



Let's Promote Work-Life Balance for Parenting!

1. Childcare Leave of Absence Is Available Regardless of Gender

Eligible Employees	Employees of Hiroshima University. However, fixed-term employees (excluding those under the Faculty Term Regulations, reemployed after retirement, under the Tenure Track Regulations, or hospital assistant professors) may take childcare leave of absence if there is a possibility of continued employment (renewal) during the period up to six months after the end of the leave (or until the child reaches 18 months of age if not yet reached on that date).
Duration	Until the day before the child's third birthday
Application Deadline	Submit your request to the personnel officer of your department at least one month before the intended start date of childcare leave of absence.
Split Leave	From October 2022 onward, the leave can be taken in two separate periods.

2. Childcare Leave of Absence at Birth Is Available to Those Who Do Not Take Postnatal Leave

Eligible Employees	Employees of Hiroshima University. However, fixed-term employees (excluding those under the Faculty Term Regulations, reemployed after retirement, under the Tenure Track Regulations, or hospital assistant professors) may take childcare leave of absence at birth if there is a possibility of continued employment (renewal) during the period from the day after 8 weeks have passed since the child's birth (or the expected date of birth if born earlier) until six months thereafter.
Duration	Up to 4 weeks within 8 weeks after the child's birth
Application Deadline	Submit your request to the personnel officer of your department at least two weeks before the intended start date of childcare leave of absence at birth.
Split Leave	The leave can be taken in two separate periods. (In principle, if you wish to split the leave, please apply for both periods at the same time.)

Childcare Leave of Absence and Childcare Leave of Absence at Birth Include Benefit Payments and Exemption from Social Insurance Premiums.

Childcare Leave of absence Benefit

Employees covered by general employment insurance who take childcare leave of absence to care for a child under one year old (or under 18 months or 2 years old if certain conditions are met), and who do not receive full or partial salary during the leave, may receive benefit payments from employment insurance equivalent to 67% of their monthly wage at the start of leave (50% after 6 months).

Childcare Leave of Absence at Birth Benefit

Employees who take childcare leave of absence at birth may receive benefit payments equivalent to 67% of their monthly wage at the start of leave.

The eligibility requirements for receiving the benefit payment are as follows:

- *Within the two years prior to the start of leave, the employee must have at least 12 full months with 11 or more days of wage payment basis (or at least 80 hours of work if days are not counted).*



Post-childbirth Leave Support Benefit

To promote shared parenting, if both parents (or the individual if the spouse is not employed) take at least 14 days of childcare leave of absence during a certain period immediately after the child's birth, an additional benefit of up to 28 days may be paid in combination with the Childcare Leave of Absence at Birth Benefit or Childcare Leave of Absence Benefit.

For details regarding the Childcare Leave of Absence Benefit, Childcare Leave of Absence at Birth Benefit, and Post-childbirth Leave Support Benefit, please refer to the following link:

(Hiroshima University Website) [Childcare Leave of Absence Benefit](#)

*Japanese only



Exemption from Social Insurance Premiums During Childcare Leave of Absence and Childcare Leave of Absence at Birth

If no salary is paid during childcare leave of absence or childcare leave of absence at birth (until the child reaches age 3), employees may apply for exemption from contributions (long-term, short-term, and nursing care) if certain conditions are met.

- ① If the last day of the month falls within the leave period
- ② From October 2022 onward
 - In addition to ①, if childcare leave of absence or childcare leave of absence at birth is taken (started or ended) within the same month for 14 days or more, the employee becomes newly eligible for exemption.
 - However, exemption from insurance premiums related to bonuses applies only if childcare leave of absence is taken continuously for more than one month.
 - After the end of childcare leave of absence, until the child reaches age 3, employees may apply for measures to adjust their standard monthly remuneration and alleviate concerns about future pension benefits.

For details regarding the exemption of social insurance premiums, please refer to the following link:

(Hiroshima University Website) *Japanese only

[Childcare Leave of Absence, Childcare Leave of Absence at Birth, Partial Childcare Leave of Absence](#)

(Please refer to "Exemption of mutual aid premiums during childcare leave of absence.")





3. Upon returning to work after childcare leave of absence or childcare leave of absence at birth, please actively utilize the Work–Childcare Balance Support System.

