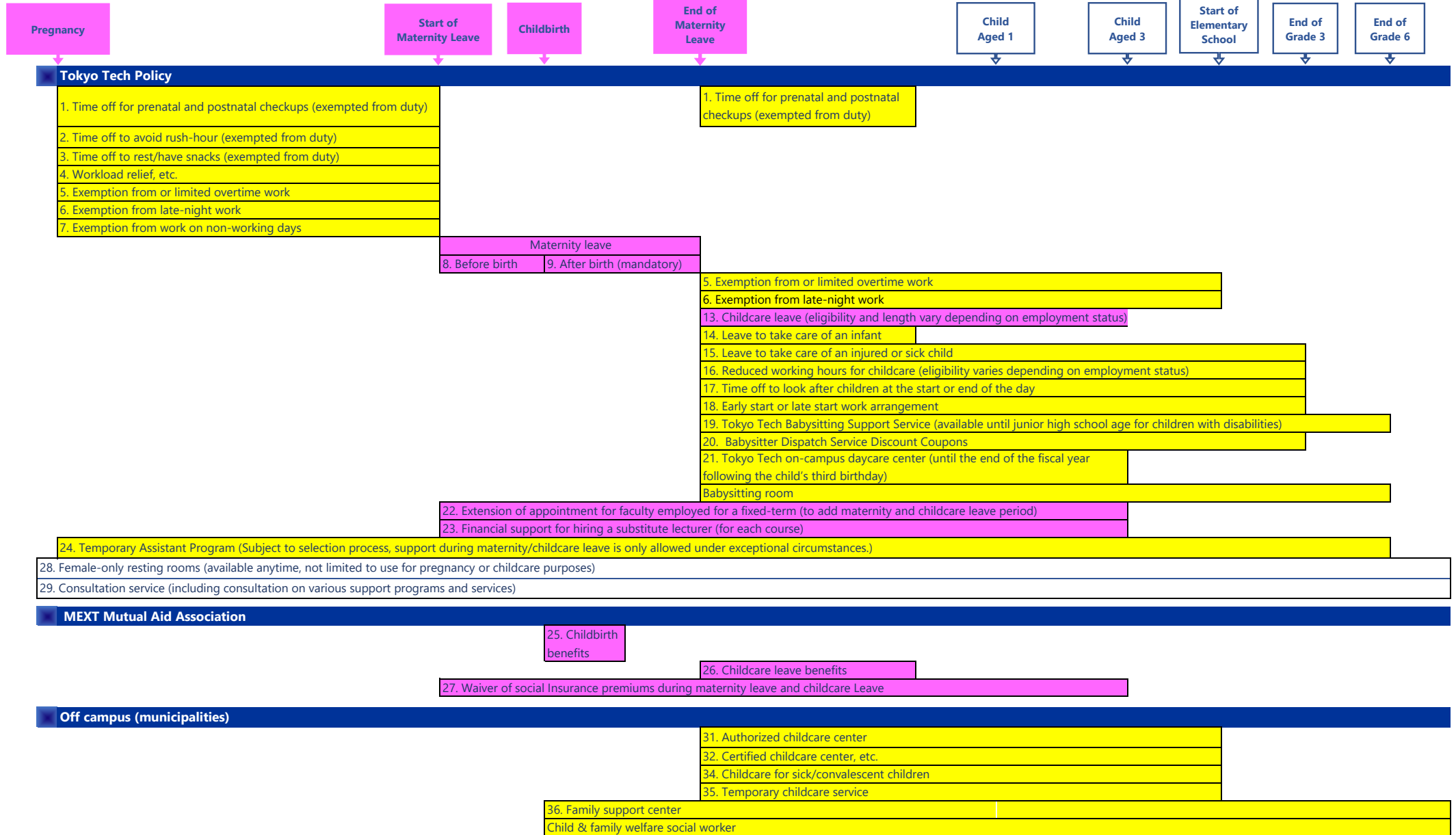


Childcare Support Timeline for Employees Who Give Birth

IMPORTANT

- Certain types of leave/time off are unpaid.
- Fixed-term staff must meet eligibility requirements to take certain types of leave/time off.

