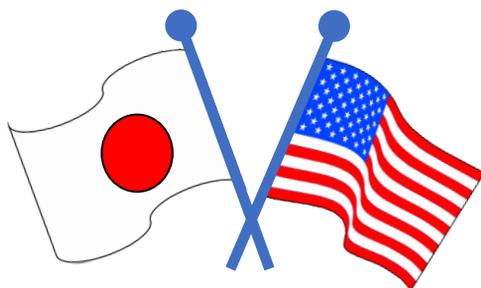


Handbook to Support USFJ Employees in Balancing Work and Family Life



May. 2025

MOD



USFJ

Edited by: Labor Management Organization for USFJ
Employees, Incorporated Administrative Agency



Introduction

--- Aiming at balancing work and child/family care ---

Facing the rapidly aging population with declining birthrate and the change in the circumstances surrounding families and communities in Japan, MOD and the USFJ formulated **“Action Plan for USFJ Employees to Support Fostering Next-Generation Youth/ Promoting Women’s Participation and Advancement in the Workplace”** and have been making efforts for all the employees, regardless of gender, to balance their work and personal lives, and for female employees, in particular, to play a more active part in the workplace.

“Handbook to Support USFJ Employees in Balancing Work and Family Life” is prepared to facilitate your understanding of the details of various systems for both child care and family care so that our efforts toward creation of work environment which is favorable to the employees who are involved in both work and child/family care will be accelerated and so-called Work-Life Balance will be achieved. We hope this handbook will help develop work environment where all the employees can work peacefully.



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List of the Systems to support Work-Life Balance for pregnancy, childbirth, and child care

● Female Employee ● Male Employee

Systems	Eligible Employees			Outline of the System	Page No.
	Gender	Types of Employee	With or w/o pay		
Sick Leave for Infertility Treatment *LTE-Require certain condition for approval	● ●	Perm/ PRE/ LTE	with pay	Sick leave to undergo infertility treatment 	8
Health care during pregnancy or after childbirth ※Special Measures for Female Employees	●	Trial/ Perm/ PRE/ LTE/ Seasonal/ HPT	w/o pay	A female employee who is pregnant or within 1 year after childbirth shall be excused from work to receive health guidance or medical exams. Period During pregnancy and within a year after childbirth.	8
Measures based on the health guidance or medical exams ※Special Measures for Female Employees	●	Trial/ Perm/ PRE/ LTE/ Seasonal/ HPT	w/o pay	Upon doctor's or maternity nurse's recommendation, extended recess time shall be provided for any female who is pregnant. Additionally, as per doctor's or maternity nurse's recommendation, change of work schedule, reduction of work hours or workload, shall also be provided to pregnant women or within 1 year after childbirth. Period During pregnancy and within a year after childbirth	8
Restriction on Work Hours ※Special Measures for Female Employees	●	Trial/ Perm/ PRE/ LTE/ Seasonal/ HPT	—	Upon request, an employee who is pregnant or within one year after childbirth shall be excused from certain tasks. Period During pregnancy and within a year after childbirth	9
Change of Work for a Pregnant Employee ※Special Measures for Female Employees	●	Trial/ Perm/ PRE/ LTE/ Seasonal/ HPT	Unpaid under certain conditions	Upon request, a pregnant employee shall not be assigned with arduous tasks. Period During Pregnancy	9
Restriction on Harmful Work during Pregnancy and after Childbirth ※Special Measures for Female Employees	●	Trial/ Perm/ PRE/ LTE/ Seasonal/ HPT	Unpaid under certain conditions	A female employee who is pregnant or within less than one year after childbirth shall not be assigned in work that is considered harmful to pregnancy, childbirth, nursing, etc. of an expectant or nursing mother. Period During pregnancy and within a year after childbirth	9 10
Pregnancy Leave	●	Trial/ Perm/ PRE/ LTE/ Seasonal/ HPT	with pay for Trial/ Perm/ PRE/ Seasonal	A female employee shall be authorized the leave before and after childbirth. Period 6 weeks before due date (14 weeks for multiple children), 8 weeks after delivery	11
Spouse's Childbirth Leave	●	Trial/ Perm/ PRE/ LTE/ Seasonal	with pay	A male employee who accompanies his wife(to include a common law wife) when she goes into hospital for delivery or released from hospital shall be authorized the leave. Period 2 days leave from the time when spouse is admitted to the hospital for delivery up to 2 weeks after delivery	11
Child-Care Leave *LTE / HPT-Require certain condition for approval	● ●	Trial/ Perm/ LTE*/ HPT*	w/o pay	An employee shall be excused from work for a prescribed period to care for his/her child(ren)who is (are) residing with the employee. Period Until one day prior to the first birthday of the child(ren).  	12

Information related to Child-Care leave is indicated in Orange-Color
Information related to Family-care leave is indicated in Green-Color

List of the Systems to support Work-Life Balance for child care

◀After returning to work



● Female Employee

● Male Employee

Systems	Eligible Employees			Outline of the system		Page No.
	Gender	Types of Employee	With or w/o pay			
Parental Leave *LTE / HPT-Require certain condition for approval	● ●	Trial/ Perm/ LTE*/ HPT*	w/o pay	An employee shall be excused from work for a prescribed period to care for his/her child(ren) who is (are) residing with the employee.	From the day of birth of the child until the day following the end of the eight weeks.	13
Reduced Work Hours (Child care)	● ●	Trial/ Perm/ LTE/ Seasonal/ HPT	w/o pay	An employee is allowed to shorten the work hours by making work start time later and by making finish time earlier by 30 minute increments up to 2 hours a day to care for his/her child(ren) who is (are) residing with the employee.	Until the day prior to the third birthday of the child(ren).	14
Nursing Period	●	Trial/ Perm/ PRE/ LTE/ Seasonal/ HPT	with pay	A female employee who is nursing a baby less than 1 year old will be granted a 30-minute nursing time twice a day.	Until the day prior to the first birthday of the child(ren).	14
Child Medical Care Leave	● ●	Trial/ Perm/ PRE/ LTE/ Seasonal/ HPT	with pay	An employee shall be authorized the leave, an annual maximum of with pay 40 hours per one child or 80 hours per two or more children to care for his/her sick child(ren), who is(are) under the age for entering elementary school and residing with the employee.	Until the child enters elementary school	14
Exempted and Limited Work Hours (Childcare) ※Special Measures for Employees who Care for Child(ren)	● ●	Trial/ Perm/ PRE/ LTE/ Seasonal/ HPT	—	An employee shall not be assigned to work in excess of his/her scheduled work hours to care for his/her child(ren), who is (are) under the age of 3 and residing with the employee.	Until the day prior to the third birthday of the child(ren) / One month to one year	15
Restriction on Late-Night Work (Childcare) ※Special Measures for Employees who Care for Child(ren)	● ●	Trial/ Perm/ PRE/ LTE/ Seasonal/ HPT	—	An employee shall be limited to working 24 hours a month and 150 hours a year in excess of 40 hours per week to care for his/her child(ren), who is(are) under the age for entering elementary school and residing with the employee.	Until the child enters elementary school / one month to six months	15
				An employee shall not be assigned to any work during the period from 2200 to 0500 hours to care for his/her child(ren), who is(are) under the age for entering elementary school and residing with the employee.	Until the child enters elementary school / one month to six months	15

Information related to Child-Care leave is indicated in Orange-Color
Information related to Family-care leave is indicated in Green-Color



