

National University Corporation Nagoya Institute of Technology Regulations
on the Working Hours, Holidays and Other Related Matters of Staff Members

Established April 1, 2004

(Purpose)

Article 1 The purpose of the present Regulations is to specify matters that are not mentioned in the Labor Standards Act of Japan (Act No. 49 of 1947) and other applicable laws and regulations and the National University Corporation Nagoya Institute of Technology Employment Rules (established on April 1, 2004; hereinafter referred to as "Employment Rules") regarding working hours, holidays, and other related matters that concern those who are employed by the National University Corporation Nagoya Institute of Technology ("NIT") in compliance with the provisions of Article 33 of the Employment Rules, excluding part-time staff members and staff members re-hired under a special post-retirement age employment program (the NIT staff members that the present Regulations concern are hereinafter collectively referred to as "Staff Members").

(President's Responsibility)

Article 2 In executing administrative duties regarding working hours, holidays, and other related matters, the President of Nagoya Institute of Technology ("President") is responsible for ensuring adequate working conditions for Staff Members by giving due consideration to the appropriate operation of NIT as well as Staff Members' health and wellbeing.

(Working Hours)

Article 3 The standard working hours of Staff Members shall be thirty-eight (38) hours and forty-five (45) minutes per week, excluding breaks.

2. The standard working hours of Staff Members shall be seven (7) hours and forty-five (45) minutes per day.
3. The paragraph above notwithstanding, the weekly and daily working hours of Staff Members whose working hours are reduced for child care upon the President's approval in compliance with the provisions of Article 23, Paragraph 5 of the Nagoya Institute of Technology Regulations on Child Care Leave and Other Related Matters (established on April 1, 2004; hereinafter referred to as "Child Care Leave Regulations" and "Staff Members on Reduced Hours for Child Care") shall be determined by the President in consideration of the particulars of the duties of the Staff Members concerned.

(Breaks)

Article 4 The President shall provide Staff Members with a break of one hour during one day's working hours.

2. The paragraph above notwithstanding, no break shall be provided for Staff Members on Reduced Hours for Child Care on the days when their total daily working hours are less than four (4) hours and fifty-five (55) minutes, and in consideration of the particulars of their duties.

(Workday and Break Schedules)

Article 5 The workday and break schedules shall be as indicated in Table 1.

2. The President may modify the Staff Members' working hours and breaks if it is deemed necessary to do so for operational reasons.
3. The President may modify the starting and finishing times of Staff Members who are raising (a) small child(ren) or infant(s) or are looking after (a) sick or elderly family member(s) in accordance with rules separately specified.
4. Paragraphs 1 and 2 above notwithstanding, the workday schedule of Staff Members on Reduced Hours for Child Care shall be determined by the President in consideration of the particulars of the duties.

(Supervisor and Workday Schedule Controller)

Article 6 Supervisors and Workday Schedule Controllers shall be appointed to appropriately control matters regarding Staff Members' working hours, holidays, and other related matters.

2. Supervisors shall be responsible for controlling the working hours of Staff Members under their management to ensure appropriate working hour management and reporting.
3. Workday Schedule Controllers shall be responsible for handling attendance books and notices of leave, and performing other duties relating to Staff Members' working hours, holidays, and other related matters.
4. Supervisors and Workday Schedule Controllers shall be appointed by the President separately from the present Regulations in consideration of the Staff Members' workplaces, operational organizations, working hour management, reporting duties, and other particulars.
5. Assistants may be appointed to assist Workday Schedule Controllers in the execution of their duties, as the need arises.
6. Workday Schedule Controllers' Assistants or other personnel may replace Workday Schedule Controllers when the latter's duties cannot be adequately executed due to their absence or for other reasons.

Article 7 Deleted

(Holidays)

Article 8 Staff Members' holidays shall be as follows:

1. Sundays (legally prescribed holidays)
2. Saturdays
3. Holidays designated under the Act on National Holidays of Japan (Act No. 178 of 1948)
4. Days immediately before and after New Year's Day each year (from December 29 to January 3, both dates inclusive)
5. Days designated by NIT

(Substitute Holidays)

Article 9 The article above notwithstanding, the President may order Staff Members to report to work on any of the holidays designated under Article 8 if it is deemed necessary to do so for operational reasons.

