is sought (hereinafter referred to as the "Expiration Date of Administrative Leave"), or within one year counted from the Expiration Date of Administrative Leave

三 東海国立大学機構職員定年規程（令和2年度機構規程第46号）第2条の規定により、定年退職日が延長されている職員

(iii) Employees whose mandatory retirement date has been extended under the provisions of Article 2 of the Tokai National Higher Education and Research System Employee Mandatory Retirement Age Rules (THERS Rule No. 46 of 2020)

四 東海国立大学機構短時間勤務正職員の勤務時間、休暇等に関する規程（令和2年度機構規程第31号）の適用を受ける職員

(iv) Employees to whom the Rules on Working Hours and Leave, etc. for Short-time Regular Employees of Tokai National Higher Education and Research System (Rule No. 31 of 2020) apply

五 その他機構長が適当でないと認める職員

(v) Other employees the Chancellor finds inappropriate

(大学等修学休職の承認手続)

(Approval Procedures for Taking Study Leave at a University, Etc.)

第 1 2 条 大学等修学休職の承認を求める場合、機構長に別記様式 6 の申請書を提出するものとする。

Article 12 Where an employee requires approval for Study Leave at a University, Etc., said employee shall submit the application form Appended Form No. 6 to the Chancellor.

(大学等修学休職中の報告)

(Reporting During Study Leave at a University, Etc.)

第 1 3 条 大学等修学休職をしている職員は、機構長から求められた場合その他次に掲げる場合には、大学等の課程における修学状況について報告しなければならない。

Article 13 Employees on Study Leave at a University, Etc. shall report on the situation with regard to his or her studies in the Program at the University, Etc. in cases where the Chancellor has demanded it and in other cases that fall under the following.

一 大学等の課程を退学（自主退学を含む。）又は停学となった場合

(i) Withdrawal (including voluntary withdrawal) or suspension from the Program at the University, Etc.

二 大学等の課程を休学し、又はその授業を欠席している場合

(ii) Leave of absence from the Program at the University, Etc., or absence from the classes of same

三 大学等の課程における修学に支障が生じている場合

(iii) Occurrence of an impediment to studying in the Program at the University, Etc.

(大学等修学休職の承認の取消)

(Cancellation of Approval for Taking Study Leave at a University, Etc.)

第 1 4 条 機構長は、大学等修学休職を承認されている職員が、次の各号のいずれかに該当すると認める場合は、当該承認を取り消すものとする。

Article 14 Where the Chancellor finds that an employee who has been given approval to take Study Leave at a University, Etc. falls under any of the following items, said approval shall be canceled.

一 大学等の課程を退学した場合

(i) Withdrawal from the Program at the University, Etc.

二 正当な理由なく、大学等の課程を休学し、又はその授業を頻繁に欠席している場合

(ii) Leave of absence from the Program at the University, Etc. or frequent absence from the classes of same, without reasonable grounds

三 大学等の課程を修了するのに必要とする単位を当該休職の期間内に修得することが困難となった場合

(iii) Difficulty of achieving the credits required to complete the Program at the University, Etc. within the period of the relevant leave

(期間更新等)

(Renewal of Period, Etc.)

第 1 5 条 休職規程第 3 条第 2 項の規定による休職の期間は、同一の休職の事由（根拠条項）に該当する状態が存続する限り、その原因である疾病の種類、従事する業務の内容等が異なることとなった場合

においても、引き続き3年を超えることができない。

Article 15 (1) As long as the same circumstances which fall under the grounds for the leave (the provisions on which the leave is based) continue, the period of leave prescribed in Article 3, Paragraph (2) of the Administrative Leave Rules may not continuously exceed three years, even where the type of illness which is the cause of said leave or the content, etc. of the duties in which the employee is engaged have changed.

