

April 20 * * Self-Report of Work Situation

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)

* Actual Working Hours: Exclude time for break or your own research.

Date	Day	Work start time	Work end time	Actual Working Hours	Taking of leave (excluding days off)	Notes (Enter: place where work was carried out, in the case of work outside workplace on business trip, etc.; contents of work on day(s) off;)
1	Sat					
2	Sun					
3	Mon	9:30	18:30	8.0		
4	Tue	9:00	17:30	7.5		
5	Wed	10:00	19:30	8.5		Research consultation at _____ University
6	Thu					Absence from work without utilizing annual holiday
7	Fri	9:00	17:30	7.5		
8	Sat					
9	Sun					
10	Mon	9:00	17:30	7.5		
11	Tue	9:00	17:30	7.5		3 hours at Prefectural Library
12	Wed	10:00	20:30	9.5		
13	Thu	:	:		○	Annual paid leave
14	Fri	11:00	21:30	9.5		
15	Sat					
16	Sun					
17	Mon	13:00	18:30	5.5		
18	Tue	10:00	16:30	5.5		Data analysis at _____ Research Institute of _____ University
19	Wed	9:00	17:30	7.5		
20	Thu	11:30	15:30	4.5		
21	Fri	10:30	16:00	5.5		
22	Sat	11:30	15:30	4.5		Travel to Tokyo
23	Sun	8:30	21:00	11.5		x 4 hours overtime Participation in _____ Academic Conference (University of Tokyo)
24	Mon	10:30	14:30	4.0		x Adjustment for previous day
25	Tue	9:00	17:30	7.5		
26	Wed				○	x Substitute holiday for Sat, April 22th
27	Thu				○	Substitute holiday for work on Saturday April 23
28	Fri	9:00	17:30	7.5		
29	Sat					
30	Sun					
Secretariat work item	April-2017 Basic working hours:			129.0		150.0

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

Such absence will result in a decrease in compensation paid. If you have annual paid holidays remaining, ensure that you use them.

Do not include travel if it was the sole activity

There is no overtime under the Discretionary Labor System, therefore, adjustments cannot be made either.

If you only traveled this does not warrant a substitute holiday

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

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

Research Office confirmation

The purpose of filling out and submitting this form is to ensure the health and welfare of persons to whom the Discretionary Labor System for Professional Work is applied.

- If you must work on a holiday or weekend due to unavoidable circumstances, obtain a substitute holiday on another working day within two weeks both prior to and after. In such a case, enter a circle(O) in the "Taking of leave" column, and enter "Substitute holiday for _____ (month) __ (date)" in the "Notes" column.
- In case of obtaining paid leave, notify your Working Hours Manager in advance by submitting the "Work Plan Application Form". (Enter a circle (O) in the "Taking of leave" column in this form." (Note however that under Article 39 (4) of the Labor Standards Act, the Working Hours Manager may change annual paid leave to another period if granting the paid leave in the period that is requested would interfere with normal activities, such as research activities.)
- Enter working hours for each day (excluding hours spent training/studying on your own account or other non-work related activities) by entering the time you started/ended work, and the actual working hours. Submit this report to your Working Hours Manager by the date stated above.
- If you must work past PM 10:00 until AM 5:00, submit the "Late-Night Work Command (and Application) Form", and gain approval from your Working Hour's Manager in advance, as required by the Work Regulations. Note however that for Researchers and Senior Researchers, late-night work is strictly prohibited under any circumstances.
- If you will be working extramurally, (on a business trip or at home, etc.), enter the place(s) where the work will be carried out and the contents of the work in the "Notes" column.
- 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.