

April 2015 Work Plan Application Form

Sample

Faculty Member No.	XXXXXXX	Affiliation		
Job title		Name		(seal or signature)
Acceptance Researcher or Research Representative (Working Hours Manager)		Name		(seal or signature)

Date	Day	Schedule for extramural work (business trip, work at home, etc.) Schedule for exceptional work (late-night work, day-off work, etc.) Schedule for taking paid leave, substitute holidays, etc.	Contents of extramural/exceptional work, etc.	Notes
1	Wed			
2	Thu			
3	Fri			
4	Sat	Business trip → *Separate business trip formalities are required.	_____ Academic Conference, Tokyo	
5	Sun	Business trip → *Separate business trip formalities are required.	_____ Academic Conference, Tokyo	
6	Mon	Business trip → *Separate business trip formalities are required.	_____ Academic Conference, Tokyo	
7	Tue	Substitute holiday		For April 4
8	Wed			
9	Thu			
10	Fri	Substitute holiday		For April 5
11	Sat			
12	Sun	Preparation for _____ reaction experiment	→ * Check the substitute holiday taking schedule and decide whether implementation on the holiday is permissible.	09:00-15:00
13	Mon	_____ reaction experiment		10:00-23:00
14	Tue	_____ reaction experiment		10:00-23:00
15	Wed			
16	Thu	Substitute holiday		For April 12
17	Fri	Kyoto University Library	Literature search	
18	Sat			
19	Sun			
20	Mon			
21	Tue	At home	Experiment data compilation and document preparation	
22	Wed	At home	Experiment data compilation and document preparation	
23	Thu			
24	Fri	Annual leave		First day, 2015
25	Sat			
26	Sun			
27	Mon			
28	Tue			
29	Hol			
30	Thu			

* Before deciding whether to approve or not, strictly determine whether the matter applied for constitutes "work" or "independent research".

(As of end of preceding month)	Remaining days of annual paid leave	For preceding fiscal year	6 days
		For current fiscal year	11 days
(As of end of preceding month)	Substitute holidays not yet taken		0 days

Research Office confirmation

*** Submit this application form to the Working Hours Manager by April 6.**

* The Working Hours Manager should check the contents of this report and submit it to the Research Office by April 10.

- (1) If you will be doing work extramurally (on a business trip or at home, etc.), state the place(s) where you will do so and the contents of the work. Note however that day-off work and late-night work are not allowed in the case of work at home.
- (2) When you have to carry out late-night work for unavoidable reasons, fill out a "Late-Night Work Command (and Application) Form" (separate form) and be sure to obtain approval from the Working Hours Manager in advance.
Note however that for Researchers and Senior Researchers, late-night work is not allowed under any circumstances.
- (3) When you have to carry out day-off work due to unavoidable circumstances, state such in this application form, and be sure to obtain approval from the Working Hours Manager in advance. In such case, substitute another working day for the day-off in question, and take such substitute holiday within two weeks both prior to and after. (also enter the date on which you plan to take such substitute holiday).
- (4) To change the plans in this application form, contact the Working Hours Manager in advance by email, phone or other means.
- (5) If you plan to take annual paid leave, state such in this application form, and obtain approval from the Working Hours Manager in advance. Also, if you will be taking other leave or be absent from work, enter the relevant items in the separate form and, in principle, obtain approval from the Working Hours Manager in advance.
- (6) Determine by yourself your remaining days of annual paid leave and substitute days-off not yet taken as of the end of the preceding month, and enter them in the spaces above.