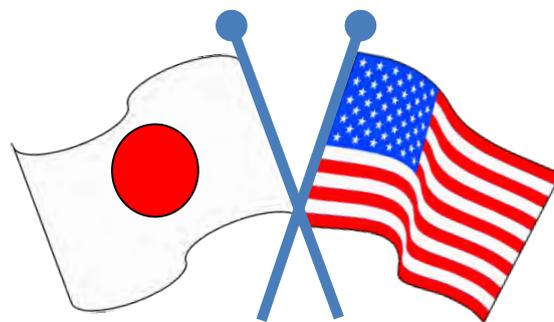


# Handbook to Support USFJ Employees in Balancing Work and Family Life



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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 sex, 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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# Summary of the systems to support Work-Life Balance for child care

\*Systems to support Work-Life Balance are the systems such as Leave, Reduced Work Hours, etc. to support both work and family life.

Systems	Eligible Employees				Outline of the System	With or w/o pay
	Sex	Temp.	Trial/Perm.	PRE		
Health care during pregnancy or after childbirth <a href="#">p.4</a>	F	LTE/ Seasonal/ Special Term	○	○	A female employee who is pregnant or within 1 year after childbirth shall be excused from work to receive health guidance or medical exams.	w/o pay
Measures based on the health guidance or medical exams. <a href="#">p.4</a>	F	LTE/ Seasonal/ Special Term	○	○	A female employee who is pregnant shall be provided with additional recess time for health management. A female employee who is pregnant or within 1 year after childbirth shall be provided with necessary measures such as change of work schedule, reduction of work hours or workload.	w/o pay
Pregnancy Leave <a href="#">p.6</a>	F	LTE/ Seasonal/ Special Term	○	○	A female employee shall be authorized the leave before and after childbirth.	with pay for Seasonal, Trial/Perm., and PRE
Spouse's Childbirth Leave <a href="#">p.6</a>	M	LTE/ Seasonal	○	○	A male employee who accompanies his wife when she goes into hospital or home from hospital shall be authorized the leave.	with pay
Child-Care Leave <a href="#">p.7</a>	Both	LTE	○	×	An employee shall be excused from work for a prescribed period to care for his/her 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) residing with the employee.	w/o pay
Reduced Work Hours (Childcare) <a href="#">p.8</a>	Both	LTE/ Seasonal/ Special Term	○	×	An employee shall be excused from work by 30 minute increments up to 2 hours a day to care for his/her 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) residing with the employee.	w/o pay
Nursing Period <a href="#">p.9</a>	F	LTE/ Seasonal/ Special Term	○	○	A female employee who is nursing a baby less than 1 year old will be granted such nursing time to feed the baby, etc.	with pay
Child Medical Care Leave <a href="#">p.9</a>	Both	LTE/ Seasonal/ Special Term	○	○	An employee shall be authorized the leave to care for his/her 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.	partly with pay
Exempted and Limited Work Hours (Childcare) <a href="#">p.10</a>	Both	LTE/ Seasonal/ Special Term	○	○	An employee shall not be assigned to work in excess of his/her scheduled work hours to care for his/her 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 3 and residing with the employee. 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), 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.	-
Restriction on Late-Night Work (Childcare) <a href="#">p.10</a>	Both	LTE/ Seasonal/ Special Term	○	○	An employee shall not be assigned to any work during the period from 2200 to 0500 hours to care for his/her 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) under the age for entering elementary school and residing with the employee.	-

