

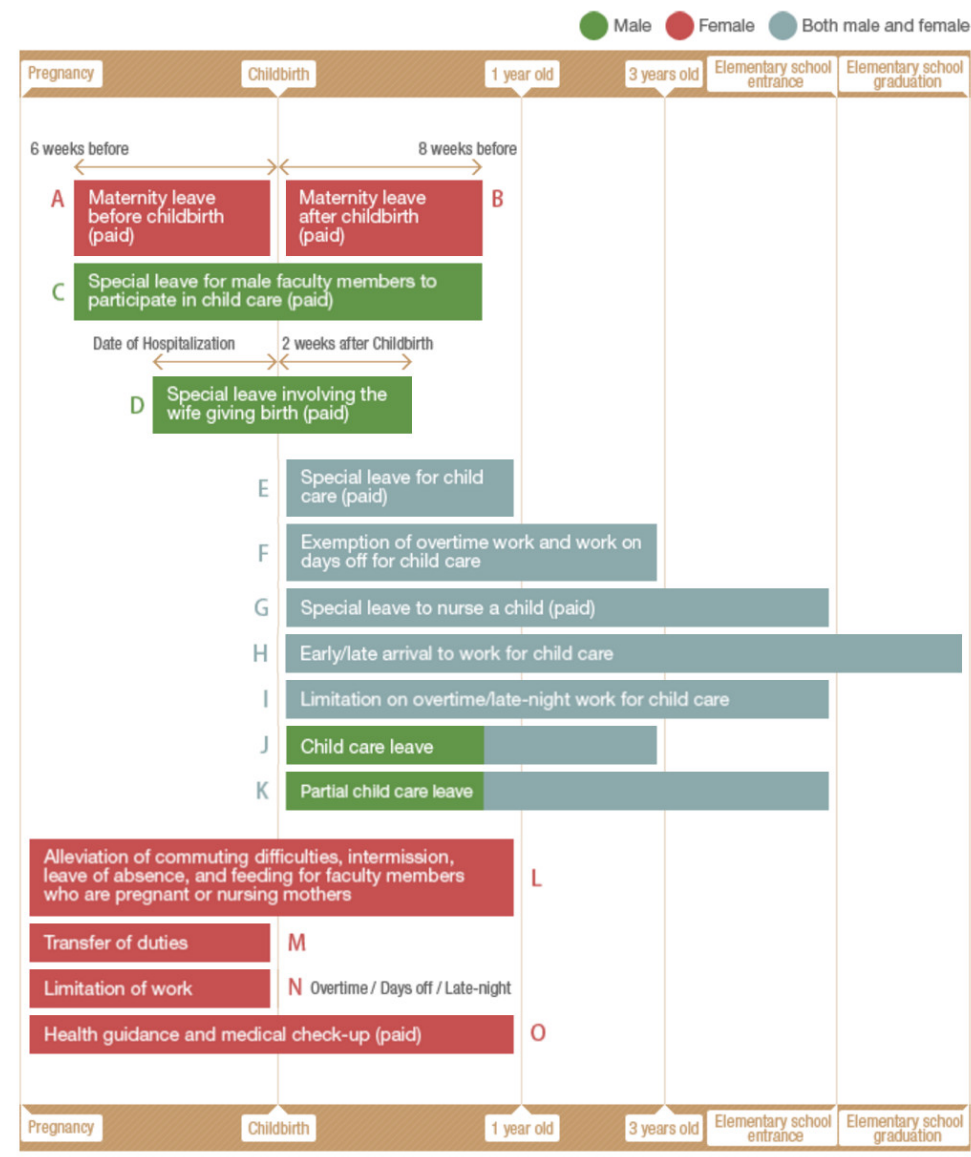
System of leave of absence (furlough) for faculty members/documentation to be submitted

Kyushu University Regulations

- ▶ Rules for working hours, leave of absence (furlough), and such of National University Corporation Kyushu University Faculty Members. (<http://www.kyushu-u.ac.jp/university/rule/zenbun/2004syuki019.pdf>)
- ▶ Rules for leave of absence for child care and other kinds of caregiving for National University Corporation Kyushu University Faculty Members. (<http://www.kyushu-u.ac.jp/university/rule/zenbun/2004syuki020.pdf>)
- ▶ Rules for child care facilities on campus of Kyushu University. (<http://www.kyushu-u.ac.jp/university/rule/zenbun/2011kitei090.pdf>)
- ▶ Management and such related to working hours and leave of absence (internal only). (<http://www.kyushu-u.ac.jp/Qdai-only/office/jinji-ka/kinmu/index.php>)

System of leave of absence, etc...

- ※ You can read the explanation for each by clicking A to O in the chart.
- ※ If you would like to inquire more about the details of each subject person or acquisition requirements, please inquire at the personnel affairs section of your division.



A: Maternity leave before childbirth (period of time within 6 weeks before the due date) (paid)

* however, unpaid for part-time faculty members and fixed-term contract faculty members.

Faculty members who are expecting to deliver their baby within 6 weeks (within 14 weeks for multiple fetuses) can take leave if they request it.

