

April 20 * * Work Plan Application Form

Sample

| | | | | |
|--|------------------------------|-------------|---|---------------------|
| Faculty Member No. | XXXXXXX | Affiliation | Ritsumeikan Global Innovation Research Organization | |
| Job title | Affiliate Research Professor | Name | Taro Ritsumei | (seal or signature) |
| Acceptance Researcher or Research Representative (Working Hours Manager) | | Name | Hanako Suzaku | (seal or signature) |

| | |
|--------------------------|-----------------------|
| Workdays | 3 days per week |
| Working hours of the day | 6 hour and 30 minutes |

| 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 | Sat | | | |
| 2 | Sun | | | |
| 3 | Mon | | | |
| 4 | Tue | Kyoto University Library | Literature search | |
| 5 | Wed | Kyoto University Library | Literature search | |
| 6 | Thu | | | |
| 7 | Fri | | | |
| 8 | 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. |
| 9 | Sun | Business trip → *Separate business trip formalities are required. | _____ Academic Conference, Tokyo | |
| 10 | Mon | Business trip → *Separate business trip formalities are required. | _____ Academic Conference, Tokyo | |
| 11 | Tue | Substitute holiday | | For April 8 |
| 12 | Wed | | | |
| 13 | Thu | | | |
| 14 | Fri | Substitute holiday | | For April 9 |
| 15 | Sat | | | |
| 16 | Sun | Preparation for _____ reaction experiment | → * Check the substitute holiday taking schedule and decide whether implementation on the holiday is permissible. | 09:00-15:00 |
| 17 | Mon | _____ reaction experiment | | 10:00-23:00 |
| 18 | Tue | _____ reaction experiment | | 10:00-23:00 |
| 19 | Wed | | | |
| 20 | Thu | Substitute holiday | | For April 16 |
| 21 | Fri | | | |
| 22 | Sat | | | |
| 23 | Sun | | | |
| 24 | Mon | | | |
| 25 | Tue | At home | Experiment data compilation and document preparation | |
| 26 | Wed | At home | Experiment data compilation and document preparation | |
| 27 | Thu | | | |
| 28 | Fri | Annual leave | | First day, 2017 |
| 29 | Hol | | | |
| 30 | Sun | | | |

* 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 | _____ 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.
- 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.