

## Outline of the Act on Childcare Leave/Long-term Leave

For a safe and sustainable society, it is important to create an environment that makes it possible to balance work and childbirth/childcare or work and provide care to a loved one in accordance to one's wishes. With this in mind, the Act on Childcare Leave/Long-term Care Leave promotes support for those working individuals to accommodate both their home and work needs, whose time is constrained due childcare or providing care to family members.

### 1 Childcare Leave

#### (1) Childcare Leave<Articles 2, 5 - 9, and 9.6>

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| Definition          | Leave taken by employees to care for a child (※) under one year of age.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Who can Apply:      | <ul style="list-style-type: none"> <li>Working individuals (excl. temporary day-workers),</li> <li>Limited-term contract workers, who need to fulfill the following requirement when applying for leave:<br/>It is not clear that the term of the labor contract (or, if the labor contract has been renewed, the renewed labor contract) expires before the date on which the child that worker takes care of reaches 18 months of age (24 months if the childcare period ends when their child reaches 24 months of age).</li> </ul> <p>&lt; Working individuals in a labor-management agreement who are <u>not</u> eligible: &gt;</p> <p>(1) The individual has been employed at their current workplace for less than 1 year. (2) The working relationship is set to end within a year from the date of application (6 months in cases where the childcare leave ends when their child reaches 18/24 months of age). (3) The individual works only 2 scheduled working days or less per week.</p>                                                                                  |
| Period of Leave     | <ul style="list-style-type: none"> <li>Until the child reaches 1 year of age (18 months in cases where admission to a nursery school has been unsuccessful, etc; up to 24 months if admission remains unsuccessful, etc).</li> <li>If both parents take childcare leave, a period of up to one year can be taken before the child reaches 14 months of age (<i>Papa Mama Ikukyū Purasu</i>, “Mother and Father Childcare Leave Plus”).</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Frequency           | <ul style="list-style-type: none"> <li>In general, two periods of leave may be taken per child (in general, one leave may be taken separately up to the point where the child is 18 months or 24 months of age.)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Application Process | <p>The working individual needs to apply for leave to their employer in writing, at least 1 month before the planned starting date of the leave (2 weeks before if the childcare leave is taken before their child reaches 18/24 months of age (depending on the scheduled leave start date, it can be two weeks to one month prior)).</p> <p>*If circumstances such as the child's birth occur before the expected delivery date, the start date of leave may be advanced once per leave period up to the child's first birthday. By notifying the employer at least one month prior to the scheduled end date of leave, the end date may be postponed once per leave period within the one-year period up to the child's first birthday, regardless of the reason.</p> <p>*For childcare leave taken until the child reaches 1 year and 6 months or 2 years of age, the leave may be postponed once without cause within the period up to 1 year and 6 months or 2 years of age, provided notification is given at least two weeks prior to the scheduled end date of the leave.</p> |

