

Brochure on Procedures for Childbirth and Parenting

Revised January 1, 2017

1. Exemption from Obligations of Devotion to Duty

For a case in which a staff member (※) who is 12 or more weeks pregnant or within one year after giving birth visits a hospital to receive health guidance or medical examination following a physician's or a midwife's instructions, the staff member may be exempted from duties even during working hours. (However, no pay will be given to part-time staff members during the period exemption from the obligations of duty.)

※ "A staff member" includes any part-time staff member or temporarily employed staff member (a staff member who is employed as a replacement for a staff member on child care leave. The same shall apply hereinafter). The same shall apply hereinafter.

Documents to be submitted	Request for Leave of Absence (for special leave/sick leave) or a Request for Leave of Absence for Other than Annual Paid Leave
Submit and Inquire to	The office or section in charge of working hours management in each department

2. Special Leave for Childbirth (before and after giving birth)

Staff members may take special leave (※) because of giving birth or having given birth, as described below.

※ For part-time staff members, a "special leave" shall be deemed to be replaced with a "leave other than annual paid leave" (unpaid leave). The same shall apply hereinafter.

(1) Special leave for childbirth (six weeks before and eight weeks after giving birth)

For a case in which a staff member is to give birth within six weeks (in the case of multiple pregnancy, 14 weeks), the staff member may take a special leave for the period until the delivery day and for the period from the following day of the delivery day to the day on which eight weeks have passed.

(2) Special leave for a male staff member whose wife is to give birth ※ Full-time staff only

① For a case in which a male staff member accompanies the wife to and from the hospital for delivery or attends the birth, the male staff member may take a special leave for a period of up to two days (It may be taken on an hourly basis.).

② In the period between six weeks (in the case of multiple pregnancy, 14 weeks) before the wife's expected delivery date and the day on which eight weeks have passed after

the delivery day, when a male staff member takes care of the child(ren) or a child(ren) under the age of entering elementary school, the male staff member may take a special leave of up to a period of five days (It may be taken on an hourly basis.).

Documents to be submitted	Request for Leave of Absence (for special leave/sick leave) or Request for Leave of Absence Other than Annual Paid Leave
Submit and Inquire to:	The office or section in charge of working hours management in each department
In a case in which you take the leave before giving birth, present a document confirming the expected delivery date, such as a maternal and child health handbook, when submitting the leave book.	

- (3) Exemption of health insurance and welfare pension insurance premiums ※ Part-time staff only

For a case in which a part-time staff member taking a maternity leave makes a request, the part-time staff member may be exempted from paying social insurance premiums from the month starting the maternity leave to the month preceding the month that includes the day following the planned ending date.

Inquire to: The Division of Administrative Affairs, Section of Personnel (ext. 9205)

3. Childbirth Benefit

- (1) For a case in which a member of the Ministry of Education, Culture, Sports, Science and Technology Mutual Aid Association or the dependent has given birth ※ Full-time staff only
The Childbirth Benefit of 404,000 yen will be paid for each case. In a case of giving birth in the obstetric care compensation system's member medical institutions, an amount equivalent to the premium for the obstetric care compensation system, 16,000 yen (in the case of falling short of 16,000 yen, the amount equivalent to the actual expenses) will be added to the benefit.

Documents to be submitted	<ul style="list-style-type: none"> • A Claim for Childbirth Benefit/ Family Childbirth Benefit • A physician's childbirth certificate
Submit and Inquire to	Division of Administrative Affairs, Section of Welfare and Mutual Aid (ext. 9208)

(2) In a case in which a staff member other than the above (1) or the dependent has given birth ※ Part-time staff only

The Childbirth Lump-Sum Allowance of 420,000 yen will be paid for each case by the health insurance under which the staff member is insured (in the case of giving birth in a medical institution other than the obstetric care compensation system's members, 404,000 yen). In the case of receiving no pay because of the maternity leave, the Maternity Allowance will be paid.

