

APPENDIX VI

Pay Slip

Pay grade:		Name:	
Deduction	HR.		
Gross amount of Compensation		Amount	
Net amount of Base Pay			
Area Allowance Net Amount			
Family Allowance			
Special Work Allowance			
Overtime Work Allowance			
Night Work Allowance			
Total			
Deduction		Amount	
Income tax			
Contribution to M.A.A.			
Contribution to N.T.			
Rent			
Total			
Net amount of Compensation			

B7 (91x128)

5 April 51

official text

~~Shaw~~
Spencer
File JPL

Regulation 10-1-1 of the National Personnel Authority (Health Examinations of Employees)

Section I. Periodical Health Examinations

Part 1. Kinds and Definitions of Periodical Health Examinations

(Kinds and Definitions of Periodical Health Examinations)

Article 1. Periodical health examinations shall be comprised of a general periodical health examination and a special periodical health examination.

2. The general periodical health examination is an examination given at regular intervals to all employees (excluding part-time employees and those who are employed for a fixed period of time not over two months: to be hereinafter construed accordingly), and the special periodical health examination is an examination given at regular intervals, in addition to the general periodical health examination, to the employees who are regularly engaged in insanitary work or those engaged in work of such a nature that their health is liable to affect adversely the safety or the health of other employees or the general public.

Part 2. General Periodical Health Examination

Item 1. Administration, Time and Terms of Medical Examination in General Periodical Health Examination

(Administration and Time of Medical Examination)

Article 2. The general periodical health examination shall be administered one or more times a year, and at least one of such examinations shall be administered during the first half of the fiscal ^{year} commencing on April 1 (to be hereinafter referred to as "the fiscal year"): Provided, That, in case it is difficult to do so during the first half of the fiscal year, it may be administered during the latter half of the fiscal year concerned after obtaining the approval of the National Personnel Authority.

(Items of Medical Examination)

Article 3. In the general periodical health examination medical examination listed in the following shall be administered:

- (1) General medical examination;
- (2) Medical examination concerning tuberculous diseases of the chest;
- (3) Medical examination considered necessary by the Director-General;
- (4) Medical examination considered necessary by the appointing officer.

Item 2. General Medical Examination

(General Medical Examination)

Article 4. In the general medical examination, verbal examination, inspection and scientific examination shall be conducted, and the methods of their administration shall be as provided by the appointing officer.

Item 3. Medical Examination concerning Tuberculous Diseases of the Chest

(Tuberculin Test and X-ray Mediate Photographing)

Article 5. In the medical examination concerning tuberculous diseases of the chest, a tuberculin test and X-ray mediate photographing shall be administered.

(Treatment of the Result of Tuberculin Test)

Article 6. The result of tuberculin test shall be evaluated, in accordance with Exhibit I, as "negative", "pseudo-positive", "barely-positive", "medium-positive" or "strongly-positive".

2. Persons who come under a "barely-positive", "medium-positive" or "strongly-positive" case as a result of the evaluation referred to in the preceding paragraph shall be classified as "A", "B", "C" or "D" in accordance with the basic standards given in Exhibit II.

(Treatment of the Result of X-ray Mediate Photographing)

Article 7. The result of X-ray mediate photographing shall be examined to find out whether or not there is anything irregular, and a precise examination shall be conducted immediately on the persons having any irregularity.

2. The precise examination referred to in the preceding paragraph shall include X-ray clairvoyance and X-ray immediate photographing as well as verbal examination, inspection, auscultation, percussioin, temperature-taking, erythrocyte sedimentation rate test, examination and search of tuberculous bacilli in sputum, etc.

3. The result of the precise examination shall be classified, as provided separately, as primary tuberculosis, miliary tuberculosis, chronic opening tuberculosis, chronic closing tuberculosis and cured tuberculosis.

