

**Regulation Concerning Childcare Leave, Family-Care Leave, Etc.
for Personnel of the Public University Corporation, The University of Aizu**

Article One

(Objective)

1.1 This REGULATION, based upon the provisions of Article 35 and 36 of the Ruling Concerning Office Regulations for Personnel of the Public University Corporation, The University of Aizu (hereinafter referred to as the “PERSONNEL OFFICE REGULATIONS”), provides for necessary matters concerning childcare leave and family-care leave for personnel.

Article Two

(Relation with Laws, Regulations, Etc.)

2.1 The Law Concerning the Welfare of Workers Who Take Care of Children or Other Family Members, Including Childcare and Family-Care Leave (Law No. 76, 1991; hereinafter referred to as the “CHILDCARE AND FAMILY-CARE LAW”) and other related laws, regulations, and rules shall apply to matters related to childcare leave, family-care leave, etc. other than provided for in this Regulation.

2.2 Fukushima Prefecture’s Ordinance Concerning Personnel Working Hours, Leave, Etc. (Fukushima Prefectural Ordinance No. 4, 1995), Ordinance Concerning Childcare Leave, Etc. of Personnel (Fukushima Prefectural Ordinance No. 11, 1992), Ruling Concerning Personnel Working Hours, Leave, Etc. (Fukushima Prefecture Personnel Committee Rule No. 8, 2005), Ruling Concerning Childcare Leave, Etc. of Personnel (Fukushima Prefecture Personnel Committee Rule No. 21, 1996), Fukushima Prefecture Office Regulations (Fukushima Prefecture Directive No. 2, 1977), and other established regulations, notices, etc. of Fukushima Prefecture (hereinafter referred to as the “ORDINANCES, RULES, ETC.”) shall apply, to the extent the ORDINANCES, RULES, ETC. are not in contradiction of the CHILDCARE AND FAMILY-CARE LAW.

Article Three

(Personnel Eligible to Take Childcare Leave)

3.1 Personnel who live with and look after children of less than three years of age and who plan to take childcare leave may take childcare leave based on the provisions of this REGULATION.

3.2 Notwithstanding Paragraph 3.1, the Chairperson may deny a notice of childcare leave given by any of the following personnel, who are provided for as those who are not eligible to take childcare leave in accordance with the labor-management agreement:

- (1) Personnel who have been in continuous employment for less than a year
- (2) Personnel for whom it is clear that the term of employment will terminate within a year, counting from the day when a request for childcare leave is submitted.

(3) Personnel whose prescribed working days are up to two days a week.

Article Four

(Notice of Childcare Leave)

4.1 Personnel who plan to take childcare leave shall give notice to the Chairperson by submitting Form No.1.

Article Five

(Period of Childcare Leave, Etc.)

5.1 The maximum period of childcare leave of which personnel may give notice shall be up until the day when the relevant child turns three years of age.

5.2 Notice of change etc. of the period of childcare leave shall be given to the Chairperson by submitting of Form No.2.

Article Six

(Status during Childcare Leave)

6.1 Personnel on childcare leave shall have the status of personnel but shall not engage in their duties.

Article Seven

(Salary)

7.1 Salaries shall not be paid to the personnel while personnel are on childcare leave.

Article Eight

(Calculation of Retirement Allowances)

8.1 The provisions of Article 15, Paragraph 4 of the Regulation Concerning Retirement Allowances for Personnel of the Public University Corporation, the University of Aizu shall apply to calculation of the period of service, which is used as a basis to calculate retirement allowances of personnel on childcare leave.

Article Nine

(Return to Work)

9.1 Personnel who have completed childcare leave shall return to the workplace that the personnel belonged to before the beginning of the childcare leave, in principle, except where such return is not possible due to organizational change or other unavoidable reasons.

Article Ten

(Annual Leave with Pay)

10.1 Precedents in Fukushima Prefecture shall apply to annual leave with pay of

personnel returning to work after completing childcare leave.

Article Ten-Two

(Shortened Working Hours for Childcare)

10.2.1 Personnel who live with a child before the child starts elementary school education and who give notice of partial childcare leave may work during the days and hours they desire (hereinafter referred to as “SHORTENED WORKING HOURS FOR CHILDCARE”) under any of the items listed in Article 10, Paragraph 1 of the Child-care Leave Law for Local Government Employees (Law No. 110, 1991), until the time the child starts elementary school education.

10.2.2 Provisions provided for in Article 3, Paragraph 2 above shall apply to cases that the notice provided for in Paragraph 10.2.1 above is submitted. In this case, “childcare leave” shall substitute for “SHORTENED WORKING HOURS FOR CHILDCARE”.

10.2.3 Personnel who plan to shorten working hours for childcare shall give notice to the Chairperson by submitting Form No.3.

Article Eleven

(Partial Childcare Leave)

11.1 Personnel who live with a child before the child starts elementary school education and who give notice of partial childcare leave may take partial childcare leave that must not exceed 2 hours at the prescribed working hours of a day and can be taken in units of 30 minutes.

11.2 Provisions provided for in Article 3, Paragraph 2 above shall apply to cases that the notice provided for in Paragraph 11.1 above is submitted. In this case, “childcare leave” shall substitute for “Partial Childcare Leave”.

