

Leave and Other Systems Available to Faculty and Staff and Required Documents

Kyushu University Regulations

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

https://www.kyushu-u.ac.jp/f/65654/2004syuki019_en.pdf

National University Corporation Kyushu University Rules for Childcare and Nursing Care Leave for Employees

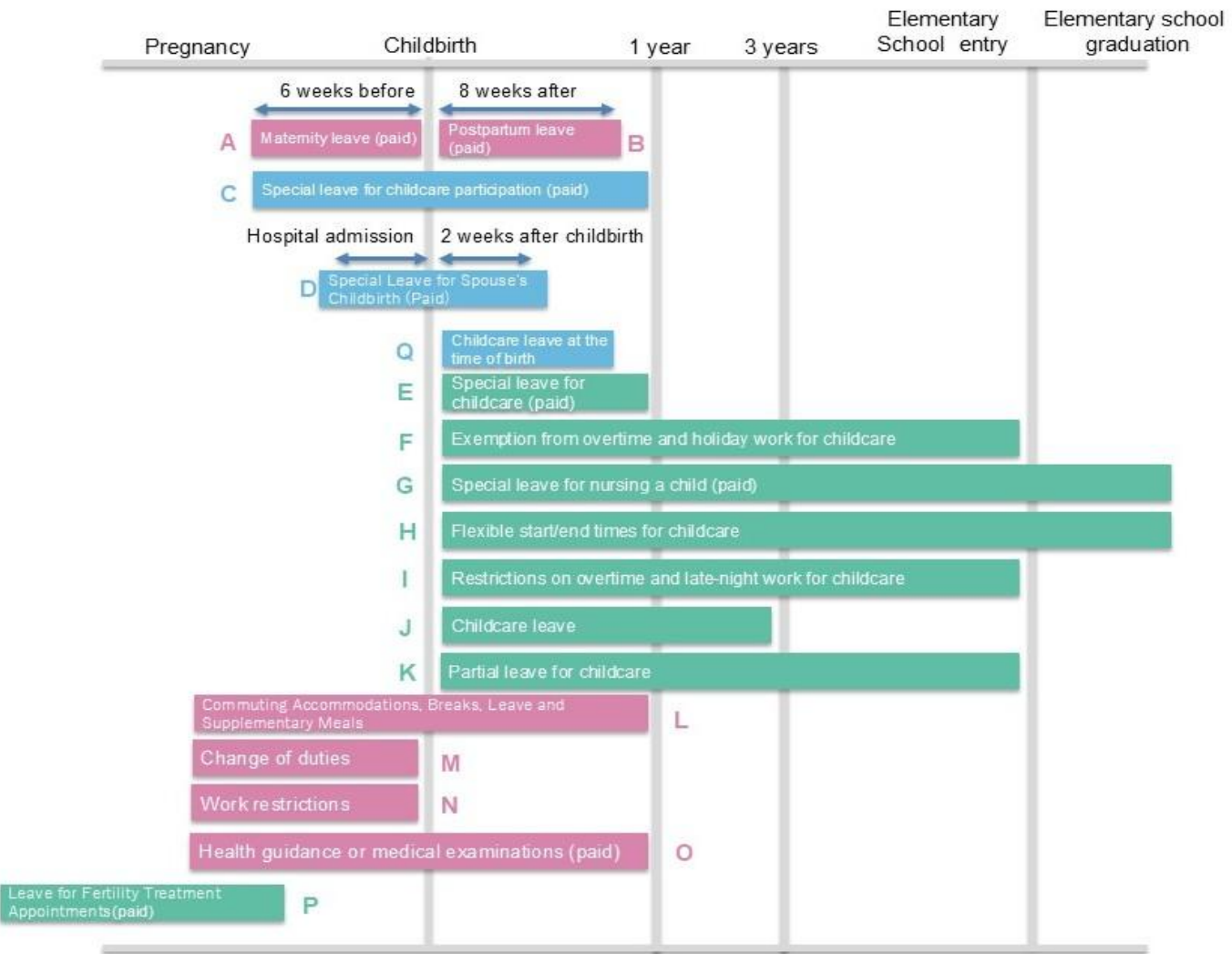
https://www.kyushu-u.ac.jp/f/64475/2004syuki020_en.pdf

Kyushu University Rules for On-Campus Childcare Facilities (Japanese only)

<https://www.kyushu-u.ac.jp/ja/university/information/rule/rulebook/pdf/585/1/2011kitei090.pdf>

Leave and Other Related Systems

For details on eligibility and requirements for each type of leave, please contact the personnel office of your department or affiliated unit.



A. Maternity Leave (Paid) (Up to 6 weeks before the expected date of childbirth)

※ Part-time and fixed-term employees are not paid during this leave.

An employee who is expected to give birth within 6 weeks (14 weeks in the case of a multiple pregnancy) may take leave upon request.

B. Postpartum Leave (Paid) (8 weeks from the day after childbirth)

※ Part-time and fixed-term employees are not paid during this leave.

An employee who has given birth shall be granted leave for a period of 8 weeks from the day following childbirth.