2. When ordering Staff Members to report to work on a prescribed holiday or holidays as per the paragraph above, the President shall designate in advance such holiday(s) as well as workdays (excluding prescribed holidays) within the week that contains the holiday(s), assuming that one week starts on Saturday and ends on Friday, so as to specify a day or days that compensate(s) for the holiday(s) thus lost ("substitute holiday").
3. Staff Members who put in the standard working hours on holiday(s) on which they are ordered to report to work need not put in the standard working hours on the designated substitute holiday(s).

(Substitution of Holidays)

Article 10 The substitution of holidays shall be based on a substitute holiday designation chart and in accordance with the intentions of the Staff Members concerned as much as possible.

(Discretionary Working Hours)

Article 11 Of the Staff Members who correspond to teaching faculty members as defined under Article 2 of the Employment Rules, NIT shall sign a special employment contract with those who principally engage in research in the humanities and natural sciences among those whose duties are education and research, to enable them to adopt a system of discretionary working hours for specialized duties.

2. The provisions of Article 5 notwithstanding, Staff Members working under the system of discretionary working hours as specified in the paragraph above may determine their working hours and modes of executing their duties at their own discretion, and shall be recognized as fulfilling the working hours as specified under the employment contract if they report to work on the prescribed workdays.
3. The workday and break schedules for Staff Members under the system of discretionary working hours shall basically be identical to those applied to Staff Members in general, with flexible modifications to the workday and break schedules that are necessary for operational reasons allowed at the discretion of the Staff Members under the system of discretionary working hours for specialized duties.
4. The holidays under the system of discretionary working hours for specialized duties shall be as specified under Article 8.
5. Staff Members under the system of discretionary working hours for specialized duties shall obtain advance permission from the head of the section to which they belong to work on holidays or late at night.
6. Staff Members authorized to work on holidays or late at night as per the paragraph above shall be entitled to supplementary wages in compliance with the National University Corporation Nagoya Institute of Technology Regulations on Salaries (established April 1, 2004).

(Place of Work)

Article 12 Staff Members may be ordered to work in places other than their usual place of work if it is deemed necessary to do so for operational reasons.

2. Staff Members who have been ordered to work in places other than their usual place of work as

per the paragraph above shall be recognized as having put in the standard working hours if it is impossible to determine their actual number of hours worked.

(Work outside the Standard Working Hours)

Article 13 Staff Members may be ordered to work beyond the standard working hours or on the prescribed holidays if it is deemed necessary to do so for operational reasons.

2. The President shall limit the total hours of overtime work of Staff Members who are raising (a) preschool child(ren) or are looking after (a) sick or elderly family member(s), below the standard total hours of overtime work of the other Staff Members and below one hundred and fifty (150) hours per year if the Staff Members concerned apply for such limitation.
3. The President may not order Staff Members who are pregnant or have given birth within the last twelve months to work overtime beyond the limits specified in the paragraph above or on the prescribed holidays if the Staff Members concerned apply for such exemption.
4. The President may not order Staff Members who are raising (a) child(ren) below three years of age to work beyond the standard working hours or on the prescribed holidays if the Staff Members concerned apply for such exemption.
5. The President may order Staff Members on Reduced Hours for Child Care to work beyond their prescribed working hours or on the prescribed holidays strictly, only when it is urgently necessary on a temporary basis and when the execution of duties concerned is otherwise deemed extremely difficult.

(Late-night Work)

Article 14 Staff Members may be ordered to work late at night, that is, during the period from 22:00 to 5:00, if it is deemed necessary to do so for operational reasons.

2. The President may not order Staff Members who are raising preschool child(ren) or are looking after (a) sick or elderly family member(s) to work late at night as specified in the paragraph above if the Staff Members concerned apply for such exemption.

(Work during Emergency)

Article 15 Staff Members may be ordered to work beyond the standard working hours or on the prescribed holidays if it is deemed necessary to do so on a temporary basis and to the extent necessary, following an emergency or due to other unavoidable reasons.

(Attendance Books)

Article 16 Staff Members shall report to work by the starting time and immediately affix their seal to the attendance book; they may provide their signature in place of their seal in unavoidable cases.

(Paid Holidays)

Article 17 Staff Members shall have annual paid holidays, sick leave, and special holidays as paid holidays.