2 職員は、休職規程第4条第3項の休職の期間の更新、同条第4項の規定のうち職員就業規則第15条第1項第8号に係る休職の期間の更新又は休職規程第4条第5項の休職の期間の更新を求める際は、機構長に、承認の種類に応じ、別記様式7から11までの申請書を提出するものとする。

(2) Where an employee requires renewal of a period of administrative leave as set forth in Article 4, Paragraph (3) of the Administrative Leave Rules, renewal of a period of administrative leave among the provisions of Paragraph (4) thereof which pertains to Article 15, Paragraph (1), Item (viii) of the Employee Work Rules, or renewal of a period of administrative leave set forth in Article 4, Paragraph (5) of the Administrative Leave Rules, said employee shall submit one of the application forms Appended Form No. 7 to Appended Form No. 11, depending on the type of approval, to the Chancellor.

附則

Supplementary Provision

この細則は、令和2年4月1日から施行する。

These Detailed Rules shall come into effect on April 1, 2020.

附則（令和3年3月31日機構規程第197号）

Supplementary Provision (THERS Rule No. 197 of March 31, 2021)

この規程は、令和3年3月31日から施行する。

These Rules shall come into effect on March 31, 2021.

別記様式1（第5条第1項関係）

Appended Form 1 (Pertaining to Article 5, Paragraph (1))

研究休職に係る施設の指定申請書

Application Form for Designation of a Facility Pertaining to Research Leave

[別紙参照]

[See Attached]

別記様式2（第5条第1項関係）

Appended Form 2 (Pertaining to Article 5, Paragraph (1))

共同研究等に係る施設の指定申請書

Application Form for Designation of a Facility Pertaining to Joint Research, etc.

[別紙参照]

[See Attached]

別記様式3（第5条第2項関係）

Appended Form 3 (Pertaining to Article 5, Paragraph (2))

研究休職に係る国際事情の調査等の業務の指定申請書

Application Form for Designation of International Affairs Investigation, etc. Duties Pertaining to Research Leave

[別紙参照]

[See Attached]

別記様式 4 (第 6 条第 1 項関係)

Appended Form 4 (Pertaining to Article 6, Paragraph (1))

研究成果活用企業役員兼業休職の承認申請書

Application Form for Approval of Leave for Officers with Additional Occupation at a Corporation which Utilizes Research Results

[別紙参照]

[See Attached]

別記様式 5 (第 8 条第 1 項関係)

Appended Form 5 (Pertaining to Article 8, Paragraph (1))

専従休職の承認申請書

Application Form for Approval of Leave for Full-time Engagement

[別紙参照]

[See Attached]

別記様式 6 (第 1 2 条関係)

Appended Form 6 (Pertaining to Article 12)

大学等修学休職承認申請書

Application Form for Approval for Study Leave at a University, etc.

[別紙参照]

[See Attached]

別記様式 7 (第 1 5 条第 2 項関係)

Appended Form 7 (Pertaining to Article 15, Paragraph (2))

研究休職の期間更新申請書

Application Form for Renewing a Period of Research Leave

[別紙参照]

[See Attached]

別記様式 8 (第 1 5 条第 2 項関係)

Appended Form 8 (Pertaining to Article 15, Paragraph (2))

研究成果活用企業役員兼業休職の期間更新申請書

Application Form for Renewing a Period of Leave for Officers with Additional Occupation at a Corporation which Utilizes Research Results

[別紙参照]

[See Attached]

別記様式 9 (第 1 5 条第 2 項関係)

Appended Form 9 (Pertaining to Article 15, Paragraph (2))

専従休職の期間更新申請書

Application Form for Renewing a Period of Leave for Full-time Engagement

[別紙参照]

[See Attached]

別記様式 10 (第 15 条第 2 項関係)

Appended Form 10 (Pertaining to Article 15, Paragraph (2))

研究成果活用企業役員兼業休職の期間の更新申請書 (5 年を超える場合)

Application Form for Renewing a Period of Leave for Officers with Additional Occupation at a Corporation which Utilizes Research Results (For Cases Exceeding Five Years)

[別紙参照]

[See Attached]

別記様式 11 (第 15 条第 2 項関係)

Appended Form 11 (Pertaining to Article 15, Paragraph (2))

共同研究休職の期間更新申請書

Application Form for Renewing the Period of Joint Research Leave

[別紙参照]

[See Attached]

別記様式 1 (第 5 条第 1 項関係)

