

Pregnancy / 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.

April 2023

Human Resources and Planning Department

Pregnancy / Childbirth / Childcare Support Systems

pre-pregnancy

Pregnancy

8 weeks prior to expected date of birth

Childbirth

8 weeks after childbirth

1 year after childbirth

3 years after childbirth

Child entering elementary school

Child entering junior high school

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For women

For men

For both women and men

Pregnancy support system

[① Childbirth support leave]

Description	Employees may request special leave when going to a medical institution for infertility treatment or attending a briefing session on infertility treatment conducted by the institution.		
Period	Five days per year (10 days when undergoing IVF or ICSI)		
Target	Regular/fixed-Term employees	Limited regular employees	Associate/part-time employees
	Men / women	Men / women	Men / women
Payment status	Paid	Paid	Paid
Documents required	* No documentation is required. In addition, the employee may request this special leave without specifying the details of the treatment, such as "for hospital visits, etc.," but please make sure that this is clear in the case of hospital visits related to IVF or ICSI.		

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/fixed-Term employees	Limited regular employees	Associate/part-time employees
	Women	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/fixed-Term employees	Limited regular employees	Associate/part-time employees
	Women	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/fixed-Term employees	Limited regular employees	Associate/part-time employees
	Women	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/fixed-Term employees	Limited regular employees	Associate/part-time employees
	Women	Women	Women
Payment status	Paid	Paid	Paid
Documents required	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/fixed-Term employees	Limited regular employees	Associate employees	Part-time employees
	Women	Women	Women	Women
Payment status	Paid	Paid	Paid	Unpaid
Documents required	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/fixed-Term employees	Limited regular employees	Associate/part-time employees
	Women	Women	Women
Payment status	Paid	Paid	Paid
Documents required	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 8 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/fixed-Term employees	Limited regular employees	Associate/part-time employees
	Women	Women	Women
Payment status	Paid	Paid	Paid
Documents required	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/fixed-Term employees	Limited regular employees	Associate/part-time employees
	Women	Women	Women
Payment status	Paid	Paid	Paid
Documents required	* Promptly notify the person in charge of personnel affairs, and later submit a certified copy of the birth registration.		

[⑨ Maternity leave for childbirth and childcare]

Description	This leave can be taken by male employees who accompany their spouse coming in and out of hospital, stay with their spouse during delivery, take care of their spouse in hospital, or take care of a child related to the birth or a child who has not yet reached the age of elementary school attendance.		
Period	Any 15 days from “the date of hospitalization, etc. for the childbirth of the spouse or the date six weeks before the expected date of childbirth of the spouse, whichever comes first” to “the date of the child reaches the age of 1 year”. * Can be divided and taken by the hour.		
Target	Regular/fixed-Term employees	Limited regular employees	Associate/part-time employees
	Men	Men	Men
Payment status	Paid	Paid	Paid
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.		

Systems Available for Childcare

[10 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/fixed-Term employees	Limited regular employees	Associate/part-time employees
	Men / women	Men / women	Men / women
Payment status	Paid	Paid	Paid
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.		

[11 Childcare leave at birth] Deadline for submitting of required documents : 2 weeks in advance

Description	Leave is permitted for employees to take care of a child within 8 weeks of birth. (It is possible to take this leave separately from [12 Childcare leave])		
Period	Up to 4 weeks (28 days) within 8 weeks after the birth of the child (It is possible to take the leave twice in installments, but you must make a collective offer at the beginning)		
Target	Regular/fixed-Term employees	Limited regular employees	Associate/part-time employees (*1)
	Men (*2)	Men (*2)	Men (*2)
Payment status	Unpaid	Unpaid	Unpaid
Documents required	Application for Child Care Leave (Must be accompanied by a certified copy of the birth registration)		

*1 Childcare leave at birth is granted to Associate/part-time employees in cases where it is not evident that his/her contract of employment will end within 6 months following the day eight weeks after the child's birth or expected birth date, whichever is later, and it is not clear that the contract will not be renewed.

*2 Mainly for men, but also for women in the case of adopted children, etc.

[12 Childcare leave] Deadline for submitting of required documents : 1 month in advance

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 (Can be taken twice in installments)		
Target	Regular/fixed-Term employees	Limited regular employees	Associate/part-time employees (*)
	Men / women	Men / women	Men / women
Payment status	Unpaid	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 Associate/part-time employees in cases where it is not evident that his/her contract of employment will end within 6 months after the completion of the leave and will not be renewed.