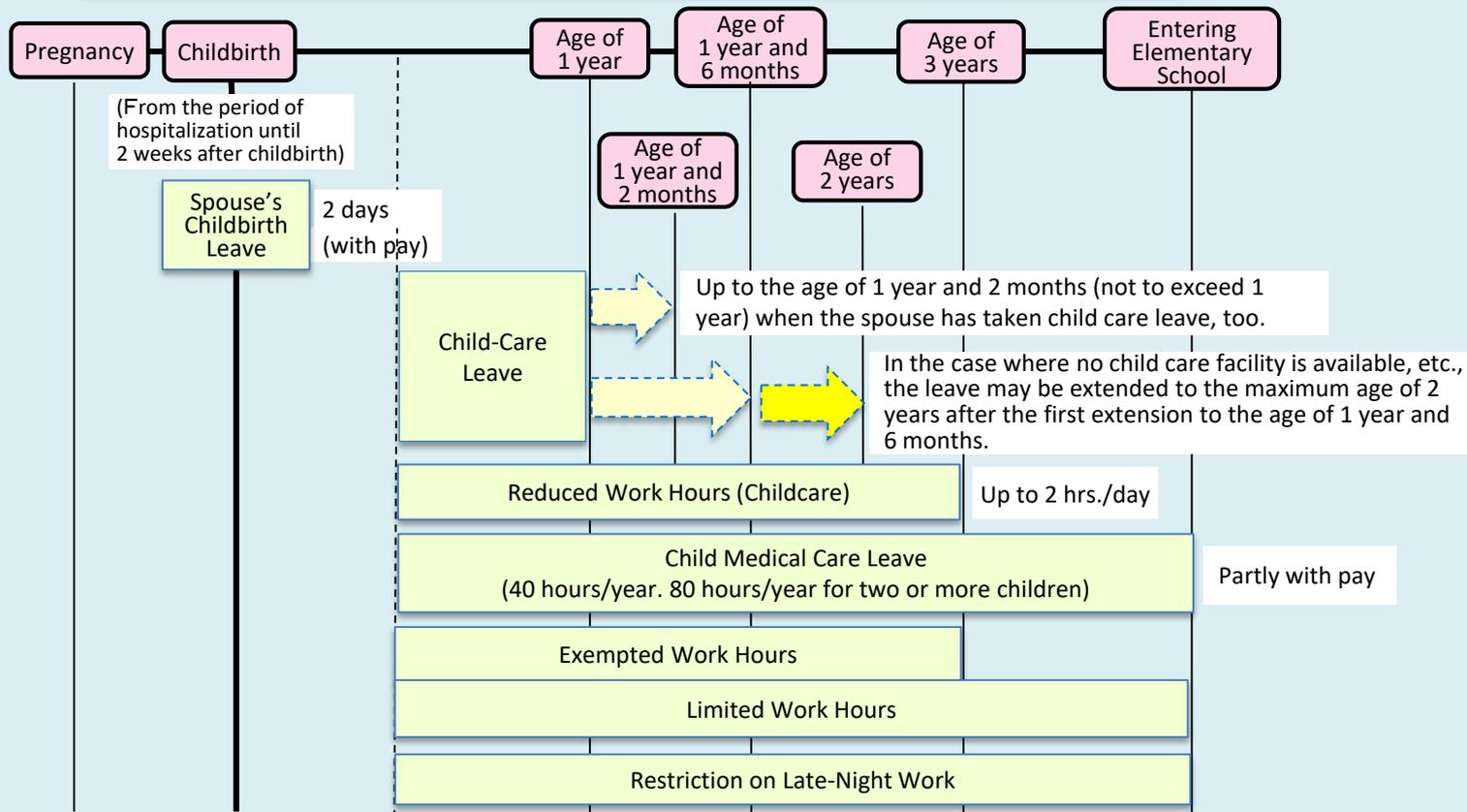
# Summary of the systems to support Work-Life Balance for family care

\*Systems to support Work-Life Balance are the systems such as Leave, Reduced Work Hours, etc. to support both work and family life.