## (2) Parental Leave<Articles 9.2 - 9.5>

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| <b>Definition:</b>                        | <p>Leave time that a working individual (who has not taken postpartum leave) takes in order to care for a child who is born (8 week old or less).</p> <p>* Female workers may also be eligible to obtain this leave in cases of raising an adopted child.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Who Can Apply:</b>                     | <ul style="list-style-type: none"> <li>A working individual who has not taken postpartum leave (excl. temporary day-workers)</li> <li>Limited-term contract workers, who need to fulfill the following requirement when applying for leave:</li> </ul> <p>It is not clear that the term of the person's labor contract (or, if the labor contract has been renewed, the renewed labor contract) expires before the day on which six months elapse from the day following the day on which eight weeks elapse from the date of birth of the child that person takes care of (or, in cases where the relevant child is born before the expected date of confinement, the expected date of confinement).</p> <p>&lt; Due to the labor-management agreement, the working individual is <u>not</u> eligible: &gt;</p> <p>(1) The individual has been employed for less than one year (2) The working relationship is set to end within eight weeks from the date of application. (3) The individual works only two scheduled working days or less per week.</p> |
| <b>Period of Leave:</b>                   | <p>In general, up to a total of four weeks (28 days) within the first eight weeks after the child's birth</p> <p>*Can be taken separately from childcare leave</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Frequency</b>                          | Two periods of leave may be taken per child (apply for both period together at once, when splitting the leave)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Application Process:</b>               | <p>The working individual must apply for leave with the employer in writing, at least two weeks before the planned starting date of the leave (if there is a binding labor-management agreement, from two weeks to one month, as specified in the agreement).</p> <p>* If a working individual's child is born prematurely, or in the event of other such unforeseeable circumstances, the starting date of their leave may be brought forward once in each leave. Provided an application is made at least two weeks before the leave is due to end, a deferred start to the leave will be possible in each leave irrespective of circumstances.</p>                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Employment during Period of Leave:</b> | <ul style="list-style-type: none"> <li>The working individual is allowed to work during the leave only if it is specified over the labor-management agreement, and if it is within the scope agreed upon by the worker.</li> <li>Workers wishing to work must submit a written request specifying available work dates. The employer will then propose work dates within the scope of the request. Work must be completed within the agreed scope by the day before the leave begins.</li> <li>Employer is not allowed to have employees work beyond the maximum number of working days (e.g. up to half of the prescribed working days and working hours during the leave period).</li> </ul> <p>*The working individual can apply for change or withdraw the request regardless of the reason before the leave period. Requests can be withdrawn also after the leave period as well, with special circumstances.</p>                                                                                                                                    |

\*The scope of "child" in childcare-related contexts includes children with whom the worker has a legal parent-child relationship (including adopted children), as well as children in trial foster care for special adoption and children placed with foster parents for adoption.

## 2 Long-term Leave <Articles 2 and 11 ~ 15>

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| <b>Definition:</b>             | Leave that is taken by a working individual in order to provide care to family members who need it (due to injury, illness, or a physical/mental disability that requires constant care for 2 weeks or more).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Who Can Apply:</b>          | <ul style="list-style-type: none"> <li>Working individuals (excl. temporary day-workers)</li> <li>Limited-term contract workers, who need to fulfill the following requirement when applying for leave:</li> </ul> <p>It is not clear that the term of the person's labor contract (or, if the labor contract has been renewed, the renewed labor contract) expires before the day on which six months elapse from the day on which ninety-three days elapse from the scheduled start date for long-term care leave.</p> <p>&lt; Working individuals in a labor-management agreement who are <u>not</u> eligible :&gt;</p> <p>(1) The individual has been employed at their current workplace for less than 1 year. (2) The working relationship is set to end within 93 days after the application is made. (3) The individual works only 2 scheduled working days or less per week.</p> |
| <b>Eligible Family Members</b> | Spouses (including common-law partners), parents, children, grandparents, siblings, grandchildren and spouses' parents                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Period/ Frequency</b>       | A total of 93 days per family member / the 93 days can be split into up to three separate blocks.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Application Process:</b>    | <p>The working individual needs to apply for leave to their employer in writing, at least 2 weeks before the planned starting date of the leave.</p> <p>* Provided an application is made at least 2 weeks before the planned ending date of the leave, the working individual may extend their leave by up to 93 days.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

\*The scope of "children" in caregiving-related matters is limited to children with a legal parent-child relationship (including adopted children).

### 3 Child Nursing Leave<Articles 16.2 and 16.3>

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| Details        | <ul style="list-style-type: none"> <li>Working individuals who take care of a child up to the completion of the third grade of elementary school may take up to 5 working days a year (10 days if there are 2 or more children) to care for them if they get ill or injured, for the purposes of vaccinations and/or medical examinations, to take care of them whose class or school has been closed due to an infectious disease or to attend kindergarten or school entrance ceremonies, or graduation ceremonies</li> <li>Sick/Injured Childcare Leave may be taken by the hour or by the day, as applicable.</li> </ul> <p>Working individuals whose work makes it difficult for them to take time off by the hour may request their leave to be taken in one-day increments, as per the terms of their labor-management agreement.</p> |
| Who Can Apply: | <ul style="list-style-type: none"> <li>Working individuals (excl. day laborers).</li> </ul> <p>&lt; Working individuals in a labor-management agreement who are <u>not</u> eligible :&gt;</p> <ul style="list-style-type: none"> <li>Workers whose scheduled working days per week are two or fewer (Requirements for workers with less than six months of service were abolished as of April 2025)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                               |