研究休職に係る施設の指定申請書

令和 年 月 日

東海国立大学機構長 殿

申請者

東海国立大学機構職員就業規則第15条第1項第4号の規定による施設の指定について下記のとおり申請します。

記

1 所属及び氏名

所 属・職 名

氏 名

2 指定を受けようとする施設の名称及び所在地

(設立年月日：)

3 指定希望年月日：

4 申請理由

(1) 設立経緯

(2) 事業内容

(3) 事業運営方式

① 基本財産及び事業費

② 研究体制

(4) 研究成果の活用

(5) 東海国立大学機構との関係及び職員を休職にする理由

(6) 休職予定者と当該施設での業務との関係

(注) この申請書には、次に掲げる資料を添付するものとする。

- 1 定款又は寄附行為
- 2 役員の氏名等
- 3 当該年度の事業計画
- 4 前年度の収支決算書
- 5 最近3年間における事業概要及び研究実績
- 6 組織規程、組織図及び構成員数
- 7 当該施設に属する研究者の氏名及び略歴
- 8 その他参考となる資料

Appended Form No. 1 (Pertaining to Article 5, Paragraph (1))

Application Form for Designation of a Facility Pertaining to Research Leave

Year Month Day

To: The Chancellor of the Tokai National Higher Education and Research System

Applicant _____

I hereby apply for designation of a facility as follows in accordance with Article 15, Paragraph (1), Item (iv) of the Tokai National Higher Education and Research System Employee Work Rules.

Details

1. Affiliation and name

Affiliation / job title

Name

2. Name and location of the facility to be designated

(Date of foundation: _____)

3. Desired date of designation:

4. Reasons for applying

(1) Details of foundation

(2) Details of business

(3) Management system of business

1) Endowment and business expenses

2) Research system

(4) Utilization of research results

(5) Relationship with the Tokai National Higher Education and Research System and reasons for placing the employee on administrative leave

(6) Relationship between the employee who intends to go on administrative leave and the work at the facility concerned

(Note) The following materials shall be attached to this application form.

1. Articles of incorporation or articles of endowment
2. Names, etc. of officers
3. Business plans of the fiscal year concerned
4. Settlements of accounts for the previous fiscal year
5. Business outlines and research achievements for the last three years
6. Organization rules, organization chart and number of members

7. Names and career summaries of researchers belonging to the facility concerned

8. Other reference materials

別記様式 2（第 5 条第 1 項関係）

共同研究等に係る施設の指定申請書

令和 年 月 日

東海国立大学機構長 殿

申請者 _____

東海国立大学機構職員就業規則第 15 条第 1 項第 5 号の規定による施設の指定について下記のとおり申請します。

記

1 所属及び氏名

所 属・職 名

氏 名

2 指定を受けようとする施設の名称及び所在地

（設立年月日： ）

3 指定希望年月日：

4 申請理由

- （1） 事業概要
- （2） 研究体制
- （3） 共同研究又は委託研究の概要及び実施計画
- （4） 研究成果の活用
- （5） 職員を休職にする理由
- （6） 休職予定者と当該施設での研究業務との関係

（注）この申請書には、次に掲げる資料を添付するものとする。

- 1 定款等
- 2 前年度の収支決算書
- 3 共同研究等契約書の写し
- 4 最近 3 年間における研究業績
- 5 組織規程、組織図及び構成員数
- 6 当該共同研究等に従事する主たる研究者の略歴
- 7 税制上の特典の有無
- 8 その他参考となる資料

Application Form for Designation of a Facility Pertaining to Joint Research, etc.

Year Month Day

To: The Chancellor of the Tokai National Higher Education and Research System

Applicant _____

I hereby apply for designation of a facility as follows in accordance with Article 15, Paragraph (1), Item (v) of the Tokai National Higher Education and Research System Employee Work Rules.

Details

1. Affiliation and name

Affiliation / job title

Name

2. Name and location of the facility to be designated

(Date of foundation: _____)

3. Desired date of designation:

4. Reasons for applying

(1) Business outline

(2) Research system

(3) Outline of and implementation plan for joint research or commissioned research

(4) Utilization of research results

(5) Reasons for placing the employee on administrative leave

(6) Relationship between the employee who intends to go on administrative leave and the research work at the facility concerned

(Note) The following materials shall be attached to this application form.