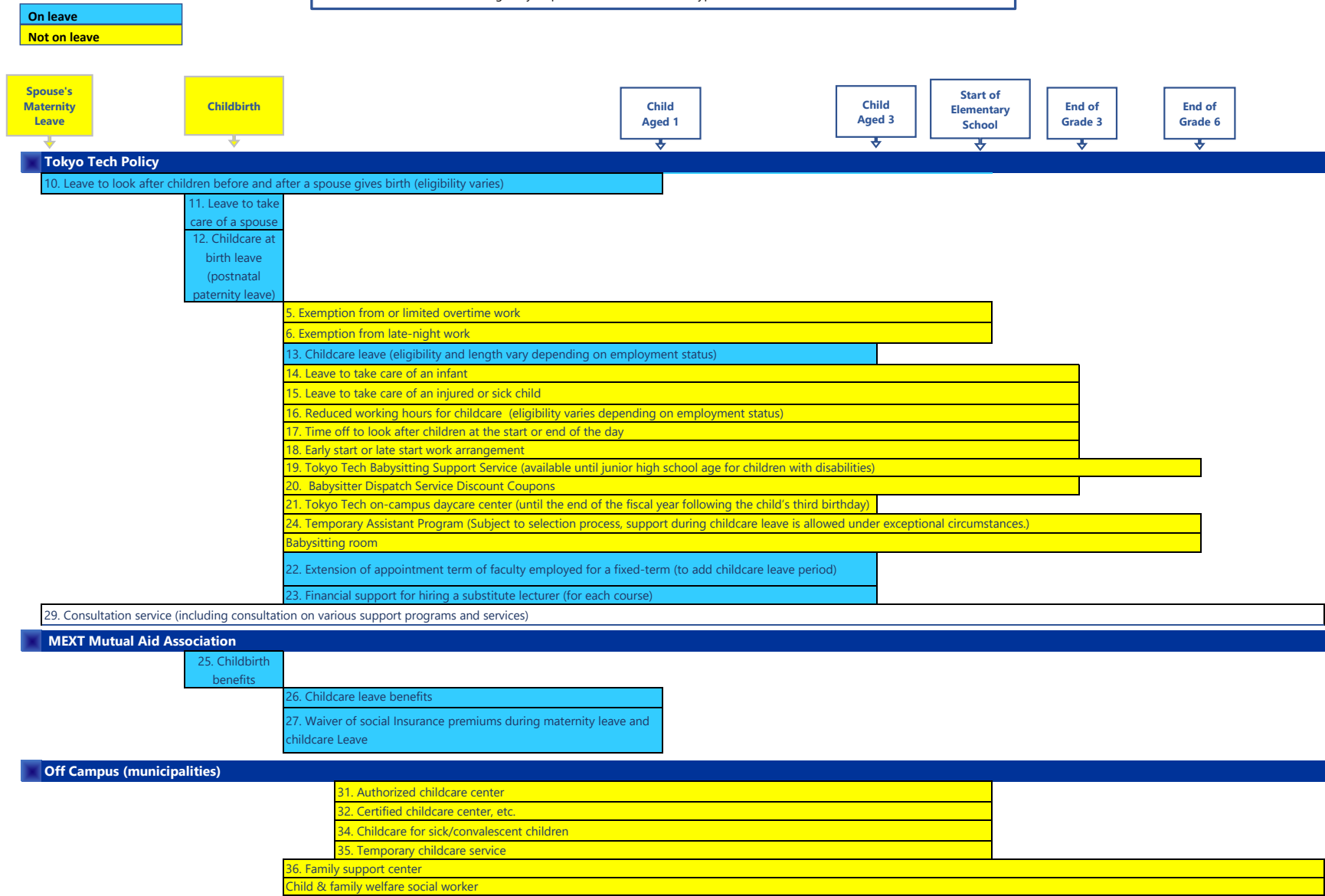
On leave
Not on leave



Childcare Support Timeline for Employees Whose Spouse Gives Birth (or Employees Who Adopt a Child)

IMPORTANT

- Certain types of leave/time off are unpaid.
- Fixed-term staff must meet eligibility requirements to take certain types of leave/time off.



