

Childbirth/Childcare Support Systems Tohoku University

Tohoku University developed the “General Employer Action Plans” based on the “Act on Advancement of Measures to Support the Raising of Next-Generation Children,” and has been expanding support systems for balancing work and family life as well as creating a more employee-friendly environment.

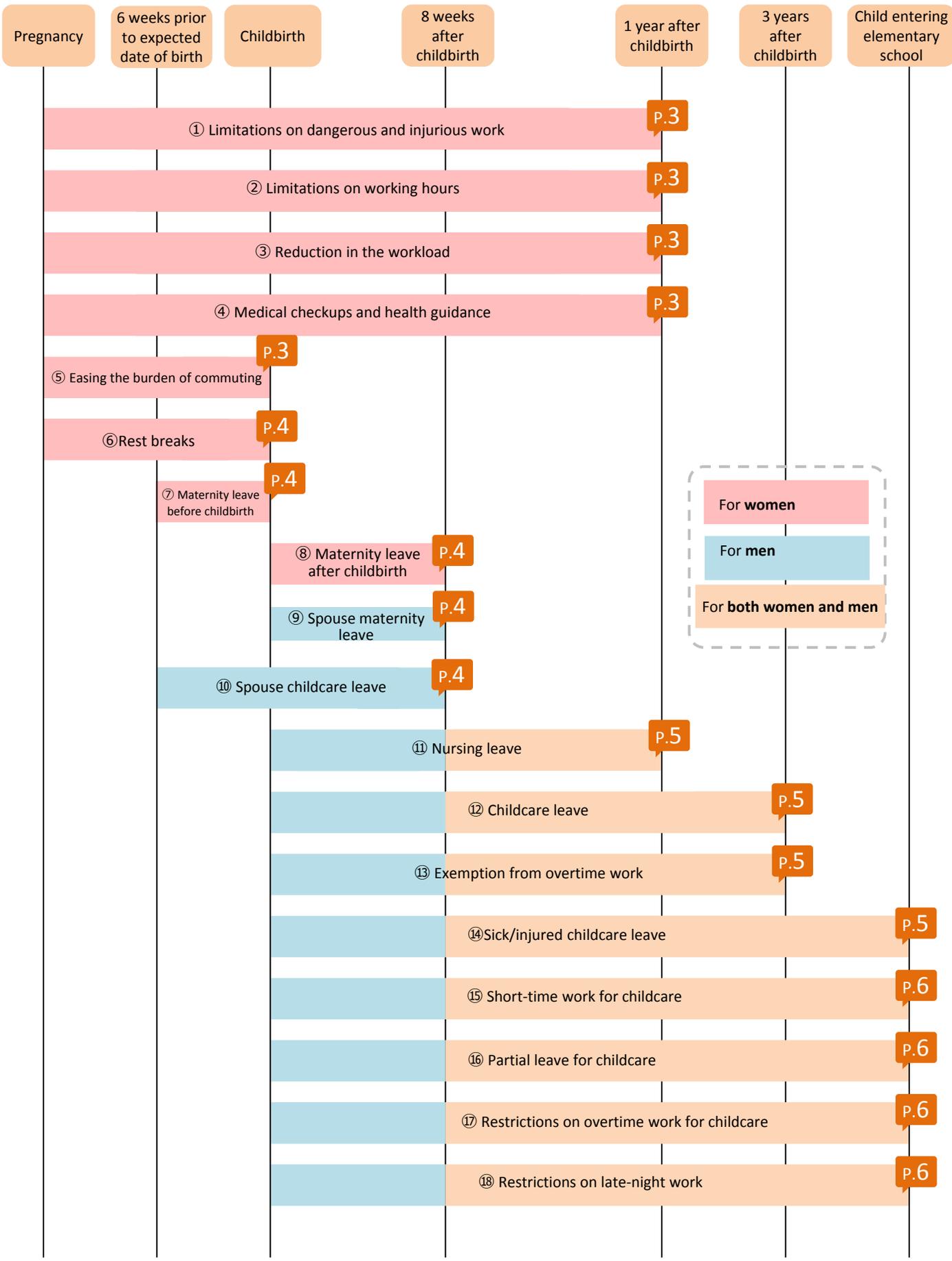
This pamphlet provides an overview of our childbirth/childcare support systems (maternal protection, maternity leave, childcare leave, leave of absence, overtime work restriction, childbirth benefits, etc.), to enable our employees to actively use these systems.

