

【Family Care】

System of leave of absence (furlough)

for faculty members/documentation to be submitted

Kyushu University Regulations

- ▶Rules for working hours, leave of absence (furlough) 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>)
- ▶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>)

Family care leave (unpaid)

May be obtained to care those who need constant care for 2 weeks or more due to injury, sickness, physical or mental disabilities (subject family member)

Up to 6 consecutive months (93 days for fixed-term faculty members and such* and fixed-term faculty members (indefinite change) and such**)

Partial leave for family care (unpaid)

It is possible to take leave for part of the working hours of a work day to care for a dependent family member
Cannot be obtained on days with 6 or less working hours.

Up to 6 consecutive months (93 days for fixed-term faculty members and such* and fixed-term faculty members (indefinite change) and such**)

It is possible to obtain up to 4 consecutive hours, at the beginning or at the end of a day's working hours. In 1 hour denominations.

Limitation on overtime/late-night work for family care

Can request not to work overtime more than 24 hours a month and 150 hours a year to care for a dependent family member

Can request not to work between 10pm and 5am to care for a dependent family member

Early/late arrival to work due to family care

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 dependent family member

Temporary family care leave (paid)

May be obtained to take the necessary care for a dependent family member such as nursing them, attending to them in the hospital, or acting on their behalf in carrying out the procedures to receive nursing services for them.

Up to 5 days in 1 calendar year for 1 dependent family member, 10 days in 1 calendar year for 2 or more dependent family members

* 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 object 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 subject person, acquisition requirements, or documentation necessary. Documentation which is not included in the list may be requested for confirmation. Please inquire at [the personnel affairs section of your division](#) first.

	Paid Unpaid	Documentation to be submitted
Family care leave	Unpaid	“Request for Family Care leave”, documentation to prove needs for family care**“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 leave for family care		“Request for Partial Leave for Family Care”, documentation to prove needs for family care
Limitation on overtime/late-night work for family care	-	“Request for Limitation on overtime work, limitation on late-night work, early/late arrival to work”
Early/late arrival to work for family care		“Request for Limitation on overtime work, limitation on late-night work, early/late arrival to work”
Temporary family care leave	Paid	Record of leave, “Notification of subject family member condition and such”*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 family care leave

Family care leave benefits/allowance

Payment for family care leave benefits from employment insurance, or family care leave allowance from a mutual association to those covered by the insurance and who have taken family care leave (up to 3 months from the starting day of the family care leave)