

April 20 \* \* Work Plan Application Form

**Sample**

Faculty Member No.	XXXXXXX	Affiliation	Ritsumeikan Global Innovation Research Organization
Job title	Senior Reseacher	Name	Taro Ritsumei (seal or signature)
Acceptance Researcher or Research Representative (Working Hours Manager)		Name	Hanako Suzaku (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	Sun			
2	Mon			
3	Tue			
4	Wed			
5	Thu			
6	Fri			
7	Sat	Business trip → *Separate business trip formalities are required.	_____ Academic Conference, Tokyo	If you unavoidably have to come to work on a day off, take the day off (substitute holiday) on another working day within two weeks both prior to and after.
8	Sun	Business trip → *Separate business trip formalities are required.	_____ Academic Conference, Tokyo	
9	Mon	Business trip → *Separate business trip formalities are required.	_____ Academic Conference, Tokyo	
10	Tue			
11	Wed	Substitute holiday		For April 7
12	Thu			
13	Fri	Substitute holiday		For April 8
14	Sat			
15	Sun	Preparation for _____ reaction experiment	→ * Check the substitute holiday taking schedule and decide whether implementation on the holiday is permissible.	09:00-15:00
16	Mon	_____ reaction experiment		10:00-23:00
17	Tue	_____ reaction experiment		10:00-23:00
18	Wed			
19	Thu			
20	Fri	Substitute holiday		For April 15
21	Sat			
22	Sun			
23	Mon	Kyoto University Library	Literature search	
24	Tue			
25	Wed	At home	Experiment data compilation and document preparation	
26	Thu	At home	Experiment data compilation and document preparation	
27	Fri	Annual leave		First day, 2018
28	Sat			
29	Sun			
30	Hol			

Please note only the hours you were engaged in research work. You do not need to note the time spent on teaching duties.

If you unavoidably have to come to work on a day off, take the day off (substitute holiday) on another working day within two weeks both prior to and after.

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

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

Research Office confirmation

Submission Deadline	Self → Working Hours Manager
	Working Hours Manager → Research Office

- If you must work on a holiday or weekend due to unavoidable circumstances, state so on this application form, and gain approval from your Working Hours Manager in advance. In such a case, substitute another working day for the holiday/weekend within two weeks both prior to and after. (State the date on which you plan to take your substitute holiday).
  - If you plan to obtain paid leave, state so on this application form, and gain approval from your Working Hours Manager in advance. When obtaining other types of leave, submit the "Special Leave Application Form", and gain approval from your Working Hours Manager in advance.
  - If you will be working extramurally (on a business trip or at home, etc.), state the place(s) where the work will be carried out and the contents of the work. Note however that working on holidays/weekends and/or working past PM 10:00 is prohibited in such a case.
  - If you must work past PM 10:00 for unavoidable reasons, submit the "Late-Night Work Command (and Application) Form", and gain approval from your Working Hours Manager in advance.
- Note however that for Researchers and Senior Researchers, working past PM 10:00 is strictly prohibited under any circumstances.
- To change your monthly work plan after submitting this application form, contact your Working Hours Manager via email, phone or other means.
  - All employees are expected to keep track of their paid leave balances. State the number of remaining days (paid leave/substitute days-off not yet obtained) and days obtained as of the last day of the previous month.