**Leave Condition**

The employee having been employed under the continuous contract less than one year is entitled to ask for leave with full pay as deemed necessary during the period of each year of the term of employment according to the following basis.

(1) Sick leave not more than thirty working days. In the case where a sick leave is longer than three consecutive working days, it must be accompanied with a medical certificate of an officially accepted physician.

(2) Business leave not more than ten working days. Please note that the remuneration will be deducted for the number of working days of leave.

(3) Although the employee has been granted a business leave, the university reserves the right to request an early return in case of reasonable emergency.

(4) Within the first year of employment, the employee is not entitled to ask for holiday leave. After that, no more than ten days of holiday leave is allowed and unused or leftover business leave may be accumulated to not more than twenty days.

\*\*\* Every leave must be informed Director by a person who asks for the leaves.