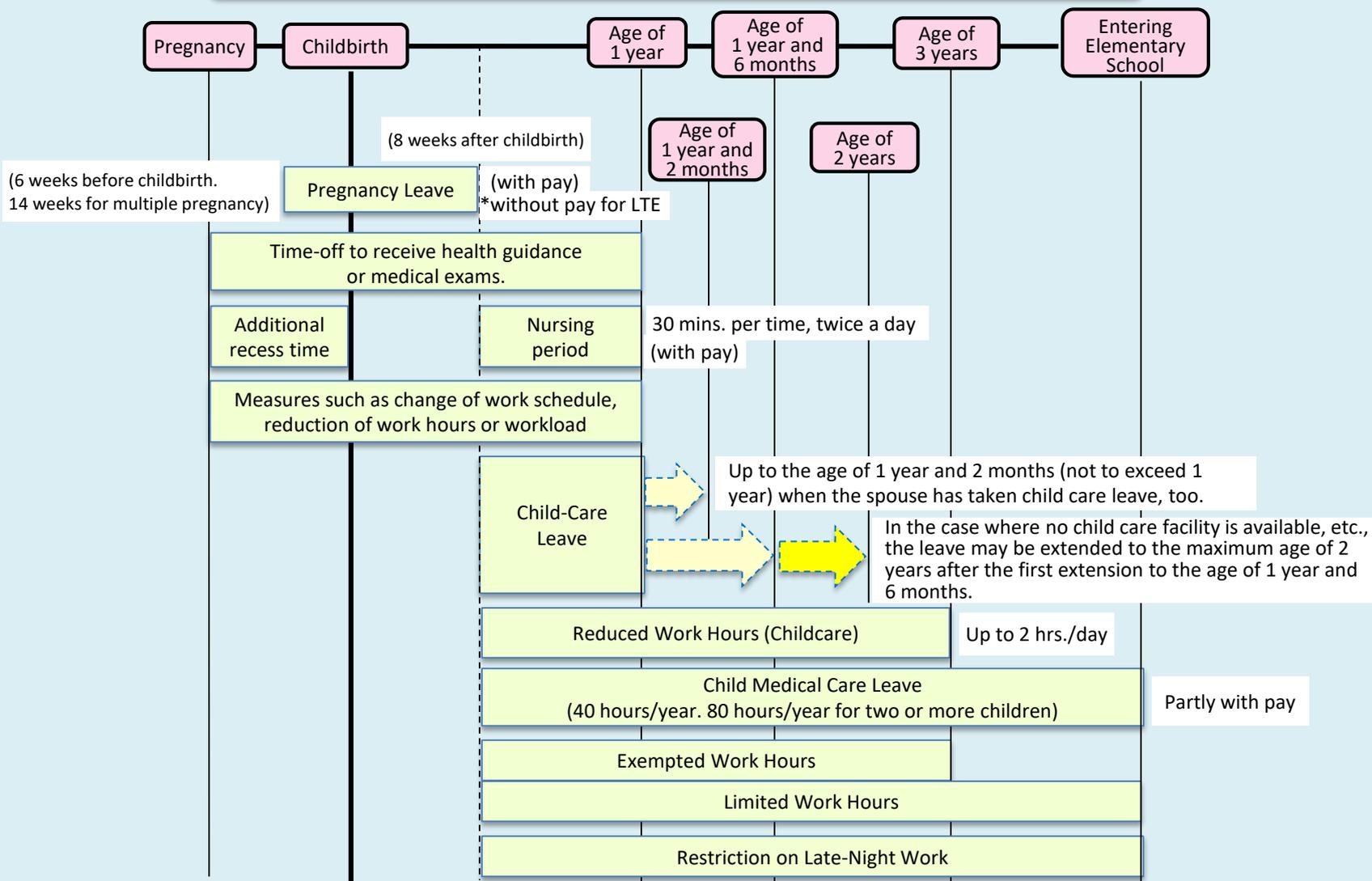
Systems	Eligible Employees				Outline of the System	With or w/o pay
	Sex	Temp.	Trial/Perm.	PRE		
Family-Care Leave p.11	Both	LTE	○	○	To care for an employee's spouse, an employee's or his/her spouse's parent, an employee's child (biological and adopted), grandparent, sibling, or grandchild, who is requiring constant care over a period of 2 weeks or more, 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.	w/o pay
Reduced Work Hours (Family care) p.11	Both	LTE/ Seasonal/ Special Term	○	○	To care for an employee's applicable family member who is requiring constant care, the employee shall be excused from work by 30 minute increments up to 2 hours a day. (Same definitions of the employee's applicable family member and the condition requiring constant care as in Family-Care Leave above shall apply.)	w/o pay
Family Medical Care Leave p.12	Both	LTE/ Seasonal/ Special Term	○	○	To care for an employee's applicable family member who is requiring constant care, the employee shall be authorized the leave. (Same definitions of the employee's applicable family member and the condition requiring constant care as in Family-Care Leave above shall apply.)	partly with pay
Exempted and Limited Work Hours (Family care) p.12	Both	LTE/ Seasonal/ Special Term	○	○	To care for an employee's 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 in excess of 40 hours per week. (Same definitions of the employee's applicable family member and the condition requiring constant care as in Family-Care Leave above shall apply.)	-
Restriction on Late-Night Work (Family care) p.12	Both	LTE/ Seasonal/ Special Term	○	○	To care for an employee's applicable family member who is requiring constant care, the employee shall not be assigned to any work during the period from 2200 to 0500 hours. (Same definitions of the employee's applicable family member and the condition requiring constant care as in Family-Care Leave above shall apply.)	-

