

FAMILY CARE SUPPORT PROGRAMS

I. Tokyo Tech Leave Policy and Programs

1. Family care leave (short term)

Employees are entitled to take this leave to provide care for qualifying family members with the Condition of Need for Long-Term Care (要介護状態)* (“Family Member(s)”), such as nursing, accompanying them to doctor’s appointments, arranging care services, and others.

* Condition of Need for Long-Term Care (要介護状態): A condition that requires 24-hour care for at least two weeks due to injury, illness, aging, or physical or mental disability

- Number of days: Up to 5 days per year (10 days for two or more Family Members)
- Minimum increment: 1 hour
- Qualifying Family Members:
 - Spouses, parents, children, parents-in-law, grandparents, grandchildren, and siblings
 - In addition, the following individuals qualify as Family Members if they live with the employee.
Stepparents, spouse’s stepparents, children-in-law, and stepchildren

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

2. Family care leave (long term)

Employees are entitled to take this long-term leave to care for Family Members (for qualifying conditions, see “1. Family care leave (short term)” above). This leave can also be used to build a foundation for balancing work and family care. Working during the leave is not allowed.

Eligibility requirements vary depending on employment status as follows.

- Regular staff & permanent staff
 - Number of days: 186 days for each instance where care is required per Family Member
Employees may take three separate leaves of up to 186 days in total.
 - Qualifying Family Members: See “1. Family care leave (short term)” above.
- Fixed-term staff
 - Fixed-term staff are eligible to take the 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 93 days have passed since the start of family care leave.
 - Number of days: 93 days for each instance where care is required per Family Member
Employees may take three separate leaves of up to 93 days in total.
 - Qualifying Family Members: See “1. Family care leave (short term)” above.

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

Notes: Family care leave benefits are available. For details, see “9. Family care leave benefits” below.

3. Time off to care for a Family Member at the start or end of the day (partial family care leave)

Employees may take up to 4 hours of this partial leave in 30-minute increments per day to care for a Family Member. This can be taken either at the start or end of working hours over a consecutive three-year period. Faculty members working under the discretionary labor system have flexible working hours and are therefore not required to submit a request for this leave.

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

4. Exemption from overtime work

Employees are exempted from overtime work if they request a reasonable accommodation.

5. Limited overtime work

Employees 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

Employees are exempted from late-night work from 22:00 to 5:00 if they request a reasonable accommodation.

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

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

8. 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 (任期付き教員) may be extended to include the period that was taken for family care leave of 30 consecutive days or more if such a request has been made.

- Approvals for Leave and Nonworking Time
<https://www.jinjika.jim.titech.ac.jp/jinjikikaku/kinmujikan/leave.pdf>

9. Family care leave benefits

Employees on family care leave (long term) are eligible to receive family care leave benefits for up to 93 days in total if certain conditions are met.

Family care leave benefits = Salary/wage per day × number of days × 40%
(Family care leave benefits are covered by employment insurance.)

10. 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. The program, which is operated by Benefit One Inc., offers discounts for elderly care products, facilities, nursing care services, etc. 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>

11. Temporary Assistant Program

Financial support to hire assistants is provided for faculty and researchers who are caring for Family Members. Assistants include Technical Support Staff, Student Affairs Support Staff, Administrative Support Staff, Teaching Assistants, Research Assistants, and temporary staff from agencies

12. 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 family care leave (for a maximum of the duration of the course).

13. Consultation service

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

- 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>

II. Off campus (municipalities)

Municipalities provide support to senior citizens and their families. Services and programs may vary depending on where you live. For further information, please contact your municipality.

14. Local senior support center (地域包括支援センター)

15. Senior home care support center (在宅介護支援センター)