However, this does not apply if an employee who has completed 6 weeks after childbirth requests to return to work and a physician determines that the employee may engage in duties without any health-related problems.

C. Special Leave for Childcare Participation (Paid)

(From 6 weeks before the expected date of childbirth by the spouse until the child reaches 1 year of age)

This leave may be taken to care for a newborn child or a child who has not yet reached school age.

In the case of a multiple pregnancy, leave may be taken from 14 weeks before the expected date of childbirth.

Up to 5 days may be taken during the applicable period, in units of one day or one hour.

D. Special Leave for Spouse's Childbirth (Paid)

(From the date of hospitalization, etc. until 2 weeks after childbirth)

This leave may be taken to accompany one's spouse during hospitalization for childbirth, etc.

Up to 2 days may be taken during the applicable period, in units of one day or one hour.

E. Special Leave for Childcare (Paid) (For a child under 1 year of age)

This leave may be taken to care for a child under 1 year of age, including breastfeeding and taking the child to and from a childcare facility.

Up to 30 minutes may be taken twice a day.

F. Exemption from Overtime and Holiday Work for Childcare

(For a child who has not yet entered elementary school)

An employee caring for a child who has not yet entered elementary school may request exemption from overtime and holiday work.

G. Special Leave for Childcare and Other Needs (Paid)

(For a child who has not yet reached the age for entering junior high school)

This leave may be taken to care for a child who has not yet reached the age for entering junior high school, including when the child is injured or ill, or to take the child for vaccinations or medical examinations. It may

also be taken in cases such as class closures due to infectious diseases, entrance ceremonies, and graduation ceremonies.

If there is one eligible child, up to 5 days may be taken per fiscal year. If there are two or more eligible children, up to 10 days may be taken per fiscal year.

H. Flexible Start and End Times for Childcare

(For a child up to the end of elementary school)

An employee may change their starting and ending times of work, without changing the total daily working hours, by up to one hour, in order to care for a child who has not yet entered elementary school or to see an elementary school child off to or pick them up from school or from a facility providing after-school childcare services pursuant to the Child Welfare Act.

I. Restrictions on Overtime and Late-Night Work for Childcare

(For a child who has not yet entered elementary school)

An employee caring for a child who has not yet entered elementary school may request not to work more than 24 hours of overtime per month or 150 hours per year.

An employee caring for a child who has not yet entered elementary school may request exemption from work between 10:00 p.m. and 5:00 a.m.

(Employees who work two days or fewer per week and certain other employees are not eligible to make this request.)

J. Childcare Leave (Unpaid) (Until the child reaches 3 years of age)

This leave may be taken to care for a child until the child reaches 3 years of age.

The leave may be divided into two periods, and the duration of each period may be extended once.

For fixed-term faculty members, etc.*, childcare leave is available until the child reaches 1 year of age.

If the applicable requirements are met and both parents take childcare leave, the leave may be taken until the child reaches 1 year and 2 months of age.

If there are special circumstances, leave may be taken once more until the child reaches 1 year and 6 months of age. Likewise, if special circumstances continue, leave may be taken once more between 1 year and 6 months and 2 years of age.

K. Partial Leave for Childcare (Unpaid) (For a child who has not yet entered elementary school)

An employee may take partial leave from their daily working hours to care for a child who has not yet entered elementary school.

This leave is not available on days when the scheduled working time is 6 hours or less.

Up to 2 hours may be taken at the beginning and/or end of the working day, in 30-minute increments. It may be taken only at the beginning, only at the end, or at both times.

There is no limit on the number of days on which this leave may be taken during the applicable period.

Employees must submit the designated form of Kyushu University at least 2 weeks before the intended start

date.

L. Commuting Accommodations, Breaks, Leave and Supplementary Meals for Pregnant and Postpartum Employees (From pregnancy until the child is 1 year old)

When necessary to protect the health of the mother or fetus, a pregnant or postpartum employee may be exempted from work for commuting accommodations, breaks, leave (up to one week), and supplementary meals.

(Approval for exemption from work) (Paid)

When an employee's duties are deemed to have an adverse effect on the health of the employee or fetus, the employee may request leave of more than one week based on a physician's instructions.

(Leave for pregnant and postpartum employees) (Paid)

※ Part-time and fixed-term employees are not paid during this leave.

M. Change of Duties (During pregnancy)

A pregnant employee may request reassignment from their current duties to other less demanding duties.

N. Restrictions on Overtime, Holiday and Late-Night Work for Pregnant and Postpartum Employees

(From pregnancy until the child is 1 year old)

A pregnant or postpartum employee may request exemption from overtime, holiday work, and late-night work.

O. Health Guidance or Medical Examinations for Pregnant and Postpartum Employees (Paid)

(From pregnancy until the child is 1 year old)

A pregnant or postpartum employee may be exempted from work in order to receive health guidance or undergo a medical examination.