# 1. Systems to support Work-Life Balance for child care

## Systems of leaves, etc. for childbirth and childcare for male employees



## Systems of leaves, etc. for childbirth and childcare for female employees



# 1. Systems to support Work-Life Balance for child care

## (1) Systems available from pregnancy to childbirth

### Health care during pregnancy or after childbirth

◇ 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

◇ 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.

### Change of work for a pregnant 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

◇ 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 8mm 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.	×	×

# 1. Systems to support Work-Life Balance for child care

## (2) Leaves available before/after childbirth

### **Pregnancy Leave (6 weeks prior to/8 weeks after childbirth) (With pay) (Without pay for LTE)**

- ◇ 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)**

- ◇ 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. 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.



# 1. Systems to support Work-Life Balance for child care

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

### Child-Care Leave (Available to fathers as well) (Without pay)

◇ 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 shall be authorized one time only to change his/her Child-Care Leave period.

◇ LTE shall be authorized to take Child-Care leave in the case where he/she has been employed continuously for one year or more, and whose 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. Reapplication: No less than one week in advance  
An employee who has taken and completed Child-Care Leave during the eight weeks following childbirth by the spouse shall be authorized to reapply.
5. Summer/year-end allowances, longevity step increase, etc. will be affected.



### **Reduced Work Hours (Childcare) (Available to fathers as well) (Without pay)**

- ◇ 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.

(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  
An employee who has taken and completed Child-Care Leave during the eight weeks following childbirth by the spouse shall be authorized to reapply.



## Nursing Period (With pay)

◇ 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 (Partly with pay)

◇ 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 (up to 24 hours of which will be paid) or an annual maximum of 80 hours per two or more children (up to 48 hours of which will be paid), 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.

◇ Summer/year-end/retirement allowances, longevity step increase, etc. will not be affected.

(Note)

◇ The employee will attach to the leave application 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, as necessary.



## Exempted Work Hours

- ◇ 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

- ◇ 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

- ◇ 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. Requesting for or utilization of such systems shall not be the basis for discriminatory actions against the employee.

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

### Family-Care Leave (Without pay)

- ◇ 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, Family-Care Leave is authorized, provided that the employee has been employed continuously for one year or more and is scheduled to be employed continuously beyond the 93<sup>rd</sup> day since the commencement date of the leave, and his/her employment period is not certain to be completed within six months after the 93<sup>rd</sup> 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" 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)

- ◇ 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" 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)

- ◇ 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" 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

- ◇ 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

- ◇ 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

- ◇ 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. Requesting for or utilization of such systems shall not be the basis for discriminatory actions against the employee.

# Prevention of harassments related to pregnancy, childbirth, child/family care, etc.

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

◆ 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 in the workplace.

### 1. Reasons related to pregnancy or childbirth

State of being unable to work, etc. due to the physical condition caused by 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

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, child/family care, etc.

The illustration depicts four characters in a workplace setting:

- Subordinate:** A man in a blue shirt. A speech bubble from him says: "When I have a baby, I would like to take Child-Care Leave."
- Boss:** A man in a blue shirt with a stern expression. A speech bubble from him says: "You won't take Child-Care Leave if you are a proper man. Are you prepared to take a pay cut? You no longer need to come to work. Write a resignation letter right away!"
- Worker:** A woman in a pink shirt. A speech bubble from her says: "I'm wondering if I could extend the period of Reduced Work Hours to care for my parent."
- Coworker:** A man in a blue shirt with a grumpy expression. A speech bubble from him says: "As I've already told you, it really irritates us when you leave earlier."