List of the Systems to support Work-Life Balance for family care

● Female Employee

● Male Employee

Systems	Eligible Employees			Outline of the system	Page No.	
	Gender	Types of Employee	With or w/o pay			
Family-Care Leave *LTE / HPT- Require certain condition for approval	● ●	Trial/ Perm/ PRE/ LTE*/ Seasonal HPT*	w/o pay	To care for an applicable family member (an employee's spouse, an employee's or spouse's parent, an employee's child, grandparent, sibling, or grandchild), who is requiring nursing care (requiring constant care over a period of 2 weeks or more).		16
				Period	The leave is authorized not to exceed a total of 6 months for each applicable family member of permanent employees, up to a total of 93 calendar days for each applicable family member of the other employees. The leave may be divided up to 3 times.	
Reduced Work Hours (Family care)	● ●	Trial/ Perm/ PRE/ LTE/ Seasonal HPT	w/o pay	To care for an applicable family member who is requiring nursing care, the employee shall be excused from work by 30 minute increments up to 2 hours a day.		16
				Period	For each applicable family member, two or more times other than Family-Care Leave not to exceed three consecutive years from the approved commencement date	
Family Medical Care Leave	● ●	Trial/ Perm/ PRE/ LTE/ Seasonal HPT	partly with pay	To care for an applicable family member who is requiring nursing care, the employee shall be authorized the leave up to 40 hours for one, and 80 hours for two or more family members per year.		17
				Period	Up to 40 hours for an applicable family member and 80 hours for two or more members per year	
Exempted and Limited Work Hours (Family care) ※Special Measures for Employees who Care for a Family Member	● ●	Trial/ Perm/ PRE/ LTE/ Seasonal HPT	—	To care for an applicable family member who is requiring constant care, the employee shall not be assigned to work in excess of his/her scheduled work hours and shall be limited to working 24 hours a month and 150 hours a year.		17
				Period	When an employee takes care for a subject family member who is requiring constant care. The period authorized by each request is from one month to one year.	
Restriction on Late-Night Work (Family care) ※Special Measures for Employees who Care for a Family Member	● ●	Trial/ Perm/ PRE/ LTE/ Seasonal HPT	—	To care for an applicable family member who is requiring nursing care, the employee shall not be assigned to any work during the period from 2200 to 0500 hours.		17
				Period	When an employee takes care for a subject family member who is requiring constant care. The period authorized by each request is from one month to six month.	



Information related to Child-Care leave is indicated in Orange-Color
Information related to Family-care leave is indicated in Green-Color

List of Welfare Programs (Child-Care, Family-Care, and Parental Leave)

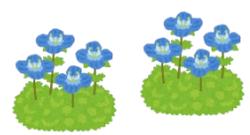
● Female Employee

● Male Employee



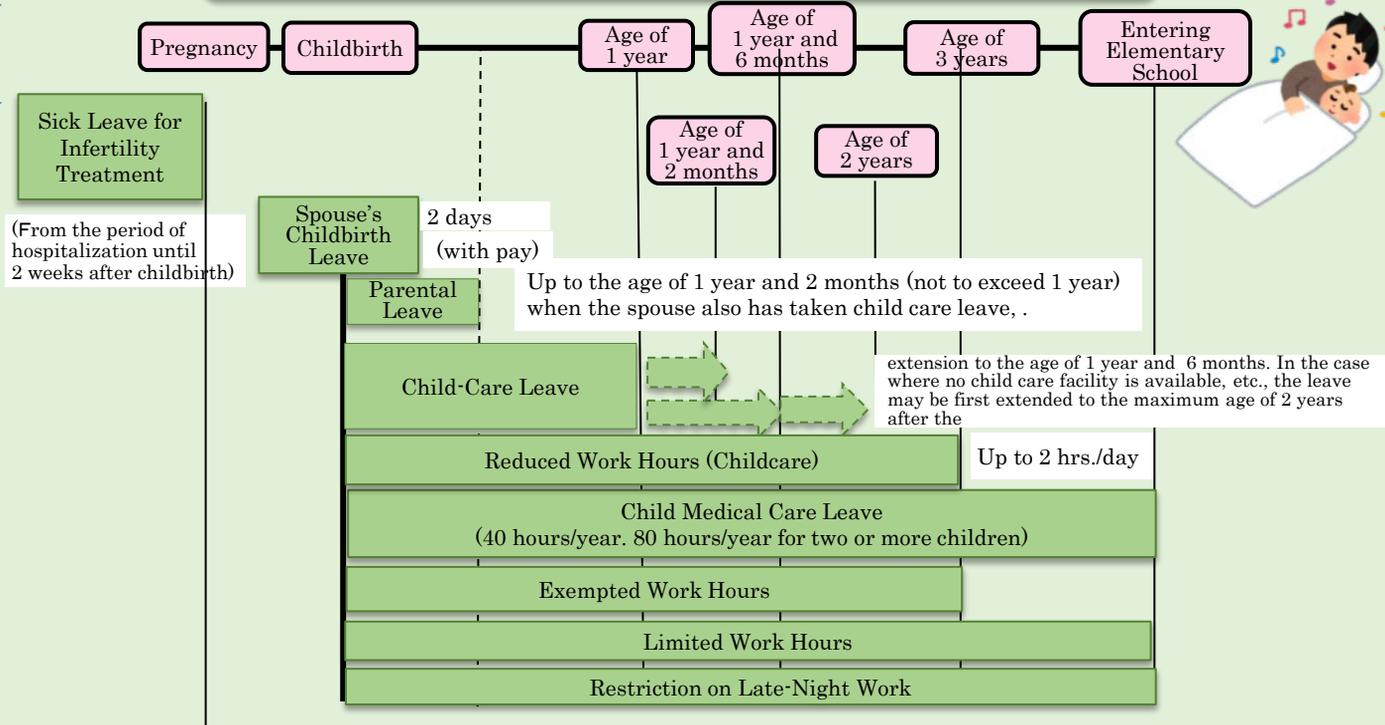
Systems	Eligible Employees	Outline of the system	Page No.
	Gender		
Procedures required when your child is born	● ●	<ol style="list-style-type: none"> 1. Submit Dependent Report. 2. Correct declaration form of tax exemption for dependents. 3. Request for dependent authorization for health insurance. 4. Apply for Child-Care Leave benefit (when you are on Child-care Leave). 5. Apply for Parental Leave benefit (when you are on Parental Leave) 	19
Exemption of payment of the insurance premiums (health insurance, Nursing-Care insurance and welfare annuity insurance) during the leaves before/after childbirth and Child-Care Leave •Parental Leave	● ●	Payment of the premiums will be exempted during the leaves before/after childbirth and Child-Care Leave •Parental Leave.	19
Lump-Sum Allowance for Childbirth and Nursing Lump-Sum Allowance for Family Childbirth and Nursing	● ●	For labor expenses (including premature birth, stillbirth, abnormal labor and artificial abortion after 84 days of pregnancy) of a female insured member or a female dependent family member.	20
Maternity Allowance	●	When a female insured member takes leave for childbirth without pay.	20
Child-Care Leave Benefit	● ●	<p>The benefit is for an employee who takes Child-Care Leave for a child of less than 1 year old.</p> <p>Eligibility period can be extended to the 2 days prior to the child's birthday of 2 years old, under the certain conditions such as applying the child to be admitted to a daycare, but the child cannot be approved.</p>	21
Parental Leave Benefit	● ●	The benefit is for an employee who takes Parental Leave for the care of his/her child(ren).	21
Postnatal Leave Support Benefit	● ●	This is a supplemental benefit available to those receiving Child-Care Leave Benefit or Parental Leave Benefit who meet certain requirements.	22
Reduced Work Hour for Child-Care Benefit	● ●	This benefit is paid if certain conditions are met, such as reduced wages when an employee reduces his or her regular working hours to care for a child under two.	23
Family -Care Benefit	● ●	The benefit is for an employee who takes a leave to provide care for his/her family member.	24

Information related to Child-Care leave is indicated in Orange-Color
 Information related to Family-care leave is indicated in Green-Color