Up to 23 weeks of pregnancy: once every 4 weeks

From 24 to 35 weeks of pregnancy: once every 2 weeks

From 36 weeks of pregnancy until childbirth: once a week

Within one year after childbirth: once during the period

(If special instructions are given by a physician or other healthcare professional, the employee may take leave as often as instructed.)

P. Leave for Fertility Treatment Appointments (Paid)

An employee may be exempted from work in order to attend medical appointments, etc. related to fertility treatment.

Up to 5 days per fiscal year

Up to 10 days per fiscal year if the treatment involves in vitro fertilization (IVF) or intracytoplasmic sperm injection (ICSI).

Q. Childcare Leave at the Time of Birth

This leave may be taken from the date of birth until the day before 8 weeks have elapsed after childbirth, and is primarily intended for male employees.

The leave may be divided into two periods during the applicable period.

Faculty members only may request to work for part of the leave period.

*** Fixed-term Faculty Members, etc.**

This category includes:

- Fixed-term faculty members
- Faculty members under the annual salary system
- Special fixed-term faculty members
- Fixed-term administrative and technical staff
- Special fixed-term administrative and technical staff
- Highly specialized professionals
- Re-employed staff
- Position-limited staff
- Fixed-term contract employees
- Part-time employees

This category also includes employees who have transitioned to indefinite-term employment.

For details regarding eligibility and the requirements for taking each type of leave, please contact the **personnel office of your department or affiliated unit**.

Required Documents for Procedures

©Details regarding eligibility, requirements, the number of days available, required documents, and other relevant information may not be fully provided below. You may also be asked to submit additional documents or supporting materials not listed below. When applying, please first consult the personnel office of your department or affiliated unit.

		Paid Unpaid	Female Faculty and Staff	Male Faculty and Staff	Required Documents
Leave for Infertility Treatment and Related Medical Visits	P	Paid	○	○	“Infertility Treatment Communication Card” (developed by the Ministry of Health, Labour and Welfare) and other relevant documents
Health Guidance or Medical Examinations for Pregnant or Postpartum Staff	○	Paid Leave (Special Leave for Official Duties)	○	—	Leave Record and Copy of the Maternal and Child Health Handbook
Commuting Arrangements, Breaks, Leave, and Supplemental Meals for Pregnant or Postpartum Staff	L	Paid Leave (Special Leave for Official Duties)	○	—	Leave Record and Medical Certificate, etc.
Leave for Pregnant or Postpartum Staff (More Than One Week)		Paid Leave Fixed-term contract employees and part-time employees are not eligible for paid leave.			

		Paid Unpaid	Female Faculty and Staff	Male Faculty and Staff	Required Documents
Reassignment of Duties for Pregnant Staff	M	—	○	—	
Restrictions on Overtime, Holiday, and Late-Night Work for Pregnant or Postpartum Staff	N	—	○	—	
Maternity leave before childbirth	A	Paid Leave Fixed-term contract employees and part-time employees are not eligible for paid leave.	○	—	Leave Record and a Copy of the Maternal and Child Health Handbook
Maternity leave after childbirth	B		○	—	Leave Record and Documentation Certifying the Date of Childbirth
Special Leave for Childcare Participation	C	Paid	—	○	Leave Record
Special Leave for the Birth of a Spouse's Child	D		—	○	Leave Record
Special Leave for Childcare	E		○	○	Leave Record
Special Leave for Childcare and Nursing	G		○	○	Leave Record
Flexible Start and End Times for Childcare	H	—	○	○	Request Form for Restrictions on Overtime and Late-Night Work and for Early Start/Late End Work
Exemption from Overtime and Holiday Work for Childcare	F		○	○	
Restrictions on Overtime and Late-Night Work for Childcare	I		○	○	Request Form for Restrictions on Overtime and Late-Night Work and for Early Start/Late End Work

		Paid Unpaid	Female Faculty and Staff	Male Faculty and Staff	Required Documents
Childcare Leave	J	Unpaid	○	○	• “Childcare Leave Application Form” and a document certifying the name, relationship, and date of birth of the child for whom the application is being made (e.g., a certificate of matters stated in the resident record, birth certificate, or certificate of acceptance of the birth notification; copies are acceptable). <i>*If the scheduled start date and/or end date is to be postponed: “Application for Change of Scheduled Childcare Leave Start (End) Date”</i> <i>* If the employee wishes to return to work earlier than the scheduled end date: “Application for Early Change of Scheduled Childcare Leave End Date”</i> However, approval is at the discretion of the head of the department or affiliated unit and is not necessarily granted.
Partial Leave for Childcare	K	Unpaid	○	○	“Application Form for Partial Leave for Childcare” and a document certifying the name, relationship, and date of birth of the child for whom the application is being made (e.g., a certificate of matters stated in the resident record, birth certificate, or certificate of acceptance of the birth notification; copies are acceptable).
Childcare Leave at the Time of Birth	Q	Unpaid	△ * Employees who have not taken postpartum leave	○	“Application Form for Childcare Leave at the Time of Birth” A document indicating the expected date of the child's birth

* If there are any changes to the leave or related arrangements, the “Notification of Changes in Leave Status, etc.” must be submitted.