(1) Partial Childcare Leave of Absence

① If the prescribed working hours exceed 6 hours

Overview of the System	Employees may take leave in 15-minute increments, up to a maximum of 3 hours per day (*2), either at the beginning or end of the prescribed working hours (*1), for the purpose of raising a child. (*1) The time required for childcare is approved based on the employee's childcare arrangements and commuting conditions. (*2) If the employee also takes childcare time-off on the same day, the available time for partial childcare leave of absence is calculated by subtracting the duration of that leave from the 3-hour maximum.
Eligible Employees	Applicable to employees regardless of job type, but limited to those whose prescribed daily working hours exceed 6 hours.
Available Period	Until March 31 following the day before the child's 9th birthday
Application Deadline	Submit your request to the personnel officer of your department at least one month before the intended start date of partial childcare leave of absence.

② If the prescribed working hours are 6 hours or less

Overview of the System	Leave that can be taken in 15-minute increments, within less than half of the prescribed working hours for the day (*2), either at the beginning or end of the prescribed working hours (*1), for the purpose of raising a child. (*1) The time required for childcare is approved based on the employee's childcare arrangements and commuting conditions. (*2) If the employee takes childcare time-off on the same day, the available time for partial childcare leave of absence is calculated by subtracting the duration of that leave from half of the prescribed working hours for that day. (Example: If the prescribed working hours are 6 hours and the employee takes 30 minutes of childcare time-off, Half of the prescribed working hours (3 hours) – childcare time-off (30 minutes) = Available time for partial childcare leave of absence (2 hours 15 minutes)
Eligible Employees	Applicable to employees regardless of job type, but limited to those whose prescribed daily working hours are 6 hours or less.
Available Period	From the child's third birthday until the day before they begin elementary school
Application Deadline	Submit your request to the personnel officer of your department at least one month before the intended start date of partial childcare leave of absence.

Partial childcare leave of absence is eligible for benefit payments.

Childcare Shortened Working Hours Benefit

Employees who are covered under general employment insurance and take partial childcare leave of absence to care for a child under the age of two may be eligible to receive benefit payments, provided they meet the qualification requirements. For details, please refer to the following link:

(Hiroshima University Website) [Childcare Leave of absence Benefit](#)

(*Japanese only)





(2) Restrictions on Overtime Work

① Exemption for Pregnant and Postpartum Employees

Overview of the System	Overtime work shall not be assigned if requested by a pregnant or postpartum employee.
Eligible Employees	Female employees who are pregnant or have given birth
Period	From pregnancy until one year after childbirth (excluding maternity leave period)

② Exemption until the child enters elementary school

Overview of the System	If an employee raising a child who has not yet started elementary school requests exemption for childcare reasons, the university shall not assign overtime work (work outside prescribed hours or on holidays).
Eligible Employees	Employees raising a child who has not yet started elementary school
Period	Until the child starts elementary school
Exceptions	Requests may be denied if they interfere with the normal operation of duties.

③ Monthly or Annual Limits on Overtime Hours

Overview of the System	If an employee raising a child who has not yet started elementary school requests a limit for childcare reasons, the university shall not assign overtime work exceeding 24 hours per month or 150 hours per year.
Eligible Employees	Employees raising a child who has not yet started elementary school
Period	Until the child starts elementary school
Exceptions	Requests may be denied if they interfere with the normal operation of duties.

(3) Restrictions on Night Work

① Exemption for Pregnant and Postpartum Employees

Overview of the System	If requested by a pregnant or postpartum employee, the university shall not assign night work.
Eligible Employees	Female employees who are pregnant or have given birth
Period	From the beginning of pregnancy until one year after childbirth (excluding the period of maternity leave before and after childbirth)

② Exemption Until the Child Starts Elementary School

Overview of the System	If an employee raising a child who has not yet started elementary school requests exemption for childcare reasons, the university shall not assign night work.
Eligible Employees	Employees raising a child who has not yet started elementary school, excluding those who live with a family member aged 16 or older who can care for the child at night
Period	Until the child starts elementary school
Exceptions	Requests may be denied if they interfere with the normal operation of duties.

(4) Sick Child Care, etc. Leave

Overview of the System	Paid leave (excluding part-time employees) that can be taken by employees raising children to care for them when they are ill or in similar situations
Eligible Employees	Employees (both male and female) raising children up to the first March 31 after the child turns 9 years old (up to third grade in elementary school)
Applicable Reasons	When it is deemed appropriate not to work due to the need to care for a child in the following cases: • Illness or injury • Vaccination or health checkup • Class closure due to infectious disease • Entrance or graduation ceremonies
Period	For one child: up to 5 days per fiscal year For two or more children: up to 10 days per fiscal year (can be taken in units of days or time)