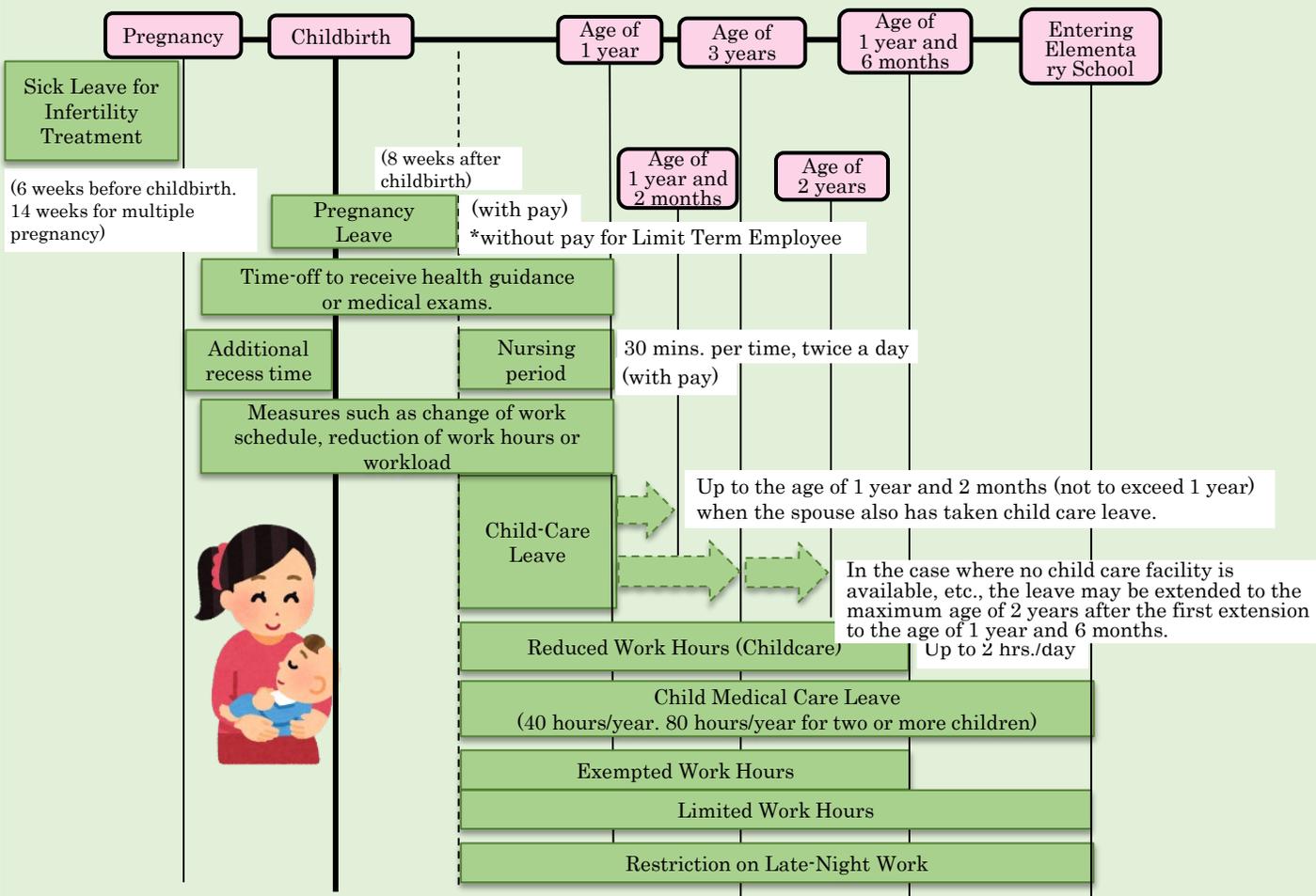


1. Systems to support Work-Life Balance for pregnancy, childbirth, and child-care

Male Employee



Female Employee



(1) Systems available from pre-pregnancy to childbirth

Sick Leave for Infertility Treatment (w/ pay)

Female
Employee

Male
Employee

- ◇ Sick leave with pay for a period not to exceed 40 hours in 1 calendar year in order to undergo infertility treatment will be authorized. However, such a request shall not be approved if it interferes with normal operations at the workplace.
- ◇ The approved leave hours include travel time to/from the medical facility, attendance at briefing sessions conducted by medical institutions, and hospitalization.
- ◇ The employee shall submit Leave Application (USFJ Form 23EJ) and attach “Infertility Treatment Contact Card” (USFJ Form 452EJ). Medical certificate certifying the dates and the details of the medical treatment can be used instead of attaching UFSJ Form 452EJ. Requests shall be submitted to the supervisor in principle at least 48 hours in advance of when leave would commence.
- ◇ Limited Term Employees need to have been employed continuously for 1 year or more.
- ◇ This leave shall not be included in the computation of 90 days of continuous sick leave authorized for any one illness.

Health care during pregnancy or after childbirth (w/o pay)

※Special Measures for Female Employees

Female
Employee

- ◇ Upon request, an employee who is pregnant shall be authorized necessary time-off once in the respective periods according to the categories of pregnancy weeks as set forth below, in order to receive periodical health guidance or medical examinations by a doctor or a maternity nurse. However, when a doctor or a maternity nurse instructs a different schedule from the categories of pregnancy weeks below, the employee, upon request, is authorized necessary time-off according to the instruction. Such a request must be made at least 48 hours in advance of the date when such time-off would commence.

Weeks of pregnancy	Period
Up to 23 weeks	4 weeks
From 24 weeks to 35 weeks	2 weeks
From 36 weeks to childbirth	1 week



- ◇ Upon request, when an employee within one year after childbirth is instructed by a doctor or a maternity nurse that she should receive health guidance or medical examinations, she shall be authorized necessary time-off according to the instructions. Such a request must be made at least 48 hours in advance of the date when such time-off would commence.
- ◇ Time-offs provided above shall be without pay.

Measures based on the health guidance or medical examinations (w/o pay)

※Special Measures for Female Employees

Female
Employee

- ◇ Upon request, when an employee who is pregnant provides a recommendation from a doctor or a maternity nurse that the employee should be provided with additional recess time during her scheduled work hours, the additional recess time, without pay, shall be authorized.
- ◇ Upon request, when an employee who is pregnant or within one year after childbirth provides a recommendation from a doctor or a maternity nurse that the employee’s work schedule should be changed, the number of work hours should be reduced, or the workload should be reduced, necessary measures shall be provided.
- ◇ The approved reduction in work hours shall be without pay.



Restriction on Work Hours

※Special Measures for Female Employees

Female
Employee

- ◇ Upon request, an employee who is pregnant or within one year after childbirth shall be excused from:
 - (1) Any work exceeding 40 hours a week or eight hours a day.
 - (2) Work except for the scheduled work day.
 - (3) Work during the period from 2200 hours to 0500 hours.

Change of work for a pregnant employee

※Special Measures for Female Employees

Female
Employee

- ◇ Upon request, a pregnant employee shall not be assigned with arduous tasks.
- ◇ If the employee cannot be kept at the current position, she shall be assigned to a vacant position, which she is qualified to perform.
- ◇ If there is no such position available, the employee shall be authorized leave without pay.

Restriction on harmful work during pregnancy and after childbirth

※Special Measures for Female Employees

Female
Employee

- ◇ A female employee who is pregnant or within less than one year after childbirth shall not be assigned in work that is considered harmful to pregnancy, childbirth, nursing, etc. of an expectant or nursing mother.
- ◇ Full implementation of above measures will be secured by the employee notification of pregnancy or childbirth to the supervisor.
- ◇ Appropriate measures including leave without pay will be taken for such employees.



The Areas of Restricted Work for Pregnant or Nursing Mothers
(X – Banned / Δ - Banned upon employee's request)

Item	Duties	Pregnant	Nursing
a	To handle heavy materials of weights equal to or heavier than 30kg for intermittent work and 20kg for continuous work.	×	×
b	To operate boilers (which are provided in paragraph 3, Article 1, Enforcement Order of the Industrial Safety and Health Law (Cabinet Order No. 318, 1972). The same shall apply to item c., below.	×	Δ
c	To weld boilers.	×	Δ
d	To operate cranes or derricks having a lifting load of five tons or more, or cargo lifting appliances having a limited load of five tons or more.	×	Δ
e	To clean, fuel, inspect and repair motors or power transmission devices between motors and intermediate shafts in operation, or to replace belts.	×	Δ
f	To engage in slinging work for crane, derrick or cargo lifting appliances (other than to provide assistance for slinging work with two persons or more).	×	Δ
g	To operate power-driven civil engineering construction machines or ship cargo handling machines.	×	Δ
h	To feed wood to circular saws with a diameter of 25cm or more (excluding cross-cut circular saw or those having an automatic feeding device) or band saws hooked to wheels with a diameter of 75cm or more (excluding those having an automatic feeding device).	×	Δ
i	To shunt, couple or uncouple rail cars in railway shunting yard.	×	Δ
j	To process metals with press machines or forging machines driven by steam or compressed air.	×	Δ
k	To process steel plates with a thickness of 8 mm or more with power-driven press machines, shears, and others.	×	Δ
l	To feed materials to rock or mineral crushers or grinders.	×	Δ
m	To work in areas where there is a risk of landslide, or in an excavation with a depth of 5m or more.	×	—
n	To work at heights of 5m or more where there is a risk of getting injured by falling.	×	—
o	To assemble, dismantle, or alter scaffolding (other than to provide assistance on the ground or floor).	×	Δ
p	To cut trees with a trunk diameter of 35cm or more at chest height.	×	Δ
q	To carry lumber using mechanical winches, cableways or other devices.	×	Δ
r	To work in areas where gas, vapor or dust of lead, mercury, chromium, arsenic, yellow phosphorus, fluorine, chlorine, hydrogen cyanide, aniline or other similar harmful substance is generated.	×	×
s	To handle large quantities of intensely heated materials.	×	Δ
t	To work in extremely heated areas.	×	Δ
u	To handle large quantities of intensely cold materials.	×	Δ
v	To work in extremely cold areas.	×	Δ
w	To work under abnormal air pressure.	×	Δ
x	To use machinery or tools, such as rock drills and riveters, which inflict extreme vibration on the body.	×	×

(2) Leaves available before/after childbirth

Pregnancy Leave (6 weeks prior to/8 weeks after childbirth) (With pay ※Without pay for LTE and HPT)

Female
Employee

- ◇ For a multiple pregnancy, a period not to exceed 14 weeks prior to childbirth shall be authorized.
- ◇ Limited term employees shall be authorized to take pregnancy leave without pay.
- ◇ Delivery of the child(ren) following the 84th calendar day of pregnancy, regardless of normal birth or stillbirth, including abortion.