Unlike sexual harassment, it is not immediately clear whether an action which distresses a certain employee falls under **harassments related to pregnancy, childbirth, child/family care, etc.** Actions taken out of operational necessity are excluded.

Whether specific behavior of someone such as boss falls under **harassments related to pregnancy, childbirth, child/family care, etc.** 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

◇ 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).

◇ It will take about a week 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/IAA branch.

◇ Authorization date will be, as a rule(\*), the date of birth of your child.

\* When the request is submitted after one month has passed since your child was born, he/she will be authorized retroactively to the date of birth if a dependent status report is submitted within two months after he/she was born. In the case where the request is submitted after two months have passed since your child was born, the authorization date will be the date on which the request is submitted.

◇ 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 spouse whose annual income is constantly lower than the other spouse when the difference between the spouses is within 10%.

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

◇ Payment of the premiums for health insurance and welfare annuity insurance will be exempted during the leaves before/after childbirth and Child-Care Leave. Please apply for the exemption at the LMO/IAA branch before you take such leaves.

◇ Premiums from seasonal allowances such as summer allowance paid during such leaves will also be exempted; however, you are required to pay the premiums for the month in which you are back to work.

## Lump-Sum Allowance for Childbirth and Nursing

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

◇ For delivery expenses (including stillbirth and miscarriage after 84 days of pregnancy) of a female insured member or a female dependent family member, 404,000 yen per child will be paid.

(For a delivery covered by the obstetrical care compensation program, 420,000 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

◇ When a female insured member takes leave for childbirth without pay, 2/3 of the standard daily compensation amount will be paid per day.

◇ When the above amount is lower than the amount of Injury and Disease Allowance and Additional Payment, the difference will be paid.

◇ 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:

Submit an application, which is available at HIS website or an LMO/IAA branch, 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(\*) of the childbirth expenses which provides the description of the fact that Direct Payment System was not used.

(\* Not required when the child was born in a hospital overseas or on the US military installation)

#### 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, which is sent from HIS, to an HIS or LMO/IAA branch with a copy of a receipt/a detailed statement(\*) on which the breakdown of the expenses is provided.

(\* 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, which is available at HIS website or LMO/IAA branch, and submit it with a physician's/midwife's opinion to a LMO/IAA branch.

## Child-Care Leave Benefit (Employment Insurance)

- ◇ The benefit is for an employee who takes Child-care Leave to care for a child who is under the age of one (under the age of one year and six months, e.g. when no child care facility is available in spite of the effort to find one; or under the age of two, e.g. if any available child care facility is not found yet on and after the day the child reaches the age of one year and six months).
- ◇ 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 sex.
  - For the same child, as a rule, only the first Child-Care Leave will be covered (The leave(s) taken by reapplication after the first time will not be covered).
  - 20 or more leave days must be included in each unit of the month, which is created by dividing the Child-Care Leave period into monthly intervals starting from the commencement date of the leave.
  - 8 weeks of leave after childbirth is not included in the period of Child-Care Leave.
- ◇ Benefit amount:
  - 67%(\*) of the wages which was paid before the commencement date of the Child-Care Leave will be paid.
  - (\* Down to 50% after six months have passed since the leave commenced.)
- ◇ Please come to fill in an application form available at the LMO/IAA branch with a maternity health record book, a copy of bankbook, and your stamp.

## Family-Care Leave Benefit (Employment Insurance)

- ◇ 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 come to fill in an application form available at the LMO/IAA branch with a copy of Leave Application, resident registration certificate, a bankbook, and your stamp.



# 4. Childcare Information

※ Childcare Support Information is shown in LMO's webpage. Sample is below.