### 4 Long-term Care Leave<Articles 16.5 and 16.6>

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| Details       | <ul style="list-style-type: none"> <li>Working individuals who provide care to family members in need may take up to 5 working days a year (10 working days if there are 2 or more such family members) to care for them and assist them in any related matters.</li> <li>Short-term Leave for Caregiver may be taken by the hour or by the day, as applicable.</li> </ul> <p>* Working individuals whose work makes it difficult for them to take time off by the hour may request their leave to be taken in one-day increments, as per the terms of their labor-management agreement.</p> <p>* “Associated issues” refers to matters such as accompanying their family member to medical institutions, and/or handling procedures for the family member to receive long-term care services.</p> |
| Who Can Apply | <ul style="list-style-type: none"> <li>Working individuals (excl. day laborers).</li> </ul> <p>&lt; Working individuals in a labor-management agreement who are <u>not</u> eligible :&gt;</p> <ul style="list-style-type: none"> <li>The individual works only 2 scheduled working days or less per week.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

### 5 Limit on Working in Excess/Overtime, for the Purposes of Childcare and/or Long-term Care<Articles 16.8, 16.9, 17, and 18>

|                       | Limit on Working in Excess, for the Purposes of Childcare and/or Long-term Care                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Limit on Overtime Work, for the Purposes of Childcare and/or Long-term Care                                                                                                                                                                                                                                                                                                                                                                                                      |
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| Details               | Employers are not permitted to make an individual work in excess of their scheduled working hours if said individual has a child who has not yet reached the age to start elementary school and/or a family member in need of care, and said individual has applied for leave in order to provide this care.                                                                                                                                                                                                                                            | Employers are not permitted to make an individual work in excess of their overtime limit (24 hours/month, 150 hours/year) if said individual has a child below primary school age and/or a family member in need of care, and said individual has applied for leave in order to provide this care.                                                                                                                                                                               |
| Who Can Apply:        | <ul style="list-style-type: none"> <li>Working individuals taking care of a child who has not yet reached the age to start elementary school and/or a family member requiring care (excl. temporary day laborers).</li> </ul> <p>&lt; Working individuals in a labor-management agreement who are <u>not</u> eligible :&gt;</p> <ol style="list-style-type: none"> <li>(1) The individual has been employed at the current workplace for less than 1 year;</li> <li>(2) The individual works only 2 scheduled working days or less per week.</li> </ol> | <ul style="list-style-type: none"> <li>Workers taking care of a child before primary school age or a said family member requiring care</li> </ul> <p>&lt; Working individuals who are <u>not</u> eligible: &gt;</p> <ol style="list-style-type: none"> <li>(1) Temporary day laborers,</li> <li>(2) The individual has been employed at the current workplace for less than 1 year;</li> <li>(3) The individual works only 2 scheduled working days or less per week.</li> </ol> |
| Period/<br>Frequency: | For a period of 1 month to 1 year, per application / there is no limit on the possible number of applications.                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Application Process:  | The working individual needs to apply for leave to their employer in writing, at least 1 month before the planned starting date of the leave.                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Exceptions            | Employers may reserve the right to reject an application if it impedes upon normal business operation.                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

## 6 Limit on Nighttime Work, for the Purposes of Childcare and/or Long-term Care<Articles 19 and 20>

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| Details             | An employer shall not require an employee to work between 10 p.m. and 5 a.m. (hereafter refer to 'late night') if the employee requests time off to care for a child under compulsory school age or a family member requiring long-term care. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Who Can Apply:      | <ul style="list-style-type: none"> <li>Workers who are raising children who have not yet reached compulsory school age, or who are providing care for family members who require long-term care.</li> </ul>                                   | <p>&lt;Working individuals who are not eligible&gt;</p> <p>① Workers employed on a daily basis    ② Workers with less than one year of service</p> <p>③ Workers aged 16 or older who have a family member living with them who can provide childcare or long-term care and who meets any of the following criteria:</p> <p>i . They do not work late-night hours (including cases where the number of night work days is three or fewer per month).</p> <p>ii . They are not having difficulty providing childcare or long-term care due to injury, illness or physical/mental disability.</p> <p>iii . Not being within 6 weeks of childbirth (14 weeks for multiple pregnancies) or within 8 weeks of childbirth.</p> <p>④ Workers with two or fewer scheduled workdays per week.</p> <p>⑤ Workers whose entire scheduled working hours fall during the night.</p> |
| Period/ Frequency   | For a period of 1 month to 6 months, per application / there is no limit on the possible number of applications.                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Application Process | The working individual needs to apply for leave to their employer in writing, at least 1 month before the planned starting date of the leave.                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Exceptions          | Employers may reserve the right to reject an application if it impedes upon normal business operation.                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

