

Important Points on Various Health Checkups

(1) Test Items

The school has established standard test items for each health checkup, and no subsidies or other benefits will be provided if any of the test items are missed. Please ensure that you complete all the test items.

(2) Work Hours on the Day of the Health Checkup

Health checkups conducted on campus are treated as work hours.

If the checkup takes place off-campus, the time spent on the examination (including the time spent using public transportation) will be considered as work hours.

For instructions on how to input your work hours into TimeWorks, please log in to TimeWorks and refer to Notices > Q&A (Human Resources Division).

(3) Handling of Personal Information

Information obtained through health checkups will be used and managed in accordance with the Personal Information Protection Act and the school's regulations for the purpose of managing the health of faculty and staff. When the information is used for statistical purposes, it will be processed in a way that prevents the identification of individuals. Except as required by law, the information will not be shared with third parties without your permission.

(4) Specified Health Checkups and Specified Health Guidance

Faculty and staff aged 40 and above are subject to specified health checkups in accordance with laws and regulations, and the results of health checkups and standard questionnaires will be submitted to the Promotion and Mutual Aid Corporation for Private Schools of Japan.

(5) Measures to Prevent the Spread of COVID-19

We kindly ask for your cooperation with the following measures:

- If you experience a fever or cold symptoms within a week of the examination or on the day of the examination, you will not be able to undergo a checkup.
- During the examination, please wear a mask and limit your talking.
- * Faculty and staff who are undergoing a comprehensive medical checkup are requested to follow the precautionary measures of the medical facility.

*** If you are unable to undergo a health checkup due to unavoidable circumstances, please contact the health office on your campus to inform us of the reason.**