

Warrnambool-Miura Cultural Exchange Teacher  
TERMS AND CONDITIONS

**I GENERAL RULES & PROVISIONS**

(Purpose)

**Article 1** These appointment terms and conditions (hereinafter referred to as "this document") are written with the purpose of establishing the working conditions for the Warrnambool-Miura Cultural Exchange Teacher in Miura City, Kanagawa City of Miura(hereinafter referred to as "the City").

(2) Working conditions for Warrnambool-Miura Cultural Exchange Teacher which are not set out in this document shall be determined on the basis of the Local Public Service Act (Showa Year 25 Law #261“) and any other relevant ordinances/laws and city ordinances/laws (hereinafter referred to as "other ordinances/laws").

(Definitions)

**Article 2** The meanings of the following expressions used in this document are set out in the following items:

1. Warrnambool-Miura Cultural Exchange Teacher: A person who is mainly assigned to a local board of education or an elementary, junior high school(s) and carries out his/her duties as an assistant to language teachers' consultants or teachers of a foreign language.
2. Supervisor: The head of the organization in which the Warrnambool-Miura Cultural Exchange Teacher is employed.
3. Week: The period of time from Sunday to the immediately following Saturday.
4. Month: The period of time from the first day to the last day of the relevant month.

**II DUTIES**

(Duties of the Warrnambool-Miura Cultural Exchange Teacher)

**Article 3** The Warrnambool-Miura Cultural Exchange Teacher shall mainly perform duties as specified by the Supervisor and as set out in the following items:

1. Assist with foreign language instruction at schools in Miura.
2. Assist with the preparation of foreign language teaching materials and also attend to other duties including assisting in interview processes.
3. Assist and attend special and extra-curricular activities not restricted to those which take place in schools only.
4. Assist with and participate in cultural promotion activities in Miura.
5. Assist with local exchange activities intended to promote cross-cultural understanding including the Miura-Warrnambool Exchange Program.
6. Other duties specified by the Supervisor.

### **III DURATION & TERMINATION OF APPOINTMENT**

(Term of Appointment)

**Article 4** The duration of the Warrnambool-Miura Cultural Exchange Teacher's appointment shall be from May 1 of 2024 to March 31 of 2025 (hereinafter referred to as first period of the term of appointment), and from April 1 of 2025 to April 30 of 2025 (hereinafter referred to as second period of the term of appointment).

(2) Upon completion of the aforementioned period of appointment, the City may reappoint the Warrnambool-Miura Cultural Exchange Teacher based on his/her deemed competence to fulfill his/her duties.

(3) Notwithstanding Section (2) above, the term of appointment for Warrnambool-Miura Cultural Exchange Teachers in his/her fifth year of participation shall not be renewed after the completion of the appointment stipulated in Section (1) above.

(Resignation)

**Article 5** The Warrnambool-Miura Cultural Exchange Teacher must perform duties for the term of appointment as specified above. However, in extreme circumstances when a Warrnambool-Miura Cultural Exchange Teacher resigns before the end of his/her term of appointment due to unavoidable circumstances is absolutely unavoidable, the Warrnambool-Miura Cultural Exchange Teacher must give notice of said resignation at least 30 days in advance, inclusive of the date of the intended resignation.

### **IV REMUNERATION & OTHER FINANCIAL COMPENSATION**

(Remuneration)

**Article 6** The Warrnambool-Miura Cultural Exchange Teacher's monthly gross remuneration shall be 360,000 yen in the first year of appointment, and, if the Warrnambool-Miura Cultural Exchange Teacher is reappointed, 380,000 yen during the Warrnambool-Miura Cultural Exchange Teacher's second year of appointment, 405,000 yen during the Warrnambool-Miura Cultural Exchange Teacher's third year of appointment, and 410,000 yen during the Warrnambool-Miura Cultural Exchange Teacher's fourth and fifth years of appointment. In the case that the Warrnambool-Miura Cultural Exchange Teacher is subject to income tax and inhabitant tax, the Warrnambool-Miura Cultural Exchange Teacher must pay these taxes from this remuneration.

(2) The remuneration shall be paid on the 25th day of each month. If this day should fall on a holiday or a day on which the Warrnambool-Miura Cultural Exchange Teacher is not required to perform duties, the remuneration shall be paid on the earliest preceding day which is neither a holiday nor a day on which the Warrnambool-Miura Cultural Exchange Teacher is not required to perform duties.