Spouse's Childbirth Leave (2 days) (With pay)

Male
Employee



- ◇ This leave shall be authorized at any time during the period starting from the date of the employee's wife's (to include a common law wife) confinement (the day she enters a medical facility for the purpose of delivery) until the date two weeks after the date of birth. A leave of absence granted for necessary procedures (hospitalization and discharge of spouse, attendance at birth, birth registration procedures, etc.) in connection with the birth of a spouse (regardless of whether it is a normal birth or stillbirth). The two days of leave need not be consecutive and may be used in calendar day units.



A pregnant employee in your workplace may interfere with operation due to her poor physical conditions such as morning sickness. Therefore, it is important to promote mutual understanding in the workplace, figure out some way to handle the situation, and work with considerateness.

Besides, it is also required to show consideration for a male employee whose wife is pregnant so that he could take leave when he wants.



(3) Systems available to care for (a) child(ren)



Child-Care Leave (Without pay)

*LTE / HPT-Require certain condition for approval

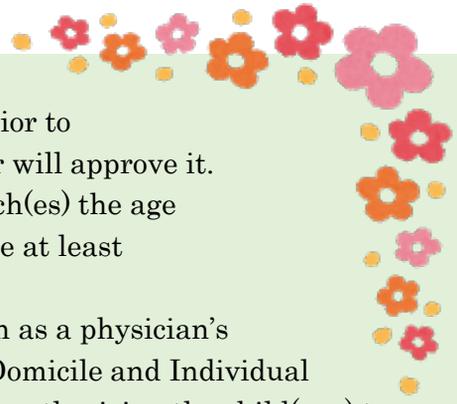
Male
Employee

Female
Employee

- ◇ To care for the employee's child(ren), to include children of the employee, those adopted by the employee, or those in a relationship equivalent to a parent-child relationship with the employee(*), who is (are) residing with the employee, Child-Care Leave is authorized from the day on which the child(ren) is (are) born until one day prior to his/her/their first birthday. The leave may be extended until one day prior to the date on which the child(ren) reach(es) the age of one year and six months, and may be extended again beyond the day on which he/she/they reach(es) the age of one year and six months up to the day prior to his/her/their second birthday when either of the following situations occurs:
 - (a) When an employee has made an application to a child care facility for the employee's child(ren) but has not been accepted.
 - (b) When the employee's spouse who is to care for the child(ren) falls under one of the following conditions:
 - i. Death
 - ii. Difficulty/Inability to take care of the child(ren) due to injury, illness or physical or mental disorder.
 - iii. Not living with the child(ren) due to divorce or other reasons.
 - iv. Being expected to deliver child within six weeks (14 weeks for multiple pregnancy) or within a period of eight weeks since childbirth.
- (* The following child(ren) is (are) considered as "those in a relationship equivalent to a parent-child relationship with the employee":
 - (i) Child(ren) in custody for Special Adoption
 - (ii) Child(ren) who is (are) entrusted to a foster parent certified by the prefectural government aiming to become (an) adopted child(ren) in the future by adoption.
 - (iii) Child(ren) under the process to be adopted and who is (are) recognized in need of protection, but has (have) not been officially entrusted because of an objection by biological parents / relatives, so is (are) entrusted to a "foster parent" as unavoidable circumstances.
- ◇ To care for the employee's child(ren), to include children of the employee, those adopted by the employee, or those in a relationship equivalent to a parent-child relationship with the employee, Child-Care Leave is authorized until one day prior to the date on which the child(ren) reach(es) the age of one year and two months when the employee's spouse is taking or has taken Child-Care Leave prior to the first birthday of the child(ren), provided the total period of Child-Care Leave does not exceed one year. Such a leave shall be authorized in the case where the employee's scheduled Child-Care Leave commencement date is prior to or on the first birthday of the child(ren) as well as on or after the commencement date of the Child-Care Leave taken by the employee's spouse.
- ◇ An employee may reapply (at least one week before) for Child-Care Leave . (By reapplying, an employee can take them in installments.)
- ◇ An employee shall be authorized one time only to change his/her Child-Care Leave period.
- ◇ LTE / HPT shall be authorized to take Child-Care Leave in the case where his/her employment period is not certain to be completed before the date on which his/her child(ren) reach(es) the age of one year and six months. (If the employee's employment period is not certain to be completed before the child(ren)'s second birthday, the leave may be extended again when the child(ren) is (are) not accepted by any child care facility yet, etc.)
- ◇ While an employee is on leave without pay, the Child-Care Leave benefit will be paid from the employment insurance when he/she meets the prescribed requirements.

(Note)

1. Such a request must be made to a supervisor at least a month prior to the commencement date of the Child-Care Leave. The supervisor will approve it. Request for extension of the leave period until the child(ren) reach(es) the age of one year and six months and until the age of two must be made at least two weeks prior to the commencement date.
2. With application of the leave, substantiating documentation such as a physician's certificate, resident registration certificate (without Registered Domicile and Individual Number (My Number)), legal adoption certificate, or a certificate authorizing the child(ren) to be in a relationship equivalent to a parent-child relationship with the employee is required.
3. Change of the period
Request for change in commencement date : At least one week in advance
Request for change in termination date : At least one month in advance
4. Summer/year-end allowances, longevity step increase, etc. will be affected.



Parental Leave (Without Pay)

*LTE / HPT - Require certain condition for approval

Male Employee

Female Employee

- ◇ Authorized within the period from the date of birth of the child until the day following the end of the eight weeks, to care for the employee's child(ren) to include children of the employee those adopted by the employee, or those in a relationship equivalent to a parent-child relationship with the employee (※ equivalent to Child-Care Leave), who is (are) residing with the employee.
- ◇ An employee shall be authorized to reapply (no less than one week in advance) for Parental Leave. (By submitting a schedule of Parental Leave with the application or making reapplication, an employee can take the Leave in installments.)
- ◇ An employee shall be authorized one time only to change his/her Parental Leave period.
- ◇ Limited Term and Hourly Pay Temporary Employee shall be authorized to take Parental Leave in the case whose employment period is not certain to be completed before the day when six months have elapsed from the day following the day when eight weeks have elapsed from the date of birth of the child(ren).
- ◇ While an employee is on leave without pay, the Parental Leave benefit will be paid from the employment insurance when he/she meets the prescribed requirements.



Reduced Work Hours (Childcare) (Without pay)

Male
Employee

Female
Employee

- ◇ To care for the employee's child(ren), to include children of the employee, those adopted by the employee, or those in a relationship equivalent to a parent-child relationship with the employee, who is (are) residing with the employee, Reduced Work Hours is authorized from the day on which the child(ren) is (are) born until one day prior to his/her/their third birthday.
- ◇ Change of the period of Reduced Work Hours is authorized one time only.
- ◇ Work hours at the beginning or at the end of the workday may be reduced by 30 minute increments up to two hours a day.
- ◇ It is allowed to start to work two hours later, to leave work two hours earlier, or to start to work one hour later and leave work one hour earlier on the same day, as long as work hours remain at least six hours a day.
- ◇ Longevity step increase will be affected.
- ◇ An employee may reapply (at least one week before) for Reduced Work Hours. (By reapplying, an employee can take them in installments.)