[13 Exemption from overtime work] Deadline for submitting of required documents : 2 weeks in advance

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/fixed-Term employees	Limited regular employees	Associate/part-time employees
	Men / women	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 junior high 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 time of commencement of junior high school * This leave can be divided and taken by the minute.		
Target	Regular/fixed-Term employees	Limited regular employees	Associate/part-time employees
	Men / women	Men / women	Men / women
Payment status	Paid		Paid
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.		

[15 Short-time work for childcare] Deadline for submitting of required documents : 1 month in advance

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/fixed-Term employees	Limited regular employees	Associate/part-time employees
	Men / women	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] Deadline for submitting of required documents : 1 month in advance

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/fixed-Term employees	Limited regular employees	Associate/part-time employees
	Men / women	Men / women	Men / women
Payment status	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)		

[17 Restrictions on overtime work for childcare] Deadline for submitting of required documents : 2 weeks in advance

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/fixed-Term employees	Limited regular employees	Associate/part-time employees
	Men / women	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] Deadline for submitting of required documents : 2 weeks in advance

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/fixed-Term employees	Limited regular employees	Associate/part-time employees
	Men / women	Men / women	Men / women
Documents required	Restriction Request for Overtime/Late-Night Work (Must be accompanied by a certified copy of the birth registration)		

Support systems available during pregnancy and childcare

[19 Staggered working hours] Deadline for submitting of required documents : 2 weeks in advance

Description	Employees who are pregnant or raising a child who has not yet entered junior high school may request a change in working hours or rest periods within a two-hour time limit.		
Period	During pregnancy and up to the first March 31 after the child reaches 12 years of age, for a period of not less than 2 weeks and not more than 1 year *Can be changed in 30-minute increments		
Target	Regular/fixed-Term employees	Limited regular employees	Associate/part-time employees
	Men / women	Men / women	Men / women
Documents required	Time Difference Attendance Application Form		

reference information

Human Resources Planning Department Web Page

Please refer to the Human Resources Planning Department Web page "Pregnancy, Childbirth, and Childcare Support Systems" for reference information.

<https://c.bureau.tohoku.ac.jp/jinji-top/external/a-4-kosodate/>



MEMO

Benefits Available

Childcare leave benefits (from employment insurance program)

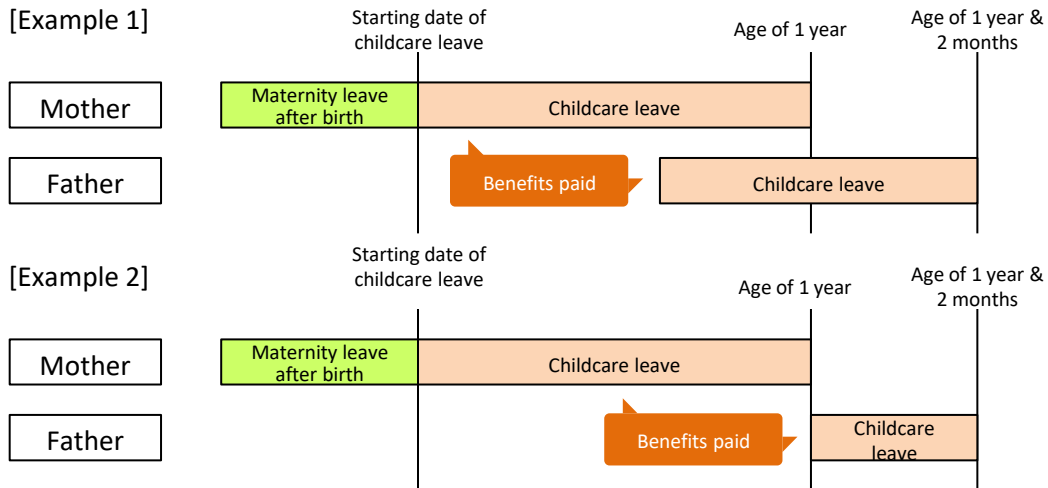
An insured person who leaves work to care for a child under the age of one year or one year and two months*¹ (under the age of one year and six months if eligible for extension of the benefit period*²) is eligible for childcare leave benefits if there are at least 12 months in total, during the two-year 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 (including months with 80 or more hours as the basis for payment of wages if such months are less than 12 months). Since October 2022, childcare leave can be taken twice in installments*³.