Inquire to	In the case of being insured by the Japan Health Insurance Association (Kyokai Kenpo), the Division of Administrative Affairs, Section of Personnel (ext. 9205)
	In the case of being insured by the National Health Insurance, inquire to the local government where you live. In the case of being insured by your family's insurance, inquire to your family's workplace.

4. Child Care Leave

In a case in which a staff member makes a request in advance, the staff member may take child care leave to take care of a child (or an adopted child) who has not reached three years of age (or, in the case of part-time staff members, one year of age. The same shall apply hereinafter.), retaining the status of a staff member until the date on which the child reaches three years of age (the day before the birthday). The child care leave may be taken once for each child unless there are special circumstances.

However, in a case in which a male staff member took a child care leave within the period until eight weeks have passed after the spouse's childbirth, the male staff member may take the leave again without special circumstances as a special case.

Despite the stipulation above, those to whom any of the following cases applies may not take child care leave.

- ① A part-time staff member who has been employed by the university for a continued period of less than one year
- ② A part-time staff member whose labor contract will expire by the day preceding the date on which the child reaches one year and six months of age and will clearly not be renewed

(1) Request for child care leave

Submit a Request for Child Care Leave by **the day one month before** the time when you intend to start a child care leave, clearly writing the period that you wish to take the child care leave and other requested information.

Documents to be submitted	<ul style="list-style-type: none"> • A Request for Child Care Leave (PDF: 34KB) • A copy of one of the following documents: birth certificate, birth notification in a maternal and child health handbook, and family register
Submit Inquiry to	<p>Division of Administrative Affairs, Section of Employee Affairs (ext. 9206)</p> <p>※ When sending by mail: The Division of Administrative Affairs, Section of Employee Affairs, Nagaoka University of Technology</p> <p>1603-1, Kamitomioka, Nagaoka, Niigata, 940-2188, Japan</p>

(2) Status and treatment during and after child care leave

Treatment during and after a child care leave is as described below.

After the request for child care leave has been accepted, the University will issue a notification on the handling of child care leave that specifies pay and working conditions. For more detailed information, please refer to the notification.

- ① A staff member taking child care leave retains the status of a staff member, but has no obligations to work.
- ② Pay (base pay and allowances) shall not be given during the period of taking child care leave. However, for a case in which a staff member has worked in a six-month period before the base dates for a term-end allowance and a diligence allowance (June 1 and December 1), a term-end allowance and a diligence allowance for that period will be paid.
- ③ A staff member shall be reinstated in the former position and affiliation after returning from a child care leave. However, a staff member may be transferred on the day on which the staff member has returned to work.
- ④ With regard to the base pay after a child care leave, the monthly regular salary may be adjusted by deeming the child care leave period to be the period in which the staff member has worked continuously. The staff member shall be notified to that effect by a notice of personnel changes when returning to work. (A part-time staff member shall be paid the base pay that was determined on the day preceding the day of starting the child care leave, or on the recent hiring day or the day on which the employment was renewed.)
- ⑤ A staff member shall be paid the allowances after a child care leave that the staff member received before the child care leave. However, if there is a change to the

matter related to the allowances when returning to work, then make a report immediately to that effect to the Section of Personnel (ext. 9205).

(3) Change in the Planned Starting and Ending Dates of Child Care Leave

① A staff member to whom any of the following 1–6 applies may change the planned date of starting child care leave only once to the date before the planned starting date. In that case, submit a Request for Change of Child Care Leave Period by the day before the changed planned starting date of the child care leave.

1. When the child(ren) was born before the expected date of delivery
2. When the spouse (including a person in a de facto marital relationship with the staff member, although an application to register marriage has not been filed. The same shall apply hereinafter.) has died
3. When the spouse has difficulty in raising the child because of an injury or illness
4. When the spouse no longer lives with the child
5. When the child comes to need of care because of an injury, illness, or a physical or mental disorder over a period of two weeks or more
6. In a case in which the staff member wishes to send the child to a day nursery but is unable to do so, and it is difficult for the staff member to take care of the child if no other leave is taken

② A staff member taking child care leave may change the planned date of ending the child care leave only once to the date after the planned ending date. Submit a Request for Change of Child Care Leave Period by the day one month before the planned ending date.