(3) If the Warrnambool-Miura Cultural Exchange Teacher starts or terminates his employment part-way through the month, the amount of remuneration for said month shall be calculated on a pro rata daily basis, subtracting the number of workdays stipulated in Article 11, Sections (2) and (3) on which the Warrnambool-Miura Cultural Exchange Teacher was not required to work from

the number of workdays in the remuneration period to determine the number of days for which remuneration shall be paid.

- (4) The hourly rate shall be calculated by multiplying the monthly remuneration by twelve (12) and dividing that amount by fifty-two (52) times the weekly work hours stipulated in Article 9, Section (1).

(Reduction of Remuneration)

**Article 7** If the Warrnambool-Miura Cultural Exchange Teacher does not perform his/her duties during required work hours, except for cases specified within this document, the remuneration shall be reduced on an hourly basis utilizing the hourly rates specified in Article 8 Section (4) above. In cases in which it is impossible to deduct the calculated amount from the remuneration of a given month, the deduction shall be made from the following month's remuneration.

- (2) In accordance with the above section regarding calculations for non-performance of duties during work hours, should the Warrnambool-Miura Cultural Exchange Teacher's total period of non-performance of duties during the month include an incomplete portion of an hour, a period of time less than 30 minutes is to be disregarded, and a period of 30 minutes or more is to be rounded up to a full hour.

(Travel and Other Expenses)

**Article 8** When the Warrnambool-Miura Cultural Exchange Teacher travels for the purpose of performing his/her duties, the Warrnambool-Miura Cultural Exchange Teacher's travel expenses that are required for that travel shall be reimbursed

- (2) The City shall bear the costs for the Warrnambool-Miura Cultural Exchange Teacher's travel to Japan in order to assume his/her position, and travel costs to return to his/her home country. However, return airfare shall only be paid to the Warrnambool-Miura Cultural Exchange Teacher if he/she fulfils all of the following conditions:

1. The Warrnambool-Miura Cultural Exchange Teacher completes his/her second period of the term of appointment specified in Article 4, Section (1).
2. The Warrnambool-Miura Cultural Exchange Teacher does not enter into a subsequent appointment/employment with the City or a third party in Japan within one month after completion of his/her second period of the term of appointment.
3. The Warrnambool-Miura Cultural Exchange Teacher leaves Japan to return to his/her home country no later than one month from the day following the end of his/her second period of the term of appointment.

- (3) Notwithstanding the above Section, in the event that the Warrnambool-Miura Cultural Exchange Teacher has no alternative but to return to his/her home country before the completion of his/her second period of the term of appointment for reasons beyond his/her control a return airfare may be provided if deemed necessary at the discretion of the supervisor.

**Article 8-2** The City may claim compensation for any actual damages it sustains as the result of actions such as the Warrnambool-Miura Cultural Exchange Teacher returning to his/her home country without just cause.

## V HOURS, HOLIDAYS & LEAVE

(Duty Hours)

**Article 9** The Warrnambool-Miura Cultural Exchange Teacher shall perform duties 35 hours a week exclusive of break time.

- (2) The Warrnambool-Miura Cultural Exchange Teacher duty hours shall be from 8:30a.m. to 4:30p.m. from Monday to Friday, with Saturday and Sunday as days on which the Warrnambool-Miura Cultural Exchange Teacher is not required to perform duties. The time from 0:30p.m. to 1:30p.m. shall be designated as break time; that time may be utilized as the Warrnambool-Miura Cultural Exchange Teacher desires.
- (3) Notwithstanding the terms and conditions above, the Supervisor may direct the Warrnambool-Miura Cultural Exchange Teacher to perform duties at times outside of the period specified in the above section. In this case, compensatory days off shall be given within 4 weeks inclusive of the relevant week so that average hours of duty per week in the 4-week period does not exceed 35 hours.
- (4) As specified in the section above, the Warrnambool-Miura Cultural Exchange Teacher shall not be required to work more than 38.75 hours in one week, and the Warrnambool-Miura Cultural Exchange Teacher shall not be required to work more than 7.75 hours in one day. Furthermore, in accordance with Article 35 Section (1) of the Labor Act, at least one day each week on which the Warrnambool-Miura Cultural Exchange Teacher is not required to perform duties is to be allocated.
- (5) Notwithstanding the hours set out in Section (2), the Supervisor may direct the Warrnambool-Miura Cultural Exchange Teacher to change the duty and break hours. Even in this case the Warrnambool-Miura Cultural Exchange Teacher will not be required to work more than 7 hours.

