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Diversity Division
Center for Diversity,
Accessibility and Career Development
University of Tsukuba

Childbirth, Childcare, and Family care Support System

Work-Life Balance

For Full-time Staff

- For Women
- For Men
- For Men and Women

- As of January 2017. Created based on work rules for staff at the University of Tsukuba's Headquarters, etc.
- Approved upon request by staff. Check the work rules for details.
- This is an unofficial translation. This translation is to be used solely as reference material to aid in understanding the original Japanese version. N.B. Confirm details of the requirements with the person in charge at your affiliated section.

	System in UT	Eligibility		Become pregnant	Start of maternity leave	Birth	End of maternity leave	1 year old	3 years old	Entering elementary school	Finishes Grade 3	Finishes Grade 6	Family care	Summary	
		With pay/Without pay Men	With pay/Without pay Women												
System to support childbirth	Easing of commuting difficulties during pregnancy		✓ With pay		Pregnancy Period									System where the person does not have to work at the beginning or end of the designated working hours when commuting on crowded transportation is recognized as having a negative impact on maintaining health (up to within one hour per day).	
	Health checkups and health guidance for expectant and nursing mothers		✓ With pay		Pregnancy & Nursing Period									System of not having to work for the time approved for undergoing health checkups and health guidance.	
	Breaks and snacks while pregnant		✓ With pay		Pregnancy Period									System where time is granted for rest and snacks when necessary for the expectant mother, for maintaining health.	
	Reduction of work, etc. for expectant and nursing mothers		✓ With pay		Pregnancy & Nursing Period									System that approves the reduction of work or making staff engage in light work.	
	Exemption of expectant and nursing mothers from working overtime, on holidays or late at night		✓ With pay		Pregnancy & Nursing Period									System that restricts work late at night, or outside regular hours, or on holidays.	
	Maternity leave before childbirth		✓ With pay			8 week period before the due date (or 14 weeks in the case of a multiple pregnancy)									System where leave can be taken from 8 weeks before the due date (or 14 weeks for a multiple pregnancy) until the due date (expected date for a natural childbirth). Note: Staff employed with external funds will not receive any pay (a childbirth benefit can be applied for).
	Maternity leave after childbirth		✓ With pay			8 Weeks from the day after birth									System where 8 weeks leave can be taken from the day after childbirth (six weeks after childbirth, the mother can apply, and if the doctor allows it, the mother can return to work). Note: Staff employed with external funds will not receive any pay (a childbirth benefit can be applied for).
	Maternity leave for spouses		✓ With pay			Accompanying spouse when she enters/leaves hospital before or after childbirth									The spouse may take time off when the wife enters or leaves a hospital because of childbirth (a system where up to 2 days off can be taken from when the wife enters a hospital to give birth until 2 weeks after that date).
System to support childcare	Paternity leave		✓ With pay		Period before or after wife gives birth									System where up to 5 days of leave can be taken in the period from 8 weeks before the due date (or 14 weeks for a multiple pregnancy) until 8 weeks after the birth, to take care of the newborn baby or pre-school-age children.	
	Childcare breaks		✓ With pay	✓ With pay		Under 1 year of age								Breaks deemed necessary to provide child care that may be taken by nursing mothers to feed their child who is less than one year old (2 breaks per day, each less than 30 mins). For fathers with a nursing child, separate requirements may apply for such breaks.	
	Sick/injured child care leave		✓ With pay	✓ With pay		Through to the end of elementary third grade								Leave for taking care of a sick or injured child (5 days per calendar year but 10 days if more than one child; also available in units of hours).	
	Shortened working hours for childcare		✓ Without pay	✓ Without pay		Through to the end of elementary third grade								System where working hours shorter than 38 hours and 45 minutes per week are approved. (1) 4 hours per working day (20 hours per week), (2) 5 hours per working day (25 hours per week), (3) 6 hours per working day (30 hours per week), (4) 3 days per week (23 hours 15 minutes per week), and (5) 2.5 days per week (19 hours 30 minutes per week) NB: Staff employed with external funds cannot obtain shortened working hours.	
	Childcare leave		✓ Without pay	✓ Without pay		Until the age of three								System where, if certain requirements are met, leave can be taken for a fixed period of time, when caring for a child under the age of three years.	
	Partial leave for childcare		✓ Without pay	✓ Without pay		Until entering elementary school								System where the staff member does not have to work for a part of the work hours, at the designated starting or finishing time, in order to look after a pre-school-age child. (units of 15 minutes; not to exceed more than two hours in one day).	
System for childcare and family care	Exemption of overtime and work on a holiday		✓ With pay	✓ With pay		Until the age of three							Period when family care is necessary	System where overtime is exempted for staff looking after children who have not reached the age of 3 or who are caring for family members.	
	Limits on overtime		✓ With pay	✓ With pay		Until entering elementary school							Period when family care is necessary	System where overtime is limited to 24 hours per month or 150 hours or less per year for staff caring for children or family members.	
	Exemption from working late at night		✓ With pay	✓ With pay		Until entering elementary school							Period when family care is necessary	System where staff caring for children or family members are exempted working late at night (from 22:00 until 05:00 the next day).	
	Conditional flextime		✓ With pay	✓ With pay		Through to the end of elementary third grade/ While the child goes to after-school childcare							Period when family care is necessary	System where the starting time for work can be set flexibly without changing the number of hours worked in the day, in cases where it will not cause problems with business operations (From 07:00-10:00, units of 30 minutes).	
	Special provision for rest periods		✓ With pay	✓ With pay		Until entering elementary school/ while the child goes to after-school childcare							Period when family care is necessary	System where break time is 45 minutes and instead the finishing time is set at 15 minutes earlier.	
System for supporting family care	Family care leave		✓ Without pay	✓ Without pay									Period when family care is necessary	System where, if certain requirements are met, leave is taken to look after a family member who needs care all the time (Possible to acquire for up to three times for periods of less than one year until an aggregate of three years is reached).	
	Partial leave for family care		✓ Without pay	✓ Without pay									Period when family care is necessary	System where a staff member may work some or none of the number of work hours in one day, when a family member is injured or sick.	
	Family care leave		✓ With pay	✓ With pay									Period when family care is necessary	Leave taken by staff for taking care of a subject family member in a care-requiring condition, such as accompanying them to the hospital, etc. (5 days per calendar year but 10 days if two or more family members require care; it is also possible to take this in units of hours).	
Other systems	Grant system for employment costs of research assistants to manage both child care and work	System to assist with the cost of employing research assistants and targeted at full-time instructors and researchers, those expecting to give birth, those caring for children in sixth grade and under at elementary school, those looking after a family member who requires care. Costs for employing research assistants refers to labor costs and transportation costs. It does not apply to social insurance (employment at the university shall be less than 20 hours per week).													
	"AU" Work-Life Balance Counseling Desk	The Diversity Division has established a counseling desk, called "AU", for handling consultations regarding various inquiries regarding diversity promotion and occupational issues.													