1. Articles of incorporation etc.
2. Settlements of accounts for the previous fiscal year
3. Copies of contracts for joint research etc.
4. Research achievements for the last three years
5. Organization rules, organization chart and number of members
6. Career summaries of main researchers who will be engaged in the joint research, etc. concerned.
7. Presence or absence of specific benefits with regard to the taxation system
8. Other reference materials

別記様式3（第5条第2項関係）

研究休職に係る国際事情の調査等の業務の指定申請書

令和 年 月 日

東海国立大学機構長 殿

申請者 _____

東海国立大学機構職員就業規則第15条第1項第4号の規定による国際事情の調査等の業務の指定について下記のとおり申請します。

記

1 所属及び氏名

所 属・職 名

氏 名

2 調査等の業務に従事する施設の名称及び所在地

_____ (設立年月日： _____)

3 指定を受けようとする業務

4 指定希望年月日：

5 申請理由

(1) 設立経緯

(2) 事業内容

(3) 事業運営方式

① 基本財産及び事業費

② 研究体制

(4) 東海国立大学機構との関係及び職員を休職にする理由

(5) 休職予定者と当該施設での業務との関係

(注) この申請書には、次に掲げる資料を添付するものとする。

1 定款又は寄附行為

2 役員の氏名等

3 当該年度の事業概要及び業績

4 前年度の収支計算書

5 最近3年間における事業概要及び業績

6 組織規程、組織図及び構成員数

7 その他参考となる資料

Appended Form No. 3 (Pertaining to Article 5, Paragraph (2))

Application Form for Designation of International Affairs Investigation, etc. Duties Pertaining to Research Leave

Year Month Day

To: The Chancellor of the Tokai National Higher Education and Research System

Applicant_____

I hereby apply for designation of the duties described below with regard to investigations of international affairs, etc., as set forth in Article 15, Paragraph (1), Item (iv) of the Tokai National Higher Education and Research System Employee Work Rules.

Details

1. Affiliation and name

Affiliation / job title

Name

2. Name and location of the facility in which the duties with regard to the investigation, etc. are to be engaged in

(Date of foundation: _____)

3. Duties to be designated

4. Desired date of designation:

5. Reasons for applying

(1) Details of foundation

(2) Details of business

(3) Management system of business

1) Endowment and business expenses

2) Research system

(4) Relationship with the Tokai National Higher Education and Research System and reasons for placing the employee on administrative leave

(5) Relationship between the employee who intends to go on administrative leave and the work at the facility concerned

(Note) The following materials shall be attached to this application form.

1. Articles of incorporation or articles of endowment
2. Names, etc. of officers

3. Business outline and achievements for the fiscal year concerned
4. Statement of revenue and expenditure for the previous fiscal year
5. Business outline and achievements for the last three years
6. Organization rules, the organization chart and number of members
7. Other reference materials

別記様式 4（第 6 条第 1 項関係）

研究成果活用企業役員兼業休職の承認申請書

令和 年 月 日

東海国立大学機構長 殿

申請者 _____

東海国立大学機構職員就業規則第 15 条第 1 項第 6 号の規定に基づき、休職の承認について下記のとおり申請します。

記

1 所属及び氏名

所 属・職 名

氏 名

2 休職予定期間

3 東海国立大学機構役員及び職員の兼業に関する規程第 5 条第 2 号の規定による申出の年月日
(既に当該申出に係る承認を得ている場合にあつては、当該承認の年月日
又は期限)

4 主として研究成果活用企業の役員等の業務に従事する必要がある、東海国立大学機構大学教員
としての職務に従事することができないと認められる事情

(注) この申請書には、参考となる資料を添付するものとする。

Appended Form No. 4 (Pertaining to Article 6, Paragraph (1))

Application Form for Approval of Leave for Officers with Additional Occupation at a Corporation which Utilizes
Research Results

Year Month Day

To: The Chancellor of the Tokai National Higher Education and Research System

Applicant _____

I hereby apply for approval for administrative leave as described below, as set forth in Article 15, Paragraph (1), Item (vi) of the Tokai National Higher Education and Research System Employee Work Rules.