(Annual Paid Holidays)

Article 18 Annual paid holidays shall be counted within a single calendar year (from January 1 to December 31; this definition of "calendar year" shall apply to the remainder of the present

Regulations), and the total numbers of annual paid holidays shall be as follows, according to the categories of the Staff Members:

- (1) Staff Members other than those listed below, from Items 2 to 6: 20 days
- (2) Staff Members who are newly hired or scheduled to retire upon expiry of the term in the middle of a year, and the staff members indicated below: the number of paid holidays as indicated in Table 2, according to the period of employment within the year ("basic number of paid holidays")
- (3) Those who are staff members of national university corporations or inter-university facility corporations, national civil servants (including those in special posts), local civil servants, staff members of independent administrative corporations, staff members of government financial corporations as defined under Article 1 of the Act on Budget and Settlement of Public Financial Corporations (Act No. 99 of 1951), staff members to whom the Act on Special Measures Concerning Remuneration, etc., of Officials who Work for a Corporation Operated by the State (Act No. 141 of 1954) apply, and staff members of corporations as defined under Article 9-2 of the Enforcement Ordinance of the Act on National Public Officers' Retirement Allowance (Ordinance No. 215 of 1953); and who continue to be staff members under a personnel exchange program ("Exchange Staff Members") in the year concerned: the number of days obtained by subtracting the number of annual paid holidays or equivalent holidays spent until the day before they became Exchange Staff Members from the number of annual paid holidays indicated in Table 2 according to their period of employment, assuming that their employment period newly began on the day they became Exchange Staff Members (with numbers less than one day rounded up; the same handling applies to the items below), or the basic number of paid holidays, if the number thus obtained is smaller than the basic number
- (4) Those who were Exchange Staff Members in the previous year and who newly became staff members in the year concerned or those who were staff members in the previous year and who become Exchange Staff Members in the year concerned and later became staff members: the number of days obtained by subtracting the number of annual paid holidays or equivalent holidays spent until the day before they became staff members from the number obtained by adding 20 to the number of unspent paid annual holidays or equivalent holidays in the year before, in consideration of the period of employment as Exchange Staff Members and the number of unspent paid holidays or equivalent holidays during that period (with numbers less than one day discarded; or 20 if this number surpasses 20), or the basic number of paid holidays, if the number thus obtained is smaller than the basic number
- (5) Staff Members on reduced working hours for child care in compliance with Items 1 to 3, Clause 3, Article 2, of the Child Care Leave Regulations: the number of paid holidays as indicated in Table 3, according to the period of employment and the number of days worked per week in the year concerned
- (6) Staff Members on reduced working hours for child care in compliance with Items 4 and 5, Clause 3, Article 2 of the Child Care Leave Regulations: the number of paid holidays as

indicated in Table 4, according to the period of employment and the number of hours worked per week in the year concerned

2. The President shall determine the necessary matters other than those specified in the paragraph above with regard to the number of annual paid holidays.

(Annual Paid Holidays Carried Forward)

Article 19 Unspent annual paid holidays (excluding those already carried forward from the year before; numbers less than one day are regarded as one day) may be carried forward to the following year, with twenty (20) days as the upper limit.

(Notification of Annual Paid Holidays)

Article 20 Staff Members shall take annual paid holidays in accordance with their notification; however, the President may order Staff Members to take holidays on different days if their taking holidays as notified is deemed to hinder the normal operation of duties.

2. Staff Members shall submit a written notice (attached Form No. 1) to the President in advance to take their annual paid holidays, or immediately afterward if it is impossible to submit an advance notice for unavoidable reasons.

(Units of Annual Paid Holidays)

Article 21 Annual paid holidays may be taken in units of days or hours.

2. For hour-to-day conversion, seven hours and forty-five minutes shall be considered as one day.
3. The two clauses above notwithstanding, annual paid holidays for Staff Members on Reduced Hours for Child Care shall be counted in days; however, if the President deems it particularly necessary to do so, one hour shall be the unit, in which case the conversion of annual paid holidays provided in hours into days shall be based on the equations below, depending on the applicable working mode:

(1) Working mode as specified in Item 1, Clause 3, Article 2 of the Child Care Leave Regulations: 1 day = 3 hours 55 minutes

(2) Working mode as specified in Item 2, Clause 3, Article 2 of the Child Care Leave Regulations: 1 day = 4 hours 55 minutes

(3) Working mode as specified in Item 3, Clause 3, Article 2 of the Child Care Leave Regulations: 1 day = 7 hours 45 minutes

(Sick Leave)

Article 22 Staff Members may be on sick leave for the shortest possible period if it is deemed necessary for them to recuperate or seek medical attention for their injury or ill health and be absent from work.

