

A close-up photograph of a baby's hand being held by an adult's hand. The baby's hand is on the left, and the adult's hand is on the right, with the adult's fingers gently grasping the baby's hand. The background is a soft, out-of-focus yellow and white.

# Handbook for New and Expecting Parents

———— STAFF ————

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### Our commitment to promote utilization of Childcare leave

All employees, including top management, supervisors, and those involved in diversity activities, shall make concerted efforts to ensure the following workplace environments:

1. Taking the Leave should not be viewed as "nuisance", rather it should be supported by the culture of "mutual gratitude and respect" among colleagues.
2. In order to reduce the impact on business operations, employees scheduled to take the Leave, supervisors and colleagues should fully collaborate and ensure sufficient time in preparation prior to the leave.
3. HR department acts as a contact point to address questions and worries from those who have (scheduled to take) taken the Leave.
4. To provide opportunities for casual talk about tips for good work and child/nursing care realization among employees.
5. We will earnestly discuss how much progress has been made in improving our work environment.

[Agreement on Our Commitment to promote utilization of Childcare Leave and Nursing Care Leave](#)  
[Concluded 2022/10/01](#)

# After Your Pregnancy is Confirmed\*

## Follow These Steps

- Receive your Maternal and Child Health Handbook (母子手帳 : *Boshitecho*) from your municipal office. (Approximately by 11th week)
- As soon as possible, meet with your supervisor to discuss your maternity and childcare leave, your work-transition plan, and your desired schedule for returning to work.
- Visit daycare providers to review their policies, processes, and fees.
- Submit your maternity and childcare leave applications to the HR Management Section at least 1 month prior to the start of your maternity leave.
- Familiarize yourself with the various benefits provided through the Private School Mutual Aid (PSMA). This is the health insurance for all OIST full-time and eligible part-time employees.

## Work Transition Prior to Maternity Leave

Remember that an expectant mother's physical condition may vary throughout pregnancy. If there are changes that impact your ability to work and your healthcare practitioner has specific recommendations, a Maternity Health Guidance Contact Card (母性健康管理指導事項連絡カード) can be used to accurately convey these medical recommendations to your supervisor. The contact card can be issued by your hospital or birthing center. Prepare to hand over your work before you take maternity leave. Make a transition plan with your supervisor. The earlier you begin this process, the smoother the transition will be for you as you leave for, and return from, your maternity leave.

## Pregnancy Checkup Schedule

Pregnancy checkups are for the health of you and your child and are recommended for a safe pregnancy and birth. These checkups are subsidized by the municipalities. Pregnancy checkup coupons are provided in the back of the Maternal and Child Health Handbook (母子手帳 : *Boshitecho*).

12 to 23 weeks ••• once every 4 weeks

24 to 35 weeks ••• once every 2 weeks\*\*

36 weeks to childbirth ••• once a week

\*\* Pre-childbirth maternity leave begins at 35 weeks

## Post-Childbirth Checkup Schedule

The first infant checkup will be at your delivery hospital one month after childbirth. Additional post-childbirth checkups will be arranged by your municipality. These post-childbirth checkup coupons will be sent to you in the mail. Your health practitioner may suggest that you need additional health guidance beyond these checkups.

## Mothers' (Parents') Classes

Healthcare providers and municipalities provide opportunities to learn about the physical and mental changes experienced during pregnancy, childbirth, and child-rearing. Attendees will have the opportunity to connect with other expecting mothers, and a midwife or public health nurse will be available to discuss any questions or concerns. You may use paid leave to attend these classes. Please contact the OIST Health Center for a list of classes offered in English.



Always carry your emergency contacts and your hospital information with you, so you are prepared for any emergency.