CHILDCARE SUPPORT PROGRAMS

I. Tokyo Tech Leave Policy and Programs

1. Time off (exempted from duty) for prenatal and postnatal checkups

- ① Until week 23 of pregnancy: Once every 4 weeks
- ② From week 24 to week 35 of pregnancy: Once every 2 weeks
- ③ From week 36 of pregnancy to childbirth: Once a week
- ④ Until 12 months after childbirth: One time (or the number of visits required as instructed by the doctor)

Employment status	Regular staff	Permanent staff	Fixed-term staff
Paid/unpaid	Paid	Paid	Unpaid

2. Time off (exempted from duty) to avoid rush-hour during pregnancy

Up to one hour per day at the start or end of working hours as directed during prenatal visits

Employment status	Regular staff	Permanent staff	Fixed-term staff
Paid/unpaid	Paid	Paid	Unpaid

3. Time off (exempted from duty) to rest or have snacks during pregnancy

When deemed necessary as directed during prenatal visits

Employment status	Regular staff	Permanent staff	Fixed-term staff
Paid/unpaid	Paid	Paid	Paid

4. Workload relief, etc. during pregnancy

Pregnant employees can reduce their workload or switch to light duty assignments if they request a reasonable accommodation.

5. Exemption from or limited overtime work

- Exemption from overtime work:
Pregnant employees and employees who have children under three years of age are exempted from overtime work if they request a reasonable accommodation.
- Limited overtime work:
Employees who have children under elementary school age are exempted from overtime work over 24 hours per month or 150 hours per year if they request a reasonable accommodation.

6. Exemption from late-night work

Pregnant employees and employees who have children under elementary school age are exempted from late-night work from 22:00 to 5:00 if they request a reasonable accommodation.

7. Exemption from work on non-working days

Pregnant employees are exempted from work on non-working days if they request a reasonable accommodation.

8. Maternity leave before childbirth

For a certain period of time requested by the employee, between the day six weeks (or 14 weeks for multiple pregnancies) prior to the due date and childbirth

Status	Regular staff	Permanent staff	Fixed-term staff
Paid/unpaid	Paid	Paid	Paid

9. Maternity leave after childbirth (mandatory)

For eight weeks from the day following childbirth (can be shortened to six weeks if such a request has been made by the employee and a medical certificate is provided by the doctor)

Status	Regular staff	Permanent staff	Fixed-term staff
Paid/unpaid	Paid	Paid	Paid

10. Leave to look after children before and after a spouse gives birth

Up to 10 days to take care of the newborn baby and/or their siblings under elementary school age during the period from the beginning of the spouse's maternity leave (before childbirth) until one year after childbirth

Minimum increment: 1 hour

Status	Regular staff	Permanent staff	Fixed-term staff
Paid/unpaid	Paid	Paid	Paid

11. Leave to take care of a spouse who will give birth (accompanying her to hospital due to labor and delivery, etc.)

Up to two days during the period between the day of hospital admission for labor and delivery and the day two weeks after childbirth (including miscarriage, threatened preterm labor in or after week 12 of pregnancy)

Minimum increment: 1 hour

Status	Regular staff	Permanent staff	Fixed-term staff
Paid/unpaid	Paid	Paid	Paid

12. Childcare at birth leave (postnatal paternity leave) (long-term leave)

- Up to four weeks within eight weeks of the child's birth or due date, whichever comes later (granted in addition to childcare leave)
- One time per child (Multiple-birth children are treated as one child.)
- The leave can be split into two separate blocks, but they must be requested all together when an application is submitted.
- The leave can be extended only once.
- Working during the leave is not allowed.

◆ Important note for fixed-term staff ◆

Fixed-term staff are eligible to take this leave if all of the following conditions are met at the time of application.

1. The employee has been continuously employed by Tokyo Tech for one year or more.
2. The employee's contract (including renewed contracts) is expected to remain in effect for at least six months after eight weeks have passed since the child's birth.

Status	Regular staff	Permanent staff	Fixed-term staff
Paid/unpaid	Unpaid	Unpaid	Unpaid

Note: Childcare leave benefits are available. For details, see "26. Childcare leave benefits" below.