2. For each instance of injury or ill health, the maximum number of days of sick leave shall be ninety (90) calendar days; sick leave due to incomplete recovery (including recurrence after remission) shall be considered as being of the same instance, and absence from a part of one workday shall be considered as leave of one day.
3. Female Staff Members may apply for sick leave if their menstruation makes it extremely difficult for them to work.

(Special Holidays)

Article 23 Staff Members may be authorized to take a special holiday or holidays for the purposes or reasons listed below for the indicated period of time, if it is deemed appropriate or inevitable for them to be absent from work:

- (1) Exercise of the right to vote as specified in the Public Officers Election Act (Act No. 100 of 1950), the right to vote with regard to the review of Supreme Court judges and dismissal of a local government assembly member or head: Period recognized as necessary
- (2) Reporting to the National Diet, a court of law, a local government assembly or other public office as a lay judge, witness, expert, informant, etc.: Period recognized as necessary
- (3) Medical examination and/or hospitalization necessitated by registration as a voluntary bone marrow donor candidate with an organization conducting such registration, or by the donation of bone marrow aspirate to a recipient other than the spouse, parent, child or sibling for bone marrow transplant: Period recognized as necessary
- (4) Participation in a voluntary and non-remunerated activity that contributes to society such as those listed below (excluding activities that exclusively assist the Staff Members' families and relatives): Up to 5 days per calendar year
 - A. Distribution of daily necessities, preparation of meals for people unable to engage in normal daily activities due to the destruction of houses, waterworks, power supply systems, gas pipes, etc., relief work at emergency shelters, removal of debris, and other necessary activities to assist disaster victims in a municipality (including special zones) where an earthquake, storm, volcanic eruption, or other disaster has occurred on a scale that activates relief activities in compliance with the Disaster Relief Act (Act No. 118 of 1947), the prefecture in which it is located, or adjacent prefectures
 - B. Activities in an establishment approved by the President whose objective is to devise necessary measures mainly for persons with physical and/or mental disabilities or sick or injured persons, such as special care facilities for the physically disabled or nursing homes for the elderly
 - C. Activities that involve direct daily assistance in cooking, laundry, repairing of clothes, and so on, to persons who have difficulty in carrying out daily activities due to physical or mental disabilities, injuries, or disease, in addition to the activities listed under A and B
- (5) The Employee's wedding ceremony, travel, and other related necessary events that take place between five days before the wedding day and three months after: Up to five consecutive days
- (6) A pre-natal break, applied for by a female Employee expecting to give birth within six weeks (or 14 weeks in case of multiple pregnancies) from the scheduled date of delivery: Period applied for and up to the day of child birth
- (7) A post-natal break, applied for by a female Employee who has given birth (delivery at or after the 12th week of pregnancy; the same definition applies to Item 9 below): Period from the day after child birth to the 8th week (excluding the period during which a female Employee who gave birth six weeks ago or longer is authorized to work by her physician at her request)

- (8) Breast-feeding recognized as necessary for an infant below one year of age, and sending the infant to and collecting the infant from a nursery: Up to twice, and one hour in total per day (or a period that does not surpass the remainder obtained by subtracting the approved or requested number of times and period of time from twice and one hour per day, on the days when another parent has obtained the same category of special holiday [or equivalent holiday] or applied for nursing time in accordance with Article 67 of the Labor Standards Act)
 - (9) Pre- and post-natal accompaniment of hospitalization of an Employee's wife (or equivalent partner in a de facto marriage) for child birth during the period from the day of hospitalization to two weeks after the child birth (accompaniment for hospital admission and discharge and during delivery, administrative formalities following child birth): Up to two days (can be divided into units of 15 hours and 30 minutes)
 - (10) Accompaniment of a pre-school age child of an Employee (or an Employee's spouse) during the child's injury or illness or for vaccination or medical examination: Up to five days per calendar year (or 10 days if there are two such children; can be divided into hourly units)
 - (11) Accompaniment of an elderly or sick family member who requires constant care at home or an elderly or sick family member during medical visits and administrative formalities to arrange for nursing care service: Up to five days per calendar year (or 10 days if there are two family members who require nursing care; can be divided into hourly units)
 - (12) Funeral, mourning and memorial ceremonies and events recognized necessary on the occasion of an Employee's family member (only those listed in Table 5): Number of consecutive holidays specified according to the deceased person's relationship to the Employee in the same Table (with the number of days added for a round trip required for a funeral in a remote area if applicable)
 - (13) A special memorial ceremony for an Employee's father or mother (who died within the last 15 years only): Up to one day
 - (14) Participation in *Bon* and other summer-time memorial ceremonies, a break for physical and mental health maintenance, and family recreation: Up to three consecutive days from July to September, excluding the prescribed holidays and NIT's summer holidays
 - (15) Restoration following the destruction of or serious damage to an Employee's current housing following an earthquake, flood, fire or other emergency: Up to seven days
 - (16) Impossibility of commuting due to an earthquake, flood, fire, public transportation system accident or other emergency: Period recognized as necessary
 - (17) Avoidance of physical danger during commuting following an earthquake, flood, fire or other emergency: Period recognized as necessary
 - (18) NIT's summer holidays: Three consecutive during the period days from the day after August 11 and excluding the prescribed holidays
 - (19) Mental and physical recuperation: Within the period specified in the National University Corporation Nagoya Institute of Technology Bylaws for Refreshing Holidays, according to the number of years of employment
2. Holidays under the categories of Items 4, 5, 11, 13, 14, and 19 of the clause above shall be processed in daily units even when taken in units of hours and minutes.

