



## Let's Promote Work-Life Balance for Parenting!

### 1. The following systems are available to support flexible working styles.

\*Please note that the applicable systems vary depending on the age of your child.

#### (1) Work-Childcare Balance Support Leave

Overview of the System	<b>Unpaid</b> leave available to employees raising children, when childcare-related activities are deemed necessary to balance work and parenting.
Eligible Employees	Employees (both male and female) who are raising children from age 3 until the day before the child begins elementary school
Applicable Reasons	When it is recognized that performing necessary childcare activities is essential for balancing work and parenting (Examples of applicable reasons) · Reasons applicable to sick child care, etc. leave, school observation days, sports days, etc.
Duration	Up to 10 days per fiscal year (can be taken in units of days or time)
Application Deadline and Contact	Please submit your request in advance to the human resources officer of your department in accordance with the rules of your unit.

#### (2) Partial Childcare Leave of Absence

##### ① When 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 and Contact	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 in accordance with the rules of your unit.

##### ② When 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 and Contact	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 in accordance with the rules of your unit.

**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. Let's Actively Use Other Work-Life Balance Support Systems****(1) Restrictions on Overtime Work****① 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 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 significantly interfere with the normal operation of university duties.

**② 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 significantly interfere with the normal operation of university duties.

**(2) Restrictions on Night Work**

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 significantly interfere with the normal operation of university duties.

**(3) 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: <ul style="list-style-type: none"> <li>• Illness or injury    • Vaccination or health checkup</li> <li>• Class closure due to infectious disease    • Entrance or graduation ceremonies</li> </ul>
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)



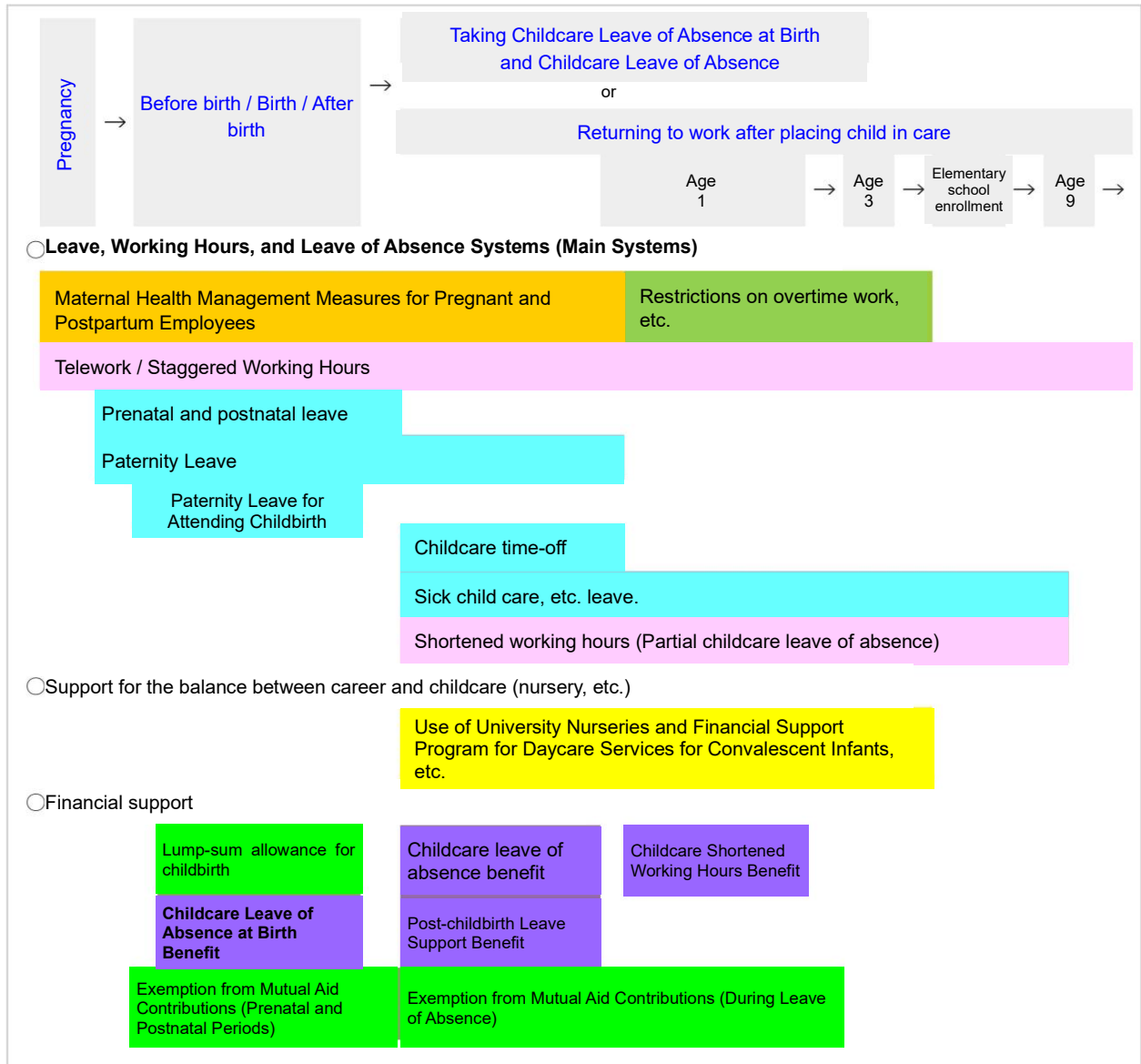
Additional Reference Information

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).