(Note)

1. Such a request must be made to a supervisor at least a month prior to the commencement date of the Reduced Work Hours. The supervisor will approve it.
2. With application of the leave, substantiating documentation such as a physician's certificate, resident registration certificate (without Registered Domicile and Individual Number (My Number)), legal adoption certificate, or a certificate authorizing the child(ren) to be in a relationship equivalent to a parent-child relationship with the employee is required.
3. Change of the period of Reduced Work Hours
Request for change in commencement date : At least one week in advance.
Request for change in termination date : At least one month in advance.
4. Reapplication: No less than one week in advance

Nursing Period (With pay)

Female
Employee

- ◇ A female employee nursing a baby less than one year old will, upon request, be granted a 30-minute nursing period twice a day during normal working hours.

Child Medical Care Leave (With pay)

Male
Employee

Female
Employee

- ◇ To care for the employee's child(ren), who is (are) injured or ill, or to take necessary care to prevent the child(ren) from developing an illness, Child Medical Care Leave, for an annual maximum of 40 hours per one child or an annual maximum of 80 hours per two or more children, is authorized. Child Medical Care Leave is applied to child(ren) of the employee, those adopted by the employee, or those in a relationship equivalent to a parent-child relationship with the employee, who is (are) under the age for entering elementary school and residing with the employee.

(Note)

- ◇ The form of "Attachment to Child Medical Care Leave" (USFJ Form440EJ) will substitute for and be accepted as a supporting document when filled out and attached to the Leave Application.
When a supervisor has a reasonable doubt of the validity or scope of the employee's request, substantiating documentation will be required.



Exempted Work Hours

※Special Measures for Employees who Care for Children

Male
Employee

Female
Employee

- ◇ Upon request, an employee, except for daily employees, who has been employed continuously for one year or more, in order to care for the employee's child(ren), to include child(ren) of the employee, those adopted by the employee, or those in a relationship equivalent to a parent-child relationship with the employee, who is (are) under the age of three and residing with the employee, shall not be assigned to work in excess of his/her scheduled work hours.
- ◇ The period authorized by each request may range from one month to one year.
- ◇ The request shall specify the commencement and completion dates, and the request must be made to a supervisor no later than one month prior to the commencement date.

Limited Work Hours

※Special Measures for Employees who Care for Children

Male
Employee

Female
Employee

- ◇ Upon request, an employee, except for daily employees, who has been employed continuously for one year or more, in order to care for the employee's child(ren), to include child(ren) of the employee, those adopted by the employee, or those in a relationship equivalent to a parent-child relationship with the employee, who is (are) under the age for entering elementary school and residing with the employee, shall be limited to working 24 hours a month and 150 hours a year in excess of 40 hours per week.
- ◇ The period authorized by each request may range from one month to one year.
- ◇ The request shall specify the commencement and completion dates, and the request must be made to a supervisor no later than one month prior to the commencement date.



Restriction on Late-Night Work

※Special Measures for Employees who Care for Children

Male
Employee

Female
Employee

- ◇ Upon request, an employee who has been employed continuously for one year or more, in order to care for the employee's child(ren), to include child(ren) of the employee, those adopted by the employee, or those in a relationship equivalent to a parent-child relationship with the employee, who is (are) under the age for entering elementary school and residing with the employee, shall not be assigned with any work during the period from 2200 hours to 0500 hours.
- ◇ The period authorized by each request is from one month to six months.
- ◇ Such a request must be made to a supervisor at least one month prior to the commencement date.

(Exemption, limitation, and restriction of Work Hours)

1. The request shall not be approved if it interferes with normal operations at the workplace.
2. Appropriate request or utilization of such measures shall not be the reason for disciplinary action or basis for discriminatory actions against the employee.



2. Systems to support Work-Life Balance for family care

Family-Care Leave (Without pay)

*LTE / HPT-Require certain condition for approval

Male
Employee

Female
Employee

- ◇ Family-Care Leave is authorized not to exceed a total of six months for permanent employees and up to a total of 93 calendar days for the other employees for each applicable family member. The leave may be divided up to three times as long as the total duration does not exceed the maximum duration as above.
- ◇ As for LTE / HPT, Family-Care Leave is authorized, provided that the employee is scheduled to be employed continuously beyond the 93rd day since the commencement date of the leave, and his/her employment period is not certain to be completed within six months after the 93rd day from the commencement date of the leave.
- ◇ Applicable family members:
Any of the following who are requiring constant care over a period of two weeks or more:
Employee's spouse; employee's or his/her spouse's parent; and employee's child (biological and adopted), grandparent, sibling, and grandchild.
- ◇ While an employee is on leave without pay, the Family-Care Leave benefit will be paid from the employment insurance when he/she meets the prescribed requirements.
- ◇ Summer/year-end allowances, longevity step increase, etc. will be affected.

(Note)

1. The Form of "Attachment to Family-Care/Family Medical Care Leave" (USFJ Form443EJ) will substitute for and be accepted as a supporting document when filled out and attached to the Leave Application. When a supervisor has a reasonable doubt of the validity or scope of the employee's request, substantiating documentation will be required.
2. Such a request must be made to a supervisor at least two weeks prior to the commencement date of the Family-Care Leave. The supervisor will approve it.

Reduced Work Hours (Family care) (Without pay)

Male
Employee

Female
Employee

- ◇ Reduced Work Hours is authorized two or more times separately from Family-Care Leave for each applicable family member for a period not to exceed three consecutive years from the approved commencement date.
- ◇ Applicable family members:
Any of the following who are requiring constant care over a period of two weeks or more:
Employee's spouse; employee's or his/her spouse's parent; and employee's child (biological and adopted), grandparent, sibling, and grandchild.
- ◇ Work hours at the beginning or at the end of the workday may be reduced by 30 minute increments up to two hours a day as long as work hours remain at least six hours a day.
- ◇ Longevity step increase will be affected.

(Note)

1. The Form of "Attachment to Family-Care/Family Medical Care Leave" (USFJ Form443EJ) will substitute for and be accepted as a supporting document when filled out and attached to the Leave Application. When a supervisor has a reasonable doubt of the validity or scope of the employee's request, substantiating documentation will be required.
2. Such a request must be made to a supervisor at least two weeks prior to the commencement date of the Reduced Work Hours. The supervisor will approve it.



Family Medical Care Leave (Partly with pay)

Male
Employee

Female
Employee



- ◇ To care for or assist an employee's family member(s) with condition requiring care due to injury, illness, or physical/mental disorder, Family Medical Care Leave, for an annual maximum of 40 hours per one applicable family member (up to 24 hours of which will be paid) or an annual maximum of 80 hours per two or more applicable family members (up to 48 hours of which will be paid), is authorized.
- ◇ Summer/year-end/retirement allowances, longevity step increase, etc. will not be affected.

(Note)

The Form of "Attachment to Family-Care/Family Medical Care Leave" (USFJ Form443EJ) will substitute for and be accepted as a supporting document when filled out and attached to the Leave Application. When a supervisor has a reasonable doubt of the validity or scope of the employee's request, substantiating documentation will be required.

Exempted Work Hours

※Special Measures for Employees who Care for a Family Member

Male
Employee

Female
Employee

- ◇ Upon request, an employee who has been employed continuously for one year or more, in order to care for the employee's spouse, parent, child, etc., shall not be assigned to work in excess of his/her scheduled work hours.
- ◇ The period authorized by each request may range from one month to one year.
- ◇ The request must be made to a supervisor no later than one month prior to the commencement date.

Limited Work Hours

※Special Measures for Employees who Care for a Family Member

Male
Employee

Female
Employee

- ◇ Upon request, an employee who has been employed continuously for one year or more, in order to care for the employee's spouse, parent, child, etc., shall be limited to working 24 hours a month and 150 hours a year in excess of 40 hours per week.
- ◇ The period authorized by each request may range from one month to one year.
- ◇ The request must be made to a supervisor no later than one month prior to the commencement date.

Restriction on Late-Night Work

※Special Measures for Employees who Care for a Family Member

Male
Employee

Female
Employee

- ◇ Upon request, an employee who has been employed continuously for one year or more, in order to care for the employee's spouse, parent, child, etc., shall not be assigned with any work during the period from 2200 hours to 0500 hours.
- ◇ The period authorized by each request is from one month to six months.
- ◇ Such a request must be made to a supervisor at least one month prior to the commencement date.