(Holidays)

**Article 10** The days identified in the following items shall be considered as holidays:

1. Japanese national holidays (those defined by Article 3 of the Japanese National Holiday Law (Showa Year 23 Law #178)).
  2. New Year's holiday (the period from December 29th to January 3rd of the following year).
- (2) Notwithstanding the above terms and conditions, the Supervisor may, having determined a compensatory holiday beforehand, instruct the Warrnambool-Miura Cultural Exchange Teacher to perform duties on any of the holidays specified in Article 10 Section (1) above.
  - (3) Holidays are to be paid.

(Yearly Paid Leave)

**Article 11** During the term of appointment stated in Article 4 Section (1), the Warrnambool-Miura Cultural Exchange Teacher can take 10 to 16 days of yearly paid leave depending on his/her service years, individually or consecutively. This yearly paid leave may be taken

in hourly units.

- (2) In the case that the Warrnambool-Miura Cultural Exchange Teacher, having completed the term of appointment stated in Article 4, is reappointed by the City for another term, up to 20 days of unused yearly paid leave may be carried over to the new term of appointment (excluding paid leave carried over from the previous term of appointment in accordance with this Section). This carried over paid leave will be used first in the new contract period and it may not be carried over into any subsequent contract period.
- (3) If the period of the requested paid leave is deemed to interfere with smooth work operations, the Supervisor may change the date of the Warrnambool-Miura Cultural Exchange Teacher's requested paid leave.

(Special Leave)

**Article 12** Special leave shall be provided for the periods set out in the following items:

1. (Bereavement Leave) For example; Death of a spouse: a period of up to ten consecutive days. Death of a parent: a period of up to seven consecutive days. Death of a child: a period of up to five consecutive days. Death of a sibling or grandparent: a period of up to three consecutive days.
2. (Marital Leave) Marriage of the Warrnambool-Miura Cultural Exchange Teacher: a period of up to five consecutive days.
3. (Natural Disaster Leave) Damage to the Warrnambool-Miura Cultural Exchange Teacher's place of residence in the event of a natural disaster: up to seven days.
4. (Commuter Transport System Failure Leave) Failure of the transportation system used for commuting as the result of an accident or other problem: the period deemed necessary.
5. (Infertility Treatment Leave) When it is deemed appropriate that the Warrnambool-Miura Cultural Exchange Teacher's will not work due to going to a hospital, etc. for infertility treatment: a period of up to 5 days per term of appointment (10 days if the hospital, etc. visits in question are related to in vitro fertilization and microfertilization)
6. In the event that it is determined that the work of the expectant female Warrnambool-Miura Cultural Exchange Teacher's may have an adverse effect on either the mother or her unborn child's health: leave deemed appropriate or the period deemed necessary to eat/obtain nutrition.
7. (Pre-natal Leave) The requested period, from up to eight weeks before a female Warrnambool-Miura Cultural Exchange Teacher's delivery due date (fourteen weeks for a pregnancy involving more than one child) until the date of delivery is reached.
8. (Post-natal Leave) A period of eight weeks counting from the day after a female Warrnambool-Miura Cultural Exchange Teacher has delivered a child. (Provided that at least six weeks have passed counting from the day after the birth, if the Warrnambool-Miura Cultural Exchange Teacher applies to return to work earlier and the Warrnambool-Miura Cultural Exchange Teacher is assigned to duties that a doctor accepts as not being harmful to her, then the period after she returns is not counted as post-natal leave.)
9. (Birth Leave) When it is deemed appropriate that the Warrnambool-Miura Cultural Exchange Teacher will not work due to their wife giving birth (including for those individuals who

have not submitted a formal marriage notification but who are in a situation that is essentially a marriage relationship. The same shall apply for the next Item.): a period of up to two days that is within the period from the date when the wife is hospitalized, etc. to give birth until the date two weeks from when the wife has given birth.

