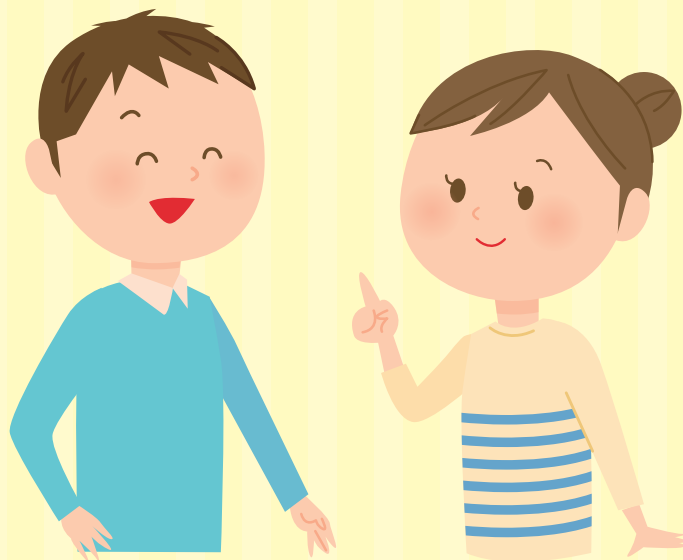


Guide for Using the Childcare and Nursing Care Leave System for Prospective Users and Administrators

**For People Considering Childbirth,
Childcare, and Nursing Care**



For Women

Many women in the work force are concerned about what preparations are required for pregnancy, childbirth, childcare, and returning to work. This document describes the key points for each occasion. We hope this will be useful to you.

Special leaves for infertility treatment

Refer to page 3.



Pregnancy



Submitting the pregnancy notification and issuance of maternity health record book

- Submit a pregnancy notification to the municipal government to receive your maternity health record book and pregnant women's health checkup forms (subsidy for expectant and nursing mothers).
 - You will also receive a maternity mark. Maternity marks are also available at stations and certain other public facilities, but at the municipal government office, you can also receive other information including daycare center information, which is convenient.
- *The expectant and nursing mothers health checkup subsidy system may differ depending on the municipality.

Check the support systems available to expectant and nursing mothers

Do not try too hard to work as usual-use support services when you are experiencing morning sickness, uterine contractions (tightening), or other discomforts or difficulties of pregnancy, and/or use flex-time commuting and take rests during work hours. Silver Human Resources Center and other services are also available to assist with housework.

Support System [Childcare leave]

This system allows you to take a leave for the period up to your child/children's third birthday at your request.

- You are not paid during your childcare leave, but you can apply to receive childcare leave benefits from the employment insurance until 1 day before your child turns 1-year-old.

Preparing to return to work

- Find a daycare service for your child/children.
- Check out daycare for sick or convalescent children, babysitters, and other childcare services*1 and register to be able to use such services.
- When the planned date to return to work draws near, contact your workplace to inform them of your preferred working style (shorter working hours, no overnight business trips, or keep the same working style as before pregnancy, etc.) and consult about work.

*1 The University of Tsukuba accepts the use of childcare coupons. However, as the availability varies by year, inquire with the Diversity Division for details.



Support System [Maternity leave after childbirth (for full-time staff), Maternity leave after childbirth (for part-time staff)]

This system guarantees you maternity leave from the day following delivery up to 8 weeks thereafter.

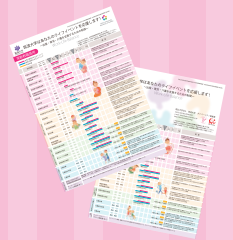
*However, if you (woman) request to return to work 6 weeks after delivery, you can return to work in activities which a doctor has approved as having no adverse effect on you.

- While full-time staff members are paid during their maternity leave after childbirth, part-time staff members and those employed with external funds will not receive any pay, in which case you are encouraged to apply for maternity allowance (childbirth benefit).

Childbirth

- When you have recovered, report to your workplace about the childbirth.
- Submit the childbirth registration form to the municipal government office and follow the procedures to receive child allowance, to apply for medical care subsidy, and other benefits.
- Decide whose dependent (you or your spouse) the child will become, and follow the procedure to apply for your child's healthcare insurance.
- Apply for the one-time allowance for childbirth.
- Hospitalization insurance may be applicable in certain cases, so check your insurance carefully.