## 7 Reduction of Scheduled Working Hours for the Purposes of Childcare and/or Long-term Care<Article 23>

| Reduction of Scheduled Working Hours: Childcare |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Reduction of Scheduled Working Hours: Long-term Care |                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Measures                                        | Employers must establish a reduced working hour system, generally of 6 hours per day, for workers taking care of a child less than 3 years of age.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Measures                                             | Employers must establish a reduced working hour system, and other such measures, for workers taking care of family members requiring care.                                                                                                                                                                                                                      |
| Who Can Apply:                                  | <ul style="list-style-type: none"> <li>Workers (excl. day laborers and working individuals whose scheduled working hours are 6 hours or less).</li> </ul> <p>&lt; Working individuals in a labor-management agreement who are <u>not</u> eligible: &gt;</p> <p>(1) The individual has been employed at their current workplace for less than 1 year;</p> <p>(2) The individual works for only 2 scheduled working days or less per week;</p> <p>(3) Individuals, the nature or structure of whose work makes reducing their working hours fundamentally difficult (*it is essential to clearly define how they may be non-eligible).</p> | Who Can Apply:                                       | <ul style="list-style-type: none"> <li>Workers (excl. day laborers).</li> </ul> <p>&lt; Working individuals in a labor-management agreement who are <u>not</u> eligible :&gt;</p> <p>(1) The worker has been employed at the current workplace for less than 1 year.</p> <p>(2) The worker works for 2 scheduled working days or less a week.</p>               |
| Alternative Measures                            | For workers for whom shorter working hours are hard to apply, one of the following measures must be established. <ul style="list-style-type: none"> <li>Measures that supplement the childcare leave system;</li> <li>Measures such as remote work</li> <li>A flex-time system;</li> <li>Bringing forward or pushing back their work's start/end time;</li> <li>Installing and operating a childcare facility within the workplace, or other amenities to that effect.</li> </ul>                                                                                                                                                        | Alternative Measures                                 | One of the following measures must be established. <ul style="list-style-type: none"> <li>A system to reduce scheduled working hours;</li> <li>A flex-time system;</li> <li>Bringing forward or pushing back their work's start/end time;</li> <li>Supporting the long-term care service that the worker is using, or other services to that effect.</li> </ul> |
| Period                                          | Until their child reaches 3 years of age                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Period                                               | A working individual may make 2 or more applications for reduced working hours within a continuous period of 3 years or more from the established starting date, for every 1 eligible family member.                                                                                                                                                            |