10. (Pre- and Post-natal leave for childcare) For the Warrnambool-Miura Cultural Exchange Teacher whose wife are pregnant and who have to care for child as deemed necessary between the period from six weeks (fourteen weeks for a pregnancy involving more than one child) before the delivery due date to one year after the day after the birth: a period of up to five days.
11. (Nursing Time) Warrnambool-Miura Cultural Exchange Teacher who is the parent of a child less than one year of age: two times per day for up to 30 minutes each.
12. (Parental Leave) Time off work for a Warrnambool-Miura Cultural Exchange Teacher to care for their child up to the age of nine (the first 31 March after becoming nine years old) (includes spouse's child) as deemed necessary, a period of up to five days (ten days if he/she is the caretaker of more than one child).
13. (Menstrual Leave) Warrnambool-Miura Cultural Exchange Teacher is unable to work due to severe menstrual discomfort: a period of up to two consecutive days.
14. (Nursing Care Leave) As deemed necessary, the Warrnambool-Miura Cultural Exchange Teacher may receive nursing care leave to care for the following family member (③ is limited to those who live together) (hereinafter referred to as “Nursing Care Recipient”) , who have disabilities that hinder daily life over two weeks such as injury, illness, or old age, and may also be used to accompany them to medical/hospital appointments, to act as a representative for procedures required to receive the provision of care services, or to perform other necessary care for the Nursing Care Recipient: as deemed necessary, up to 5 days per term of appointment (10 days for multiple recipients).
  - ① spouse (inclusive of common-law marriage), father, mother, child and spouse’s parent
  - ② grandparent, grandchild and sibling
  - ③ parents’ spouse, spouse’s parents’ spouse, child’s spouse and spouse’s child
15. The period of sick leave shall be the minimum period necessary when an illness or injury is acknowledged to result in the unavoidable inability to perform duties.
16. The maximum period of sick leave to be used at one time shall not exceed a total of 10 consecutive days, beginning with the first day that duties are not performed (including holidays and days on which the Warrnambool-Miura Cultural Exchange Teacher is not required to perform duties; in sections below, the counting of days follows the same procedure).
17. As deemed necessary, when the Warrnambool-Miura Cultural Exchange Teacher is unable to work due to conducting registration as a donor for bone marrow transplant or peripheral blood stem cell transplant for bone marrow replacement, or, in the event the Warrnambool-Miura Cultural Exchange Teacher is a donor for bone marrow transplant or peripheral blood stem cell transplants for a recipient other than a spouse, parent, child, or sibling, conducting registration or undergoing medical inspections or hospitalizations required thereof: the period deemed necessary

18. As per Article 10 and Article 13 of the Maternal and Child Health Act (Showa Year 40, Law #141) as deemed necessary, female Warrnambool-Miura Cultural Exchange Teacher who are expectant or nursing mothers may receive leave for either health guidance or health examinations: leave can be taken once every 4 weeks until the 23rd week of pregnancy, once every 2 weeks between the 24th and 35th weeks of pregnancy, and once per week from the 36th week up until delivery. The Warrnambool-Miura Cultural Exchange Teacher may also take leave one more time in the year after giving birth. If special guidance has been received from a physician etc., more leave may be received as specified by the physician, regardless of the period of pregnancy/post-childbirth. Hours of leave shall be the number of hours recognized as required during regular working hours.

19. In the event that crowded transport environments during the expectant female Warrnambool-Miura Cultural Exchange Teacher's commute may have an adverse effect on either the mother or her unborn child's health: leave of up to 1 hour per day may be taken at the start or end of the Warrnambool-Miura Cultural Exchange Teacher's regular working hours.

20. In the event that it is deemed appropriate for participants not to work at various events in the summer such as Obon, for the maintenance and promotion of physical and mental health, or for the enhancement of family life, then in principle a period within a range of three consecutive days during the period in the year from July to September, except for days when working hours are not allocated.

21. Any other time the Supervisor deems there is a special need, for the period of time the Supervisor deems necessary.

(2) The special leave specified above from item 1 to item 10, item 20 and item 21 are to be paid, and from item 11 to item 19 are non-paid<sup>7</sup>.