\* The OIST Health Center can provide information about local obstetricians (098-966-8945, ext. 28945)

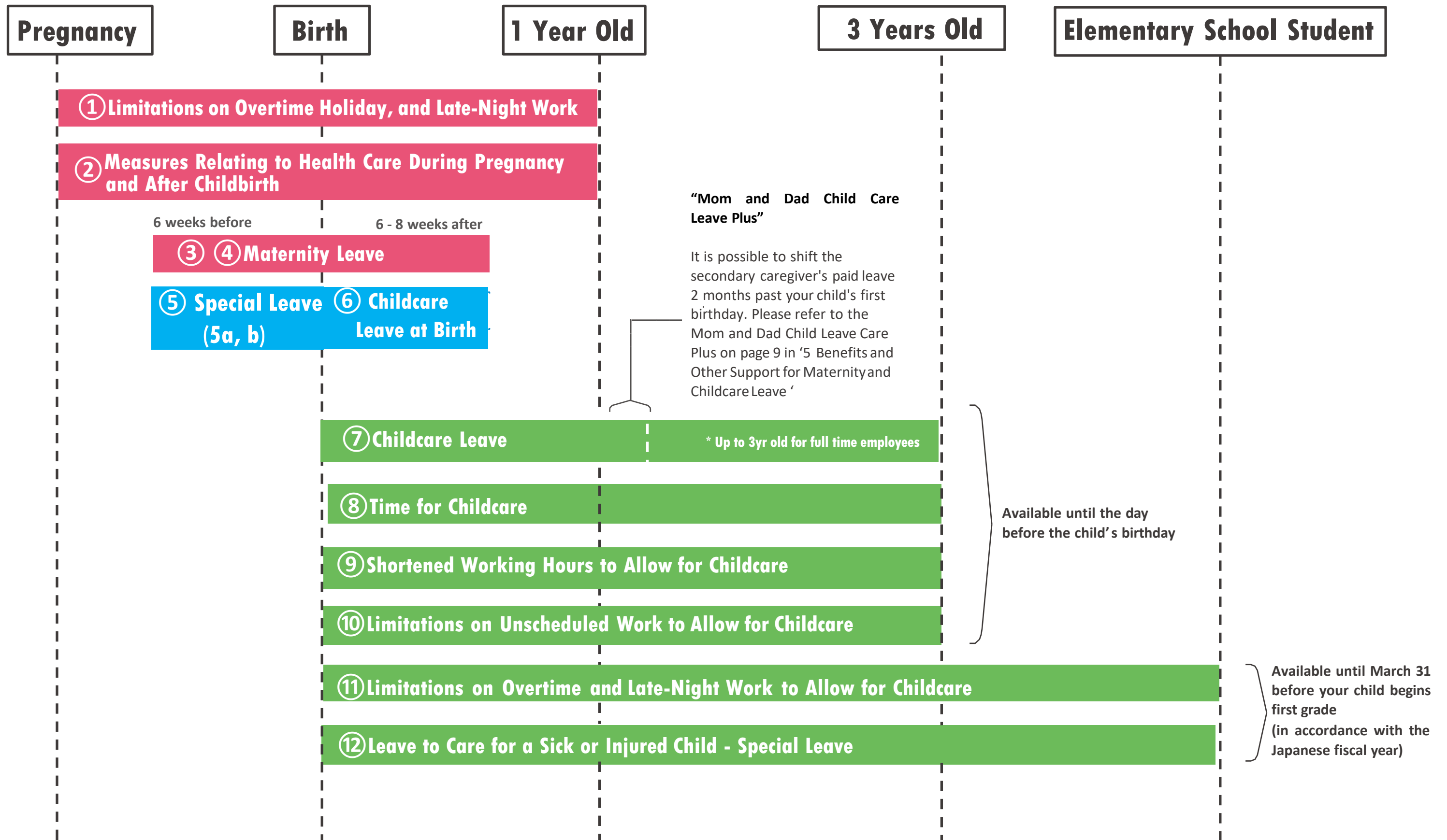




# 3

## Maternity and Childcare Timeline

- Employee who is pregnant and gives birth
- Employee whose spouse is pregnant and gives birth
- Both parents



# 4 OIST Maternity and Childcare Overview

## ① Limitations on Overtime, Holiday, and Late-Night Work

An employee can request that a limitation be set for overtime, holiday, and late-night work.

