

May 28, 2020

To all faculty and staff

Measures concerning the new coronavirus (COVID-19)
(May 28th announcement)

As part of the measures concerning the new coronavirus (COVID-19), NAIST announced the eligibility for release from employment obligations during the school closings on March 2nd. With the starting of schools' educational activities on June 1st and the implementation of irregular attendance schedules, the eligibility for release from employment obligations will be handled as follows. Please make sure you are aware of the current information.

Release from employment obligations during irregular school attendance schedules

Eligibility and period of release from employment obligations: For those employees with 3rd grade children or younger or children attending special support schools who have no other person to take care of them, the release from employment obligations will be during the entire duration of the irregular school attendance schedule of nursery schools, kindergartens, elementary schools or special support schools.

How to apply: Please submit the Release from Obligation of Undivided Attention to Duties form to the office in charge of your affiliated section, division, etc. In the Additional comments box of the form, please write your child's grade, your municipality, the school's name and the period of the irregular school attendance schedule.

Note: The period of release from employment obligations will be deemed as 'paid holidays' for both full-time employees and limited-contract employees.

Sections in charge of applying:

Three divisions and the Data Science Center: Division Secretariat Offices

Administration offices: Section managing employment hours for each administrative division or office

Gender Equality Office, Center for Strategy and Planning, and Institutional Research Office:

General Affairs Section, Planning and General Affairs Division

Division for Educational Development and Division of Career Development (Institute for

Educational Initiatives): Educational Planning Section, Educational Affairs Division
Division for Global Education (Institute for Educational Initiatives): International Affairs Section,
International Affairs Division
Institute for Research Initiatives: Research Promotion Section, Cooperative Research Division
Information Initiative Center: General Information Affairs Section, Information and Digital
Library Services Division
Health Care Center: General Safety and health Management Office

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