A list and description of systems to support childbirth, childcare, and family care provided by the University of Tsukuba are available on a shitajiki. Please contact the Office of Diversity or the General Affairs staff at each Academic Service Office. Information is also available at the Diversity Division web page (<http://diversity.tsukuba.ac.jp/>).



Report your pregnancy to your supervisor

- Consult your supervisor about your current health condition, future work plan (when to start maternity leave or leave work, whether or not to take childcare leave, etc.), and changes to your current work.
- When to report to your supervisor is left to your discretion, but it is recommended that you report to your immediate supervisor as early as possible in order to avoid stress on the pregnant body and fetus and to prevent problems at work.



Placement of substitutes [For Full-time Staff]

Substitutes are available upon your taking a maternity and/or childcare leave. In particular, if you are planning a long-time leave, consult your supervisor or, Academic Service Office, etc. ahead of time, early as practical. Note that this does not apply to those employed with external funds.

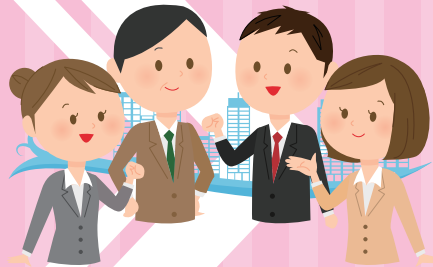
Extension of employment of fixed-term faculty members [For Faculty Members]

In some cases, when certain requirements are met, fixed-term faculty members may extend the period of employment for the period of childcare leave taken. In particular, if you are planning a long-time leave, consult your supervisor or, Academic Service Office, etc. ahead of time.



Check the childcare support systems

Use the childcare support systems to assist maintaining a good work-life balance. Support systems available to women.



Transfer of duties the leave

To enable a smooth transfer of duties during your leave, or for sudden hospitalizations and other unexpected occurrences, have a work manual ready to prepare for the transfer that can happen any time.



Support System [Maternity leave before childbirth (for full-time staff), Maternity leave before childbirth (for part-time staff)]

- With this system, applicants can take a leave from 8 weeks before the due date (or 14 weeks for a multiple pregnancy) until the due date expected date for a natural childbirth) upon application.
- Take advantage of governmental benefits (central/local) that are available to everyone.
- While full-time staff members are paid during their maternity leave before childbirth, part-time staff members and those employed with external funds will not receive any pay. Therefore, the latter are encouraged to apply for maternity allowance (childbirth benefit).



Before your absence or leave for childbirth

- Consult your supervisor about taking the childcare leave, timing of returning to work, work plan after returning to work (whether to use shorter working hours or to work with the same work load as before the pregnancy), and other matters.
- Discuss with your partner about the division of future housework responsibilities.
- Collect information about places where you can leave your child/children when you start work (daycare centers, etc.).^{※2}
- Apply for suspension, extension, or other relevant procedure for your research budget.^{※3}
- Inquire with the Academic Service Office or other relevant organizations to apply for the necessary maternity and childcare-related procedures (maternity allowance, one-time allowance for childbirth, childcare leave, childcare leave benefits, etc.).

※2 The timing of the application depends on the facility and/or municipality, and in some cases, application for daycare service may be possible before childbirth. Check the details with the municipal government office or the website of each institution.

※3 Consult your supervisor, colleague(s), and/or the Diversity Division particularly in cases where part-time staff is employed with research budget.

Returning to work



Childbirth



Support systems available to women

Before pregnancy

Special leaves for infertility treatment

- With this system, you can obtain up to 10 days of leave each year for hospital visits and hospitalization for infertility treatment that are recognized as rendering you incapable of working.