## ② Measures for Health Care During Pregnancy and After Childbirth

An employee may request to take the necessary time off to receive health guidance or to attend medical examinations during pregnancy and after the childbirth period. Paid leave must be used for these purposes.

Full-time
Unpaid
Part-time
Unpaid

## ③ Maternity Leave - Before Childbirth

An employee can request pre-birth maternity leave to start 6 weeks before the estimated due date (14 weeks if you are pregnant with multiples).

Full-time
Paid
Part-time
Unpaid* 1

## ④ Maternity Leave - After Childbirth

Post-birth maternity leave will start from the actual date of birth and continue for 8 weeks. An employee can request to return to work 6 weeks after childbirth if the healthcare provider deems it will have no adverse health effects.

Full-time
Paid
Part-time
Unpaid* 1

## ⑤ Special Leave

5a. When a spouse gives birth, an employee can take up to 3 days special leave.

Full-time	Part-time
Paid	Paid

5b. When it is necessary to provide care for a newborn baby or another child who has not entered elementary school, an employee can take up to 5 days special leave within the period beginning 6 weeks before the expected date of his or her spouse's delivery (14 weeks for a multiple pregnancy) and ending up to 8 weeks after the actual date of delivery.

Full-time
Paid
Part-time
Unpaid

## ⑥ Childcare Leave at Birth

Periods not exceeding four weeks (28 days) within the eight weeks from the childbirth and can be divided and be taken up to twice.

Full-time
Unpaid* 2
Part-time
Unpaid* 2

## ⑦ Childcare Leave

A full-time employee can take childcare leave until a day before the child's 3rd birthday. A part-time employee can take childcare leave until a day before the child's 1st birthday.

Full-time
Unpaid* 2
Part-time
Unpaid* 2

- Employee who is pregnant and gives birth
- Employee whose spouse is pregnant and gives birth
- Both parents

## ⑧ Time for Childcare

A female employee who is raising a child under 1 year of age can request 2 breaks of at least 30 minutes a day. However, an employee whose working hours are less than 4 hours can take only one 30-minute break per day.

Full-time
Paid
Part-time
Paid

## ⑨ Shortened Working Hours to Allow for Childcare

An employee who is raising a child under 3 years of age can request to shorten their scheduled working hours in 30 minute increments up to 2 hours maximum per day. The employee has been granted the Time for Childcare during the, the 2-hour limit will include the Time for Childcare.

Full-time
Paid
Part-time
Unpaid

## ⑩ Limitations on Unscheduled Work to Allow for Childcare

An employee who is raising a child under 3 years old can request limitations on unscheduled work to allow for childcare.

## ⑪ Limitations on Overtime and Late-Night Work to Allow for Childcare

An employee who is raising a child can request limitations on overtime and late-night work to allow for childcare until (March 31) before your child enter Elementary school.

## ⑫ Leave to Care for a Sick or Injured Child - Special Leave

An employee can take up to 5 days of special leave per child per year if the child is sick, injured, receives vaccinations, or must attend a medical check-up. This benefit is only for children who have not yet entered elementary school. Up to 10 days per year may be taken for employees with 2 or more children. You need to register your child as your family member on HEART system.

Full-time
Paid
Part-time
Paid

\*Employees who work less than 2 days per week are not eligible.

\*1 Although part-time employees will not be paid salary nor allowance by OIST during their maternity leave, the Private School Mutual Aid (PSMA) will provide maternity allowance to PSMA members.