Part 3. Special Periodical Health Examination

Item 1. Medical Examination concerning Diseases
Caused by Insanitary Work

(Administration, Time, Items and Frequency of Medical Examination)

Article 8. The appointing officer shall at regular intervals conduct the medical examination provided in this item for the employees who are regularly engaged in insanitary work: Provided, That one of such examinations shall be conducted at the time of the general periodical health examination.

2. The items and frequency of the medical examination specified in the preceding paragraph shall be provided by Exhibit III.

(Insanitary Work)

Article 9. Insanitary work shall denote the work described in each of the following items:

- (1) Work of handling poisonous materials, such as mercury, arsenic, yellow phosphor, hydrogen fluoride, hydrochloric acid, nitric acid, sulphuric acid, prussic acid, caustic alkali, phenol, or the like, and work performed in places emitting poisonous gas, vapor or dust of lead, mercury, chromium, arsenic, yellow phosphor, fluorine, chlorine, hydrochloric acid, nitric acid, sulphurous acid, sulphuric acid, carbon monoxide, carbon binsulphide, prussic acid, benzene, aniline, or the like;

- (2) Work exposed to poisonous radiant rays;
- (3) Work performed at places raising a great quantity of dust of mineral matters or others which are liable to cause silicosis or other pneumokoniosis;
- (4) Work performed at extremely noisy places;
- (5) Work causing violent shocks to human body;
- (6) Work of handling a large quantity of materials of high or low temperature; work performed at extremely hot or cold places; work performed under uncommon air pressure; work involving heavy manual labor and work performed at places raising a great quantity of dust of materials other than those described in Item (3);
- (7) Work most liable to lead to infection by disease germs;
- (8) Other work designated by the Director-General as being detrimental to sanitation.

(Designation of Insanitary Work)

Article 10. The designation as to whether the work in which an employee is engaged comes under the work referred to in the preceding paragraph shall be made by the Director-General.

Item 2. Medical Examination for Employees
Designated by the Director-General

(Administration of Medical Examination and Scope of Employees to receive Medical Examination, Items of Medical Examination and Frequency)

Article 11. The appointing officer shall at regular intervals conduct, in addition to the general periodical health examination, the medical examination as provided in this item on those employees engaged in work of such a nature that their health is liable to affect adversely the safety or the health of other employees or the general public.

2. The scope of employees to receive the medical examination referred to in the preceding paragraph, the items to be examined in such examination and the frequency shall be provided separately by the Director-General.

Part 4. Classification of Directions

(Classification of Direction in Periodical Health Examination)

Article 12. The physician or dentist who has conducted a periodical health examination shall synthesize the results of each medical examination and give a classified direction, such as the direction enjoining "medical care", "recuperation", "light work", or "caution".

(Classified Direction for Tuberculous Diseases of the Chest)

Article 13. The following basic standards shall be followed for tuberculous diseases of the chest in making the synthetic evaluation referred to in the preceding paragraph: Provided, That this shall not apply to the case where there are other complications:

- (1) A person coming under primary tuberculous is to be given the direction that medical care or recuperation is required.
- (2) A person coming under military tuberculosis is to be given the direction that medical care is required.
- (3) A person coming under chronic opening tuberculosis is to be given the direction that medical care or recuperation is required.
- (4) A person coming under chronic closing tuberculosis is to be given the direction that light work is required.
- (5) Of those coming under cured tuberculosis a person considered necessary is to be given the direction that light work or caution is required.
- (6) Of those who are found to be sound as a result of taking an X-ray mediate photograph a person coming under category D given in Exhibit II is to be given the direction that caution is required.

Section II. Health Examination at the Time of Initial Appointment and Special Health Examination

(Health Examination at the Time of Initial Appointment)

Article 14. The items to be examined in, and the method of, a medical examination for health examination at the time of initial appointment shall for the time

being follow the instances of the periodical health examination.

(Special Health Examination)

Article 15. The method of administering a special health examination and actions to be taken as a result of medical examination shall be as provided by the appointing officer.