<Contact> Each Academic Service Office, etc. (General Affairs)

<Counseling> Au Work-life Balance Counseling Center

During pregnancy

<Support systems available to expectant and nursing mothers>

- Easing of commuting difficulties during pregnancy
- Health checkup and health guidance for expectant and nursing mothers
- Breaks and snacks while pregnant
- Exemption of expectant and nursing mothers from working overtime, on holidays or late at night
- Reduction of work, etc. for expectant and nursing mothers
- Maternity leave before childbirth (for full-time staff) (for part-time staff)

<Contact> Each Academic Service Office, etc. (General Affairs)

<Counseling> Au Work-life Balance Counseling Center

<Support system available for leave before childbirth>

- Substitutes during your maternity and/or childcare leave (for faculty members)

<Contact> Each Academic Service Office, etc. (General Affairs) · Division of Human Resources Development

<Counseling> Au Work-life Balance Counseling Center

After childbirth and caring for your child/children

<Support system available after childbirth>

- Maternity leave (for full-time staff) (for part-time staff)

<Support system available for maternity leave after childbirth>

- Substitutes during your maternity and/or childcare leave (for full-time staff, and excluding staff employed with external funds)

<Contact> Each Academic Service Office, etc. (General Affairs) · Division of Human Resources Development

<Counseling> Au Work-life Balance Counseling Center

<Support systems available for childcare leave>

- Substitutes during your maternity and/or childcare leave (for full-time staff, and excluding staff employed with external funds)
- Extension of term for faculty members taking childcare leave (for faculty members)
Extension of term is available for fixed-term faculty members with conditions (see page 10)

<Contact> Each Academic Service Office, etc. (General Affairs) · Division of Human Resources Development

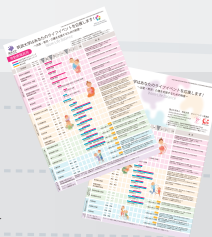
<Counseling> Au Work-life Balance Counseling Center

Diversity Division's support systems and services for good work-life balance

- Temporary daycare service: Diversity Division has a corporate contract with daycare centers and nurseries for temporary daycare services.
- On-campus daycare service: Yurinoki Daycare is available on Tsukuba campus.
- Childcare coupons*: Part of the cost of using a babysitter service is subsidized.
- Au Working-life Balance Counseling Center: Counseling is available for problems related to childcare, family care, and other life events, as well as career counseling.
- Subsidy for the employment of research assistants for balancing work with childcare (for faculty members and researchers)*

※Availability and number of assistants whose employment can be subsidized vary year by year.

A list and description of systems to support childbirth, childcare, and family care provided by the University of Tsukuba are available on a shitajiki. Please contact the Diversity Division or the General Affairs staff at each Academic Service Office, etc. Information is also available at the Diversity Division web page (<http://diversity.tsukuba.ac.jp/>).



<List of support systems available during child-rearing period>

- **Paternity leave** (Under 1 year of age)
- **Sick/injured child care leave** (Through to the end of elementary third grade)
- **Shortened working hours for childcare** (Through to the end of elementary third grade)
- **Exemption of overtime and work on a holiday** (Until the age of three)
- **Partial leave for child care** (Until entering elementary school)
- **Limits on overtime** (Until entering elementary school)
- **Limits on working late at night** (Until entering elementary school)
- **Conditional flextime** (Through to the end of elementary third grade/while the child goes to after-school childcare)
- **Special provision for rest periods** (Until entering elementary school/while the child goes to after-school childcare)

<Contact> Each Academic Service Office, etc. (General Affairs)

<Counseling> Au Work-life Balance Counseling Center

Take advantage of services provided by the municipal government and Silver Human Resources Center. Information on post-childbirth housework support service and temporary childcare and daycare services is also available.

Monetary support (application must be made in advance)

Maternity allowance ※Available with conditions

This allowance is issued when remuneration or salary cannot be received due to the woman insured by a health insurance taking a maternity leave before/after childbirth. Make sure to apply for this support before you start childcare leave.

<Contact> Each Academic Service Office, etc. (General Affairs) / Division of Human Resources Development (Mutual Aid)

One-time allowance for childbirth

This allowance is paid when the woman insured by a health insurance gives birth. As the procedure is different depending on which of the two systems, direct payment or post-childbirth application, is applicable to you. Make your application according to whichever that applies to you.

<Contact> Each Academic Service Office, etc. (General Affairs) / Division of Human Resources Development (Mutual Aid)

Childcare leave benefit ※Available with conditions

This subsidy is paid when the woman insured by employment insurance takes childcare leave for child-rearing, for the period starting from the first day of childcare leave to 2 days before the first birthday of the child.

(Period may be extended for some cases.)

