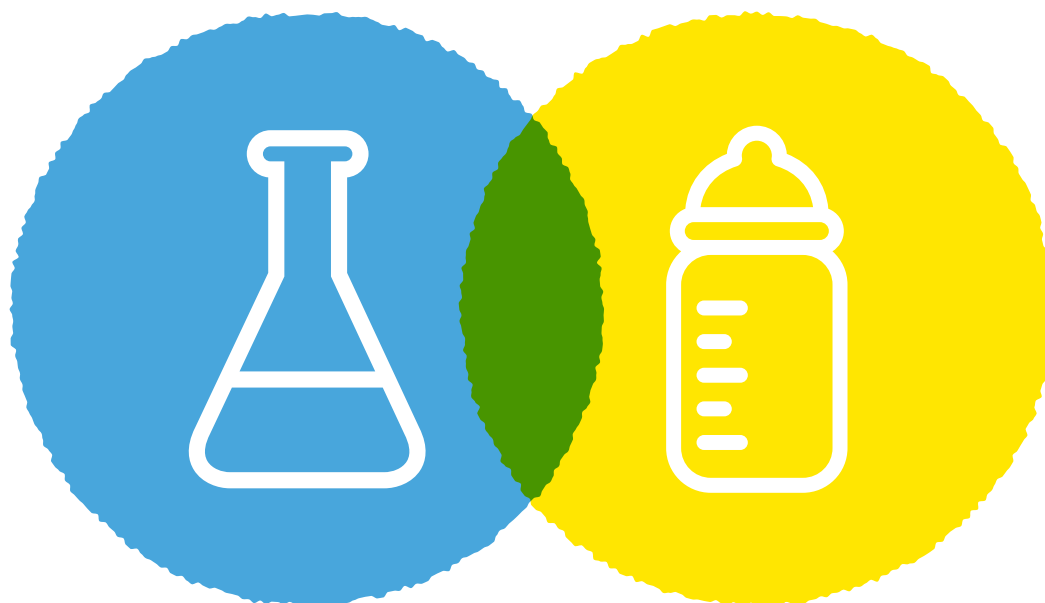


Work-Life Balance Support Guide

Osaka Prefecture University

For Faculty Members and Staff

Published FY2020



This brochure describes the programs offered at Osaka Prefecture University (OPU) designed to enable faculty and staff to maintain a good work-life balance when raising children or looking after elderly/unwell family members.

For details, including when to apply and how your salary will be affected, please contact the responsible divisions listed on Page 4.

OPU Center for Women in Research

Address: C4 Bldgs., Nakamozu Campus, 1-1 Gakuen-cho, Naka-ku, Sakai, Osaka 599-8531, Japan

TEL/FAX: 072-254-9856 (Direct) / 5056 (Extension)