## 8 Measures to be Established by Employers <Articles 21 ~ 22.2, 24, 26>

|                                                                                | Childcare-related                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Long-term Care Related                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| Notifying Working Individuals about the Childcare/Long-term Care Leave System: | <p>When a working individual informs their employer of their (or their partner's) pregnancy and/or childbirth, their employer is required to inform the working individual about the followings for each of them and then take measures such as conducting interviews in order to confirm the working individual's intention of whether or not they will avail themselves of it.</p> <p>① Childcare leave and postnatal paternity leave system<br/>           ② The responsible department for Childcare leave and postnatal paternity leave<br/>           ③ Matters related to childcare leave benefits and postnatal leave support benefits<br/>           ④ Handling of social insurance premiums during the leave period</p>                                                                                                                                                                                                                                                                                                                                                                                                                                      | <p>When a working individual informs their employer of their long-term care responsibilities. Their employer is required to inform the working individual about the followings for each of them and then take measures such as conducting interviews in order to confirm the working individual's intention of whether or not they will avail themselves of it.</p> <p>① Long-term Care leave system and long-term care support systems<br/>           ② The responsible department for long-term care leave<br/>           ③ Matters regarding long-term care leave benefits</p> |
|                                                                                | <ul style="list-style-type: none"> <li>Employers are required to make efforts to stipulate in advance—such as in work rules—and to inform all employees, (both collectively and individually), of matters related to childcare leave (including postnatal paternity leave), treatment during childcare or family-care leave, wages and job assignments after returning from leave, and other related working conditions.</li> <li>When an employer is notified that a worker or the worker's spouse is pregnant or has given birth, or when the employer becomes aware that a worker is providing family care, the employer is required to make efforts to individually inform the worker of relevant systems, excluding those already subject to mandatory notification such as childcare and family-care leave systems.</li> </ul>                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Individual Consultation and Consideration                                      | Employers are obligated to individually consult with workers—when the worker or the worker's spouse reports a pregnancy or childbirth, or at an appropriate time until the worker's child reaches the age of three—to understand the worker's intentions regarding balancing work and childcare based on the circumstances of the child and the family. Employers must then take these intentions into consideration in light of the company's situation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Early Provision of Information to Prevent Caregiving-Related Resignation       | <p>To prevent workers from leaving their jobs due to caregiving responsibilities without fully utilizing available work-caregiving balance support systems, employers are obligated to provide information—at an early stage when workers are likely to face caregiving needs (such as around age 40) (※) regarding long-term care leave, work-caregiving balance support systems (see below), the point of contact for submitting requests, and long-term care leave benefits.</p> <p>* i. systems related to long-term care leave, ii. systems limiting work beyond prescribed working hours, iii. systems limiting overtime work, iv. systems limiting late-night work, v. measures such as shortened prescribed working hours for long-term care purposes</p>                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Improvement of the Employment Environment                                      | <p>To ensure that requests for childcare leave (including postnatal paternity leave), family-care leave, and work-caregiving balance support systems can be made smoothly, employers are obligated to take one or more of the following measures:</p> <div style="border: 1px dashed black; padding: 5px;"> <p>Implement training concerning childcare leave, family-care leave, and work-caregiving balance support systems</p> <p>Collect and provide examples of employees within the company who have taken childcare leave, family-care leave, or used work-caregiving balance support systems</p> <p>Establish a consultation system regarding childcare leave, family-care leave, and work-caregiving balance support systems</p> <p>Publicize policies concerning systems related to childcare leave and the promotion of the use of childcare leave, family-care leave, and work-caregiving balance support systems</p> </div>                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Measures to Realize Flexible Working                                           | <p>• Employers must implement two or more of the following measures for workers raising children aged 3 to the age of compulsory school enrollment (Workers may select and utilize one measure from those implemented by the employer)</p> <div style="border: 1px dashed black; padding: 5px;"> <p>① Change of starting time or other working hours      ② Measures such as remote work (10 days or more per month)</p> <p>③ Establishment and operation of childcare facilities      ④ Provision of work-childcare balance support leave (10 days)</p> <p>⑤ Shortened working hours system</p> </div> <p>• When selecting which measures to implement, employers are obligated to provide an opportunity to hear opinions from the majority labor union or, if none exists, from a representative of the majority of workers.</p> <p>• At an appropriate time before the worker's child reaches the age of three, employers are obligated to individually inform the worker of the systems selected as measures to realize flexible working arrangements and to take measures such as conducting interviews to confirm the worker's intention to use the system.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

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| Measures to achieve flexible working styles            | <ul style="list-style-type: none"> <li>• Obligation to make efforts to establish measures needed for those working individuals taking care of a child below primary school age, such as the implementation of a childcare leave system, a system to limit work in excess of scheduled working hours, and introducing flexible working hours.</li> <li>• Obligation to make efforts to establish a childcare leave system for those working individuals taking care of a child below primary school age, such as a childcare leave system for their partners.</li> </ul> | <ul style="list-style-type: none"> <li>• Obligation to make efforts to establish measures needed for those working individuals taking care of family members requiring care, pursuant to a long-term care leave system and/or reduced scheduled working hours, with considerations to accommodate the necessary period and frequency their care mandates.</li> </ul> |
| Status of Childcare Leave taken by Working Individuals | If the working location is to be changed, employers must consider the circumstances of those working individuals for whom relocation will make providing care to their child and/or family members requiring care difficult, whilst still maintaining their position.                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                      |
| Measures Regarding Job Assignment:                     | <ul style="list-style-type: none"> <li>• Mandatory for companies with more than 300 employees</li> <li>• Annually publish the rate of male employees taking childcare leave (may include leave for childcare purposes)</li> </ul>                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                      |