We ask all University staff members—those raising children and their superiors and colleagues—to better understand these systems and provide cooperation and support for a better balance between work and family life.

July 2015

Human Resources and Planning Department

Childbirth/Childcare Support Systems



Support systems available during pregnancy and after childbirth

Support systems available during pregnancy and for one year after childbirth

[① Limitations on dangerous and injurious work]

Description	Expectant and nursing mothers shall not be required to perform work that may be harmful to pregnancy, childbirth, nursing or the like. (Harmful work includes work involving the handling of heavy materials, work in places where harmful gas is generated, etc.)	
Period	During pregnancy and for one year after childbirth	
Target	Regular employees	Contract/part-time employees
	Women	Women

[② Limitations on working hours]

Description	Expectant and nursing mothers may request that they are not required to work outside their regular working hours or during the period from 10 p.m. until 5 a.m. the following morning.	
Period	During pregnancy and for one year after childbirth	
Target	Regular employees	Contract/part-time employees
	Women	Women
Documents required	* In principle, there is no need to submit any documents; in some cases, the submission of a copy of the mother-and-child handbook may be required.	

[③ Reduction in the workload]

Description	Expectant and nursing mothers may request to reduce their workloads or give them lighter responsibilities.	
Period	During pregnancy and for one year after childbirth	
Target	Regular employees	Contract/part-time employees
	Women	Women
Documents required	* In principle, there is no need to submit any documents; in some cases, the submission of a copy of the mother-and-child handbook may be required.	

[④ Medical checkups and health guidance]

Description	Expectant and nursing mothers may be granted time off for health guidance or medical checkups as stipulated in the "Maternal and Child Health Act."	
Period	During pregnancy and for one year after childbirth Predetermined number; required period during working hours	
Target	Regular employees	Contract/part-time employees
	Women	Women
Payment status	Paid	Unpaid
Documents required	Leave Record (Exemption from Work) (Must be accompanied by a copy of the mother-and-child handbook)	

[⑤ Easing the burden of commuting]

Description	Expectant mothers may be exempt from work activities when the traffic congestion on commuting is recognized to have an effect on the health of the mother or her fetus.	
Period	During pregnancy; From the first or the last part of working hours, not exceeding 1 hour per day	
Target	Regular employees	Contract/part-time employees
	Women	Women
Payment status	Paid	Unpaid
Documents required	Leave Record (Exemption from Work) (Must be accompanied by a copy of the maternity health care guidance item contact card)	

[⑥ Rest breaks]

Description	Expectant mothers may be given rest breaks when their work is recognized to have an effect on the health of the mother or her fetus.	
Period	Time for breaks or snacks during pregnancy	
Target	Regular employees	Contract/part-time employees
	Women	Women
Payment status	Paid	Paid
Documents required	Leave Record (Exemption from Work) (Must be accompanied by a copy of the maternity health care guidance item contact card)	

[⑦ Maternity leave before childbirth]

Description	A female employee who is expected to give birth within 6 weeks (or within 14 weeks in the case of multiple fetuses) may request a special leave from work.	
Period	The requested period up to the delivery date	
Target	Regular employees	Contract/part-time employees
	Women	Women
Payment status	Paid	Unpaid
Documents required	Leave Record (sick/special leave) (Must be accompanied by a copy of the mother-and-child handbook)	Leave Record (Leave other than Annual Paid Vacation) (Must be accompanied by a copy of the mother-and-child handbook)

[⑧ Maternity leave after childbirth]

Description	When a female employee is due to give birth, a special leave for 8 weeks after the delivery date is granted.	
Period	Eight weeks after giving birth (excluding in the case where the employee requests a return to work after the elapse of 6 weeks following the delivery and has the approval of her physician)	
Target	Regular employee	Contract/part-time employee
	Women	Women
Payment status	Paid	Unpaid
Documents required	* Promptly notify the person in charge of personnel affairs, and later submit a certified copy of the birth registration.	