(Units of Sick Leave and Special Holidays)

Article 24 Sick leave and special holidays may be taken in units of days, hours, or minutes, according to the situation. In using up the entire remainder of special holidays in the categories of Items 9 and 10, Clause 1, Article 23, periods of time shorter than one hour may be used up in their entirety.

(Application for Sick Leave or Special Holidays)

Article 25 Staff Members shall apply for sick leave or special holidays (excluding Item 7, Clause 1, Article 23) by submitting to the President a prescribed written application (attached Form No. 2) in advance, or immediately afterward if it is impossible to do so for unavoidable reasons.

2. Staff Members who apply for sick leave of one week or longer shall submit a statement of diagnosis issued by their physician that indicates the expected period of medical treatment along with their sick leave application form, and this procedure shall be followed to prolong the sick leave beyond the originally declared period of medical treatment. A statement of diagnosis issued by the physician designated by the President shall be submitted if NIT decides to request such a document.
3. To resume work during or upon the expiry of the sick leave approved based on a statement of diagnosis indicating the period of medical treatment, the Staff Members concerned shall submit a certificate issued by an occupational health physician or a statement of diagnosis issued by a physician designated by the President that approves the resumption of work from the day.
4. Staff Members applying for special holidays shall submit a notice of special holidays along with documents that provide the purpose and other relevant information as deemed necessary.

(Exemption from Duty of Devotion to Service)

Article 26 Staff Members may apply for exemption from the duty of devotion to service as specified in Article 28 of the Employment Rules by submitting a prescribed written application (attached Form No. 3).

2. The President may request Staff Members applying for exemption from the duty of devotion to service to submit a Mother and Child Health Handbook or other justifying documents.

(Miscellaneous)

Article 27 Other matters that are necessary regarding the Staff Members' working hours, holidays, and other related matters that are not specified hereunder shall be determined by the President.

Supplementary provisions:

1. The present Regulations shall come into force on April 1, 2004.
2. Annual holidays that remain unspent on the day before the present Regulations come into force of those who become NIT's Staff Members in compliance with Article 4 of the supplementary provisions of the National University Corporation Act (Act No. 112 of 2003) shall be maintained as unspent annual holidays of NIT Staff Members.

Supplementary provision:

The present Regulations shall come into force on April 1, 2005.

Supplementary provision:

The present Regulations shall come into force on April 18, 2006.

Supplementary provision:

The present Regulations shall come into force on April 1, 2009.

Supplementary provision:

The present Regulations shall come into force on April 1, 2010.

Supplementary provision:

The present Regulations shall come into force on July 6, 2010, and the revised National University Corporation Nagoya Institute of Technology Regulations on the Working Hours, Holidays and Other Related Matters of Staff Members shall be applicable on and from June 30, 2010.

Supplementary provision:

The present Regulations shall come into force on July 28, 2010.

Supplementary provision (Regulations No. 4; July 24, 2012)

The present Regulations shall come into force on August 1, 2012.

Supplementary provision (Regulations No. 16; January 21, 2014)

The present Regulations shall come into force on April 1, 2014.

Supplementary provision (Regulations No. 21; February 18, 2014)

The present Regulations shall come into force on April 1, 2014.

Supplementary provision (Regulations No. 2; June 19, 2014)

The present Regulations shall come into force on July 1, 2014.