### **Inquiries: Employment / Equal Opportunity Division (Office), Municipal Labour Bureau**

Hours: 08:30-17:15 (closed on Saturdays, Sundays, national holidays, end of year and New Year's holiday)

| Area      | Phone        | Area      | Phone        | Area     | Phone        | Area      | Phone        | Area      | Phone        |
|-----------|--------------|-----------|--------------|----------|--------------|-----------|--------------|-----------|--------------|
| Hokkaido  | 011-709-2715 | Saitama   | 048-600-6269 | Gifu     | 058-245-1550 | Wakayama  | 073-488-1170 | Kochi     | 088-885-6041 |
| Aomori    | 017-734-4211 | Chiba     | 043-221-2307 | Shizuoka | 054-252-5310 | Tottori   | 0857-29-1709 | Fukuoka   | 092-411-4894 |
| Iwate     | 019-604-3010 | Tokyo     | 03-3512-1611 | Aichi    | 052-857-0312 | Shimane   | 0852-31-1161 | Saga      | 0952-32-7218 |
| Miyagi    | 022-299-8844 | Kanagawa  | 045-211-7380 | Mie      | 059-226-2318 | Okayama   | 086-225-2017 | Nagasaki  | 095-801-0050 |
| Akita     | 018-862-6684 | Niigata   | 025-288-3511 | Shiga    | 077-523-1190 | Hiroshima | 082-221-9247 | Kumamoto  | 096-352-3865 |
| Yamagata  | 023-624-8228 | Toyama    | 076-432-2740 | Kyoto    | 075-241-3212 | Yamaguchi | 083-995-0390 | Oita      | 097-532-4025 |
| Fukushima | 024-536-4609 | Ishikawa  | 076-265-4429 | Osaka    | 06-6941-8940 | Tokushima | 088-652-2718 | Miyazaki  | 0985-38-8821 |
| Ibaraki   | 029-277-8295 | Fukui     | 0776-22-3947 | Hyogo    | 078-367-0820 | Kagawa    | 087-811-8924 | Kagoshima | 099-223-8239 |
| Tochigi   | 028-633-2795 | Yamanashi | 055-225-2851 | Nara     | 0742-32-0210 | Ehime     | 089-935-5222 | Okinawa   | 098-868-4380 |
| Gunma     | 027-896-4739 | Nagano    | 026-227-0125 |          |              |           |              |           |              |

For Internal Use

## Childcare Leave / Parental Leave Application Form

To:

[Date of Application] DD/MM/YY

[Applicant] Department:

Name:

I hereby apply for childcare leave / parental leave as shown below, pursuant to the childcare and nursing care regulations (Article # ).