[⑨ Spouse maternity leave]

Description	Special leave is permitted for male employees who accompany their wife coming in and out of hospital, stay with their wife during delivery, or take care of their wife in hospital.	
Period	Any two days from the day the wife is admitted to hospital for delivery to two weeks after the delivery. * Can be divided and taken by the hour.	
Target	Regular employees	Contract/part-time employees
	Men	—
Payment status	Paid	—
Documents required	Leave Record (sick/special leave) (Must be accompanied by a copy of the mother-and-child handbook)	—

[⑩ Spouse childcare leave]

Description	Special leave is permitted for male employees who take care of a new born baby or a pre-elementary school age child during the period before and after the wife's delivery.	
Period	Any 5 days from 6 weeks before childbirth by the wife to 8 weeks from the day after delivery * Can be divided and taken by the hour.	
Target	Regular employees	Contract/part-time employees
	Men	—
Payment status	Paid	—
Documents required	Leave Record (sick/special leave) (Must be accompanied by a copy of the mother-and-child handbook)	—

Systems Available for Childcare

[11 Nursing leave]

Description	An employee raising an infant under the age of one year may request a special leave to care for the infant, including breastfeeding.	
Period	Until the baby reaches one year old; up to 30 minutes, twice a day * For male employees, the period is to be adjusted.	
Target	Regular employees	Contract/part-time employees
	Men / women	Men / women
Payment status	Paid	Unpaid
Documents required	Leave Record (sick/special leave) (Must be accompanied by a copy of the mother-and-child handbook)	Leave Record (Leave other than Annual Paid Vacation) (Must be accompanied by a copy of the mother-and-child handbook)

[12 Childcare leave]

Description	Leave is permitted for employees to take care of a child under the age of three years.	
Period	The period requested by the employee until the day before the child reaches the age of three years	
Target	Regular employees	Contract/part-time employees (*)
	Men / women	Men / women
Payment status	Unpaid	Unpaid
Documents required	Application for Child Care Leave (Must be accompanied by a certified copy of the birth registration)	

* Childcare leave is granted to contract/part-time employees in cases where: (1) he/she has been employed by the University for at least one year, (2) his/her employment is expected to continue after the expected date of completion of the requested childcare leave, and (3) it is not evident that his/her contract of employment will end within one year after the completion of the leave and will not be renewed.

[13 Exemption from overtime work]

Description	An employee who is taking care of a child under the age of three years may request exemption from overtime work.	
Period	A period of one month to one year, until the day before the child reaches three years of age	
Target	Regular employees	Contract/part-time employees
	Men / women	Men / women
Documents required	Restriction Request for Overtime/Late-Night Work (Must be accompanied by a certified copy of the birth registration)	

[14 Sick/injured childcare leave]

Description	An employee who is taking care of a child before the time of commencement of elementary school may obtain leave to look after the child in the event of injury or sickness to the child.	
Period	Five days per year (10 days when taking care of two or more children) until the first March 31 after the child reaches the age of six years * This leave can be divided and taken by the hour.	
Target	Regular employees	Contract/part-time employees
	Men / women	Men /women
Payment status	Paid	Unpaid
Documents required	Leave Record (sick/special leave) (Must be accompanied by a copy of the mother-and-child handbook)	Leave Record (Leave other than Annual Paid Vacation) (Must be accompanied by a copy of the mother-and-child handbook)

[15 Short-time work for childcare]