Additional Reference Information

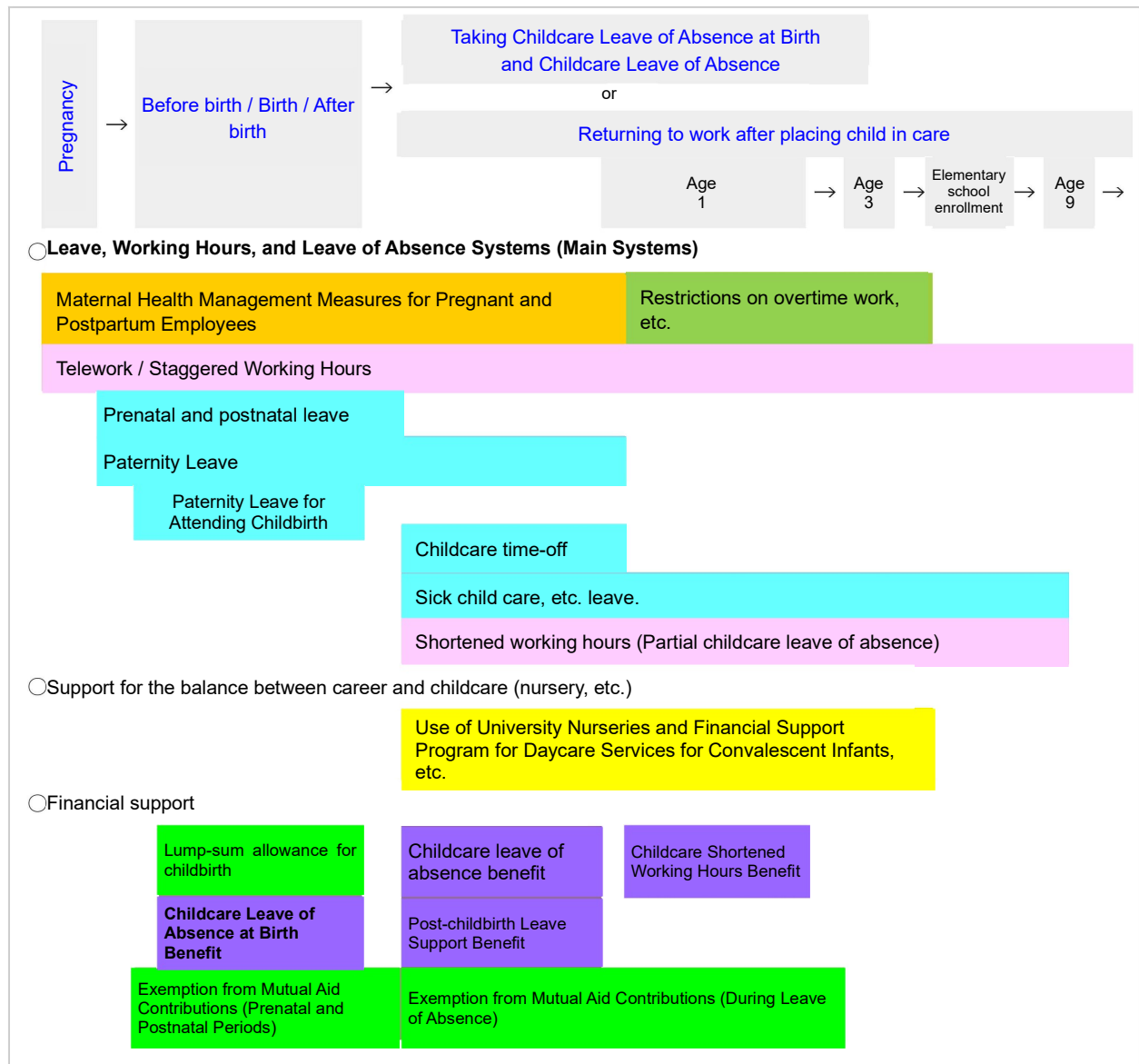
For more information on work-life balance support systems, please refer to the following links:

(Hiroshima University Website) *Japanese only

[Procedures Related to
Childbirth and Childcare](#)



[Support for Balancing Work
and Family](#)



(Reference) General Flow of Procedures Related to Childbirth and Childcare



If you have any questions regarding the work-childcare balance support system, please contact the personnel officer of your department or the Personnel Concierge.

【Personnel Concierge】

To provide a place for consultation regarding personnel systems and procedures, we have established the “Personnel Concierge” as a general contact point. If you have any concerns or questions, please contact us using the form below.

[Personnel Concierge Inquiry Form](#)



At Hiroshima University, no disadvantageous treatment will be given for requesting or using the work-childcare balance support system. We do not tolerate any harassment related to pregnancy, childbirth, or childcare leave of absence.



* This text has been partially translated into English by a generative AI (Microsoft Copilot).