Details

1. Affiliation and name

Affiliation / job title

Name

2. Estimated period of administrative leave

3. Date of submission of the application as set forth in Article 5, Item (ii) of the Tokai National Higher Education and Research System Rules on Additional Occupations and Additional Positions by Officers and Employees

(if approval pertaining to the application concerned has already been obtained, the date or the period of time of said approval)

4. Circumstances whereby it will be found that the employee needs to engage mainly in duties as an officer at a corporation which utilizes research results, etc. and cannot engage in duties as a Tokai National Higher Education and Research System faculty member.

(Notes) Reference materials shall be attached to this application form.

別記様式 5（第 8 条第 1 項関係）

専従休職の承認申請書

令和 年 月 日

東海国立大学機構長 殿

申請者 _____

東海国立大学機構職員就業規則第 15 条第 1 項第 8 号の規定に基づき、下記のとおり専従休職の承認を申請します。

記

1 所属及び氏名

所 属・職 名

氏 名

2 労働組合の名称及び労働委員会への届出の有無

3 労働組合における役職名，役員として選出された日及び任期

4 専従休職予定期間

令和 年 月 日から令和 年 月 日まで

Application Form for Approval of Leave for Full-time Engagement

Year Month Day

To: The Chancellor of the Tokai National Higher Education and Research System

Applicant _____

I hereby apply for approval for the administrative leave to engage in labor union work full-time below, as set forth in Article 15, Paragraph (1), Item (viii) of the Tokai National Higher Education and Research System Employee Work Rules.

Details

1. Affiliation and name

Affiliation / job title

Name

2. Name of labor union, and whether the labor relations commission was notified

3. Name of post in labor union, and date of appointment and term of office as an officer

4. Estimated period of administrative leave to engage in labor union work full-time

From Year Month Day to Year Month Day

大学等修学休職承認申請書

令和 年 月 日

東海国立大学機構長 殿

申請者 _____

東海国立大学機構職員就業規則第 1 5 条第 1 項第 9 号の規定に基づき、下記のとおり、大学等修学休職の承認を申請します。

記

1 所属及び氏名

所 属・職 名

氏 名

2 入学予定の大学等・学部又は研究科・専攻・コース等の名称

3 上記の課程における修学年数

4 修得予定の単位数

5 その他（免許状等の種類等を記載）

6 大学等修学休職承認申請期間

令和 年 月 日 から 令和 年 月 日まで

（注）この申請書には、大学等の課程への入学試験に合格したことを証明する通知の写しを添付するものとする。

Application Form for Approval for Study Leave at a University, etc.

Year Month Day

To: The Chancellor of the Tokai National Higher Education and Research System

Applicant _____

I hereby apply for approval for leave to study at a university, etc. below, as set forth in Article 15, Paragraph (1), Item (ix) of the Tokai National Higher Education and Research System Employee Work Rules.

Details

1. Affiliation and name

Affiliation / job title

Name

2. Name of the university, etc. / undergraduate or graduate school / department / course, etc. at which enrollment is intended

3. Number of years to be spent studying in the above program

4. Prospective number of credits to be acquired

5. Other (Give types, etc. of certificates, etc.)

6. Period of the application for approval for study leave at a university, etc.

From Year Month Day to Year Month Day

(Notes) A copy of a notification that proves that the applicant has passed the admission examination for the program at the university, etc. shall be attached to this application form.

研究休職の期間更新申請書

令和 年 月 日

東海国立大学機構長 殿

申請者 _____

東海国立大学機構職員休職規程第 4 条第 3 項の規定に基づき、東海国立大学機構職員就業規則第 15 条第 1 項第 4 号の規定による休職の期間の更新について下記のとおり申請します。

記

- 1 休職者の氏名，所属，職名，職務の級及び号給並びに経歴
- 2 休職前に従事していた職務の内容
- 3 休職発令年月日
- 4 現在の所属
- 5 現に従事している業務の内容
- 6 更新予定期間
- 7 更新を必要とする理由
- 8 更新後に従事する業務の内容

（注）この申請書には，参考となる資料を添付するものとする。

Application Form for Renewing a Period of Research Leave

Year Month Day

To: The Chancellor of the Tokai National Higher Education and Research System

Applicant_____

I hereby apply for renewal of the period of administrative leave as follows in accordance with Article 15, Paragraph (1), Item (iv) of the Tokai National Higher Education and Research System Employee Work Rules, pursuant to the provisions of Article 4, Paragraph (3) of the Tokai National Higher Education and Research System Employee Administrative Leave Rules.

