

# A Guide to Childbirth, Childcare, and the Nursing of Family Members for Faculty and Staff

\* At our university, we have a leave system that exceeds the legal standards. Please read this leaflet and make use of the system to accommodate your physical condition and circumstances.



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Shizuoka university Gender Equality Office

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## Support System for Childbirth and Post-Childbirth

In this section, we will introduce the system you can use before and after childbirth. Not only female staff, but also male staff, can use this system.]

**Q: Tell me about the before and after childbirth support system.**

**A: There is the Pre- and Post-Childbirth Leave System.**

( Faculty Leave Regulation Clause 1 and 2, Article 11;  
Part-time staff Leave Regulation Clause 11 & 12, Article 7)

This is an unpaid leave. You can take a pre-childbirth leave from 8 weeks prior to your expected delivery (14 days prior, in the case of twins) and a post-childbirth leave for 8 weeks after the date of delivery.

\*Please note that this pre- and post-childbirth leave stipulated for part-time staff is an unpaid holiday. However, if your circumstances match certain conditions, you may be able to get a "childbirth allowance" from the Health Insurance Society, so please contact the Mutual Aid Association for further details.

**Q: Is it possible for me to be present at my wife's delivery?**

**A: There is a system for husbands (including common-law marriages) to take leave for their wife's delivery.**

(Faculty Leave Regulation Clause 5, Article 11)

If your wife is expecting a baby, or if you have to take care of another pre-school child because of your wife's condition, you are able to be absent from 6 weeks prior to the expected delivery date (14 weeks prior, in the case of twins) until 8 weeks after the delivery, for a maximum of five days.

**Q: Soon my second child will be born. While my wife is hospitalized, I will take care of the upper child. Is there any holidays besides paid holiday?**

**A: There is a nurturing leave system for husband (including fact and marriage).**

(Faculty Leave Regulation Item 5, Clause 1, Article 11)

**Q: Childbirth costs a lot, will I be eligible for financial support?**

**A: Please contact the Health Insurance Society to find out about the "childbirth allowance."**

**Q: What should I do if I want to keep taking care of my baby even after my post-childbirth leave days are over?**

**A: You are able to go on childcare leave until your child turns 3 years old.**

(Faculty childcare leave regulations will be applied for all full-time and some part-time faculty/staff.)

You will receive no salary during your childcare leave, but if you are covered by employment insurance and meet the requirements, you may be able to get a childcare leave allowance from the employment insurance until your child turns 1 year old (1 and a half years old if there is some special reason to extend your childcare leave).

Inquiries about our nursery and parent's cafe "Takenoko" can be made  
to the Gender Equality Office within "Takenoko." Please call the following extension number: (9)3052

## Childcare Support After You Return to Work

In this section, we will introduce the types of support system we have once you come back to the workplace. In addition to what is written below, you can also make use of the nursery and parent's cafe "Takenoko" for your child to be temporarily looked after, or some other after-school care facilities in the Hamamatsu area.

**Q: I have come back to work but I still need to breastfeed my child. What should I do?**

**A: You can use the childcare time system.**

(Faculty Leave Regulation Clause 3, Article 11, Part-time staff Leave Regulation Clause 13, Article 7)

When you are nursing a child under 1 year old, you are allowed to take a 30-minute break twice a day, to breastfeed your child, or take your child to/from daycare.

Inquiries about shortening your working hours, taking leave, or your salary and bonuses, can be made to the Salary Sector 1 of the Personnel Section. Call the following extension number: (9) 4417

**Q: My child often gets a fever. Can I be absent to look after my child?**

**A: Yes, the Nursing Leave System allows for that.**

(Faculty Leave Regulation Clause 6, Article 11; Part-time staff Leave Regulation Clause 10, Article 7)

If you need to take care of your sick or injured child, you are able to get time off if the child is still pre-junior high school age (for up to 7 days per year. Or, if more than two caretakers are needed for the child, up to 14 days per year).

**Q: Although I want to keep working, I want to lead a life focused more on my child than on my work while my child is still little.**

**A: Please consider shortening your working hours or using the "Childcare Short Working Hours System."**

	Shortening of working hours	Childcare short working hours system
Rule	Faculty Childcare Leave Regulation Article 25 【applies to both full-time and part-time staff】	Faculty Childcare Leave Regulation Articles 11-19 【applies to both full-time and part-time staff who works over 7 hours per day】
Content	Staff who nurse a pre-school aged child are allowed to shorten their working hours by up to 2 hours a day (the salary for the shortened hours will not be paid)	Staff who nurse a pre-school aged child can choose the following working hour options. Note that salary and bonuses will be reduced. - make the daily working hours 3 hours and 55 minutes, or 4 hours and 55 minutes. - work only 3 days a week, and make one of those working days only half a day. - set your weekly working hours between 19 hours and 25 minutes and 24 hours and 35 minutes.