Documents to be submitted	<u>Request for Change of Child Care Leave Period</u> <u>(PDF: 34KB)</u>
Submit and Inquire to	Division of Administrative Affairs, Section of Employee Affairs (ext. 9206) ※ When sending by mail: The Division of Administrative Affairs, Section of Employee Affairs, Nagaoka University of Technology 1603–1, Kamitomioka, Nagaoka, Niigata, 940–2188, Japan

(4) Withdrawal of Child Care Leave

① After a request for child care leave has been accepted, the staff member may withdraw the request by submitting a Request for Withdrawal of Leave of Absence by **the day preceding the planned starting date of the child care leave**. However, once a staff member makes a withdrawal, the staff member may not make a request for child care leave for the child again unless there are special circumstances.

※ The “special circumstances” in which a staff member may take a child care leave more than once for a single child are the cases described in the following 1–9.

1. For a case in which the child care leave period ended because the staff member is pregnant with another child and maternity leave or a new child care leave has started, when the child no longer lives with the staff member because the child has died, has been adopted by someone else, or other reasons
2. For a case in which the child care leave period ended because a lay off or suspension of the staff member has started, when the lay-off period or the suspension period has ended
3. For a case in which the staff member submitted a plan for child care leave, at the time of making the request, mentioning a possibility of retaking child care leave to raise the child in turns with the spouse, when the spouse continues to raise the child for at least three months after the staff member’s initial child care leave has ended
4. When the spouse has died
5. When the spouse has difficulty in raising the child because of an injury or illness, or a physical or mental disorder
6. For a case in which the child care leave ended because a family care leave has started, when the family member subject to the family care leave has died, or the staff member has dissolved the relationship with the subject family member because of divorce or other reasons
7. When the spouse no longer lives with the child because of divorce or other reasons
8. When the child becomes in need of care because of an injury, illness, or a physical or mental disorder over a period of two weeks or more
9. For a case in which, although the staff member wishes to send the child to a day nursery but is unable to do so, when it is difficult for the staff member to raise the child if not taking another leave

② After making a request for child care leave, if the following 1–4 arise by **the day preceding the planned starting date of the child care leave**, submit a Request for Withdrawal of Leave of Absence without delay.

1. In the case of the death of a child who is eligible for childcare leave

2. In cases where a child subject to childcare leave is adopted, the adoption of the child has been rescinded condition
3. In case of separation from a child who is eligible for childcare leave
4. In case an employee becomes unable to take care of his/her child due to injury or illness.

Documents to be submitted	Request for Withdrawal of Leave of Absence (PDF: 30KB)
Submit and Inquire to	Division of Administrative Affairs, Section of Employee Affairs (ext. 9206) ※ When sending by mail: The Division of Administrative Affairs, Section of Employee Affairs, Nagaoka University of Technology 1603-1, Kamitomioka, Nagaoka, Niigata, 940-2188, Japan

5. Child Care Leave Benefits

For a case in which a staff member takes child care leave, the staff member shall receive the following financial compensation until the day preceding the date on which the child reaches one year of age, in principle.

- (1) For a case in which a staff member has worked 12 months, each of which includes 11 days or more days (including days given a paid leave) during the two years preceding the date of starting the leave, the staff member shall be paid the amount equivalent to 67% of the daily amount of wages at the start of leave until the 180th day and the amount equivalent to 50% of that on the 181st day thereafter. However, this does not apply to part-time staff members who are not insured by employment insurance.