Description	Employees raising a pre-elementary school age child may request to reduce their working hours to 20 to 25 hours per week.	
Period	A period of one month to one year, until the first March 31 after the child reaches the age of six years	
Target	Regular employees	Contract/part-time employees
	Men / women	—
Payment status	Paid based on working hours	
Documents required	Application for Short-time Work for Child Care (Must be accompanied by a certified copy of the birth registration)	

[16 Partial leave for childcare]

Description	Employees raising a pre-elementary school age child may request to grant partial leave during regular working hours of the day.	
Period	The period requested, until the first March 31 after the child reaches the age of six years	
Target	Regular employees	Contract/part-time employees (*)
	Men / women	Men / women
Payment status	The amount for non-working hours subtracted from the full salary	The amount for non-working hours subtracted from the full salary
Documents required	Application for Partial Child Care Leave (Must be accompanied by a certified copy of the birth registration)	

* When a labor-management agreement is concluded, partial leave for childcare shall not be granted to contract/part-time workers who have been employed for less than one year.

[17 Restrictions on overtime work for childcare]

Description	Employees raising a pre-elementary school age child may request to limit their overtime work hours to within 24 hours per month and within 150 hours per year.	
Period	A period of one month to one year, until the first March 31 after the day the child reaches the age of six years	
Target	Regular employees	Contract/part-time employees
	Men / women	Men / women
Documents required	Restriction Request for Overtime/Late-Night Work (Must be accompanied by a certified copy of the birth registration)	

[18 Restrictions on late-night work]

Description	Employees raising a pre-elementary school age child may request to exempt from late-night work (10:00 p.m. to 5:00 a.m.)	
Period	A period of one month to six months, until the first March 31 after the day the child reaches the age of six years.	
Target	Regular employees	Contract/part-time employees
	Men / women	Men / women
Documents required	Restriction Request for Overtime/Late-Night Work (Must be accompanied by a certified copy of the birth registration)	

Benefits Available

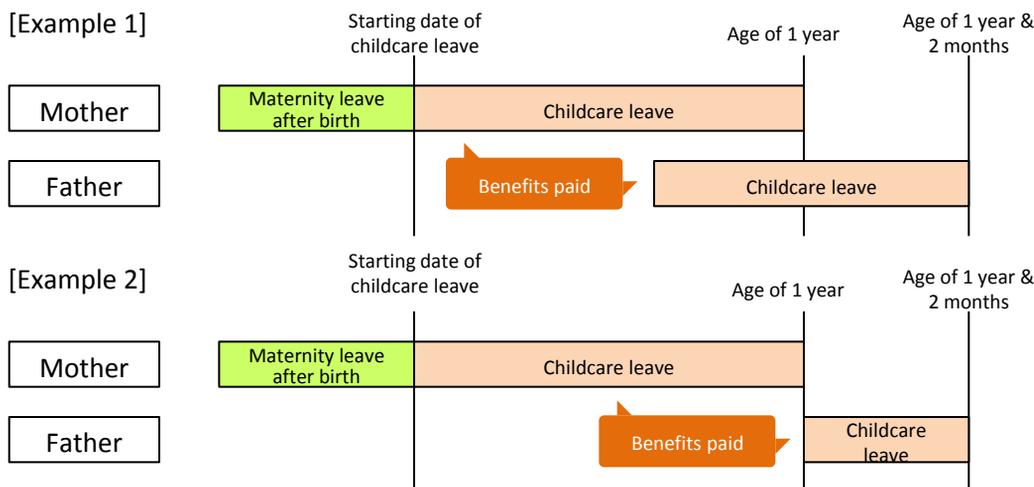
Childcare leave benefits (from employment insurance program)

An insured person who leaves work to care for a child under the age of one year or one year and two months*¹ (under the age of one year and six months if eligible for extension of the benefit period*²) is eligible for childcare leave benefits if there are at least 12 months in total, during the two-year period preceding the date on which the leave started, in which the number of days on which his/her wage payment is based is 11 or more.