**Q: I have to do research until evening. Is there any place that will look after my child?**

**A: The nursery and parent's cafe Takenoko" can take care of your child until evening.**

For details, please contact the Gender Equality Office, or take a look at the guide to the nursery and parent's cafe "Takenoko."

Nursing/caring support can be made to the following extension number: Personnel Section : (9) 4419

## Nursing/Caring Support

Are you torn between going to work and caring for (X) a sick family member? Is the uncertainty of the illness making you physically and mentally exhausted? In this section, we will introduce a system that seeks to relieve such stress so that you can have more quality time with your family.

**Q: My wife broke a bone and now I have to take care of all aspects of her life. What should I do?**

**A: You can use the Nursing Leave System.**

(Faculty Leave Regulation Clause 7, Article 11)

When a family member needs to be cared for constantly for more than 2 weeks, a caretaker can get a holiday for up to 7 days per year.

**Q: My mother has become bedridden. My father has already passed away, so my siblings and I have to take turns caring for her. What should I do?**

**A: Please try to shorten your working hours or use the Nursing Leave System.**

	Shortening of the working hours	Nursing leave system	Nursing time
Rule	Faculty Nursing Regulation Article 15 【full-time and part-time staff】	Faculty Nursing Regulation Article 5 【full-time and part-time staff】	Faculty Nursing Regulation Article 16 【full-time and part-time staff】
Content	Staff who must care for a family member can shorten their working hours up to 4 hours a day for a period of up to 6 months. (No salary will be paid for the shortened working hours.)	Staff who must care for a family member can take a leave up to 180 days in a continuous duration of 3 years of caring, depending on the condition of the sick family member (Those with employment insurance will get a Nursing Leave allowance.)	Staff who must care for family member with the certification of needed long-term can acquire within the range of 3 consecutive years to the extent that it does not exceed 2 hours a day. (No Salary, bonus is reduced proportionately.)

# A Guide to Childbirth, Childcare and the Nursing of Family Members for Faculty and Staff

At our university, we have a leave system that exceeds the legal standards. Please read this leaflet and make use of the system to accommodate your physical condition and circumstances.

This leaflet will introduce the system in our university in an FAQ-style. If you have any additional questions, please consult with the General Affairs Department Personnel Section staff (Gender Equality Office) or our

Inquires about holidays, leave, and employment insurance can be made to the following extension number:  
Personnel Section : (9) 4419

## Pre-Maternity Leave Support System

In this section, we will introduce our support system from pregnancy until childbirth.  
Please make use of this system to accommodate your physical condition and circumstances.

**Q: Due to my morning sickness, I find it hard to commute by train. What should I do?**

**A: There is a commuter-relief system available to pregnant female faculty and staff.**

(Leave of Staff Regulation Clause 20, Article 9)

When commuting on crowded transportation can be harmful to the mother or the unborn baby's well-being, this system can be used for up to one hour per day.

**Q: I got pregnant and I'm experiencing unstable health conditions.**

**Would it be possible for me to be absent from work?**

**A: There is a system called the "Reproductive Health Leave" (newly-established in April, 2012).**

(Leave of the Faculty Regulation Clause 22, Article 11 and Leave of Part-time Instructor Regulation Clause 9,

"The Reproductive Health Leave System" is also called the "**Pre-Maternity Leave System**" and is a special leave system that allows our faculty and staff to take leave for a certain period of time in order to go to a medical facility to get infertility treatment or pregnancy-related care. A crucial issue for pregnant employees is that they may have a miscarriage if they are not careful when it comes to working during pregnancy. In order to **prevent a miscarriage**, even if no sickness is diagnosed, you are allowed to take a rest when you have morning sickness or when you don't feel well due to the flaring up of your belly.

**Q: Japanese law specifies that pregnant women must consult a doctor for a regular medical checkup. If I go to the health check, would that mean I have to use my paid holiday for the year?**

**A: Not necessarily. There is a special leave system by which you can use those absences for purposes other than your regular paid holiday.**

(Faculty Leave Regulation Clause 19, Article 11)

The Mother and Child Health Act stipulates that female faculty or staff who are pregnant, or have given birth within the past year, can get a maximum of one day of leave in order to seek medical attention.

**Q: Infertility treatment is a long process. Could I get leave to go to a checkup or to see a doctor?**

**A: Yes, there is a system called the "Reproductive Health Leave" (newly-established in April, 2012).**

(Faculty Leave Regulation Clause 22, Article 11 and Part-time Staff Leave Clause 9, Article 7)

This is a special system that allows faculty or staff going through infertility treatment or other pregnancy-related procedures to seek medical attention that may be required. Male staff can also use this system.

**Q: I managed to commute to the university, but ended up feeling sick during working hours. Is it possible to take a break?**

**A: Yes, Special break time is permitted to pregnant female staff.**

(Faculty Leave Clause 21, Article 11)

You are allowed to take a break when needed. Please take it easy, and go to the Health Center, the nursery and parent' s cafe "Takenoko," or to any of our resting stations.