(Childcare Leave)

**Article 12-2** The Warrnambool-Miura Cultural Exchange Teacher's who clearly will not complete their term of appointment (when being reappointed, this pertains to the period after re-appointment), and whose continuous appointment will not be terminated before the date upon which the child receiving child care reaches the age of 1 year and 6 months (before the age of 2 when the circumstances of the child's care are recognised to require it as stipulated by ordinances), with permission from their supervisors, during the period from the date the child becomes 1 year old to the date the child becomes 1 year and 6 months old (and until the age of 2 in the circumstances that the child's care are recognised to require it as stipulated by ordinances) may take childcare leave until the date stipulated by ordinances for child care leave, etc. for employees. However, this does not pertain to cases in which the Warrnambool-Miura Cultural Exchange Teacher has already twice taken Childcare Leave (excluding instances of Childcare Leave specified in the following two Items) for the care of the same child, except in special circumstances as stipulated by ordinances.

1. The first and second instances of Childcare Leave taken within the first eight weeks following the child's birth (excluding instances specified in the following Item).

2. Cases in which the final day of a period of Childcare Leave coincided with the final day of the Warrnambool-Miura Cultural Exchange Teacher's term of appointment (limited to cases in which the Warrnambool-Miura Cultural Exchange Teacher has renewed the term of appointment or continued employment at the same organisation as during their term of appointment and the first day of a new period of Childcare Leave coincided with the first day of the new term of appointment or employment).

(2) Childcare leave is non-paid.

(Partial Childcare Leave)

**Article 12-3** With permission from their supervisors, the Warrnambool-Miura Cultural Exchange Teacher with more than 1 year of continuous service, during the period to the date before the child becomes 3 years old, may take partial childcare leave.

(2) Partial childcare leave is non-paid.

(Nursing Care Leave 2)

**Article 12-4** Time off work for the Warrnambool-Miura Cultural Exchange Teacher who plan on continuing work beyond the 93 days following the first planned day of Nursing Care Leave (excluding the Warrnambool-Miura Cultural Exchange Teacher who will finish their term of appointment within a period of one year from the date that 93 days pass, and will not renew their contract), who care for the Nursing Care Recipient: a calculated period of up to 93 days.

(Nursing Care Leave 3)

**Article 12-5** Time off work for the Warrnambool-Miura Cultural Exchange Teacher who plan on continuing work beyond the 93 days following the first planned day of Nursing Care Leave (excluding the Warrnambool-Miura Cultural Exchange Teacher who will finish their term of appointment within a period of one year from the date that 93 days passes, and will not renew their contract), to care for those requiring continuous care for each instance requiring care, continuously over the duration of 3 years (excluding periods that overlap with periods related to care in the preceding Item) for a portion of the workday as deemed necessary: not more than 2 hours a single workday).

## **VI OFFICE REGULATIONS & RESTRICTIONS**

(Responsibility to Obey Work Orders)

**Article 13** The Warrnambool-Miura Cultural Exchange Teacher shall faithfully observe other ordinances/regulations and his/her superiors' orders on matters pertaining to the performance of duties.

(Personnel Evaluation)

**Article 14** The City shall conduct a personnel evaluation of the Warrnambool-Miura Cultural Exchange Teacher, based on a separate predetermined outline.



(Diligence)

**Article 15** The Warrnambool-Miura Cultural Exchange Teacher shall devote his/her full working hours and occupational attention to the discharge of duties in this document, except for cases specially stated in this document.

(Conduct Restrictions)

**Article 16** The Warrnambool-Miura Cultural Exchange Teacher shall not behave in a manner which would discredit or damage the reputation of the City.

(Confidentiality)

**Article 17** The Warrnambool-Miura Cultural Exchange Teacher shall not reveal any confidential matters the Warrnambool-Miura Cultural Exchange Teacher comes to know while performing duties. Furthermore, this restriction shall continue to apply after the completion or termination of the term of appointment.

(Restrictions on Political Activities)

**Article 18** The Warrnambool-Miura Cultural Exchange Teacher shall not be involved in any political activities prohibited by the Local Public Service Act.

(Prohibition of Disputes)

**Article 19** The Warrnambool-Miura Cultural Exchange Teacher shall not be involved in disputes prohibited by the Local Public Service Act such as strike or slowdown.

(Prohibition of Harassment)

**Article 20** The Warrnambool-Miura Cultural Exchange Teacher shall not cause displeasure to other employees or cause harm to the work environment by way of comments or actions that constitute or may be construed as sexual harassment, harassment for pregnancy, delivery or childcare leave, or abuse of authority.

(Restrictions Against Involvement in Profit-Making Enterprises)

**Article 21** With a full understanding of the diligence stated in Article 15, the Warrnambool-Miura Cultural Exchange Teacher shall concentrate on their duties there and must not additionally become an official in operating any commercial corporation, nor operate their own commercial business, or engage in any enterprise or business for remuneration.