(Exemption, limitation, and restriction of Work Hours)

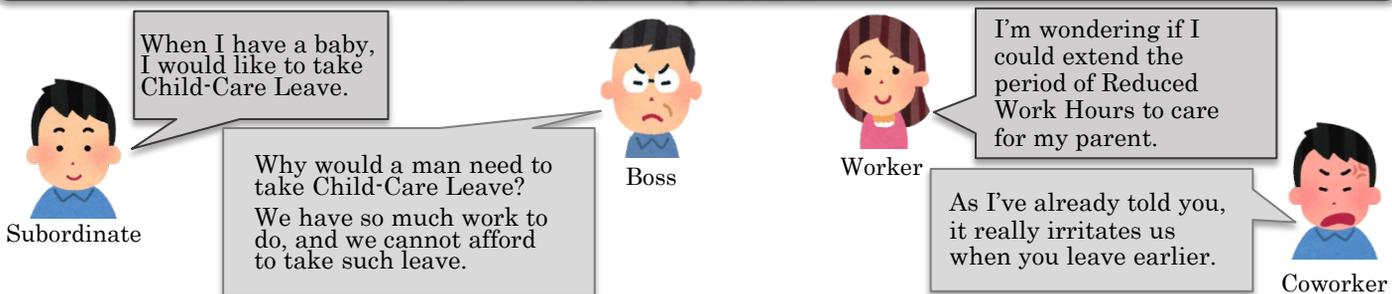
1. The request shall not be approved if it interferes with normal operations at the workplace.
2. Appropriate request or utilization of such systems shall not be the reason for disciplinary action and the basis for discriminatory actions against the employee.

Prevention of harassments related to pregnancy, childbirth and child/family care

I. What is harassments related to pregnancy, childbirth and child/family care?

- ◆ To harm the work environment surrounding an employee by making remarks and/or engaging in conduct toward the employee concerning the following factors is considered as harassment related to pregnancy, childbirth and child/family care.
 1. Reasons related to pregnancy or childbirth
State of being unable to work, etc. due to the physical condition caused by infertility treatment, pregnancy or childbirth.
 2. Benefits of the systems or measures for pregnancy or childbirth
Pregnancy Leave, Spouse's Childbirth Leave, recess time to receive health guidance or medical examinations, etc.
 3. Benefits of the systems or measures for childcare
Parental Leave, Child-Care Leave, Reduced Work Hours, Nursing period, Child Medical Care Leave, etc.
 4. Benefits of the systems or measures for family care
Family-Care Leave, Reduced Work Hours, Family Medical Care Leave, etc.
- With or without a superior-subordinate relationship, such remarks and conduct made or engaged in by one's boss or coworkers, excluding those bearing no relation to work, are referred to as Maternity Harassment, etc.
- Workplace includes situations such as business get-together, which are in the nature of work.
- Typical actions taken by a boss or a coworker include "Suggestion of disadvantageous treatment", "Interference in request for or utilization of the systems which is not out of operational necessity", and "Recurrent annoyance".

II. Examples of harassments related to pregnancy, childbirth and child/family care



- Unlike sexual harassment, it is not immediately clear whether an action which distresses a certain employee falls under harassments related to pregnancy, childbirth and child/family care. Actions taken out of operational/mission necessity are excluded.
- Whether specific behavior of someone such as boss falls under harassments related to pregnancy, childbirth and child/family care should be decided after carefully considering the reason why and/or the situation where the person behaved in such a manner.

3. Welfare program

Procedures required when your child is born

Male
Employee

Female
Employee



- ◇ You are required to complete the following procedures when your child is born. Please complete the necessary procedures at the LMO/IAA branch.
 1. Submit Dependent Report.
 2. Correct declaration form of tax exemption for dependents.
 3. Request for dependent authorization for health insurance.
 4. Apply for Child-Care Leave benefit (when you are on Child-care Leave).
 5. Apply for Parental Leave benefit (when you are on Parental Leave)
- ◇ It will take about two weeks to issue Health Insurance Card for your child after your request is accepted. When the documentation is incomplete, it may take longer.
- ◇ When you need Health Insurance Card immediately, you will be provided with a certificate of eligibility until the card is issued. Please contact the LMO branch staff of Welfare Sec.
- ◇ Authorization date will be, as a rule(*), the date of birth of your child.
* In case that the application is submitted after two months or later from the date of birth, the date of application's submission is the authorization date(Please submit it to LMO branch earlier).
- ◇ In the case of a double income family, (a) child(ren) is (are) basically verified as (a) dependent(s) of the spouse of a couple whose annual income is constantly higher than the other spouse; however, the child(ren) may be (a) dependent(s) of the livelihood maintainer if the annual income of the one parent is 10% more than the other.

Exemption of payment of the insurance premiums (health insurance, Nursing-Care insurance and welfare annuity insurance) during the leaves before/after childbirth and Child-Care Leave · Parental Leave

Male
Employee

Female
Employee

- ◇ Payment of the premiums will be exempted during the leaves before/after childbirth and Child-Care Leave · Parental Leave. Please apply for the exemption at the LMO/IAA branch before you take such leaves.
- ◇ Premiums from seasonal allowances paid during such leaves will also be exempted in the case if such leaves have consecutively been taken one month or more, crossing over month end of the month which seasonal allowance (summer allowance / year-end allowance) was paid.

Lump-Sum Allowance for Childbirth and Nursing Lump-Sum Allowance for Family Childbirth and Nursing

Male
Employee

Female
Employee

- ◇ For labor expenses (including premature birth, stillbirth, abnormal labor and artificial abortion after 84 days of pregnancy) of a female insured member or a female dependent family member, 488,000 yen per child will be paid. (For a delivery covered by the obstetrical care compensation program, 500,000 yen per child.)

* System for Proxy Recipient of Lump-Sum Allowance for Childbirth and Nursing, etc. is available besides Direct Payment System, under which HIS directly pays Lump-Sum Allowance for Childbirth and Nursing, etc. to the medical institutions.



Maternity Allowance

Female
Employee

- ◇ When a female insured member takes leave for childbirth without pay, 2/3 of the standard daily compensation amount will be paid per day.
 - ◇ Before childbirth: 42 days (98 days in the case of multiple pregnancy)
After childbirth : 56 days
- * In the case where a child is born later than the expected date, the allowance will be paid for the delay.

Procedure for requesting Lump-Sum Allowance for (Family) Childbirth and Nursing

1. When Direct Payment System was not used:
(When you paid the childbirth expenses in full amount by own on returning from the hospital and request refund from HIS)
Submit an application form(*1) to an HIS or LMO/IAA branch with a certification by physician, midwife, or mayor together with a copy of a receipt/a detailed statement(*2) of the childbirth expenses which provides the description of the fact that Direct Payment System was not used.
2. When Direct Payment System was used and the actual costs for childbirth were lower than the Lump-Sum Allowance for (Family) Childbirth and Nursing:
Submit a part-payment request and petition of makeup payment(*1) to an HIS or LMO/IAA branch with a copy of a receipt/a detailed statement(*2) on which the breakdown of the expenses is provided.

(*1) The forms can be available at LMO/IAA branch or you can download from HIS website.

(*2) Either way, a receipt / a detailed statement comes with a designated stamp on it when the delivery was covered by the obstetrical care compensation program.

Procedure for requesting Maternity Allowance

Fill in an application form(*1), and submit it with a physician's/midwife's opinion to a LMO/IAA branch.

Child-Care Leave Benefit

Male
Employee

Female
Employee

- ◇ The benefit is for an employee who takes Child-Care Leave for a child of less than 1 year old. Eligibility period can be extended to the 2 days prior to the child's birthday of 2 years old, under the certain conditions such as applying the child to be admitted to a daycare, but the child cannot be approved.
- ◇ Eligibility requirements:
The benefit will be paid to those who are on Child-Care Leave; and have 12 months or more, each of which includes 11 or more base days on which wages were paid in the two years prior to the commencement date of the Child-Care Leave; regardless of employee's gender. (In the case if such requirement cannot be determined, 80 hours or more on which wages were paid.) For the same child, as a rule, the leave(s) taken by reapplication will not be covered from the third time onwards.
Leave (8 weeks) after childbirth is not included in the period of Child-Care Leave.
- ◇ Benefit amount:
67% of the wage paid before the Child-Care Leave started is paid from the starting day of the leave to 180th day and 50% of the wage is paid after 181st day of the leave. (Total number of base days for the Parental Leave Benefit calculation is included in 180 days of Child-Care Leave Benefit which is the maximum number of base days for the payment of 67% of the wage before the Leave.)
- ◇ Please contact LMO branch office for procedures.