Documents to be submitted	<ul style="list-style-type: none"> • A certificate of monthly wage at the start of leave for the insured of employment insurance • A confirmation sheet of qualification of child care leave benefits/(the first) application for child care leave benefits • A copy of maternal and child health handbook or family register
Submit and Inquire to	Division of Administrative Affairs, Section of Personnel (ext. 9205)

※ When sending by mail: The Division of Administrative Affairs, Section of Personnel, Nagaoka University of Technology 1603-1, Kamitomioka, Nagaoka, Niigata, 940-2188, Japan

For the second and subsequent application, you must submit an “application for payment of child care leave benefits” to Hellowork Nagaoka once every two months. Return the application form that will be sent to you from the Section of Personnel, after affixing your name and seal to it.

(2) In cases other than the above (1) ※ Full-time staff only

In a case in which a staff member is unable to receive child care leave benefits under the Employment Insurance Act, the mutual aid association will pay a child care leave allowance to the staff member for the period until the date on which the child reaches one year of age during the period in which the staff member did not work. The staff member shall be paid the amount equivalent to 67% of the daily amount of standard remuneration until the 180th day from the starting date and the amount equivalent to 50% of that on the 181st day thereafter.

The claim form shall be given by the Division of Administrative Affairs, Section of Welfare and Mutual Aid.

Documents to be submitted	Claim for Child Care Leave Allowance
Submit and Inquire to	The Division of Administrative Affairs, Section of Welfare and Mutual Aid (ext. 9208)

6. Exemption of Installment in Mutual Aid Association During Child Care Leave

(1) Exemption of the installment in the mutual aid association

For a case in which a member taking a child care leave makes a request, the member may be exempted from paying the installment during the period between the month that includes the starting date of the child care leave and the month preceding the month that includes the day following the ending date.

Documents to be submitted	Request for Exemption of Installment During Child Care Leave
Submit and Inquire to	The Division of Administrative Affairs, Section of Welfare and Mutual Aid (ext. 9208)

(2) Suspension of installment savings in the mutual aid association ※ Members only

The installment savings shall be suspended because the installment may not be deducted from pay during child care leave.

- (3) Withdrawal and suspension of the group permanent insurance with installment savings in the mutual aid association ※ Members only

The installment may not be deducted from pay during child care leave. Those who join course A shall be treated as a withdrawal (cancellation); those who join course B shall be treated as a suspension.

- (4) Direct debit of cancer, accident, and other insurance premiums in the mutual aid association ※ Members only

Premiums shall be withdrawn from a registered bank account. Make sure to check your bank balance.

Inquire to: The Division of Administrative Affairs, Section of Welfare and Mutual Aid (ext. 9208)

- (5) Exemption of health insurance and welfare pension insurance premiums ※ Part-time staff only

For a case in which a part-time staff member taking a child care leave makes a request, the part-time staff member may be exempted from paying social insurance premiums from the month starting the child care leave to the month preceding the month that includes the day following the planned ending date.

Inquire to: The Division of Administrative Affairs, Section of Personnel (ext. 9205)

7. Tax Payments During Child Care Leave

Residence taxes may not be withheld from pay during child care leave. The university changes the manner of collecting residence taxes from special collection (withholding from pay) to ordinary collection. Make a payment using a tax notice that will be sent directly to you by the municipality in which you live. Those whose housing expenses, premiums, property accumulation savings, and others have been withheld from pay, please contact the section in charge.

Inquire to	Matters related to taxes: The Division of Administrative Affairs, Section of Payroll (ext. 9197)
	Matters related to housing expenses, group insurance, and welfare foundations: The Division of Administrative Affairs, Section of Administrative Affairs (ext. 9203)

Matters related to property accumulation savings: The Division of Administrative Affairs, Section of Welfare and Mutual Aid (ext. 9208)

8. Partial Child Care Leave

For a case in which a staff member makes a request in advance, the staff member may be exempted from work of up to 2 hours (which may be taken by 30 min) at the start or end of the working hours of the day to take care of a child or adapted child who has not reached three years of age until the date on which the child reaches three years of age (the day before the birthday).