(2) The Warrnambool-Miura Cultural Exchange Teacher must notify the supervisor in advance if he/she will perform any of the actions in the preceding Item, or become an officer of any organization.

(Restrictions on Religious Activities)

**Article 22** The Warrnambool-Miura Cultural Exchange Teacher shall not be involved in religious

activities which are in any way related to his/her work duties.

(Restrictions Against Operating Motor Vehicles)

**Article 23** Except for commuting from place of residence to the place of employment, the Warrnambool-Miura Cultural Exchange Teacher shall not operate a motor vehicle for duty-related matters without the permission of the Supervisor.

## VII DISCIPLINE

(Dismissal, Additional Leave, etc.)

**Article 24** The City may dismiss the Warrnambool-Miura Cultural Exchange Teacher for any of the reasons set out in the following Items:

1. When the work of the Warrnambool-Miura Cultural Exchange Teacher is unsatisfactory, based on personnel evaluation or evidence of poor performance.
  2. When performance of duties is hindered by mental or physical disability, or when they cannot be performed.
  3. In addition to the cases of the preceding 2 Items, when the eligibility required for the work is lacking.
  4. When the office organization or quota is revised or abolished, or the budget is reduced and jobs are eliminated or there are excess employees.
- (2) The City has the authority to put the Warrnambool-Miura Cultural Exchange Teacher on additional leave against their will for any of the reasons set out in the following Items:
1. Excluding as specified in Article 12 Section (1) Item 5 and Item 6, when the Warrnambool-Miura Cultural Exchange Teacher is ill (excluding illnesses under Article 27 Section (1)) or injured or for other reason beyond their control is unable to perform their duties for a continuous period of more than 10 days (including days when work is not required and holidays. The same holds for the number of days in the following Item.)
  2. When indicted for a criminal offence.
- (3) The appointment of the Warrnambool-Miura Cultural Exchange Teacher shall be terminated, except under extenuating circumstances, for any of the reasons set out in the following items:
1. Imprisonment or heavier sentence.
  2. Organizes or joins a political party or organization that proclaims the purpose of destroying the Japanese Constitution or the government by violence established under that Constitution.

(Disciplinary Action)

**Article 25** If any situation set out in the following items comes about, the City may discipline the Warrnambool-Miura Cultural Exchange Teacher by means of dismissal, suspension, reduction of remuneration, and/or admonition.

1. Violation of the Local Public Service Act or the special provisions stipulated in Article 57 of that Act, violation of regulations of local authorities, or violation of regulations stipulated by organizations of local authorities.

2. Violation of the duties of employment, or neglect the duties.
  3. Misconduct inappropriate for overall public service.
- (2) The meaning and result of the disciplinary actions specified above shall be interpreted as set out in the following items:
1. Dismissal: the Warrnambool-Miura Cultural Exchange Teacher shall be immediately dismissed without advance notice. In this case, compensation pursuant to Article 20 of the Labor Standards Act will not be provided if authorization is obtained from the mayor of the City.
  2. Suspension: the Warrnambool-Miura Cultural Exchange Teacher shall be prohibited from performing his/her duties for a designated period of up to six months, and remuneration will not be paid for this period.
  3. Reduction of Remuneration: the remuneration shall be reduced by one-tenth of one day's average daily pay during a period of up to six months
  4. Admonition: the Warrnambool-Miura Cultural Exchange Teacher shall be admonished in writing concerning the conduct in question.

(Compensation during Additional Leave)

**Article 26** Additional leave in accordance with Article 26 Section (2) is non-paid.

(Prohibition of Duties)

**Article 27** If the Warrnambool-Miura Cultural Exchange Teacher has a contagious disease or other illness as set out in the following Items, the City may prevent the Warrnambool-Miura Cultural Exchange Teacher from performing duties:

1. The fear exists that the Warrnambool-Miura Cultural Exchange Teacher with a contagious disease is not taking measures to prevent the spread of the disease.
  2. The fear exists that labour will significantly worsen a heart, kidney or lung disease from which the Warrnambool-Miura Cultural Exchange Teacher suffers.
  3. The Warrnambool-Miura Cultural Exchange Teacher is affected by a disease, similar to those above, as determined by the Minister of Health, Labour and Welfare.
- (2) In the cases stated above, payment of remuneration for the period during which the Warrnambool-Miura Cultural Exchange Teacher does not perform duties shall be regulated as in Article 26 above.