\*2 Neither full-time nor part-time employees will be paid salary nor allowance by OIST during their Childcare Leave at Birth/Childcare Leave. However, those who are eligible for employment insurance and those who meet the requirements for receiving benefits can claim childcare leave benefits from their Employment Insurance. More details on Government Subsidized can be found on page 9 under "During Childcare Leave".

\* For the details please refer the next page "Benefits and Other Support for Maternity and Childcare Leave"

# Benefits and Other Support for Maternity and Childcare Leave

## At Childbirth

### Delivery costs allowance for full- and part-time employees who receive Private School Mutual Aid (PSMA) benefits

#### ○ Conditions

Insurance does not cover childbirth, however:

- You will receive a lump sum.
- If delivery costs are lower than the lump sum, you will receive the difference.
- If delivery costs exceed the lump sum, you must pay the difference.

This lump sum is usually paid directly by the PSMA to the medical institution. However, if your medical institution does not accept the direct payment system, contact the HR Management Section.

#### ○ Amount

- Lump sum between 488,000 and 500,000 JPY, depending on your delivery.
- In addition to the lump-sum amount, you will receive 50,000 JPY.

## During Pre-Birth and Post-Birth Leave

### Regular salary and housing allowance for full-time employees

#### ○ Applicable period

During pre-birth and post-birth leave

#### ○ Amount

Same amount as your regular salary

### Other benefits from PSMA for part-time employees

If you are a part-time employee, you will not receive a salary during pre-birth or post-birth leave. Instead, you will receive benefits for delivery ( 出産手当金 : *Shussanteatekin*) if you are insured by the PSMA system and meet certain requirements for receiving the benefits.

#### ○ Applicable period

Pre-birth and post-birth is available from 6 weeks before estimated delivery date and 8 weeks after childbirth.

- If your delivery is late, post birth leave is counted from the baby's date of birth .
- For multiples, the applicable leave period starts from 14 weeks before the estimated date of birth.

#### ○ Amount

As a part-time employee covered by PSMA, you will receive 80% of your average monthly wage pro rata. However, this is calculated differently depending on whether you have worked (1) at least 12 consecutive months or (2) less than 12 months before taking your leave.

- More than 12 months of consecutive employment: 80% of your average monthly salary.
- Less than 12 consecutive months of employment, the lesser of the following:
  - ▶ 80% of the average monthly salary during your most recent continuous period of work.
  - ▶ 80% of the national average monthly salaries of PSMA members.

## During Childcare Leave

### Childcare leave allowance from Japanese Employment Insurance for full- and part-time employees

#### ○ Conditions

1. During the 2 years before your leave starts, you must have worked for twelve or more complete months, with eleven or more paid days completed within each month.
2. In Japan, you can work a certain amount during childcare leave. If you work more than certain number of hours, you lose your financial support.

#### ○ Applicable period

- You will receive the benefits until 2 days before the day your child turns 1 year old.
- Or 1 year and 2 months old if both you and your spouse take childcare leave (see Mom and Dad Child Care Leave Plus below).
- Or up to 2 years old for those with certain extenuating circumstances such as when no daycare center is available.

#### ○ Amount

You will receive an amount equivalent to 67% of your daily wage at the time when your leave starts, multiplied by the number of days for which the benefit is paid (reduced to 50% after 6 months of childcare leave have passed.)

### Mom and Dad Child Care Leave Plus

This Japanese law allows an OIST employee to take 12 months of childcare leave within 14 months of the birth of their child. This does not need to be consecutive. You can check the criteria in the website below.

Visit: <https://groups.oist.jp/ged/expecting-and-new-parents>



## After Childbirth

### Child allowance for all residents in Japan

#### ○ Conditions

Children residing in Japan who have not yet graduated from junior high school will receive the allowance until March 31st after their 15th birthday.

- You will receive the allowance in February, June, and October.
- You need to reapply in June every year.

#### ○ Amount

- Younger than 3 years - 15,000 JPY per child per month.
- Between 3 years and junior high school student age - 10,000 per child per month.
- Employees with higher level income may only receive 5,000 JPY.