(1) Staff members eligible to take partial child care leave

Staff members eligible to take a partial child care leave are those who are raising a child under three years of age.

However, those whose working hours are fewer than six hours per day may not take partial child care leave.

(2) Request for partial child care leave

Submit a Request for Partial Child Care Leave **by the day one month before** the time when you intend to start a partial child care leave, clearly writing the period that you wish to take the partial child care leave and providing other requested information.

Documents to be submitted	<ul style="list-style-type: none">• Request for Partial Child Care Leave (PDF: 38KB)• A copy of one of the following documents: birth certificate, birth notification in a maternal and child health handbook, or family register
Inquire to	Division of Administrative Affairs, Section of Employee Affairs (ext. 9206)

(3) Treatment during partial child care leave

During time not working because of a partial child care leave, the university shall, for one hour, reduce the amount of pay per working hour.

(4) Change in planned starting and ending dates of partial child care and withdrawal

The handling of child care leave shall apply to changes in the planned starting and ending dates of a partial child care leave and withdrawal from the partial child care leave. When such a matter arises, contact the Division of Administrative Affairs, Section of Employee Affairs (ext. 9206).

9. Consideration of Working Hours of Staff Raising Children

(1) Female staff members who are within one year after giving birth

For a case in which a female staff member is within one year after giving birth, the female staff member may be exempted from late night work (from 10:00 p.m. to 5:00 a.m. The same shall apply hereinafter.) by submitting a prescribed claim form at least one day in advance. Also, the female staff member may be exempted from overtime and holiday work by submitting a prescribed claim form at least one month in advance.

(2) Staff members raising children under three years of age

A staff member raising a child under three years of age may be exempted from overtime work by submitting a prescribed claim form at least one day in advance.

(3) Staff members raising pre-elementary school children

A staff member raising a pre-elementary school child may be excused from overtime work not exceeding 24 hours per month and 150 hours per year by submitting a prescribed claim form at least one day in advance.

In a case in which the staff member has a spouse to whom any of the following applies, the staff member may also be excused from late night work by submitting a prescribed claim form at least one month in advance.

1. When the spouse works late at night
2. When the spouse has difficulty raising the child because of an injury or illness, or a physical or mental disorder
3. When the spouse is between six weeks before and eight weeks after giving birth

Multiple claims cannot be made for (1)–(3).

Documents to be submitted	Request for Limitations on Overtime Work, Holiday Work, and Late-night Work
Submit to	Office or the section in charge of working hours management in each department
Inquire to	Division of Administrative Affairs, Section of Employee Affairs (ext. 9206)

10. Childcare Time (Special Leave)

For a case in which a staff member raising a child under one year of age (who has not reached the day before the first birthday) performs an act deemed to be necessary to bring up the child (e.g., breast-feeding, travel to and from a daycare center), the staff member may take a special leave twice a day for a period of up to 30 min each time. (For cases for

which it is deemed that there are unavoidable circumstances, the staff member may take the twice-a-day special leave at once.)

A male staff member may take a period not exceeding the period by subtracting each of the periods that the spouse has taken from each of the periods of 30 min twice a day.

Documents to be submitted	Request for Leave of Absence (for special leave/sick leave) or Request for Leave of Absence Other than Annual Paid Leave
Submit and Inquire to	Office or section in charge of working hours management in each department

11. Special Leave to Care for Sick or Injured Children

For a case in which a staff member must care for a child under the age of entering elementary school who becomes injured or sick (including the cases of having a vaccination/medical examination), the staff member may take a special leave of up to five days in one year (ten days for a case in which there are two or more children).

Documents to be submitted	Request for Leave of Absence (for special leave/sick leave) or Request for Leave of Absence Other than Annual Paid Leave
Submit and Inquire to	Office or section in charge of working hours management in each department