Make sure to work on this procedure before starting childcare leave.

<Contact> Each Academic Service Office, etc. (General Affairs) / Division of Human Resources Development (Welfare)

The Diversity Division can advise you on whom to contact for certain inquiries.
Please feel free to inquire with the Office.



For Men

Many women in the work force are concerned about what preparations are required for pregnancy, childbirth, childcare, and returning to work. This document describes the key points for each occasion. We hope this will be useful to you.

Special leaves for infertility treatment

Refer to page 7.



Preparing for pregnancy and childbirth

- Discuss whether to refrain from working overtime and/or on holidays or late at night, whether to keep working the same way as before pregnancy, and other matters related to pre-childbirth working style.
- Communicate to your supervisor and/or colleagues about your partner's pregnancy so that you can have their help in case of a sudden hospitalization or other unexpected occurrences.
- If you are planning to take a childcare leave, communicate such plans to your supervisor well in advance and prepare to hand off work during your leave.
- Inquire with the Academic Service Office or other relevant organizations to apply for the necessary maternity and childcare-related procedures (one-time allowance for childbirth, childcare leave, childcare leave benefits, etc.).



Returning to work



Check the childcare support systems

Use the childcare support systems to assist maintaining a good work-life balance.



Preparing for return to work

- Find a daycare service for your child/children.
- Check out daycare for sick or convalescent children, babysitters, and other childcare services^{*1} and register to be able to use such services.
- When the planned date to return to work draws near, contact your workplace to inform them of your preferred working style (shorter working hours, no overnight business trips, or keep the same working style as before pregnancy, etc.) and consult about work.

^{*1} The University of Tsukuba accepts the use of childcare coupons. However, as the availability varies by year, inquire with the Diversity Division for details.

System [Childcare leave]

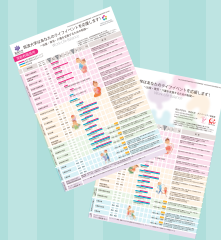
This system allows you to take a leave for the period up to your child/children's third birthday at your request.

- You are not paid during your childcare leave, but you can apply to receive childcare leave benefits from the employment insurance until 1 day before your child turns 1-year-old.
- Men are also eligible for childcare leave.
- If applicable, apply for suspension, extension, or other relevant procedures for your research budget. ^{*2}
- Entrust your temporary successor with the job after handing off your work.

^{*2} Consult your supervisor, colleague(s), and/or the Diversity Division particularly in cases where part-time staff is employed with research budget.



A list and description of systems to support childbirth, childcare, and family care provided by the University of Tsukuba are available on shitajiki. Please contact the Diversity Division or the General Affairs staff at each Academic service Office, etc. Information is also available at the Diversity Division web page (<http://diversity.tsukuba.ac.jp/>).



Placement of substitutes [For full-time staff only]

Substitutes are available upon your taking a childcare leave. In particular, if you are planning a long-time leave, consult your supervisor, Academic Service Office, etc. ahead of time. Note that this does not apply to those employed with external funds.



Extension of employment of fixed-term faculty members [For Faculty Members]

In some cases, when certain requirements are met, fixed-term faculty members may extend the period of employment for the period of childcare leave taken. In particular, if you are planning a long-time leave, consult your supervisor, Academic Service Office, etc. ahead of time.



System [Childcare breaks] ※For full-time staff only

- Use support systems to allow you to take an active part in housework and childcare during prenatal and postnatal periods, as well as providing physical and emotional support to your partner.
- Check the support systems available to your partner on websites and other information sources of municipal government and facilities with your partner. It is also beneficial to participate in Paternity Classes provided by hospitals and/or municipal government. Discuss with your partner about the division of future housework responsibilities.



Childbirth

- Submit the childbirth registration form to the municipal government office and follow the procedures to receive child allowance, to apply for medical care subsidy, and other benefits.
- Decide whose dependent (you or your spouse) the child will become, and follow the procedure to apply for your child's healthcare insurance.
- Apply for the one-time allowance for childbirth. This application is possible only when your spouse is your dependent.



System [Maternity leave for spouses] ※For full-time staff only

- Use this leave to support your partner during delivery and/or when leaving the hospital.