B: Maternity leave after childbirth (8 weeks starting from the day after childbirth) (paid)

*however, unpaid for part-time faculty members and fixed-term contract faculty members.

Have faculty members who gave birth to take leave for 8 weeks from the day after giving birth.

However, this shall not be applied if 6 weeks have passed since the giving birth and the faculty member requests to work on tasks that a doctor recognizes will not hinder the member.

C: Special leave for male faculty members to participate in child care (from 6 weeks before the due date until 8 weeks after delivery of his wife) (paid)

May be obtained for child care of a newborn or a child who is yet to enter elementary school.

For pregnancies of multiple fetuses, may be obtained from 14 weeks before the due date.

Within 5 days during the period, in denominations of 1 hour or 1 day.

D: Special leave involving the wife giving birth (from the day she is admitted to the hospital until 2 weeks after the giving birth) (paid)

*part-time faculty members and fixed-term contract faculty members are not applicable

May be obtained when male faculty members accompany their wife to the hospital for giving birth.

Within 2 days during the period, in denominations of 1 hour or 1 day

E: Special leave for child care (for a child less than 1 year of age) (paid)

May be obtained for child care (nursing, bringing a child to and from nursery and such) of a child less than 1 year of age. 2 times a day, up to 30 minutes for each.

F: Exemption of overtime work and work on days off for child care (for a child less than 3 years old)

Can request not to work overtime or on days off in order to care for a child less than 3 years old.

G: Special leave to nurse child (for a child who is yet to enter elementary school) (paid)

May be obtained to nurse a child who is yet to enter elementary school (who is injured or sick), or to take the child to get vaccinations or physical check-ups.

For 1 subject child, up to 5 days in 1 calendar year; for 2 or more subject children, up to 10 days in 1 calendar year.

H : Early/late arrival to work for child care (for a child who is yet to enter elementary school (allowed while attending elementary school if bringing a child to and from a facility that conducts after-school child sound upbringing services specified by Child Welfare Act))

It is possible to change the starting and ending time of work within 1 hour from the original time without changing the total working hours of the whole day, to care for a child who is yet to enter elementary school, or to bring the child to and from elementary school (or a facility that conducts after-school child sound upbringing services specified by Child Welfare Act).

I: Limitation on overtime/late-night work for child care (for a child who is yet to enter elementary school)

Can request not to work overtime more than 24 hours a month and 150 hours a year to care for a child who is yet to enter elementary school.

Can request not to work between 10 pm and 5 am for caring a child who is yet to enter elementary school. (faculty members who work 2 or fewer days a week cannot make such request)

J: Child care leave (until the child reaches 3 years old) (unpaid)

May be obtained for child care until the child reaches 3 years old.

Until the child turns 1 year of age for fixed-term faculty members and such* and fixed-term faculty members (indefinite change) and such**.

If the necessary conditions are met and both parents are taking child care leave, until the child reaches 1 year and 2 months of age.

Only once for each child.

(However, this excludes the first child care leave taken during the first 8 weeks from the date the child was born.)

The period of child care leave may be extended only once.

K: Partial child care leave (for a child who is yet to enter elementary school) (unpaid)

It is possible to take leave of absence for part of the working hours of a work day to care for a child who is yet to enter elementary school.

Cannot be obtained on days with 6 or less working hours.

It is possible to obtain up to 2 hours a day, at the beginning or at the end of the working hours, in 30 minute denominations. It is possible to obtain only at the beginning, only at the end, or both.

No limitations on the number of days obtained during applicable period.

Make a request at least 2 weeks before the start of the leave by filling in the form designated by the university.

L: Alleviation of commuting difficulties, intermission, leave of absence, and feeding for faculty members who are pregnant or nursing mothers (from pregnancy until 1 year after childbirth)

Faculty members who are pregnant or nursing mothers may choose not to work for an alleviation of commuting difficulties, intermission, leave of absence (up to 1 week), and feeding if it will affect the well-being of the pregnant or nursing mother or unborn child.

(approval of non-demanding work) (paid)

Faculty members who are pregnant or nursing mothers may request a leave of absence (over 1 week) under the instruction of a doctor if it is recognized that their work will affect the well-being of them or their unborn child.

(leave of absence for faculty members who are pregnant or nursing mothers) (paid)

**however, unpaid for part-time faculty members and fixed-term contract faculty members.*

M: Transfer of duties (during pregnancy)

Faculty members who are pregnant may request being transferred from their current duties to other light duties.

N: Limitation of overtime work, work on days off, and late-night work for faculty members who are pregnant or nursing mothers (from pregnancy until 1 year after childbirth)

Faculty members who are pregnant or nursing mothers may request not to work overtime, on days off, or at late-night.

O: Health guidance and medical check-up of faculty members who are pregnant or nursing mothers (from pregnancy until 1 year after childbirth) (paid)

Faculty members who are pregnant or nursing mothers may take a leave for health guidance or medical check-ups.