|                                                                                                                                                                          |                                                                                                                                                                                           |                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| 1 Situation of Child Requiring Care:                                                                                                                                     | (1) Name:                                                                                                                                                                                 |                                             |
|                                                                                                                                                                          | (2) Date of Birth:                                                                                                                                                                        |                                             |
|                                                                                                                                                                          | (3) Relation to the Applicant:                                                                                                                                                            |                                             |
|                                                                                                                                                                          | (4) If Adopted, Official Date of Adoption:                                                                                                                                                | DD/MM/YY                                    |
|                                                                                                                                                                          | (5) If the Child (1) is under a Pilot Period before Adoption/is with an Adoptive or Foster Family, the Date the Procedure was Completed:                                                  | DD/MM/YY                                    |
| 2 Situation of Expectant Parent (if the Child (1) has yet to be Delivered):                                                                                              | (1) Name:<br>(2) Child's Due Date:<br>(3) Relation to the Applicant:                                                                                                                      |                                             |
| 3 Parental Leave                                                                                                                                                         |                                                                                                                                                                                           |                                             |
| 3-1 Leave Period:                                                                                                                                                        | From DD/MM/YY to DD/MM/YY<br>(Expected Return to Work: DD/MM/YY)                                                                                                                          |                                             |
|                                                                                                                                                                          | *When breaking up the parental leave into two periods, apply for both periods together<br>From DD/MM/YY to DD/MM/YY<br>(Expected Return to Work: DD/MM/YY)                                |                                             |
| 3-2 Application Status:                                                                                                                                                  | (1) I applied for leave two weeks before the starting date of the leave.                                                                                                                  | Yes/No → Reason application is late:<br>[ ] |
|                                                                                                                                                                          | (2) I have previously taken (or plan to take) parental leave for the child (1).                                                                                                           | No / Yes [ ] time(s)                        |
|                                                                                                                                                                          | (3) I have withdrawn an application for leave for the child (1).                                                                                                                          | No / Yes [ ] time(s)                        |
| 4 Childcare Leave until the child reaches 1 year of age (for Papa Mama Ikukyū Purasu, "Mother and Father Childcare Leave Plus" until the child reaches 14 months of age) |                                                                                                                                                                                           |                                             |
| 4-1 Leave Period                                                                                                                                                         | From DD/MM/YY to DD/MM/YY<br>(Expected Return to Work: DD/MM/YY)                                                                                                                          |                                             |
|                                                                                                                                                                          | *Fill in here when applying for both first and second period together<br>(second period can be applied later as well)<br>From DD/MM/YY to DD/MM/YY<br>(Expected Return to Work: DD/MM/YY) |                                             |

|                                                       |                                                                                                                                                                                                                                      |                                                                                                                                                   |
|-------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| 4-2 Application Status:                               | (1) I applied for leave one month before the starting date of the leave.                                                                                                                                                             | Yes/No → Reason application is late:<br>[ ]                                                                                                       |
|                                                       | (2) I have previously taken (or plan to take) childcare leave for the child (1).                                                                                                                                                     | No / Yes [ ] time(s)<br>→If Yes<br>Period of leave:<br>From DD/MM/YY to DD/MM/YY<br>→If taken twice already, reason for taking leave again<br>[ ] |
|                                                       | (3) I have withdrawn an application for leave for the child (1).                                                                                                                                                                     | No / Yes [ ] time(s)<br>→If withdrawn twice already, or If withdrawn once and taken the above (2), reason for re-application<br>[ ]               |
|                                                       | (4) My partner is also on childcare leave and is applying to extend the leave after our child reaches one year of age, pursuant to Item XX, Article XX ( <i>Papa Mama Ikukyū Purasu</i> , “Mother and Father Childcare Leave Plus”). | Starting date (planned) of partner’s leave:<br><br>DD/MM/YY                                                                                       |
| 5 Childcare Leave after child reaches one year of age |                                                                                                                                                                                                                                      |                                                                                                                                                   |
| 5-1 Leave Period                                      | From DD/MM/YY to DD/MM/YY<br>(Expected Return to Work: DD/MM/YY)                                                                                                                                                                     |                                                                                                                                                   |
| 5-2 Application Status:                               | (1) I applied for leave two weeks before the starting date of the leave.                                                                                                                                                             | Yes/No → Reason application is late:<br>[ ]                                                                                                       |
|                                                       | (2) I have previously taken (or plan to take) childcare leave for the child (1) after child reaches one year of age.                                                                                                                 | No / Yes [ ] time(s)<br>→Reason for taking leave again:<br>[ ]<br>Period of leave:<br>From DD/MM/YY to DD/MM/YY                                   |
|                                                       | (3) I have withdrawn an application for leave for the child (1) after child reaches one year of age.                                                                                                                                 | No / Yes [ ] time(s)<br>→Reason for taking leave again:<br>[ ]                                                                                    |
|                                                       | (4) Reason for leave                                                                                                                                                                                                                 |                                                                                                                                                   |
|                                                       | (5) I am applying for leave after the child reaches one year of age, and am not currently on childcare leave.                                                                                                                        | Partner (is / is not) on leave.<br><br>Starting date (planned) of partner’s leave:<br>(From DD/MM/YY to DD/MM/YY)                                 |