Support systems available to men

Before pregnancy

Special leaves for infertility treatment

With this system, you can obtain up to 10 days of leave each year for hospital visits and hospitalization for infertility treatment that are recognized as rendering you incapable of working.

<Contact> Each Academic Service Office, etc. (General Affairs)

<Counseling> Au Work-life Balance Counseling Center

Before and after your partner's childbirth

[Childcare breaks] For full-time staff only

• This support system allows men to take a leave within 5 days during the period starting on the day of their partner's (including a factual relationship equivalent to marriage) due date (or 14 weeks for a multiple pregnancy) up to 8 weeks after the birth, to take care of the newborn baby or pre-school-age children.

<Contact> Each Academic Service Office, etc. (General Affairs)

<Counseling> Au Work-life Balance Counseling Center

[Maternity leave for spouses] For full-time staff only

• This support system allows men to take a 2-day leave during the period starting on the day of their partner's (including a factual relationship equivalent to marriage) hospitalization for childbirth up to 2 weeks after childbirth for the purpose of accompanying the partner.

<Contact> Each Academic Service Office, etc. (General Affairs)

<Counseling> Au Work-life Balance Counseling Center

After childbirth and caring for your child/children

< List of support systems available for childcare leave> (for full-time staff, and excluding staff employed with external funds)

• **Substitutes during your childcare leave (for faculty members)**

• **Extension of term for faculty members taking childcare leave (for faculty members)**

Extension of term is available for fixed-term faculty members with conditions (see page 10)

<Contact> Each Academic Service Office, etc. (General Affairs)

<Counseling> Au Work-life Balance Counseling Center

Diversity Division's support systems and services for good work-life balance

- Temporary daycare service: Diversity Division has a corporate contract with daycare centers and nurseries for temporary daycare services.
- On-campus daycare service: Yurinoki Daycare is available on Tsukuba campus.
- Childcare coupons*: Part of the cost of using a babysitter service is subsidized.
- Au Working-life Balance Counseling Center: Counseling is available for problems related to childcare, family care, and other life events, as well as career counseling.
- Subsidy for the employment of research assistants for balancing work with childcare (for faculty members and researchers)*

※Availability and number of assistants whose employment can be subsidized vary year by year.

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- **Shortened working hours for childcare** (Through to the end of elementary third grade)
- **Exemption of overtime and work on a holiday** (Until the age of three)
- **Partial leave for child care** (Until entering elementary school)
- **Limits on overtime** (Until entering elementary school)
- **Exemption from working late at night** (Until entering elementary school)
- **Conditional flextime** (Through to the end of elementary third grade/while the child goes to after-school childcare)
- **Special provision for rest periods** (Until entering elementary school/while the child goes to after-school childcare)

<Contact> Each Academic Service Office, etc. (General Affairs)

<Counseling> Au Work-life Balance Counseling Center

Take advantage of services provided by the municipal government and Silver Human Resources Center. Information on post-childbirth housework support service and temporary childcare and daycare services is also available.

Monetary support (application must be made in advance)

One-time allowance for childbirth

This allowance is paid when the woman insured by a health insurance gives birth. As the procedure is different depending on which of the two systems, direct payment or post-childbirth application, is applicable to you. Make your application according to whichever that applies to you.

<Contact> Each Academic Service Office, etc. (General Affairs) / Division of Human Resources Development (Mutual Aid)

Childcare leave benefit ※Available with conditions

This subsidy is paid when the woman insured by employment insurance takes childcare leave for child-rearing, for the period starting from the first day of childcare leave to 2 days before the first birthday of the child.

(Period may be extended for some cases.)

Make sure to work on this procedure before starting childcare leave.

