

## Let's Balance Work and Caregiving!

### 1. Caregiving Leave of absence and Partial Caregiving Leave of absence are absents to establish a caregiving system.

#### (1) Caregiving Leave of absence

System Overview	Leave of absence taken on a daily basis by employees to care for family members in need of caregiving (unpaid)
Eligible Persons	Employees of the university who care for family members in need of caregiving <sup>※</sup> 1. However, employees hired for a fixed term can take leave of absence if there is a possibility that their employment will continue from the 93rd day after the scheduled start date of the caregiving leave of absence to the day six months later.
Duration and Frequency of Leave of absence	Up to 186 days in total per family member, divided into up to three times.
Scope of Family Members	Spouse (including partner <sup>※</sup> 2.Same hereafter.), parents, children, spouse's parents, grandparents, siblings, grandchildren, etc. (For details, refer to Article 3, Paragraph 2, Items 1 to 8 of the HU Regulations for Employee Family Care Leave. Same hereafter. )
Application Deadline	Please apply to the personnel officer of your department at least one week before the start date of the caregiving leave of absence.

※1 This refers to a condition that requires constant care for more than two weeks due to injury, illness, or physical or mental disability. The determination of whether constant care is required will be made with reference to the table posted at the following link.

(Ministry of Health, Labour and Welfare \*Japanese only) [Criteria for conditions requiring constant caregiving](#)

※2 Based on the "Guidelines for the Philosophy and Response to Gender Diversity," not only spouses but also partners are eligible.

(Hiroshima University website) [Gender and Sexual Diversity Initiatives](#)

#### (2) Partial Caregiving Leave of absence

System Overview	The following types of caregiving leave of absence <ul style="list-style-type: none"> <li>· Leave of absence taken in units of one hour within a range not exceeding four hours per day at the beginning or end of the prescribed working hours</li> <li>· Leave of absence taken in units of one day per week(excluding cases where all working days in a week are taken off)</li> </ul>
Eligible Persons	Employees of the university who care for family members in need of caregiving. However, only employees whose prescribed working hours exceed four hours per day are eligible.
Duration and Frequency of Leave of absence	Up to three years from the scheduled start date of the first partial caregiving leave of absence taken per family member. <ul style="list-style-type: none"> <li>· Up to 93 days in total can be taken in units of one day.</li> <li>· There is no limit on the number of times leave of absence can be taken in units of hours.</li> </ul>
Scope of Family Members	Spouse, parents, children, spouse's parents, grandparents, siblings, grandchildren, etc.
Application Deadline	Please apply to the personnel officer of your department at least one week before the start date of the partial caregiving leave of absence.

For details on Caregiving Leave of absence and Partial Caregiving Leave of absence, please refer to the following link.

(Hiroshima University website\*Japanese only) [Caregiving \(Partial\) Leave of absence](#)



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## 2. Caregiving Leave is a leave to address daily caregiving needs on a spot basis.

System Overview	Leave that can be taken when it is deemed appropriate not to work in order to care for family members in need of caregiving or to provide other necessary care (e.g., accompanying them to medical appointments, acting on their behalf for procedures necessary to receive caregiving services) (Unpaid for part-time employees)
Eligible Persons	Employees of the university who care for family members in need of caregiving.
Duration and Units	Up to five days per family member per year (up to ten days if there are two or more family members). Leave can be taken in units of days or hours.
Scope of Family Members	Spouse, parents, children, spouse's parents, grandparents, siblings, grandchildren, etc.
Application Deadline	Please apply to the personnel officer of your department before taking caregiving leave.

## 3. Let's balance work and caregiving by using other support systems as well.

If you are providing care for a family member in need of long-term care, you may make the following requests.

### Restrictions on Overtime Work and Late-Night Work

System Overview	(1) Request for Exemption from overtime work when caring for family members in need of caregiving (2) Request to restrict overtime work to 24 hours/month or 150 hours/year when caring for family members in need of caregiving (3) Request to restrict late-night work from 10 PM to 5 AM when caring for family members in need of caregiving. However, those who have a cohabiting family member aged 16 or older who can care for the family member at night are excluded.
Eligible Persons	Employees of the university who care for family members in need of caregiving.
Scope of Family Members	Spouse, parents, children, spouse's parents, grandparents, siblings, grandchildren, etc.
Application Deadline	Please apply to the personnel officer of your department before requesting the start of the restriction. Also, please request a period within one year for each request.
Exceptions	Requests may be denied if they interfere with the normal operation of business.

For systems that support work–care balance, please also refer to the following link.

(Hiroshima University website \*Japanese only)

List of Work–Care Balance Support Systems (Caregiving Support Systems)



## Caregiving Leave of absence Benefits.

### Caregiving Leave of absence Benefits

If you take caregiving leave of absence and meet the eligibility requirements, you can receive caregiving leave of absence benefits equivalent to 67% of your wages at the start of the leave. For details, please refer to the following link.

(Hiroshima University website \*Japanese only) [Caregiving Leave of absence Benefits](#)



### Other Reference Information

If you have any questions about the caregiving leave of absence and caregiving balance support system, please contact the personnel officer of your department or the personnel concierge.

#### 【HR Concierge】

We have established a " HR Concierge " as a consultation desk for all personnel systems so that you can always consult about any problems or unclear points regarding personnel systems and their procedures. If you have any questions or concerns, please contact us using the form below.

[HR Concierge Inquiry Form](#)



**The university does not treat employees unfavorably for applying for or taking caregiving leave of absence, and does not tolerate harassment related to caregiving leave of absence.**

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