In principle, the amount of childcare leave benefits during the base paid period (one month) is calculated as follows:
 The amount of the benefits = daily wages at the start of leave x paid days x 67% (50% after six months of leave)

*1 Mom & Dad Child Care Leave Plus

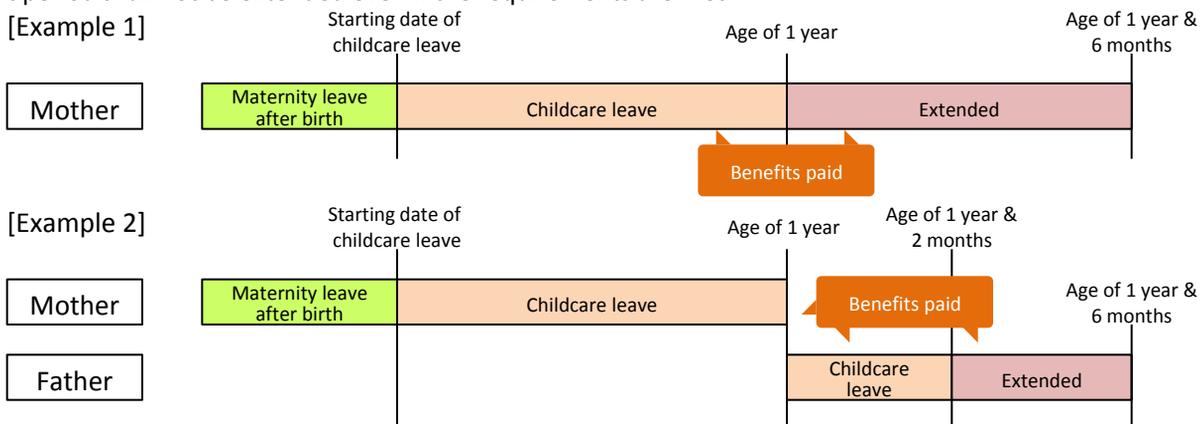
When both parents take child-care leave and meet certain conditions, childcare leave benefits are provided for up to one year until the day before the child reaches one year and two months of age.



*2 Extension of the Benefit Period

If certain conditions are met, such as the case where the employee's application is not accepted by any day-care center for children,* the period for which childcare benefits are received are extended until the day before the child reaches the age of one year and six months.

When childcare leave has already been granted or is extended until the child reaches the age of one year or more, the benefit period shall not be extended even if the requirements are met.



(Note)

The "day-care center for children" referred to herein means nursery centers defined in Article 39 of the Child Welfare Act of Japan, prefecture-certified centers for early childhood education and care, and nursery facilities authorized by municipal governments, including home daycare services, small-sized childcare services, employer-provided childcare services, and home-visit daycare services. Unauthorized childcare facilities are not included.

Childcare leave benefits (from mutual aid association)

When an employee who takes childcare leave is not eligible for childcare benefits under the employment insurance program, he/she will receive childcare leave benefits from a mutual aid association.

The childcare leave benefits are provided during the period until the child reaches the age of one year or one year and two months (or the age of one year and six months in cases where an extension of time is granted).

In principle, the amount of childcare leave benefits is calculated as follows:

The amount of the benefits = daily amount of standard remuneration wages x days on childcare leave x 67% (50% after six months of leave)

Childbirth allowance/family allowance for dependent's childbirth (from mutual aid association)

When a mutual aid association member gives birth, she will receive a childbirth allowance of ¥420,000. (When a member's dependent gives birth, the payment is made as a family allowance for the dependent's childbirth.) For multiple births, ¥40,000 is additionally paid per baby born. For a childbirth at a medical institution that does not participate in the Japan Obstetric Compensation System for Cerebral Palsy, the amount of the lump-sum allowance is ¥404,000, with ¥40,000 for each of multiple babies.