Parental Leave Benefit

Male
Employee

Female
Employee

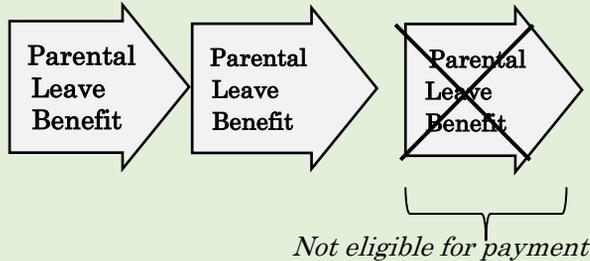
- ◇ The benefit is for an employee who takes Parental Leave to care for the employee's child(ren).
- ◇ Eligibility requirements:
The benefit will be paid to those who are on Parental Leave; and have 12 months or more, each of which includes 11 or more base days (if such requirement cannot be determined, 80 hours or more) on which wages were paid in the two years prior to the commencement date of the Parental Leave; regardless of employee's gender. For the same child, as a rule, the leave(s) taken by reapplication will not be covered from the third time onward. Leave (8 weeks) after childbirth is not included in the period of Parental Leave.
- ◇ Benefit amount:
67% of the wage paid before the Parental Leave started, is paid from the starting day of the leave to 28th day. Maximum base days for the Parental Leave benefit is 28 days and will not be paid for more than 28 days.
- ◇ Please contact LMO branch office for procedures.



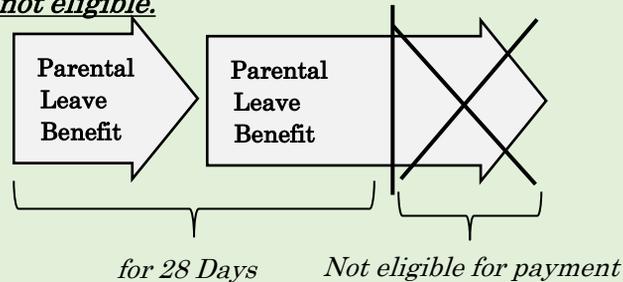
★ It is possible to apply for the payment of benefits in installments due to the establishment of Parental Leave. However, please note that the following cases are not eligible for the payment.

Up to 8 weeks after birth

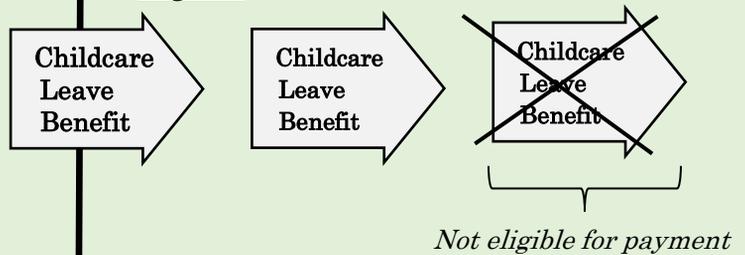
● Parental Leave taken by reapplication will not be covered from the third time onwards.



● In case Parental Leave is taken more than 28d days, Parental Leave Benefit is not eligible.



● In case Parental Leave is taken more than 28d days, Parental Leave Benefit is not eligible.



Postnatal Leave Support Benefit

Male
Employee

Female
Employee

- ◇ If both parents (or in the case of their spouse is not working) take Child-Care Leave for 14 days or more during a certain period immediately after the birth of the child, they will be paid for up to 28 days along with Child-Care Leave Benefit (including Parental Leave Benefit).
- ◇ Eligibility requirements:
If the insured person meets the following requirements (1) and (2), he/she is eligible for the "Postnatal Leave Support Benefit".
- (1) The insured person has taken a total of 14 days or more of Child-Care Leave or Parental Leave during the covered period (Male: within 8 weeks after the birth of the child, Female: within 16 weeks after the birth of the child).
- (2) The number of days of Child-Care Leave or Parental Leave taken by the spouse by the day following the day on which eight weeks have elapsed from the date of the child's birth must total at least 14 days, or the "cases where spousal Child-Care Leave is not a requirement*" must be met on the day following the child's birth.

*Cases where spousal Child-Care Leave is not a requirement

1. There is no spouse.
2. The spouse does not have a legal parent-child relationship with the insured person's child.
3. The insured person is living separately due to violence from his or her spouse.
4. The spouse is unemployed.
5. The spouse is not a self-employed or freelance worker.
6. Spouse is on maternity leave.
7. Spouse cannot take Child-Care Leave for reasons other than 1~6.

In cases where a spouse is unable to take Child-Care Leave, such as those who are employed on a daily basis, or where benefit is not provided even if Child-Care Leave is taken (e.g., if the spouse is not eligible for Child-Care Leave benefit). The case where a spouse does not take Child-Care Leave solely because of his/her work is not included.

◇ Benefit amount:

The amount of payment is the number of days (up to 28 days) of the insured person's leave period within the target period, and an amount equivalent to 13% of the wage before the start of the leave is paid.

Reduced Work Hours for Child-Care Benefit

Male
Employee

Female
Employee

- ◇ If an employee worked reduced hours to raise a child under the age of 2 (hereinafter referred to as “Reduced Work Hours for Child-Care”), “Reduced Work Hours for Child-Care Benefit” will be paid when the requirements are met, such as a decrease in wages compared to before the reduced work hours for Child-Care.
- ◇ Eligibility requirements:
 - (1) Must be an insured employee of employment insurance who is working for reduced hours to take raise a child under 2 years old.
 - (2) The employee has started Reduced Work Hours for Child-Care following Child-Care Leave that is eligible for Child-Care Leave Benefit or must have been insured for 12 months in the two years prior to the start date of Reduced Work Hours for Child-Care.
 - (3) Months in which the employee is insured by employment insurance from the first day to the last day of the month.
 - (4) A month in which the employee worked with reduced work hours per week
 - (5) Months in which employees are not receiving Child-Care Leave Benefit or Family-Care Leave Benefit from the first day to the last day
 - (6) Months in which the employee is not eligible for the Advanced-age continuous employment benefit
- (Note) It will be paid for months that meet the requirements of (1) and (2) and meet all the requirements of (3) ~ (6).
- ◇ Benefit amount:

In principle, the amount paid is equal to 10% of the wages paid during the period of reduced working hours for childcare. However, the rate of payment is adjusted so that the sum of the amount paid and the amount of wages paid each month does not exceed the amount of wages paid at the beginning of the Work Hours for Child-Care.
- ◇ If you have any questions about procedures, please contact the LMO Branch.

Family-Care Leave Benefit

Male
Employee

Female
Employee

- ◇ The benefit is for an employee who takes a leave to provide care for his/her family member.
- ◇ Eligibility requirements:

The benefit will be paid to those who are on Family-Care Leave; and have 12 months or more, each of which includes 11 or more base days on which wages were paid in the two years prior to the commencement date of the Family-Care Leave.
- ◇ Applicable leave:

The benefit will be paid a maximum of three times for each applicable family member as long as the leave length for the family member does not exceed 93 days.
- ◇ Benefit amount:

67% of the wages which was paid before the commencement date of the Family-Care Leave will be paid.
- ◇ Please contact LMO branch office for procedures.

4. Childcare Support Information



• List of links to childcare support on municipal websites

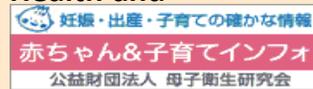
It is posted on the LMO website.

The service varies between municipalities, please check the website of the municipality directly.



List of useful websites, etc.

Source: Baby & Parenting Info (Mothers' and Childrens' Health and Welfare Association) <https://www.mcfh.or.jp/>



Pregnancy, childbirth, and child-rearing information, consultation, Seminars, etc.

Source: Kokode Search (Child and Parenting Support Information Publication System) <https://www.wam.go.jp/kokodesearch/ANN010100E00.do>



You can search for certified kindergartens daycare centers kindergartens, etc. in your area.



Children's Medical Telephone Consultation #8000 (Please refer to the website for hours of operation as they vary from each local municipality.)