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

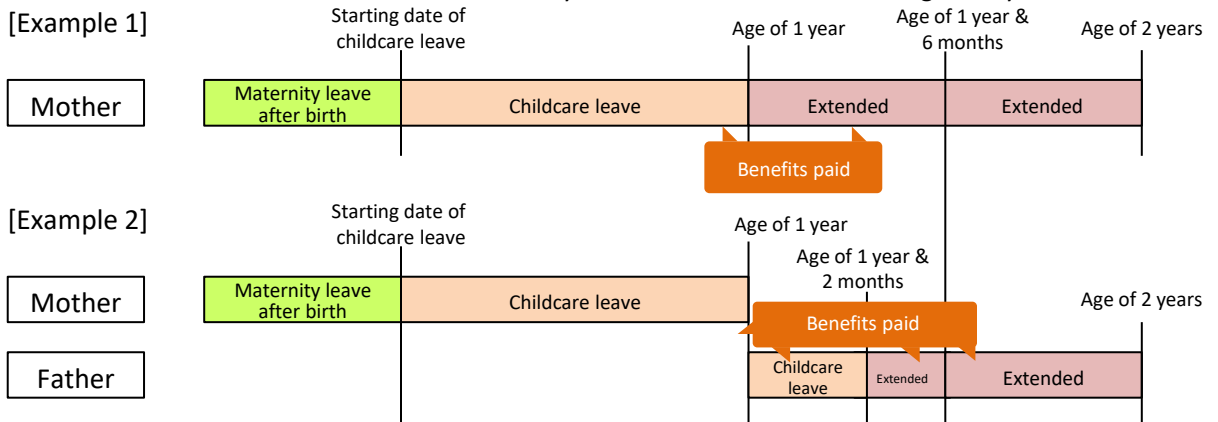
When both parents take child-care leave and meet certain conditions, childcare leave benefits are provided for up to one year until the day before the child reaches one year and two months of age.



*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.

If you take additional childcare leave after the day your child reaches the age of 1 year and 6 months, the period for which the benefits are received is extended until the day before the child reaches the age of 2 years.



(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.

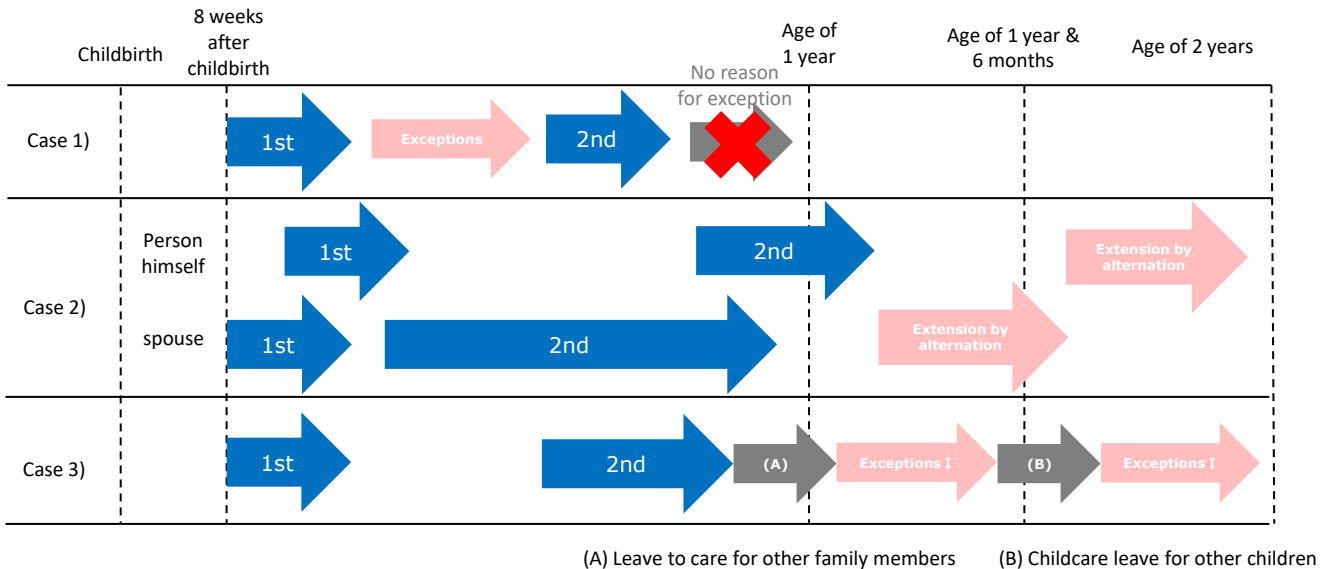
*3 Split Childcare Leave

- In principle, childcare leave benefits are available for up to two childcare leaves for a child under one year of age.
- Benefits are not available for the third or subsequent childcare leave. However, the following exceptions apply.
- In addition, if there is a reason for extending childcare leave and the couple takes turns taking childcare leave (extension by alternation), they may receive childcare leave benefits only once for each of the following periods: from 1 year to 1 year and 6 months and from 1 year and 6 months to 2 years of age.