Details

1. Name, affiliation, job title, job grade, pay grade and career history of the employee on administrative leave
2. Details of duties engaged in prior to taking administrative leave
3. Date of announcement of administrative leave
4. Current affiliation
5. Details of duties engaged in at present
6. Estimated period of renewal
7. Reasons why renewal is necessary
8. Details of duties to be engaged in after renewal

(Notes) Reference materials shall be attached to this application form.

別記様式 8（第 15 条第 2 項関係）

研究成果活用企業役員兼業休職の期間更新申請書

令和 年 月 日

東海国立大学機構長 殿

申請者 _____

東海国立大学機構職員休職規程第 4 条第 3 項の規定に基づき、東海国立大学機構職員就業規則第 15 条第 1 項第 6 号の規定による休職の期間の更新について下記のとおり申請します。

記

- 1 休職者の氏名，所属及び職名
- 2 休職発令年月日
- 3 更新予定期間
- 4 東海国立大学機構役員及び職員の兼業に関する規程第 5 条第 2 号の規定による申出の年月日
（既に当該申出に係る承認を得ている場合にあっては，当該承認の年月日及び期限）
- 5 主として研究成果活用企業の役員等の業務に従事する必要がある，東海国立大学機構大学教員としての職務に従事することができないと認められる事情
- 6 更新を必要とする理由

（注）この申請書には，参考となる資料を添付するものとする。

Application Form for Renewing a Period of Leave for Officers with Additional Occupation at a Corporation
which Utilizes Research Results

Year Month Day

To: The Chancellor of the Tokai National Higher Education and Research System

Applicant_____

I hereby apply for the renewal of the period of administrative leave as follows in accordance with Article 15, Paragraph (1), Item (xi) of the Tokai National Higher Education and Research System Employee Work Rules, pursuant to the provisions of Article 4, Paragraph (3) of the Tokai National Higher Education and Research System Employee Administrative Leave Rules.

Details

1. Name, affiliation and job title of the employee on administrative leave
2. Date of announcement of administrative leave
3. Estimated period of renewal
4. Date of submission of the application as set forth in Article 5, Item (ii) of the Tokai National Higher Education and Research System Rules on Additional Occupations and Additional Positions by Officers and Employees
(if approval pertaining to the application concerned has already been obtained, the date and the period of time of said approval)
5. Circumstances whereby it will be found that the employee needs to engage mainly in duties as an officer at a corporation which utilizes research results, etc. and cannot engage in duties as a Tokai National Higher Education and Research System faculty member.
6. Reasons why renewal is necessary

(Notes) Reference materials shall be attached to this application form.

専従休職の期間更新申請書

東海国立大学機構長 殿

申請者 _____

東海国立大学機構職員休職規程第 4 条第 4 項の規定に基づき、東海国立大学機構職員就業規則第 15 条第 1 項第 8 号の規定による休職の期間の更新について下記のとおり申請します。

記

- 1 休職者の氏名，所属及び職名
- 2 労働組合の名称
- 3 労働組合における役職名，役員として選出された日及び任期
- 4 専従休職予定期間
令和 年 月 日から令和 年 月 日まで
- 5 更新を必要とする理由

Application Form for Renewing a Period of Leave for Full-time Engagement

To: The Chancellor of the Tokai National Higher Education and Research System

Applicant _____

I hereby apply for renewal of the period of administrative leave as follows in accordance with Article 15, Paragraph (1), Item (viii) of the Tokai National Higher Education and Research System Employee Work Rules, pursuant to the provisions of Article 4, Paragraph (4) of the Tokai National Higher Education and Research System Employee Administrative Leave Rules.