<Contact> Each Academic Service Office, etc. (General Affairs) / Division of Human Resources Development (Welfare)

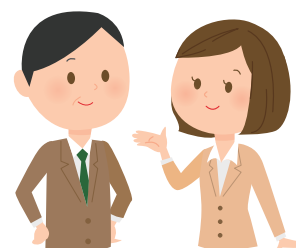
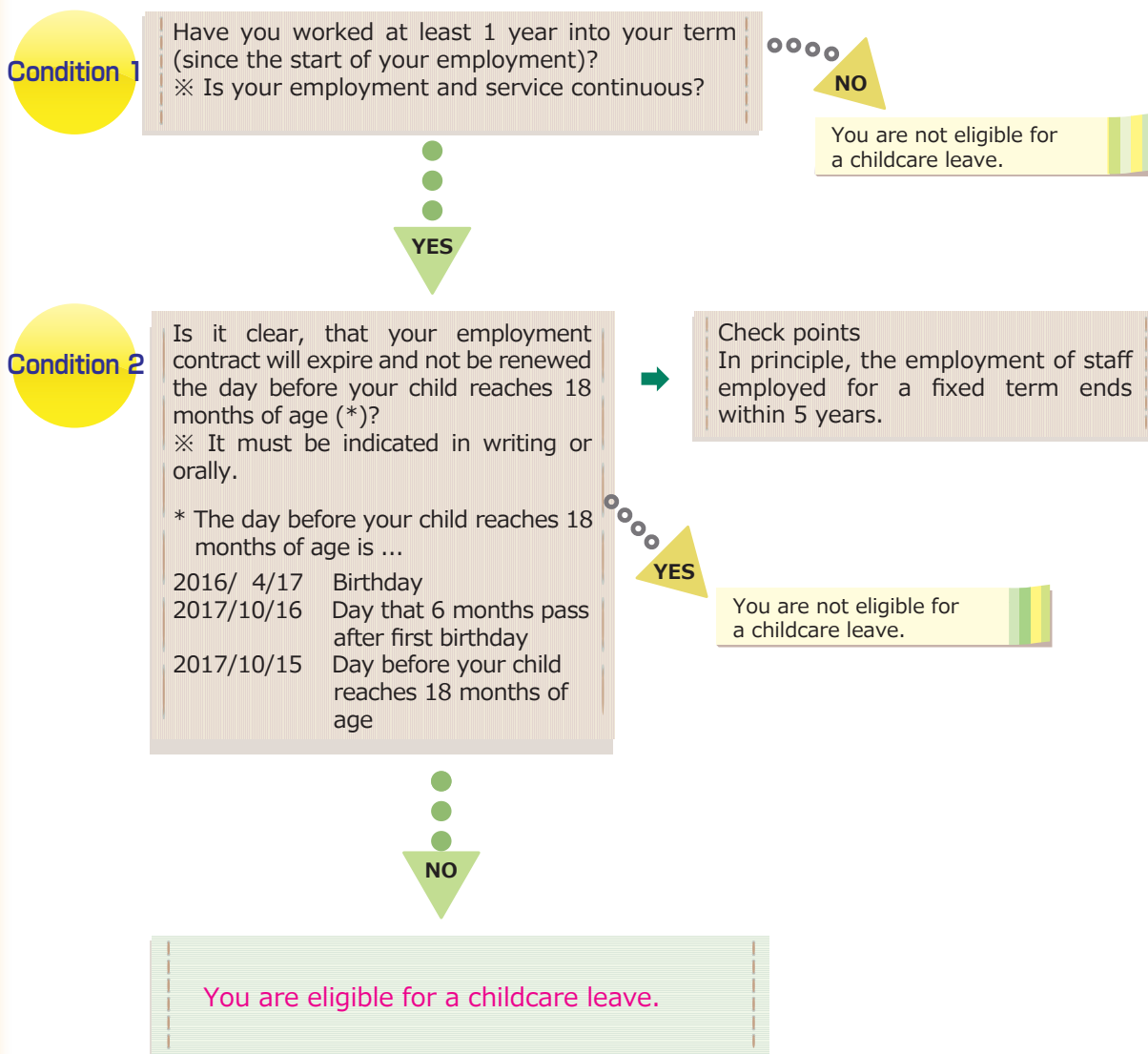
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Please feel free to inquire with the Office.