(Procedure for Taking Leave and/or Additional Leave)

**Article 28** When the Warrnambool-Miura Cultural Exchange Teacher wishes to make use of leave as specified in Article 12 Section (1) item 1 to item 4 above, item 10 to item 5 and Article 15-2 to 5 above, along with Article 12 Section (1) Item 5 to Item 9, the Warrnambool-Miura Cultural Exchange Teacher must submit a request and obtain approval from the supervisor before taking the requested leave, stating the number of days. The Warrnambool-Miura Cultural Exchange Teacher must also request and obtain approval for the special leave specified in Article 14 Section (1) Item 12, stating the number of days and the reason for the taking of leave as well. However, if the Warrnambool-Miura Cultural Exchange Teacher, for unavoidable reasons, cannot submit the

request beforehand, the Warrnambool-Miura Cultural Exchange Teacher must do so and obtain approval from the supervisor as soon as conditions permit.

- (2) When the Warrnambool-Miura Cultural Exchange Teacher wishes to make use of the special leave specified in Article 14 Section (1), from Item 5 to Item 8 above, the Warrnambool-Miura Cultural Exchange Teacher must submit a request to the supervisor for the days requested. However, if the Warrnambool-Miura Cultural Exchange Teacher, for unavoidable reasons, cannot submit the request beforehand, the Warrnambool-Miura Cultural Exchange Teacher must do so as soon as conditions permit.
- (3) If the Warrnambool-Miura Cultural Exchange Teacher intends to take sick leave of more than seven consecutive days due to illness or injury, or to apply for additional leave, the Warrnambool-Miura Cultural Exchange Teacher must submit a medical doctor's certificate to the Supervisor. In this case, there are times when the supervisor, if the supervisor deems it necessary, may require the Warrnambool-Miura Cultural Exchange Teacher to undergo an examination by a designated medical doctor. Furthermore, if the supervisor deems it necessary, the supervisor may request the submission of a medical doctor's certificate or other supporting documentation, even if the Warrnambool-Miura Cultural Exchange Teacher takes leave equal to or less than seven days.
- (4) When a situation occurs that would be reason for additional leave according to Article 25 Section (2) Item 2, or a prohibition of duties according to Article 28 Section (1), the Warrnambool-Miura Cultural Exchange Teacher must inform the Supervisor as soon as possible.

## **VIII LOCAL PUBLIC SERVICE ACCIDENT COMPENSATION ORDINANCE.**

(Local Public Servant' Accident Compensation)

**Article 29** In cases where a Warrnambool-Miura Cultural Exchange Teacher sustains a casualty (herein defined as injury, illness, physical disorders, or death: the same definition applies below) while performing public service duties or while commuting, the Warrnambool-Miura Cultural Exchange Teacher may receive compensation according to the regulations established for the Industrial Accident Compensation Insurance Act (Showa Year 22 Law #50), or the Local Public Servant' Accident Compensation Ordinance for non-regular employees.

(Compensation for Non-duty Related Casualty)

**Article 30** The City shall, by contracting for a personal-injury insurance policy, consider compensation for the Warrnambool-Miura Cultural Exchange Teacher if a casualty is sustained during a period other than performance of duties or commuting periods.

### **Supplementary provisions**

This rule shall informed November 16, 2007 and come into force from the day April 1, 2008

### **Supplementary provisions**

This rule shall informed July 23, 2010 and come into force from the day July 27, 2010

**Supplementary provisions**

This rule shall informed June 29, 2012 and come into force from the day July 30, 2012

**Supplementary provisions**

This rule shall informed June 22, 2016 and come into force from the day July 25, 2016

**Supplementary provisions**

This rule shall informed April 26, 2017 and come into force from the day July 25, 2017

**Supplementary provisions**

This rule shall informed August 24, 2018 and come into force from the day September 7, 2018

**Supplementary provisions**

This rule shall informed March 1, 2020 and come into force from the day April 1, 2020

**Supplementary provisions**

This rule shall informed March 1, 2022 and come into force from the day April 1, 2022

**Supplementary provisions**

This rule shall informed March 1, 2023 and come into force from the day April 1, 2023