[Reasons for exceptions to the frequency limitation]

- When childcare leave ends due to the start of maternity leave or childcare leave for another child, or family care leave for another family member, and the new leave ends due to the death of the eligible child or family member, etc.
- When a spouse who is taking care of a child under one year of age who is eligible to apply for childcare leave becomes unable to take care of the child due to death, injury, etc., or because the spouse no longer lives with the child due to dissolution of marriage, etc.
- When a child under one year of age who is the subject of a request for childcare leave needs care for more than 2 weeks due to injury, illness, etc.
- When a child under one year of age who is the subject of a request for childcare leave wishes to use childcare services at a daycare center, etc. and has applied for such services, but such services will not be provided for the time being.

Example of Counting Times



In addition, a **childcare leave at birth program** was established, which can be taken for up to four weeks within an 8 week period.

This leave at birth can be taken twice in installments and is eligible for benefits (Childcare leave at birth benefit).

[Payment Requirements]

- At least 12 complete months with at least 11 basic days of wage payment (or if not, at least 80 hours of working time) in the two years prior to the start of the leave.
- The number of working days during the period of absence must be less than or equal to a maximum of 10 days (if more than 10 days, the number of hours worked must be less than 80 hours). (These are the number of days and hours for a 28-day absence; if shorter than 28 days, the number of days and hours will be reduced in proportion to the number of days worked.) *Tohoku University employees are not permitted to work during the period of leave.

[allowance]

Daily wage at the start of leave (in principle, the amount obtained by dividing the wage for the six months prior to the start of childcare leave by 180) × number of days paid × 67%.

(The number of days paid will be totaled to 180 days, which is the maximum number of days for which the childcare leave benefit rate is 67%.)

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 ¥500,000. (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 ¥488,000, with ¥40,000 for each of multiple babies.

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

By submitting a claim, premiums will be exempted from 42 days (98 days in the case of multiple pregnancies) before and 56 days after childbirth during the maternity leave. (The actual exemption period is on a monthly basis, from the month in which the maternity leave before childbirth begins to the month preceding the month in which the day following the end of the postpartum leave falls (or the month in which the maternity leave after childbirth ends if the end of the postpartum leave falls on the last day of the month)).

If you take childcare leave, you are exempted from paying premiums by filing a report if you meet certain requirements ;if you are in the period of childcare leave (including childcare leave at birth, the same below) at the end of the month, or if you took childcare leave for 14 days or more during the month, or if you took childcare leave for more than one month for premiums related to bonuses.

Information on on-campus childcare facilities

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

Facility	capacity	Eligible departments	Eligible users	Contact information
Kawauchi Keyaki Nursery school	22	All departments	TU personnel & students	Gender Equality and Nursery School Section Human Resources and Planning Division, Human Resources and Planning Department TEL: 022-217-4811 E-MAIL: hoiku@grp.tohoku.ac.jp
Aobayama Midori Nursery school	116	All departments		
Hoshinoko Nursery school	120	Tohoku University Hospital		
Hoshinoko Room	3	All departments		

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"

URL <http://tumug.tohoku.ac.jp/>



For Inquiries/Consultations

Contact information

**For more details on various systems,
please consult the administration
office of your department first.**

Section in
charge

○○ Section, Graduate School of ○○○

T E L

022-000-0000

E-mail

aaaaaaaa@grp.tohoku.ac.jp

Contact information (for department's administration)

[Leave/Staggered working hours-related matters]

Labor Management Section

Labor and Health Administration 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

qyo@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 or phone.

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

Please access the following website for further information on consultation services.
(On-campus access only)

<https://www.srp.tohoku.ac.jp/bureau/c/jinji-top/allstaff/b-5-sodan/>



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.

Gender Equality and Nursery School Section

Human Resources and Planning Division, Human Resources and Planning Department

TEL: 022-217-4811

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

Tohoku University Center for Gender Equality Promotion TUMUG

TEL: 022-217-6092

E-MAIL: office@tumug.tohoku.ac.jp