## 認可保育所

凡例	保育施設名	① 開所時間 (延長時間) ② 住所 ③ 電話番号 ④ 保育年齢	延長保育	一時預り	休日保育	病後児保育
	福生保育園	① 7:00~18:00 (19:00) ② 東京都福生市福生1058-11 ③ 042-551-0152 ④ 57日~	延長保育	一時預り	休日保育	病後児保育
	すみれ保育園	① 7:00~18:00 (20:00) ② 東京都福生市福生959-8 ③ 042-513-3410 ④ 57日~	延長保育	一時預り	休日保育	
	東福保	① 7:00~18:00 (19:00) ② 東京都福生市福生 ③ 042-51-0734 ④ 月~	延長保育	一時預り		
	福生	① 7:00~18:00 (19:00) ② 東京都福生市志 ③ 042-51-9175 ④ 57日~	延長保育	一時預り		
	福生	① 7:00~18:00 (19:00) ② 東京都福生市福生 ③ 042-551-1111 ④ 3月~	延長保育	一時預り		
	牛浜こども園	① 7:00~18:00 (20:00) ② 東京都福生市牛浜121-4 ③ 042-552-1693 ④ 57日~	延長保育	一時預り		
	ありんこ保育園	① 7:00~18:00 (20:00) ② 東京都福生市加美平1-17-7 ③ 042-551-2032 ④ 57日~	延長保育	一時預り		

SAMPLE

## 小規模保育所

\* 認可保育所の一時預かりの利用は福生市民のみ、保育所の入所選考は福生市民優先となりますのでご注意ください。

ちやいれつく福生駅前保育園	① 7:00~18:00 (20:00) ② 東京都福生市東町4-8 ③ 042-551-8823 ④ 生後43日~2歳	延長保育	一時預り
福生多摩幼稚園小規模保育園乳幼児部ひよこ	① 7:15~18:15 (19:15) ② 東京都福生市本町22-3 ③ 042-513-0139 ④ 4ヶ月~2歳	延長保育	

## 病児保育室

あんず (しみず小児科・内科クリニックに併設)	① 8:00~18:00 ② 福生市牛浜8番地 ③ 042-513-4158 ④ 6ヶ月~小学3年生 利用方法等は、病児保育室に直接又は電話で、お問い合わせ下さい。
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延長保育	・延長保育を利用される場合は、月の保育料とは別に延長保育利用料がかかります。	休日保育	・日曜、祝日に仕事がある場合に、子供を預かるサービス、指定の保育所で実施 ※年末年始を除く(すみれ保育園のみ実施)
一時預り	・保護者の急病や育児疲れ解消などの理由から、家庭での保育が困難な場合に、一時的に子供を預かるサービス	病後児保育	・病気の回復期等により、保育施設での集団保育が困難な時期に一時的に子供を預かるサービス

### ご利用前にお読みください

- 従業員の皆様の子育ての様々なサービスを上手に利用していただけますようエルモでは福生市等の御協力も得て地域の子育て情報を調べてみました。
  - 第二ゲート近隣(1.5km)にある保育施設の開園時間などは、左面をご覧ください(この情報は平成28年4月現在のものです)。
  - 左面以外の保育施設は、市区町の保育担当課等にお問い合わせください。
  - 他の市区町村にも保育担当の窓口があります。窓口にお問い合わせいただくと、地域の保育所についての情報を得ることができます。
  - 入園にはいろいろな条件があります。また、入園のお申込みをされても直ちに入園できるとは限りません。
- ◎ 詳しいことはお問合せ先と十分ご相談ください。



# 5. Contact Points



## 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 Phone Number	0176-53-4165
Yokota Branch	Akishima Showa Dai 2 Bldg. 4F, 568-1 Tanaka-cho, Akishima-shi, Tokyo 196-0014	Main Mgmt. Div. Wage Admin. and 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 Mgmt. Div. Wage Admin. and 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 Mgmt. Div. Wage Admin. and Welfare Div.	046-251-1547 046-251-0667 046-251-0675 046-251-0702
Kyotango Branch	MIC Bldg. 1F, 1975 Suki, Omiya-cho, Kyotango-shi, Kyoto 629-2503	Main Phone Number	0772-68-0920
Iwakuni Branch	2-15-35 Nakazu-machi, Iwakuni-shi, Yamaguchi 740-0027	Main Phone Number	0827-21-1271
Kure Annex Office	Center Bldg. Kure Station Front 4F, 1-6-9 Chuo, Kure-shi, Hiroshima 737-0051	Main Phone Number	0823-32-7087
Sasebo Branch	3-1 Hirase-cho, Sasebo-shi, Nagasaki 857-0056	Main Phone Number	0956-23-7191
Okinawa Branch	1058-1 Yara, Kadena-cho, Nakagami-gun, Okinawa 904-0202	Main 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