Flow chart for a fixed-term faculty member or researcher taking a childcare leave

[Flow chart for determining whether you can take a childcare leave]

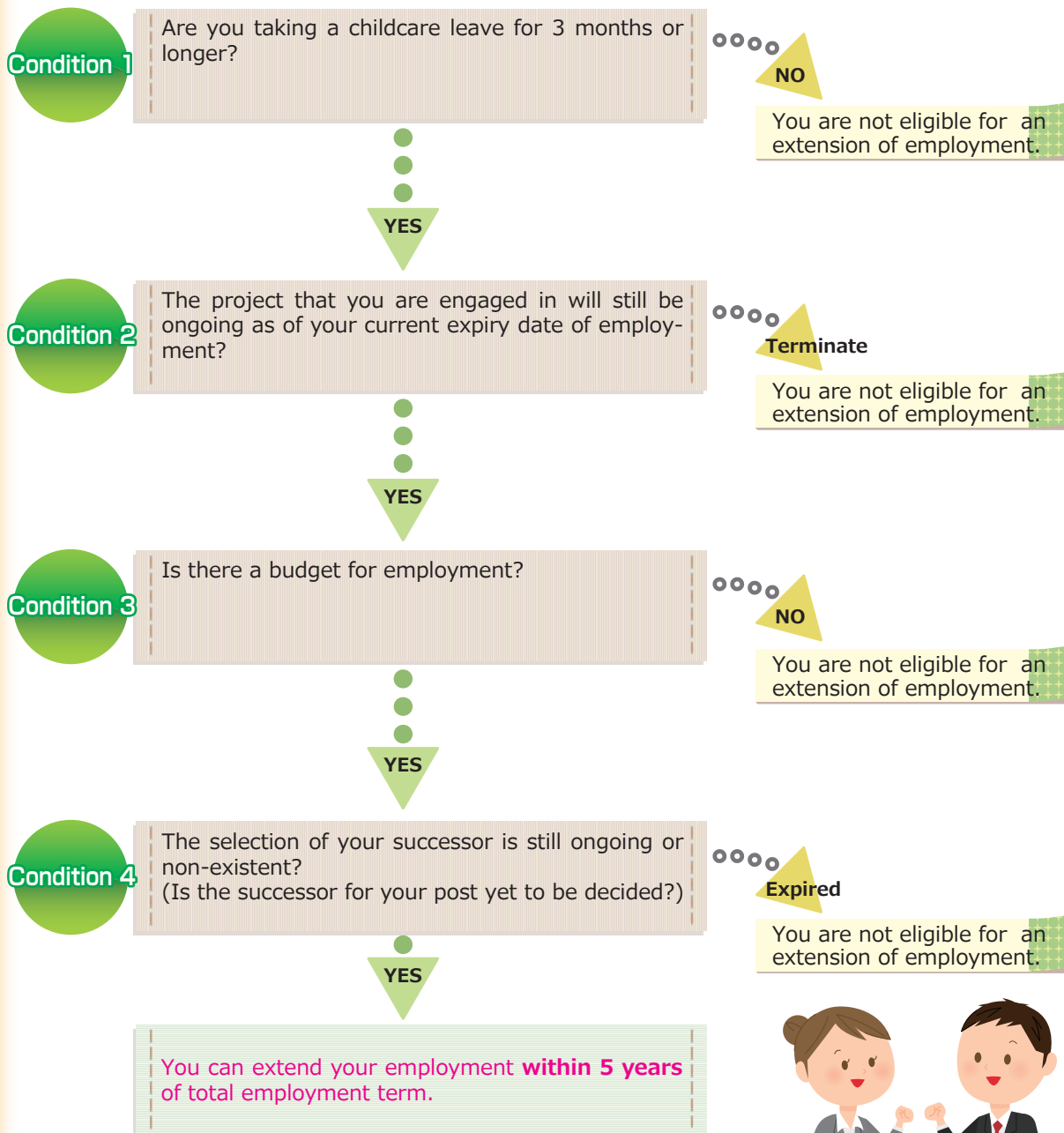


Conditions are same for part-time staff.
Conditions differ for teachers on a tenure track.
Conditions may differ according to the terms of the individual agreement.
For details on the conditions here, please check with Each Academic Service Office, etc. (General Affairs) or Division of Human Resources Development.

Extension of employment of fixed-term faculty members

[Flow chart for determining whether you can extend your employment for the period you are taking a childcare leave]

※ Apply by 6 months before the expiry of your employment



Conditions differ for teachers on a tenure track.
Conditions may differ according to the terms of the individual agreement.
For details on the conditions, please check with each Academic Service Office, etc. (General Affairs) or Division of Human Resources Development.



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