Lump-sum allowance for childbirth and childcare / lump-sum allowance for dependent's childbirth and childcare (from health insurance program)

When a person enrolled in a health insurance program gives birth, she will receive a lump-sum childbirth and childcare allowance/grant of ¥420,000 per baby born. (When an enrollee's dependent gives birth, the payment is made as a lump-sum grant/allowance for the dependent's childbirth and childcare.) For a childbirth at a medical institution that does not participate in the Japan Obstetric Compensation System for Cerebral Palsy, the amount of the lump-sum allowance is ¥404,000.

Maternity Allowance (from health insurance program)

Maternity Allowance is paid when insured persons who give birth cannot receive the entire or partial amount of their salaries due to time taken off from work for childbirth.

In principle, a payment equivalent to two-thirds of the standard daily remuneration is made for each day taken off work for childbirth during the period from 42 days before the date of birth (or 98 days for multiple babies) to 56 days after the date of birth.

Exemption from payment of mutual aid premium (or social insurance premium)

Employees will be exempt from paying the mutual aid premium or social insurance premium during maternity leave (before and after childbirth) and during childcare leave, upon request. This exemption applies from the month in which each leave starts through the month immediately preceding the month that includes the day following the end of the leave.

Information on on-campus childcare facilities

For its faculty and other staff members who are raising pre-elementary school age children, Tohoku University has established two childcare facilities and one daycare facility for convalescent children on campus.

Name	Place	Target
Kawauchi Keyaki Nursery	Kawauchi Campus	Infants and young children of employees as well as students
Hoshinoko Nursery	Seiry Campus	Infants and young children of employees as well as students in Seiry Campus
Hoshinoko Room * For convalescent children	Seiry Campus	Infants and young children of employees as well as students

In addition to daycare facilities, the University has also provided support programs for female researchers who are raising children. For details, please see the following website.

Tohoku University Center for Gender Equality Promotion "TUMUG"

U R L <http://www.morihime.tohoku.ac.jp/>

For Inquiries/Consultations

Contact information

For more details on childbirth/childcare systems, please consult the administration office of your department first.

Section in charge
TEL
E-mail

Section, Graduate School of
022-000-0000
aaaaaaa@grp.tohoku.ac.jp

Contact information (for department's administration)

[Leave-related matters]

Labor Management Section

Payroll and Labor Affairs Division, Human Resources and Planning Department

022-217-4822

syokuin@grp.tohoku.ac.jp

[Absence-from-work-related matters]

Appointment and Retirement Section

Payroll and Labor Affairs Division, Human Resources and Planning Department

022-217-4829

nin2@grp.tohoku.ac.jp

[Wage/Benefits-related matters]

Payroll and Benefits Section

Payroll and Labor Affairs Division, Human Resources and Planning Department

022-217-4900

gvo@grp.tohoku.ac.jp

Other Consultation Services

Consultation Service Office for Faculty/Staff Members

For consultation on labor-related issues, such as problems or complaints relating to work, and physical/mental health concerns, please do not hesitate to contact the Consultation Service Office for Faculty/Staff Members. Consultants will provide support to resolve your problem with minimum infringement on your intention. Advance reservations are required via email, phone or fax.

[Contact] E-MAIL: soudan@grp.tohoku.ac.jp
TEL: 022-217-4967
FAX: 022-217-4969

Please access the following website for further information on consultation services. (On-campus access only)
https://www.srp.tohoku.ac.jp/next40/default.cfm?version=next&app_cd=313&fuseaction=ann_detail&nCounter=31522&npage=1&category=1227&showmethod=normal&annTopicsFlag=1

Gender equality consultation services

Tohoku University has been making University-wide efforts to promote gender equality by establishing the Gender Equality Promotion Committee, which consists of the executive vice president in charge of gender equality and representatives from various departments.

If you have any questions or require consultation about support for female researchers and gender equality, please do not hesitate to contact the Tohoku University Center for Gender Equality Promotion.

Tohoku University Center for Gender Equality Promotion TUMUG

(General Affairs Section, General Affairs Division, General Affairs and Planning Department)

E-MAIL: danjyo@grp.tohoku.ac.jp

TEL: 022-217-4811