

Family Care Leave and Other Related Systems Available to Faculty and Staff, and Required Documents

Kyushu University Regulations

▶ National University Corporation Kyushu University Rules for Working Hours, Leave, ect.of Employees

https://www.kyushu-u.ac.jp/ja/university/information/rule/rulebook/pdf/624/2/2004syuki019_en.pdf

▶ National University Corporation Kyushu University Rules for Childcare and Nursing Care Leave for Employees (in preparation)

<https://www.kyushu-u.ac.jp/ja/university/information/rule/rulebook/pdf/625/2/preparation.pdf>

Family Care Leave (Unpaid)

It may be taken when providing care for an eligible family member who, due to injury, illness, or a physical or mental disability, requires constant care for a period of two weeks or more.

Generally, up to a total of six months for each continuous period during which care is required (93 days for [fixed-term faculty members, etc.]* and [fixed-term faculty members who have transitioned to indefinite-term employment, etc.]*).

Required Documents for the Application Procedure

© Please note that details regarding eligibility, requirements for taking leave, the number of days available, required documents, and other matters may not all be provided below. You may also be asked to submit documents other than those listed here. When applying, please consult the personnel office of your department or affiliated unit first.

	Paid Unpaid	Documents to Be Submitted
Family Care Leave	Unpaid	Application for Family Care Leave and documentation verifying that the family member requires care <i>* If returning to work before the end of the requested leave period: Notification of Changes to Leave Status, etc.</i> <i>* If withdrawing the application before the scheduled start date: Notice of Withdrawal of Family Care Leave Application</i>
Partial Leave for Family Care		Application for Partial Leave for Family Care and documentation verifying that the family member requires care
Overtime and Late-Night Work Restrictions for Family Care	—	Request Form for Overtime Work Restrictions, Late-Night Work Restrictions, and Flexible Working Hours
Early Start and Late Start Work for Family Care		Request Form for Overtime Work Restrictions, Late-Night Work Restrictions, and Flexible Working Hours
Temporary Family Care Leave	Paid	Leave Record and “ Notification of the Status of the Eligible Family Member, etc. ” <i>If there are any changes to the leave status, the “Notification of Changes to Leave Status, etc.” must be submitted.</i>

Government Support Information

Long-Term Care Insurance System

For more information, please visit the Fukuoka Prefectural Government website.
(<https://www.pref.fukuoka.lg.jp/life/3/25/101/>)

Community Comprehensive Support Centers (Fukuoka Prefecture)

Community Comprehensive Support Centers have been established in each municipality as core centers that provide comprehensive professional support and consultation services necessary to help older residents maintain their physical and mental health and to promote and improve health, medical care, and welfare services in the community.

(<https://www.pref.fukuoka.lg.jp/contents/tiiki-houkatsu.html>)