11.3 Personnel who plan to take “Partial Childcare Leave” shall give notice to the Chairperson by submitting Form No. 4.

Article Twelve

(Personnel Eligible to Take Family-Care Leave)

12.1 Personnel who need to look after a spouse, parent, child, spouse’s parent, or other person as provided for in the ORDINANCES, RULES, ETC., who, as a result of an injury, sickness, or old age, has difficulty in performing activities of daily life over a period of more than two weeks, may take family-care leave as provided for in this REGULATION.

12.2 Notwithstanding Paragraph 12.1, the Chairperson may deny notice of family-care leave given by any of the following personnel, who are provided for as those who are not eligible to take family-care leave in accordance with the labor-management agreement:
(1) Personnel for whom it is clear that the term of employment will terminate within ninety-three days, counting from the day the notice of family-care leave is given.

- (2) Personnel who have been in continuous employment for less than a year.
- (3) Personnel whose prescribed working days are up to two days a week.

Article Thirteen

(Notice of Family-Care Leave)

13.1 Personnel who plan to take family-care leave shall give notice to the Chairperson by submitting Form No.5.

Article Fourteen

(Duration of Family-Care Leave, Etc.)

14.1 The Chairperson shall approve family-care leave of the personnel who applied for family-care leave as provided for in Article 13, provided that the duration of the family-care leave shall be a period within six consecutive months for each continuous state for which the personnel, as provided for in Article 12, Paragraph 1, needs to provide care.

14.2 Notice of change, etc. of the period of family-care leave shall be given to the Chairperson by submitting of Form No.6.

Article Fifteen

(Status during Family-Care Leave)

15.1 Personnel on family-care leave shall have the status of personnel but shall not engage in their duties.

Article Sixteen

(Salary)

16.1 For every hour not worked due to family-care leave, the sum obtained by multiplying the monthly salary by 12, then dividing that number by the number obtained by multiplying the weekly working hours by 52, shall be deducted from the salary.

Article Seventeen

(Calculation of Retirement Allowance)

17.1 The provisions of Article 15, Paragraph 4 of the Regulation Concerning Retirement Allowances for Personnel of the Public University Corporation, the University of Aizu shall apply to calculation of the period of service, which is used as a basis on which to calculate the retirement allowance of personnel on family-care leave.

Article Eighteen

(Return to Work)

18.1 Personnel who have completed family-care leave shall return to the workplace that

the personnel belonged to before the beginning of the family-care leave, in principle, except where such return is not possible for organizational change or other unavoidable reasons.

Article Nineteen

(Annual Leave with Pay)

19.1 Precedents in Fukushima Prefecture shall apply to annual leave with pay of the personnel returning to work after completing family-care leave.

Article Twenty

(Partial Family-Care Leave)

20.1 Personnel may take partial family-care leave that must not exceed four continuous hours at either beginning or end of the prescribed working hours of a day and shall be taken in units of one hour (hereinafter referred to as the “PARTIAL FAMILY-CARE LEAVE”).

20.2 Provisions provided for in Article 12, Paragraph 2 above shall apply to cases that the notice provided for in Paragraph 20.1 above is submitted. In this case, “Family-care Leave” shall substitute for “PARTIAL FAMILY-CARE LEAVE”.

20.3 Precedents of Fukushima Prefecture shall apply to procedures for partial family-care leave and handling of relevant matters.

Article Twenty-One

(Miscellaneous REGULATIONS)

21.1 The Chairperson shall separately determine other matters related to childcare leave, family-care leave, etc. of personnel other than provided for in this REGULATION.

Additional Provisions

(Date of Enforcement)

1. This REGULATION shall be enforced as of April 1, 2006.

(Interim Measures)

2. In the case that personnel of the Public University Corporation, the University of Aizu (hereinafter referred to as the “CORPORATION”) on the effective date of this REGULATION are authorized childcare leave (including partial childcare leave) by the provisions of the Law Concerning Childcare Leave, Etc. of Local Public Employees (Law No. 110, 1991), Article 2, before the effective date of this REGULATION, the personnel will be deemed to have been authorized for childcare leave as provided for in this REGULATION.

3. In the case that personnel of the CORPORATION on the effective date of this

REGULATION are authorized family-care leave (including partial family-care leave) by the provisions of the Ordinance Concerning Personnel Working Hours, Leave, Etc. (Fukushima Prefectural Ordinance No. 4, 1995), Article 16, before the effective date of this REGULATION, the personnel will be deemed to have been authorized for family-care leave as provided for in this REGULATION.

4. The period of continuous employment of Article 3, Paragraph 2, Item 1 and of Article 12, Paragraph 2, Item 2 shall include the period employed as personnel of Fukushima Prefecture immediately before becoming personnel of the Public University Corporation, The University of Aizu.

Additional Provisions

(Date of Enforcement)

1. This Regulation shall be enforced as of April 1, 2008.

Additional Provisions

(Date of Enforcement)

1. This REGULATION shall be enforced as of July 6, 2010

(Date of Enforcement)

1. This REGULATION shall be enforced as of December 26, 2014