

〈 Application Procedures for Outside Employment 〉

■ Short-Term Contract

- Applicable for one-day activities
- For activities of 2–6 days where the total working hours are less than 10 hours
- For multiple contracts, please submit a request form on a monthly basis.

- Submission must be done at least five business days before the employment date.
- If the working hours exceed six hours, please include break time in the total hours.

■ Fixed-Term Contract

- Applicable to all outside employment not classified as short-term.
- The maximum total working hours per week for concurrent employment, including round-trip commute time, is 8 hours in principle.
- The period is generally limited to one year; however, up to four years is permitted if laws and regulations of the organization specify the duration (please attach supporting documents).
- Approval is granted after the review by the Concurrent Employment Review Committee.

- The workflow is: Receipt of the request form → Approval by the employee → Approval by the department head → University review → University approval
- If outside work exceeds six hours, please include break time in the total hours entered.
- **The Review Committee holds review meetings near the 1st and 16th of every month.**
 - To allow for review, please submit all requests at least ten business days before you begin any outside work.
 - For concurrent employment as an officer of a for-profit company, please consult the Personnel Division. Additional documents may be requested during the review.