Until 23rd week of pregnancy... once every 4 weeks

From 24th week until 35th week of pregnancy... once every 2 weeks

From 36th week of pregnancy until childbirth... once a week

Once within 1 year following childbirth (the designated number of times if there are special instructions from doctors)

*** Fixed-term faculty members and such:**

Fixed-term faculty members, special fixed-term faculty, fixed-term clerical and technical faculty, special fixed-term clerical and technical faculty, high-level professional faculty, reemployed faculty members, fixed-term contract faculty, part-time faculty, foreign visiting lecturer, foreign visiting researcher

**** Fixed-term faculty members (indefinite change) and such:**

Fixed-term faculty members (indefinite change), faculty members (annual salary scheme) (indefinite change), special fixed-term faculty (indefinite change), fixed-term clerical and technical faculty (indefinite change), special fixed-term clerical and technical faculty (indefinite change), high-level professional faculty (indefinite change), reemployed faculty members (indefinite change), fixed-term contract faculty (indefinite change), part-time faculty (indefinite change), foreign visiting lecturer (indefinite change), foreign visiting researcher (indefinite change)

If you would like to inquire about the details of each subject person or acquisition requirements, please inquire at the personnel affairs section of your division.

Documentation Necessary for Procedures

©The list below may not contain details regarding target groups, acquisition requirements, possible number of days that can be obtained, documentation to be submitted, and such. Documentation which is not included in the list below may be requested for confirmation. Please inquire at the personnel affairs section of your division first.

		Paid Unpaid	Female Faculty members	Male Faculty members	Documentation to be submitted
Health guidance and medical check-up of faculty members who are pregnant or nursing mothers	O	Paid (exemption of exclusive obligatory duties)	○	-	Record of leave, Copy of maternity health record notebook
Alleviation of commuting difficulties, intermission, leave of absence, and feeding for faculty members who are pregnant or nursing	L	Paid (exemption of exclusive obligatory duties)	○	-	Record of leave, Certificate from doctor, and such

		Paid Unpaid	Female Faculty members	Male Faculty members	Documentation to be submitted
mothers					
Leave of absence (when exceeding 1 week) for faculty members who are pregnant or nursing mothers		Paid *unpaid for fixed-term contract faculty members and part-time faculty members			
Transfer of duties for pregnant faculty members	M	-	○	-	
Limitation of overtime work, work on days off, and late-night work for faculty members who are pregnant or nursing mothers	N	-	○	-	
Maternity leave before childbirth	A	Paid *unpaid for fixed-term contract faculty members	○	-	Record of leave, Copy of maternity health record notebook
Maternity leave after childbirth	B	and part-time faculty members	○	-	Record of leave, Proof of delivery date (e.g. birth certificate)
Special leave for male faculty members to participate in child care	C	Paid	-	○	Record of leave
Special leave involving wife giving birth	D		-	○ *Does not	Record of leave

		Paid Unpaid	Female Faculty members	Male Faculty members	Documentation to be submitted
				apply to fixed-term contract faculty members and part-time faculty members	
Special leave for child care	E		○	○	Record of leave
Special leave to nurse child	G		○	○	Record of leave
Early/late arrival to work for child care	H		○	○	"Request for Limitation on overtime work, limitation on late-night work, early/late arrival to work"
Exemption of overtime work and work on days off for child care	F	-	○	○	
Limitation on overtime/late-night work for child care	I		○	○	"Request for Limitation on overtime work, limitation on late-night work, early/late arrival to work"
Child care leave	J	Unpaid	○	○	"Request form for child care leave", documentation to prove name, relationship, and date of birth of the child related to the applicant (Certificate of Items Stated in Resident Register, birth certificate,

		Paid Unpaid	Female Faculty members	Male Faculty members	Documentation to be submitted
					Certificate of Acceptance of Birth Certificate, and such*copies accepted) *"Request form for Changing Scheduled Start Date of child care leave" when changing the scheduled start date*"Notification of Change in Condition of Leave and such" when returning to work before the requested period expires*"Notification of Withdrawal of Request for Leave" when withdrawing request before the scheduled start date
Partial child care leave	K		○	○	"Request Form for Partial leave for child care", documentation to prove name, relationship, and date of birth of child related to the request

*Necessary to submit "Notification of Change in Condition of Leave and such" when a change in leave of absence occurs.

Benefits and such related to leave for childbirth/child care

Benefits or allowance for child care leave

When those who are generally covered by the employment insurance fulfill certain conditions, they will receive the benefits during the time they are taking leave of absence to care their child who is less than 1 year of age, 1 year and 2 months (with Mom & Dad Child Care Leave Plus system), or less than 1 year and 6 months old if the child cannot enter a nursery school.

Exemption of premiums on social insurance during leave of absence for childbirth/child care

From the month the request is made till the month before the work return date (termination of child care leave).

Benefits for childbirth/lump-sum allowance for childbirth and nursing

Payment of 420,000 yen as benefits for childbirth (390,000 yen if it is not applicable for the obstetric compensation system).

Benefits for childbirth (those who are not full-time faculty members)

Payment for those covered by health insurance who have not received payment for the period of leave of absence before and after childbirth.