# 6

## Post-Birth Documents and Procedures

### Birth Registration

You must register the birth of your child at your municipal office within 14 days (within 3 months if born outside Japan) after their birth. In principle, the birth registration should be submitted by the child's father or mother, but there are municipal offices that accept registration by proxy. Many municipalities require the following documents, but you should contact your municipal office for details.

- ① Certificate of Birth<sup>(a)</sup> (出生証明書 : Shussho shomeisho) filled out by your obstetrician
- ② Birth Registration Form<sup>(b)</sup> (出生届 : Shussho todoke) comes with the Certificate of Birth
- ③ Maternal and Child Health Handbook (母子手帳 : Boshi Techou)
- ④ Parent's or guardian's ID card with photo
- ⑤ Signature stamp (印鑑 : Inkan)
- ⑥ Residence Card (在留カード : Zairyu kado) if the child's parent or guardian is a foreign national.

\*A week after you register your child's birth, you can apply for Birth Registration Acceptance Certificate<sup>(c)</sup> (出生届受理証明書 : Shussho todoke juri shomeisho) and Proof of the Statements in the Birth Registration Form<sup>(d)</sup> (記載事項証明書 : Shussho todoke kisai jiko shomeisho) using the application form which is available at the Resource Center. Birth Registration Acceptance Certificate and Proof of the Statements in the Birth Registration Form are required to obtain resident status for your child.

### Child Allowance Application

Apply for the child allowance at your municipal office within 15 days from the day after the birth of your child. In principle, the payment of the allowance starts the month after the month of the application submission date. We recommend that you file the application for the allowance on the same day as the birth registration because you cannot retroactively apply for the allowance. Below are the examples of requested documents, but you should contact your municipal office for details.

- ① Copy of parent or legal guardian's Japanese Health Insurance card
- ② Child Allowance Authorization Application Form (児童手当認定請求書 : Jido teate nintei seikyusho), obtain from your municipal office.
- ③ Copy of a document showing the bank account number of the parent or guardian
- ④ Signature stamp (印鑑 : Inkan)
- ⑤ Parent or guardian's My Number card

### Medical Support for Children

- You can apply for additional child health insurance from your municipality.
- 1-3 below are examples of documents you need to apply, but you should contact your municipal for details
- You will receive a card which you need to show along with your health insurance card when receiving treatment.

- ① Child's Japanese Health Insurance ID card
- ② Bank book for a savings account opened in the name of the parent or guardian
- ③ Signature stamp (印鑑 : Inkan)

### Acquiring Resident Status

Apply for resident status for your child at the Immigration Bureau within 30 days after their birth. You may need some or/all of the documents below, depending on your nationality.

- ① Child's Passport (or the Statement of Reason if the child has no passport)
- ② Proof of Birth Registration Form or Proof of Statements in the Birth Registration Form, obtain from your municipal office (出生届受理証明書 : Shusseidoke juyuri shomeisho OR 出生届記載事項証明書 : Shussho todoke kisai jiko shomeisho)
- ③ Certified copy of your family's Resident Registration Form, obtain from your municipal office (住民票謄本(世帯全員の住民票) : Jumin hyo tohon)
- ④ Supporter's Passport and Residence Card (パスポートと在留カード)
- ⑤ Supporter's Certificate of Employment (在職証明書).
- ⑥ Supporter's Income Tax Statement, obtain from your municipal office (所得課税証明書)
- ⑦ Supporter's Certificate for Tax Payment, obtain from your municipal office (納税証明書)

### Applying for a Passport - Children of Foreign Nationals

You can acquire your child's passport at your home country's consulate or embassy in Japan. You may also be required to obtain a certificate from your home country proving you have registered your child's birth abroad. Contact your embassy for details as requirements vary by country.

