

Types of Leave		Period	Eligible Person	Categories on the time-management system
Pregnancy	Exemption and Restrictions from overtime, holiday and late-night work	-	Mother	-
	Based on your maternal health contact card and measures given in your doctor's instructions	Employees who are pregnant or who have given birth within a previous year and need to take health guidance or medical examinations during her regular working hours. However, the University may refuse the requests when there is unavoidable business situation	Mother	Unpaid leave
Before and after giving birth	Prenatal Leave	Within 6 weeks of expected delivery date (14 weeks for multiple pregnancies)	Mother (Permanet & Fixed-Term Staff)	Paid leave
			Mother (Part-Time Staff)	Unpaid leave but PSMS(Private School Mutual Aid) provides childbirth allowance
	Postpartum Leave	Granted 8 week postpartum maternity leave after giving birth. Mother's are required to take leave in order to ensure the mother's health. (Employees may return to work 6 weeks from delivery date if approved by their doctor.)	Mother (Permanet & Fixed-Term Staff)	Paid leave
			Mother (Part-Time Staff)	Unpaid leave but PSMS(Private School Mutual Aid) provides childbirth allowance
	Wife's delivery	Up to 3 days can be taken	Father (Full-time)	Paid leave (Special leave)
Paternity	Up to 5 days can be taken (To provide care to a new born baby or another child who has not entered elementary school during mother's maternity leave)	Father (Full-time)		
After return to work	Childcare Leave	Employees who live together with their child who is younger than 3 years old may take this leave	Both	Unpaid leave, but the National Employment Insurance provides benefits to them in accordance with the Act. 67% of the monthly wage for the first 6 months (maximum of 285,420 yen) 50% of the monthly wage after 6 months have elapsed (maximum of 213,000 yen)
	Childcare Time	Employees will be given two 30-minute un-paid breaks per day in addition to a regular break (Employees raising an infant who is younger than one year old are eligible)	Both	Unpaid
	Childcare Partial Leave	A parent who has a child younger than 3 years old may request a reduction of their working hours which may not exceed 2 hours and must be in 30 minutes increments.	Both (Permanet & Fixed-Term Staff)	Paid
			Both (Part-Time Staff)	Unpaid
	Restrictions on overtime work, holiday and exemption from late-night work	-	Both	-
Child Medical Care	When a child who has not entered elementary school is sick or injured or when the child requires vaccination or medical check-up. (Up to 5 days for one child. Up to 10 days for two or more children.)	Both	Paid leave (Special leave)	