Source: Ministry of Health, Labor and Welfare website

<https://www.mhlw.go.jp/topics/2006/10/tp1010-3.html>



If your child has a fever, bumps on his/her head, vomiting, seizures, etc., and you are at a loss to determine the cause, press #8000 to be automatically connected to your prefectural consultation service, and receive advice from a pediatrician or nurse.

Source: Save the Children Japan Oyako no Mikata (Allies of Parents and Children)

<https://www.savechildren.or.jp/oyakonomikata/anata-no-mikata/soudan/>

Information on various consultation services

- Parenting, children's issues/• Children's health and mental care
- Your mental health care/• Domestic violence (DV) and sexual assault
- Other, discrimination and harassment
- Legal system and procedures, etc.



Source: NPO Childcare Plaza National Liaison Council

<https://kosodatehiroba.com/sprt-project>



Childcare Plazas are places where you can casually drop in and play freely, and where you can get local parenting information, primarily for children under the age of 3 and their families. There are approximately 8,000 local parenting support centers nationwide.

Child-Care Plan Sheet



The childcare plan sheet is available on LMO's website. When you enter the (expected) date of birth, the date will automatically calculated for the leave schedule. Please download and use it.

<STEP 1> Please enter the date of birth (expected date of delivery)

Date of birth (expected) ex.2025/02/25

STEP 1
Enter the date of delivery (expected date)

<STEP 2> Please check the eligibility, available period, number of days, etc. of the available leave system.

Schedules	Female only	Male only	Both male and female
Pregnancy			
Expected date of birth 14 weeks before (multiple births)	2024/11/20		
Expected date of birth Previous 6 weeks	2025/1/15		
Childbirth	2025/2/25		

Sample

How to open Microsoft Excel from a device that does not have it installed

1. Use Google Spreadsheets

- If you have a Google account, you can upload an Excel file to Google Drive and open it in Google Spreadsheets. - Available for free.

2. Use OneDrive

- If you have a Microsoft account, you can upload Excel files to OneDrive for editing and viewing in your browser.

3. Use Office Online in your browser

- Access the official Microsoft website (Office Online) to open and edit Excel for free. - A Microsoft account is required.

Choose the method that best suits for your environment.

1 year and 6 months old	2026/8/24					
2 years old	2027/2/24					
3 years old	2028/2/24					
Preschool	2031/3/31					

Dates are automatically displayed to confirm the length of leave available

▲ Salary Affected

<STEP 3>

The available acquisition period is displayed.

Child-Care Plan		
	Available acquisition period	Outline of the system, etc.
Female	Pregnancy Leave [Before and after childbirth] (From 6 weeks prior to the expected date to 8 weeks after childbirth)	2025/1/15 ~ 2025/4/22 Pregnancy leave [before childbirth]: Within 6 weeks of the expected date of childbirth (14 weeks in case of multiple pregnancies)
	Pregnancy Leave [Before and after childbirth] (From 14 weeks prior to the expected date to 8 weeks after childbirth)	2024/11/20 ~ 2025/4/22 Pregnancy leave [after childbirth]: for a period not exceeding 8 weeks from the day after the childbirth
Male	Spouse's Childbirth Leave (From the date of hospitalization, etc 2 weeks childbirth)	2025/2/25 ~ 2025/3/11 A system that allows a spouse to take leave with pay for a period not exceeding 2 weeks from the date of hospitalization of the spouse entering the birth of the child. May be taken in increments of 1 day.
Common to both genders	Child-Care Leave (Until the day prior to the child's 1st birthday)	2025/2/25 ~ 2026/2/24 A system that allows an employee to take leave with pay for childcare for a child under 1 year of age. May be taken in increments of 1 day. *The acquisition period is 1 year from the date of childbirth.
	Child-Care Leave (Until the day prior to the child's 2nd birthday)	2025/2/25 ~ 2027/2/24 (*There are conditions for acquisition)
	Reduced work hours (Childcare) (Until the day prior to the child's 3rd birthday)	2025/2/25 ~ 2028/2/24 Employees with a work plan of 6 hours or more per day may take up to 2 hours a day in 30-minute increments without pay to raise a child.
	Parental Leave (Until the following the day after 8 weeks have passed)	2025/1/15 ~ 2025/4/23 Employees may take leave without pay within the period up to the day after eight weeks have elapsed from the date of birth of the child.
	Child Medical Care Leave (Up to pre-elementary school)	2025/2/25 ~ 2031/3/31 1 eligible child: 40 hours per year Eligible 2 or more children: 80 hours per year

STEP ③

Dates are automatically displayed to confirm the length of leave available

*** Requirements for taking extended childcare leave**

- (1) You are on a waiting list of a day-care center.
- (2) When the spouse, who is supposed to rear the child a) died, b) has difficulty rearing or is unable to rear due to injury or illness, c) lives separately due to divorce etc., or d) is expected to deliver a child within six weeks (fourteen weeks for multiple pregnancy) or is within 8 weeks since childbirth.

5. Contact Information



LABOR MANAGEMENT ORGANIZATION FOR USFJ EMPLOYEES, INCORPORATED ADMINISTRATIVE AGENCY

Branches	Locations	Phone Numbers	
Misawa Branch	1-1-25 Hirahata, Misawa-shi, Aomori 033-0012	Main	0176-53-4165
Yokota Branch	Akishima Showa Dai 2 Bldg. 4F, 2-4-4 Daikanyama, Akishima-shi, Tokyo 196-0014	Main Div. Mgmt. Div. Wage Admin. Welfare Div.	042-542-7660 042-542-7663 042-542-7881 042-542-7882 042-542-7883
Yokosuka Branch	Murase-Bldg. 4F, 1-6 Yonegahama- dori, Yokosuka-shi, Kanagawa 238- 0011	Main Div. Mgmt. Div. Wage Admin. Welfare Div.	046-828-6950 046-828-6959 046-828-6956 046-828-6946
Zama Branch	1-46-1 Sobudai, Zama-shi, Kanagawa 252-0111	Main Div. Mgmt. Div. Wage Admin. Welfare Div.	046-251-1547 046-251-0665 046-251-0702
Kyotango Branch	MIC Bldg. 1F, 1975 Suki, Omiya- cho, Kyotango-shi, Kyoto 629-2503	Main Div.	0772-68-0920
Iwakuni Branch	2-15-35 Nakazu-machi, Iwakuni- shi, Yamaguchi 740-0027	Main Div.	0827-21-1271
Kure Annex Office	Center Bldg. Kure Station Front 4F, 1-6-9 Chuo, Kure-shi, Hiroshima 737-0051	Main Div.	0823-32-7087
Sasebo Branch	3-1 Hirase-cho, Sasebo-shi, Nagasaki 857-0056	Main Div.	0956-23-7191
Okinawa Branch	1058-1 Yara, Kadena-cho, Nakagami-gun, Okinawa 904-0202	Main Div. Mgmt. Div. Wage Admin. Div. Welfare Div.	098-921-5531 098-921-5532 098-921-5533 098-921-5534

Regional Defense Bureau / Regional Defense Office

Regional Defense Bureau Regional Defense Office	Locations	Phone Numbers
Tohoku Defense Bureau Misawa Defense Office	1-1-31 Hirahata, Misawa-shi, Aomori 033-0012	0176-53-3116
North Kanto Defense Bureau Yokota Defense Office	864 Kumagawa, Fussa-shi, Tokyo 197-0003	042-551-6722
South Kanto Defense Bureau Yokosuka Defense Office	1-8 Shinko-cho, Yokosuka-shi, Kanagawa 238-0005	046-822-2492
Zama Defense Office	1-13-2 Tsuruma, Yamato-shi, Kanagawa 242-0004	046-265-6130
Fuji Defense Office	606 Hagiwara, Gotenba-shi, Shizuoka 412-0042	0550-82-1623
Kinki-Chubu Defense Bureau Kyoto Defense Office	38 Nishinokyo Kasadono-cho, Nakagyo-ku, Kyoto-shi, Kyoto 604-8482	075-812-1887
Chugoku-Shikoku Defense Bureau Iwakuni Defense Office	2-15-7 Nakazu-machi, Iwakuni-shi, Yamaguchi 740-0027	0827-21-6195
Kyushu Defense Bureau Sasebo Defense Office	2-19 Kobata-cho, Sasebo-shi, Nagasaki 857-0041	0956-23-3157
Okinawa Defense Bureau	290-9 Kadena, Kadena-cho, Nakagami-gun, Okinawa 904-0295	098-921-8215