Section III. Post-facto Actions and Reports

Part 1. Post-facto Actions

(Actions to comply with Classified Direction)

Article 16. The appointing officer shall take the action specified below to comply with the classified direction enjoining medical care, recuperation, light work or caution:

- (1) To let a person classified as requiring medical care or recuperation refrain from performing work for the purpose of medical treatment or recuperation.
- (2) To change the place of work or the duties of a person classified as requiring light work and try to lighten his work by reducing his daily hours of work by giving him leave of absence or by not ordering him to perform night or overtime work, etc., and to conduct necessary medical examination once every three months.
- (3) To refrain from ordering a person classified as requiring caution to perform night or overtime work, and to conduct necessary medical examination once every six months.

(BCG Inoculation)

Article 17. A person who comes under a negative or pseudo-positive case as a result of the evaluation referred to in Article 6, Paragraph 1 shall be immediately administered a BCG inoculation, and given a tuberculin test generally after the lapse of six months. If, as a result of such test, the person still comes under a negative or pseudo-positive case, he shall be further administered a BCG inoculation.

(Second Medical Examination)

Article 18. To a person classified as D listed in Exhibit II in accordance with the provision of Article 6, Paragraph 2 shall be administered a second medical examination generally after the lapse of six months to see whether he is still suffering from a tuberculous disease of the chest.

Part 2. Reports

(Reports on the Results of Health Examination)

Article 19. The appointing officer shall report to the National Personnel Authority on the results of health examination according to the unit for the administration of health examination, using a report on medical examination concerning tuberculous diseases of the chest (NPA Form No. 412) for the medical examination concerning tuberculous disease of the chest, a report on medical examination concerning disease caused by insanitary work (NPA Form No. 413) for the medical examination concerning disease caused by insanitary work, or a report on other medical examination (NPA Form No. 414) for any other medical examination.

(Report on Post-facto Actions)

Article 20. The appointing officer shall report to the National Personnel Authority on the appropriate actions for the maintenance of the employee health taken as a result of health examination by means of a report on post-facto actions as a result of health examination (NPA Form No. 415).

(Time of Report)

Article 21. Reports on the result of health examination shall be submitted to the National Personnel Authority not later than the end of October for the health examinations administered during the first half of the fiscal year, and not later than the end of April of the following fiscal year for those administered at other times of the fiscal year; and reports on the results of post-facto actions as a result of health examination shall be submitted so as to reach the National Personnel Authority not later than the end of April of the following fiscal year.

Section IV. Miscellaneous Provisions

(Certificate Giving the Result of Medical Examination Conducted by Other Physician)

Article 22. The employee who has been given medical examination as provided by Paragraph 3 by a physician or a dentist other than the one designated by the appointing officer, shall submit a certificate setting forth the result, using the form for medical examination record or medical certificate (NPA Form No. 411) ~~as provided by the Regulation No. 2-2-2 of the National Personnel Authority, Paragraph 3, item 3.~~

(Omission of Items of Medical Examination)

Article 23. For the employees for whom a period of three months has not elapsed after receiving the health examination at the time of initial appointment, the administration of a medical examination for the same items as those already administered in the health examination may be omitted.

2. Where the records show that the result of the past tuberculin test comes under the classification B given in Exhibit II, the administration of a tuberculin test may be omitted.

