

Staff members may request parental leave in order to raise a child.

In addition, if their family includes a member who is injured, sick or requires care, they may also request care leave.

#### Parental leave

- (1) Staff may leave their posts twice until their child is three years old, providing the purpose of the leave is to rear the child, and they fulfill certain conditions.  
However, leave is only awarded to fixed-term contract staff (fixed-term faculty members, faculty members (annual salary scheme), special fixed-term faculty members, fixed-term contract staff, part time staff, etc.) until their child reaches one year of age. Staff members may be permitted to take the requisite period of leave until the child reaches the age of one year and two months, if both parents are taking parental leave; in special circumstances, staff may be permitted to take the requisite period of leave from the child's first birthday until the child reaches the age of one year and six months (if there are special circumstances when a child reaches the age of one year and six months, it could be extended to two years of age).
- (2) A type of parental leave is maternity leave. It can be taken twice during the period from the day of the child's birth to the day following eight weeks after the birth. The following is the description.
  - 1. After taking maternity leave, parental leave can also be taken twice.
  - 2. During maternity leave, it is possible for only faculty members to work.
- (3) According to labor agreements, the following employees are not eligible for parental leave.
  - 1. The one who has been employed less than three consecutive months.
  - 2. When it is clear that the employee is going to resign within a year after applying for parental leave (within eight weeks for maternity leave or within six months when fixed-term staff members are applying for parental leave between the first birthday of the child to when the child reaches one year and six months old or between the day when the child turns one year and six months to two years old)
  - 3. Staff members who work less than two days in a week.
- (4) When an employee desires to take parental leave, he or she needs to apply for it with the University designated format one month prior to the starting date of parental leave in general. When applying for maternity leave or when fixed-term staff members apply for parental leave, it must be done two weeks in advance if the child is between his/her first birthday to when the child reaches one year and six months old or between the day when the child turns one year and six months to two years old.
- (5) No salary will be paid during the period of parental leave

#### Care leave

- (1) Staff members who have certain family members requiring full-time care for a period of more than two weeks, due to injury, illness or physical or mental disability, may apply, if their situation meets certain conditions, for leave for up to six months in total (or up to 93 days, in the case of fixed-term staff members) in principle.
- (2) According to labor agreements, the following people are not eligible for care leave.
  - 1. Staff members on probation
  - 2. Staff members who are intending to resign within 93 days of submitting an application for care leave
  - 3. Staff members who work less than two days per week
- (3) Staff members requesting care leave are required to submit their application, on the designated University form, no less than two weeks in advance of the date they wish to start their care leave, as a general rule.
- (4) No salary will be paid during the period of care leave

## Other

### \*Partial leave for childrearing

If certain conditions are met, staff members may apply to have their working day shortened, for example, until their child reaches school age. Partial leave involves shortening the working day by up to two hours, either at the start or the end of the day, to allow the member of staff to respond to the demands of childcare, or adjust their traveling time, etc. A staff member 's working day may be shortened by units of 30 minutes. (Staff members who have approval for childcare time during working hours in accordance with Article 19(6) of the leave regulations may only shorten their working day by the time left after their childcare time has been deducted from the two hours). Staff members whose working day is six hours or less can not apply for this system.

### \*Partial leave for care giving

Under this system, staff members who meet certain conditions may apply to have their working day shortened in order to look after family members requiring care for up to three consecutive years in total (93 days in the case of fixed-term employees). Partial leave involves shortening the working day by up to four hours, either at the start or the end of the day. If a staff member does not require four hours for care giving, his/her working day may be shortened by units of one hour. Staff members whose working day is six hours or less may not apply for this system.

- \*Salary will be reduced by the staff member 's hourly wage for each hour by which the working day is shortened, for all staff members taking partial leave for child rearing or care giving.

## Want to know more

• General Regulations for Employment of National University Corporation Kyushu University • Rules of National University Corporation Kyushu University for Child Care and Family Care Leave for Employees <https://www.kyushu-u.ac.jp/ja/university/information/rule/rulebook/> \* Introduction to the family leave system (system of leave that can be taken when giving birth or looking after children, and system of leave that can be taken when family members require care) (Website of the Office for the Promotion of Gender Equality, Kyushu University) [Maternity/child care] <https://danjyo.kyushu-u.ac.jp/info/kyuka.php> [Family care] <https://danjyo.kyushu-u.ac.jp/info/kyugyou.php>

## Contact

\* Personnel affairs section of your department