13. Childcare leave (long-term leave)

- Up to two times per child until the day preceding the child's third birthday (Multiple-birth children are treated as one child.)
- The leave can be extended only once.
- Both parents can take this leave at the same time or separately.
- Working during the leave is not allowed.

◆ Important note for fixed-term staff ◆

Fixed-term staff are eligible to take this leave up to two times per child until the day preceding the child's first birthday* if all of the following conditions are met at the time of application. Working during the leave is not allowed.

1. The employee has been continuously employed by Tokyo Tech for one year or more.
2. The employee's contract (including renewed contracts) is not expected to expire until the child turns 18 months old.

*Until the child turns 14 months old if both parents take childcare leave

Status	Regular staff	Permanent staff	Fixed-term staff
Paid/unpaid	Unpaid	Unpaid	Unpaid

Note: Childcare leave benefits are available. For details, see "26. Childcare leave benefits" below.

14. Leave to take care of an infant under 12 months of age

Twice per day for up to 30 minutes each time to nurse, pick up or drop off an infant at a daycare facility, etc. Two separate leaves can be combined into one hour of leave if deemed unavoidable by the supervisor.

Status	Regular staff	Permanent staff	Fixed-term staff
Paid/unpaid	Paid	Paid	Unpaid

15. Leave to take care of an injured or sick child

Up to five days (10 days for multiple children) to take care of an injured or sick child in the third grade of elementary school or younger (including vaccination appointments)

Minimum increment: 1 hour

Status	Regular staff	Permanent staff	Fixed-term staff
Paid/unpaid	Paid	Paid	Unpaid

16. Reduced working hours for childcare

For employees who have children in the third grade of elementary school or younger (or three years of age or younger if fixed-term staff)

Note: Fixed-term staff and permanent staff working six hours per day or less are not eligible.

◆ Reduced working hours ◆

- Faculty
Working three days per week with approximately 3/5 of the regular workload. Proper work arrangements must be in place to enable the employee to perform duties within the reduced working hours (three days per week) such as limiting work as internal or external committee members.

- Staff
 1. 3 hours 55 min x 5 days per week
 2. 4 hours 55 min x 5 days per week
 3. 5 hours 45 min x 5 days per week
 4. 7 hours 45 min x 3 days per week
 5. 7 hours 45 min x 2 days per week + 3 hours 55 min x 1 day per week

Status	Regular staff	Permanent staff	Fixed-term staff
Paid/unpaid	Reduced pay	Reduced pay	Reduced pay

17. Time off to look after children at the start or end of the day

For employees who have children in the third grade of elementary school or younger

- Up to two hours per day (The period of “14. Leave to take care of an infant under 12 months of age” above must be reduced.)
- Those working under the discretionary labor system do not need to make a request as they can make their own work schedule.
- Minimum increment: 30 minutes

Status	Regular staff	Permanent staff	Fixed-term staff
Paid/unpaid	Unpaid	Unpaid	Unpaid

18. Early start or late start work arrangement (staggered working hours)

For employees who have children in the third grade of elementary school or younger

Employees can start and finish work at different times in 15-minute increments within the following time frame.

- Earliest working hours: 7:30-16:15
- Latest working hours: 9 :30-18:15

19. Tokyo Tech Babysitting Support Service

A partially subsidized babysitting service is available during work when a temporary carer is needed to look after children between 57 days old and sixth-grade elementary school age (junior high school age for children with disabilities). This service can be used both on campus (at Tokyo Tech-designated locations or pre-arranged locations) and off campus (at private residences).

20. Babysitter Dispatch Service Discount Coupons

Coupons are available for eligible Tokyo Tech members to receive a discount on daily babysitting fees under the Babysitter Dispatch Service Discount Program managed by the All Japan Childcare Services Association as entrusted by the Cabinet Office. In principle, this program offers a discount of JPY 2,200 per coupon to those who have children in the third grade of elementary school or younger.

21. Tokyo Tech on-campus daycare center

An on-campus daycare center is available for new employees who are moving from other areas in or outside of Japan, and employees who have difficulty finding a daycare center when returning to work after maternity or childcare leave.