Details

1. Name, affiliation and job title of the employee on administrative leave
2. Name of the labor union
3. Name of post in the labor union, and date of appointment and term of office as an officer
4. Estimated period of administrative leave to engage in labor union work full-time
From Year Month Day to Year Month Day
5. Reasons why renewal is necessary

研究成果活用企業役員兼業休職の期間の更新申請書（5 年を超える場合）

令和 年 月 日

東海国立大学機構長 殿

申請者 _____

東海国立大学機構職員休職規程第 4 条第 5 項の規定に基づき、東海国立大学機構職員就業規則第 15 条第 1 項第 6 号の規定による休職の期間の更新について下記のとおり申請します。

記

- 1 休職者の氏名及び所属並びに職名
- 2 休職発令年月日
- 3 東海国立大学機構役員及び職員の兼業に関する規程第 5 条第 2 号の規定による申出の年月日
（既に当該申出に係る承認を得ている場合にあつては、当該承認の年月日及び期限）
- 4 主として研究成果活用企業の役員等の業務に従事する必要がある、東海国立大学機構大学教員としての職務に従事することができないと認められる事情
- 5 更新を必要とする特別の事情及び更新予定期間

（注）この申請書には、参考となる資料を添付するものとする。

Application Form for Renewing a Period of Leave for Officers with Additional Occupation at a Corporation
which Utilizes Research Results
(For Cases Exceeding Five Years)

Year Month Day

To: The Chancellor of the Tokai National Higher Education and Research System

Applicant_____

I hereby apply for renewal of the period of administrative leave as follows in accordance with Article 15, Paragraph (1), Item (vi) of the Tokai National Higher Education and Research System Employee Work Rules, pursuant to the provisions of Article 4, Paragraph (5) of the Tokai National Higher Education and Research System Employee Administrative Leave Rules.

Details

1. Name, affiliation and job title of the employee on administrative leave
2. Date of announcement of administrative leave
3. Date of submission of the application as set forth in Article 5, Item (ii) of the Tokai National Higher Education and Research System Rules on Additional Occupations and Additional Positions by Officers and Employees
(if approval pertaining to the application concerned has already been obtained, the date and the period of time of said approval)
4. Circumstances whereby it will be found that the employee needs to engage mainly in duties as an officer at a corporation which utilizes research results, etc. and cannot engage in duties as a Tokai National Higher Education and Research System faculty member.
5. Special circumstances for requiring renewal, and estimated period of renewal

(Notes) Reference materials shall be attached to this application form.

共同研究休職の期間更新申請書

令和 年 月 日

東海国立大学機構長 殿

申請者

東海国立大学機構職員休職規程第 4 条第 5 項の規定に基づき、東海国立大学機構職員就業規則第 1 5 条第 1 項第 5 号の規定による休職の期間の更新について下記のとおり申請します。

記

- 1 休職者の氏名，所属，職務の級及び号給並びに経歴
- 2 休職前に従事していた職務の内容
- 3 休職発令年月日
- 4 現在の所属施設名及び所在地
- 5 現に従事している業務の内容
- 6 更新を必要とする特別の事情及び更新予定期間
- 7 更新後に従事する業務の内容

（注）この申請書には、参考となる資料を添付するものとする。

Application Form for Renewing a Period of Joint Research Leave

Year Month Day

To: The Chancellor of the Tokai National Higher Education and Research System

Applicant _____

I hereby apply for the renewal of the period of administrative leave as follows in accordance with Article 15, Paragraph (1), Item (v) of the Tokai National Higher Education and Research System Employee Work Rules, pursuant to the provisions of Article 4, Paragraph (5) of the Tokai National Higher Education and Research System Employee Administrative Leave Rules.

Details

1. Name, affiliation, job grade and pay grade and career history of the employee on administrative leave
2. Details of duties engaged in prior to taking the administrative leave
3. Date of announcement of administrative leave
4. Name and location of the facility currently associated with
5. Details of duties engaged in at present
6. Special circumstances for requiring renewal and estimated period of renewal
7. Details of duties to be engaged in after renewal

(Notes) Reference materials shall be attached to this application form.