E-mail: w-support@ao.osakafu-u.ac.jp

URL: <http://genki.osakafu-u.ac.jp/>







Pregnancy

Delivery













Childcare

Program	Eligibility	Details
Pregnancy leave		Description : An expecting mother may request pregnancy leave if she finds it difficult to work due to pregnancy Duration : Up to 2 weeks
Leave for pregnancy checkups		Description : An expecting mother may request a time off for health guidance or medical examinations during pregnancy Duration : <ul style="list-style-type: none"> Up to the 23rd week : Once every 4 weeks From the 24th to 35th week : Once every 2 weeks From the 36th week to delivery : Once a week <i>* Each instance of leave should be up to a day</i>
Commuting relief during pregnancy		Description : An expecting mother may request to commute to the office during a less congested time when it is considered that the congestion may negatively impact the health of the mother and/or the baby Duration : Up to 1 hour per day, provided that the change will not negatively affect work duties. The relief may be granted between the time the expecting mother receives her maternity health record book and the time she takes pre-childbirth leave
No overtime work, late-night work, or work on weekends and holidays		Description : An expecting mother may request exemption from overtime work, late-night work, and/or work on weekends and holidays Duration : Throughout pregnancy
Leave due to miscarriage up to the 11th week		Description : An expecting mother may request leave if she experiences a miscarriage by the 11th week Duration : Up to 2 weeks
Leave due to miscarriage/stillbirth		Description : A mother may request leave that may not be covered by the pre- and post-childbirth leave provisions due to miscarriage, premature delivery, stillbirth, or other unforeseeable events Duration : Up to 16 weeks (24 weeks for multiple gestation), from the start of pre-childbirth leave
Pre-childbirth leave		Description : A part of the maternity leave stipulated by the Labor Standards Act of Japan Duration : Up to 8 weeks, before the expected delivery date (up to 16 weeks for multiple gestation if 8 weeks is insufficient)
Extension of pre/post-childbirth leave		Description : Pre/post-childbirth leave can be extended with a doctor's certificate when it is deemed necessary for the mother-to-be to take additional rest connected to pre/post-childbirth leave Duration : Up to 1 week
Spousal leave		Description : Staff may request days/time off to look after their spouse and child/children, have the birth registered, etc. Duration : Up to 3 days, between the day the spouse is hospitalized and 2 weeks after delivery
Post-childbirth leave		Description : A part of the maternity leave, which requires a mother to take 8 weeks off after delivery, stipulated by the Labor Standards Act of Japan Duration : At least for 8 weeks, and up to 16 weeks (24 weeks for multiple gestation) from the start of pre-childbirth leave to the end of post-childbirth leave
Spousal childcare leave		Description : Staff may request days/time off to look after the newborn or older sibling(s) under school age Duration : Up to 5 days, between 8 weeks (16 weeks for multiple gestation) before the expected delivery date and 16 weeks after delivery
Leave for postnatal checkups		Description : A mother may request to take a day off for postnatal checkups Duration : Up to 1 day, at any time within a year after delivery
Time off a day for childcare		Description : This program allows parents to request time off for childcare twice a day Duration : Twice a day until the child turns 18 months old; for 30 minutes per time during 1 day, and for 1 hour at another time during the same day
Childcare leave		Description : OPU exempts teaching/office staff from having to attend work for a fixed period for the purpose of childcare Duration : Until the day the child reaches the age of 3
No overtime work/late-night work		Description : This request may be made by a staff member who had a baby within 1 year, or who looks after a child under the age of 3
Flexible work time for childcare		Description : After the period for childcare leave is over, a staff member may request to work at the office with flexible hours for a given period of time, leaving/arriving at work early/late Duration : 2 hours or less a day (in 30-minute increments) for looking after a child/children under school age
Time off for drop-off/pick-up at nursery school		Description : Staff, except for one who requests over 90 minutes off a day with "Flexible work time for childcare", may take a time off for dropping off/picking up a child under school age at a nursery school or equivalent <i>* Conditions of childcare and commute etc. will be taken into consideration</i> Duration : Up to 30 minutes a day, at the beginning/end of working hours or at a stretch of "Flexible work time for childcare"
Restricted hours for overtime work		Description : A staff member may request restricted overtime work to look after a child/children under school age
Child nursing care leave		Description : A staff member may request leave to look after an unwell child/children under junior high school age Duration : Up to 5 days per calendar year (Up to 10 days for a staff member who looks after 2 or more children)
Leave for child immunizations/checkups		Description : A staff member may request a day off to take their child/children for immunizations and/or medical checkups. Can be used until the end of the fiscal year when the child has reached 18 years of age Duration : 1 day per year

OPU-Specific Childcare Support Programs

Program	Eligibility	Details
Tsubasa Nursery	  OPU students are also eligible	Description : Tsubasa Nursery was founded in 2011 by OPU to support the work-life balance of university faculty and staff and to promote the closing of the gender gap in social participation Childcare service days : Monday to Friday (closed on Saturdays, Sundays, National holidays, and New Year holidays (Dec. 29 – Jan. 3)) <i>* Schedule subject to change as necessary</i> Basic service hours : 08:30 – 18:15 Extended service hours : 08:00 – 08:30; 18:15 – 19:00 Service age range : Age 0 (57 days old) to children under school age <i>* Care for sick or recuperating children is not provided</i>
Pregnancy/childcare support programs for fixed-term teaching staff	 	Description : Fixed-term teaching staff may request to have the term of their contract extended if they have taken pregnancy and/or childcare leave