Age eligibility: From 0 years of age until the end of the fiscal year following the child’s third birthday

22. Extension of appointment term of faculty employed for a fixed term as regular staff (任期付教員)

The contract of faculty employed for a fixed term as regular staff (任期付教員) may be extended to add the period that was taken for maternity leave (before and after childbirth)

and childcare leave of 30 days or more if such a request has been made.

- Approvals for Leave and Nonworking Time
<https://www.jinjika.jim.titech.ac.jp/jinjikikaku/kinmujukan/leave.pdf>
- Maternity, Childcare Leave (in Japanese)
<https://www.jinjika.jim.titech.ac.jp/tebiki/syussan.html>

23. Financial support for hiring a substitute lecturer

Financial support is provided to departments in need of hiring a substitute lecturer for a faculty member who is planning to take maternity or childcare leave (for a maximum of the duration of the course).

24. Temporary Assistant Program

Financial support to hire assistants is provided for faculty and researchers who are pregnant or are raising young children. Assistants include Technical Support Staff, Student Affairs Support Staff, Administrative Support Staff, Teaching Assistants, Research Assistants, and temporary staff from agencies

25. Childbirth benefits

JPY 500,000 is provided to cover childbirth expenses (JPY 488,000 if the employee or employee's spouse gives birth at a healthcare facility that is not under the Japan Obstetric Compensation System). The benefit can be sent to the healthcare facility to pay bills if the direct payment system is used.

26. Childcare leave benefits

Employees on childcare leave (including childcare at birth leave (postnatal paternity leave)) are eligible to receive childcare leave benefits.

Childcare leave benefits = Salary/wage per day X number of days X 67% (50% after 180 days and subject to a limit)

Notes:

- Salary/wage per day is calculated based on the amount as of the childcare leave start date.
- For the number of days, each month is considered to have 30 days (except for the last month of the leave).
- Childcare leave benefits are covered by unemployment insurance.

Benefit period:

The benefits are paid to employees on childcare leave until the day prior to the child's 12-month birthday (or 14-month birthday if Mom and Dad Child Care Leave Plus is taken) for a maximum of 12 months. Childcare leave can be extended until the day prior to the child's 18-month or 24-month birthday if certain conditions are met.

27. Waiver of social Insurance premiums during maternity leave and childcare leave

Social insurance premiums are waived during maternity leave and childcare leave (including childcare at birth leave (postnatal paternity leave)) if such a request has been made by the employee.

28. Female-only resting rooms

Female-only resting rooms are available at each department. The space can be used not only for resting during pregnancy or expressing breastmilk, but also for taking a break while feeling sick, etc.

Inquiries

Women's Empowerment Support Unit, Diversity and Inclusion Section

<https://www.gec.jim.titech.ac.jp/english/promotion/rest.html>

29. Consultation service

Tokyo Tech offers various consultation services to help employees in need of support.

Female consultants are available.

- Health Support Center
<https://www.titech.ac.jp/english/student-support/about/organization/institute-wide-support-centers/organization01>
- Harassment Policy
<https://www.titech.ac.jp/english/0/about/policies/efforts/harassment>
- Others
<https://www.gec.jim.titech.ac.jp/support.html>

30. MEXT Mutual Aid Association benefit programs (for association members)

A benefit program called "Benefit Station" is available to members of the MEXT Mutual Aid Association. Benefit Station, which is operated by Benefit One Inc., offers discounts for baby & child care products and services. For details, please visit the following website.

- Benefit Station
<https://bs.benefit-one.co.jp/bs/pages/bs/top/top.faces>
- MEXT Mutual Aid Association
<https://www.monkakyosai.or.jp/en/index.html>

II. Off campus (municipalities)

Municipalities provide support for residents who are raising children. Services and programs may vary depending on where you live. For further information, please contact your municipality.

- 31. Authorized childcare center**
- 32. Certified childcare center, etc.**
- 33. In-home child welfare staff (childcare provided at caregivers' homes, etc.)**
- 34. Childcare for sick/convalescent children**
- 35. Temporary childcare service**
- 36. Family support center**