### Submitting documents to the HR Management Section - 1 Month Prior to Leave

- ① Claim Form for Delivery. Please submit only if your hospital or birthing center does not use the direct payment system.
  - ② Notification of Dependent(s) There are conditions for qualifying children as dependents.
  - ③ Request for Childcare Leave
  - ④ Request for Reinstatement of Work (after maternity leave or childcare leave)
  - ⑤ Application for start/end of Shortened Working Hours for Childcare\*
- \*If necessary**



Please contact the HR Management Section for questions about the documents, procedures, and child dependence certification.



# Returning to Work – Important Factors to Consider

## Childcare

- Begin to research childcare options early. You may want to consider:
  - Childcare center educational policies
  - Feeding and how food allergies are handled
  - Distance (time) from home to the childcare center and then to your workplace
  - Possibility of extended childcare hours
  - Space availability for your child - check as early as possible.
  - Number of children on their waiting list
- As early as possible, narrow down your childcare center choices and make a final decision. There may be a waiting list at some centers, so the earlier you decide the better.
- Check the childcare center admission application procedures. Some centers may require the following documents:
  - Certificate of Employment, obtain from the HR Management Section
  - Application for Admission ( 入所申込書 : *Nyusho moshikomisho*), obtain from the childcare center
  - Health Check Certification ( 健康診断書 : *Kenko shindansho*), obtain from the clinic
  - Withholding Tax Statement ( 源泉徴収票 : *Gensen choshuhyo*), obtain from HR
- Certified and non-certified centers may require different documents to be submitted. If you wish to enroll your child at a certified childcare center on or after April in the next fiscal year, you need to submit documents to your municipal office by November of the previous year.
- If your child is accepted into a certified childcare center, you will need to complete an interview before your child's first day at the center. For more information, please contact the center or your municipal office if the center is run by your municipal government.
- Some childcare centers may require you to bring certain items (e.g. diapers), so be sure to check the list early and prepare.
- Plan the details of your child-care support at home with your spouse/partner or other family members before your return to work. Determine in advance who will handle drop-off, pick-up, and potential illnesses or emergencies.
- Your first day back to work and the childcare center entrance ceremony may overlap, so plan accordingly.
- Your child may need time to adjust to the childcare center. Consider taking advantage of shortened working hours benefits at OIST.
- You may need to consider temporary childcare if you will return to work before your child enrolls at the childcare center.

## Work Transition after Maternity Leave

- Set up a meeting with your supervisor a few months prior to returning to work.
- Check the current status of your workplace, discuss your preferences for returning to work, and any related health considerations for you and/or your child.
- Consider how your decisions about returning to work will impact your supervisor and co-workers, and have open conversations about the impact.
- Discuss the details of how you will successfully transition back to work, including your shortened working hours and breaks needed for expressing breast milk, if required.
- Determine the timing of your return; you might consider a reduced work schedule to ease back into the work.
- It is natural to feel nervous on your first day back even if you return to the same workplace and position. Take your time when getting used to the work and the environment again.
- If your child is enrolled in a childcare center, it is not uncommon for them to experience mild illness (they are building their immunity). Because of this, consider how you organize your work commitments so you are prepared to take leave if necessary.
- Inform your supervisor and co-workers of your needs so there are no misunderstandings.



# 8 Additional Support from OIST

## Tedako Child Development Center (CDC)

Employees and students may request childcare for infants and children who are between 2 months and 5 years old (as of April 2). The CDC is open from 8am to 6pm, Monday to Friday, excluding OIST holidays. \*May be closed for health, safety for other emergency reasons.

Visit: <https://groups.oist.jp/cdc>



## Support for older children

### School Aged Program (SAP)

The School Aged Program supports children from 5 to 12 years old. Service includes the after-school program and the holiday program.

Visit: <https://groups.oist.jp/sap>



### Schooling Options

Information on different schooling options in Okinawa is available on OIST's schooling options website.