Exhibit No. I

Basic Standards for Evaluation of Tuberculin Reaction

<u>vertical length of rubor + horizontal length of rubor = R</u>		
2		
Value of R (mm)	Code	Evaluation
4 or below	-	Negative
5 to 9	t	Pseudo-positive
10 or above	+	Barely-positive
10 or above showing induration	++	Positive Medium-positive
10 or above showing induration, double rubor, bubble and necrosis	+++	Strongly-positive

Exhibit No. II

Basic Standards for Classification of Positive Cases in Tuberculin Test

Past BCG inoculation and tuberculin reaction		Evaluation of present tuberculin reaction	Classification
BCG inoculation received in the past	Within three months of BCG inoculation	+ ++ +++	A
	Over three months of BCG inoculation	+	A
	Within six months of BCG inoculation	++ +++	D
	Over six months of BCG inoculation	+	A
	Within one year of BCG inoculation	++ +++	D
	Turning out positive since BCG inoculation	+	A
	Over one year after above	++ +++	D
No BCG inoculation received in the past	No BCG inoculation received in the past	+ ++ +++	C
	Receiving tuberculin test	Last evaluation - +	D
	Within one year	Last evaluation + ++ +++	B
	Receiving tuberculin test	Last evaluation - +	B
	Over one year after above	" " + ++ +++	B

June 10, 1949

President of National Personnel Authority

ASAI Kiyoshi

~~14-4-1~~
Regulation No. ~~8~~ of the National Personnel Authority

First amendment August 29, 1950 Regulation No. 30

Procedure for Recommendations Prescribed by Paragraph 3, Article 103
of the Law.

1. Recommendations for approval of the National Personnel Authority as prescribed in Paragraph 3 and 4 of the Rule shall be made on NPA form 109.
2. The recommendation referred to in the preceding paragraph shall be submitted to the Authority and its copy shall be maintained by the employing agency of government.
3. The recommendation for exemption from application of Paragraph 2, Article 103 of the Law in respect of a separated employee shall be made by the head of the employing agency of government at the time of his separation, and in case either the employing agency has been abolished or its organizational structure has been altered, by the head of the agency of government most closely connected with the abolished agency in the matter of jurisdiction of the head of the agency of government which has taken over the altered organizational structure.
4. Requests for approval of the head of an employing agency of government as prescribed in Paragraph 6 of the Rule ~~14-4~~ shall be made on form similar to NPA form 109.
5. The report to the National Personnel Authority as prescribed in Paragraph 6 of the Rule ~~14-4~~ shall be made at the time designated by the Director-General for the matters designated by him.

August 18, 1949

President of National Personnel Authority

ASAI Kiyoshi

Regulation No. ¹⁴⁻⁶⁻¹ 3 of the National Personnel Authority

Form and Custody of Written Oath Prescribed by NPA Rule No. 14-6

1. The form of the written oath prescribed by the NPA Rule No. 14-6 shall be as indicated in NPA form No. 119.
2. The standard of the written oath shall be of B5 size, and its paper of over 50 lbs in weight.
3. The appointing officer (or an officer who is delegated appointing power) shall keep in custody the signed written oaths in the personnel record file concerned in case of the employees of the ninth grade or higher as prescribed by the Regulation No. 6, and keep in custody in accordance with the method prescribed by the appointing officer until the National Personnel Authority indicates separately in case of the other employees.

Pursuant to the Rule 15-6 of the National Personnel Authority (Leave of Absence), the National Personnel Authority hereby established the following regulation of the National Personnel Authority.

May 10, 1950

Director-General of National Personnel Authority

SATO Tomoo

15-6-1

Regulation No. ~~22~~ of the National Personnel Authority

Procedures for Leave

1. Leave of ~~A~~bsence under Rule No. 15-6 of the National Personnel Authority (Leave of Absence) shall be dealt with under the provision of this Regulation.
2. In the case of employees newly recruited, the number of days of annual leave for the first year of their service shall be computed by multiplying the number of days of leave as prescribed in Paragraph 5 of the Cabinet Order concerning Work Hours and Leave of Absence in Government Offices (Cabinet Order No. 6 of 1922) by the number of months after the date of their appointment (days less than one month shall be counted as one month) and divided by twelve.
3. Annual leave shall be granted in terms of one day or half-day or one hour. On converting the annual leaves granted in terms of one hour into days, the average work hours of one day not including non-work days shall be regarded as one day.