Nursing Care Support Programs

Program	Eligibility	Details
Leave for nursing	 	Description : Offered when care is required for a staff member's eligible family member(s) who may have difficulty looking after themselves (those holding a Certification of Needed Long-Term Care) Eligible Family Members : Spouse, parent, child, or parent of spouse in need of care; Grandparent, grandchild, or sibling in need of care and living with the staff member Duration : Up to 5 days per calendar year (up to 10 days if there are 2 or more family members in need of care)
Leave for family care	 	Description : Offered when a staff member must take care of a family member in need of care for 2 weeks or more due to injury, sickness, or physical/mental disabilities (those holding a Certification of Needed Long-Term Care) Eligible Family Members : Spouse, parent, child, parent of spouse, grandparent, sibling, or grandchild in need of care; Spouse of parent, spouse of spouse's parent, child's spouse, or spouse's child in need of care and living together with the staff member Duration : Until the family member can resume normal daily life, up to 180 days <i>* Can be taken in separate durations (up to 6 times)</i>
Partial leave for family care	 	Description : Offered when a staff member must take care of a family member in need of care for 2 weeks or more due to injury, sickness, or physical/mental disabilities (those holding a Certification of Needed Long-Term Care) Eligible Family Members : Spouse, parent, child, parent of spouse, grandparent, sibling, or grandchild in need of care; Spouse of parent, spouse of spouse's parent, child's spouse, or spouse's child in need of care and living together with the staff member Duration : Until the family member can resume normal daily life, up to 3 years <i>* Obtained at the beginning or end of working hours for less than 2 hours per day in 30-minute increments</i>
Absence for nursing	 	Description : Offered when a staff member must take care of an eligible family member in need of assistance in rehabilitation or hospitalization due to injury, sickness, or advanced age Eligible Family Members : Spouse, relative within the second degree of kinship, spouse of spouse's parent Duration : Less than 30 separate times per calendar year, up to 1 day each time
Restrictions on overtime work hours for nursing	 	Description : Restricted hours for overtime work may be requested by staff members who must look after an eligible family member who may have difficulty looking after themselves due to injury, illness, or advanced age Eligible Family Members : Spouse, parent, child, parent of spouse, grandparent, sibling, or grandchild in need of assistance; Spouse of parent, spouse of spouse's parent, child's spouse, or spouse's child in need of assistance and living together with the staff member Details : 1) Overtime work will be exempted for between more than a month and up to a year per request 2) Provided that normal business operations are not disrupted, up to 24 hours per month and 150 hours per year of overtime work will be exempted
Restrictions on late-night work hours for nursing	 	Description : Restricted hours for late-night work may be requested by staff members who must look after an eligible family member who may have difficulty looking after themselves due to injury, illness, or advanced age, provided that the staff member does not live together with a family member aged 16 or older who is able to provide care on their behalf Eligible Family Members : Spouse, parent, child, parent of spouse, grandparent, sibling, or grandchild in need of assistance; Spouse of parent, spouse of spouse's parent, child's spouse, or spouse's child in need of assistance and living together with the staff member Details : Provided that normal business operations are not disrupted, no work will be prescribed between 10 pm and 5 am the next morning



Program	Eligibility	Details
Babysitter Subsidies	 Full-time faculty members (fixed-term contract teachers included)	Description : This program provides OPU faculty members with Babysitter Discount Coupons, which partially subsidize the cost of babysitting services. This program is available for faculty members who utilize the service provided by All Japan Childcare Services Association Applicable to : <ul style="list-style-type: none"> A guardian of a child between the age of 0 and in elementary school third grade (up to sixth grade if the child has a disability) A guardian who has difficulty working without the use of a babysitting service due to their own medical conditions, having a spouse who works full-time, or other such reason Terms of Use : <ul style="list-style-type: none"> 1 coupon (2,200 yen) per day 1 coupon per child per day Example: 3 coupons can be used for 3 children on the same day if these children are of eligible age
Research Support Personnel Program	 Full-time faculty members (fixed-term contract teachers included)	Description : This program is designed to help researchers at OPU continue their research projects and improve their research skills by providing them with assistants if they find it difficult to set aside time for their research while looking after their children and/or elderly/unwell parents, or during pregnancy and delivery Applicable to : Female/Male faculty member who needs assistance due to following circumstances: <ul style="list-style-type: none"> Pregnancy/Childbirth Childcare (the youngest child must be up to elementary school sixth grade, or middle school third grade if the child has a disability*) Nursing care Hours of assistant support : Up to 10 hours per week *disability ① Certified with "身体障害者手帳 (Physically Disabled Person's Handbook)" or "療育手帳 (Intellectually Disabled Person's Handbook)" ② In conditions equivalent to ①, such as being a target of welfare services for children with disability at the local public entity



Tsubasa Nursery

Contacts

Childcare Support Programs
Nursing Care Support Programs

Human Resources Division, General Affairs Department, Administrative Organization

☎ 072-254-9105
 Permanent Faculty Members/Staff: 2213 (Extension)
 Contract Faculty Members/Staff: 2150 (Extension)

Tsubasa Nursery

Human Resources Division, General Affairs Department, Administrative Organization

☎ 072-254-9105
 2090/2113 (Extension)
 ✉ tsubasa-hoiku@ml.osakafu-u.ac.jp

Research Support Programs

Center for Women in Research

☎ 072-254-9856
 5056 (Extension)
 ✉ w-support@ao.osakafu-u.ac.jp
 💻 <http://genki.osakafu-u.ac.jp>