Visit: <https://groups.oist.jp/csd/schooling-options>



## Ganjuu Wellbeing Service

The Ganjuu Wellbeing Service is available to OIST staff, students and their families, including children. In addition to counselling and wellbeing services, you may borrow parenting books from their library. They also hold childcare-related events.

Visit: <https://groups.oist.jp/ganjuu>



## Stop-the-Clock

Faculty may request an extension of their contract, including a postponement of their tenure evaluation, to accommodate for parental responsibilities relating to the birth of a child, adoption of a child, or rearing of a baby. Science and Technology Associates may request an extension of their contract or a postponement of their review to accommodate parental responsibilities relating to the birth of a child, adoption of a child, or rearing of a baby.

Contact: Faculty Affairs Office [fao-enquiries@oist.jp](mailto:fao-enquiries@oist.jp)



## Business Travel Support Program

Transportation expenses or babysitting fees may be covered for employees and students with small children who are required to travel on business to give a speech or presentation at conferences or symposiums held outside campus.

Contact: [diversity@oist.jp](mailto:diversity@oist.jp)

Visit: <https://groups.oist.jp/ged/business-travel-support-bts-program>



## Facilities

Changing tables are available in the center building and in the lab buildings. Mothers' rooms (Lab 3 C729, Lab 4 C03, Conference Center) are available to faculty, staff, students, and family members who are pregnant and need to rest. Mothers who choose to breast-feed their infants or who wish to express milk may use these rooms.

Visit: <https://groups.oist.jp/ged/expecting-and-new-parents>



# 9 Medical Information

## OIST Health Center

The OIST Health Center supports the comprehensive health of the OIST community, and nurses are available on campus to help answer any health-related questions. All faculty, staff, students, and their families can use this service. Please contact the health center about the doctor's schedule in advance. Their website provides a list of hospitals that can provide English-speaking doctors and staff on the island, details about group vaccinations on campus, and other useful health information.

The Health Center is also able to offer initial health consultations to you and your children. You can visit or call during their regular business hours. The service is available in Japanese and English.

**Open Hours : 9:30am-5:00pm, Monday to Friday, excluding OIST holidays 098-966-8945 (ext. 28945)**

**Visit:** <https://groups.oist.jp/medical>



## Emergency

If you or your child have any health issues requiring consultation outside of normal business hours, you can reach the OIST nurses through the OIST helpline. The helpline is available both in Japanese and English.

**24-hour OIST Help Line: 098-966-8989**

If the issue is very urgent, please don't hesitate to call an ambulance. The emergency number is available both in Japanese and English.

**Emergency: 119**



Please always carry your emergency contacts and your hospital information with you in preparation for any emergency.

# 10 Reference

## For inquiries

**Employee leave and related procedures :**

HR-Management Section ([hr-management@oist.jp](mailto:hr-management@oist.jp))

**About the handbook**

[diversity@oist.jp](mailto:diversity@oist.jp)

## Related Link

**HR:** <https://groups.oist.jp/ja/hr>

[Maternity Leave / Childcare Leave](#) (For employees)

**Resource Center:** <https://groups.oist.jp/resource-center>

[How to obtain Certificates at municipal offices](#)

[Child Support from Your Local Government Office](#)

**Diversity :** <https://groups.oist.jp/ged/expecting-and-new-parents>

[Parents](#)

Promotion and Mutual Aid Corporation for Private Schools of Japan

[Private School Mutual Aid](#)

<https://www.pmac.shigaku.go.jp/en/about/index.html>







(d) Proof of the Statements in the Birth Registration Form (Shussho todoke kisai jiko shomeisho)  
This is an example for Onna-Village. The format varies depending on the municipality.

恩証第 〇〇 号

左記の事項は、届書及び添付書類に記載がある  
ことを証明する。

令和 2 年 7 月 31 日

沖縄県国頭郡恩納村長