Supplementary provision (Regulations No. 8; October 22, 2014)

The present Regulations shall come into force on January 1, 2015.

Supplementary provision (Regulations No. 36; March 25, 2015)

The present Regulations shall come into force on April 1, 2015.

Table 1 (related to Clause 1, Article 5)

	Start	Finish	Break
General staff members	8:30	17:15	12:00–13:00
Staff Members in charge of over-the-counter duties	8:30	17:15	13:00–14:00
Staff Members assigned to the Second Section	12:30	21:15	17:30–18:30
			18:30–19:30

Table 2 (related to Items 2 and 3, Clause 1, Article 18)

Period of employment	No. of paid holidays
1 month or shorter	2 days
Longer than 1 month and up to 2 months	3 days
Longer than 2 months and up to 3 months	5 days
Longer than 3 months and up to 4 months	7 days
Longer than 4 months and up to 5 months	8 days
Longer than 5 months and up to 6 months	10 days
Longer than 6 months and up to 7 months	12 days
Longer than 7 months and up to 8 months	13 days
Longer than 8 months and up to 9 months	15 days
Longer than 9 months and up to 10 months	17 days
Longer than 10 months and up to 11 months	18 days
Longer than 11 months and shorter than 12 months	20 days

Table 3 (related to Item 5, Clause 1, Article 18)

Period of employment	Longer than 11 months and shorter than 12 months	20	12
	Longer than 10 months and up to 11 months	18	11
1 month or shorter	Longer than 9 months and up to 10 months	17	10
	Longer than 8 months and up to 9 months	15	9
Longer than 1 month and up to 2 months	Longer than 7 months and up to 8 months	13	8
	Longer than 6 months and up to 7 months	12	7
Longer than 2 months and up to 3 months	Longer than 5 months and up to 6 months	10	6
	Longer than 4 months and up to 5 months	8	5
Longer than 3 months and up to 4 months	Longer than 3 months and up to 4 months	7	4
	Longer than 2 months and up to 3 months	5	3
Longer than 1 month and up to 2 months	Longer than 1 month and up to 2 months	3	2
	1 month or shorter	2	1
1 month or shorter	5	3	
	3		

Table 4 (related to Item 6, Clause 1, Article 18)

Period of employment	Hours worked per week				
	24 or more and less than 25	23 or more and less than 24	22 or more and less than 23	21 or more and less than 22	20 or more and less than 21
1 month or shorter	1 day	1 day	1 day	1 day	1 day
Longer than 1 month and up to 2 months	2 days	2 days	2 days	2 days	2 days
Longer than 2 months and up to 3 months	3 days	3 days	3 days	3 days	3 days
Longer than 3 months and up to 4 months	4 days	4 days	4 days	4 days	4 days
Longer than 4 months and up to 5 months	5 days	5 days	5 days	5 days	5 days
Longer than 5 months and up to 6 months	6 days	6 days	6 days	6 days	6 days
Longer than 6 months and up to 7 months	8 days	7 days	7 days	7 days	7 days
Longer than 7 months and up to 8 months	9 days	8 days	8 days	8 days	8 days
Longer than 8 months and up to 9 months	10 days	9 days	9 days	9 days	9 days
Longer than 9 months and up to 10 months	11 days	10 days	10 days	9 days	9 days
Longer than 10 months and up to 11 months	12 days	11 days	11 days	10 days	10 days
Longer than 11 months and shorter than 12 months	13 days	12 days	12 days	11 days	11 days

	19 or more and less than 20	1 day	2 days	3 days	3 days	4 days	5 days	6 days	7 days	8 days	9 days	9 days	10 days
--	-----------------------------	-------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	---------

Table 5 (related to Item 11, Clause 1, Article 23)

Relationship	Number of holidays
Spouse	7 days
Father or mother	
Child	5 days
Grandfather or grandmother	3 days (or 7 days if the employee is the successor and inherits ceremonial implements)
Grandchild	1 day
Brother or sister	3 days
Uncle or aunt	1 day (or 7 days if the employee is the successor and inherits ceremonial implements)
Parent's spouse or spouse's parent	3 days (or 7 days if the staff members was in the same household)
Child's spouse or spouse's child	1 day (or 5 days if the employee was in the same household)
Grandparent's spouse or spouse's grandparent	1 day (or 3 days if the employee was in the same household)
Sibling's spouse or spouse's sibling	
Uncle's or aunt's spouse	1 day