

Outline of the Systems to Support the Balancing of Work and Family Life

Measures to support the balancing of work and family life	Details	Period	
Child Care Leave and other systems	Child Care Leave	Leave permitted for employees to take care of a child	Until the day when the child reaches three years old
	Short-time Working System for Child Care	Short-time working system permitted for employees to take care of a child (3 hours and 55minutes/day and 5 days/week, 7.75 hours/day and 3 days/week, and other working patterns)	Until the day when the child reaches elementary school age
	Child Care Hour	Hours permitted for employees to take care of a child (Within 2 hours/day)	Until the day when the child reaches elementary school age
Special Leave	Maternity Leave before Childbirth	Leave permitted for female employees who are expecting a baby within 6 weeks (14 weeks in the case of multiple pregnancies)	6 weeks before childbirth (14 weeks in the case of multiple pregnancies)
	Maternity Leave after Childbirth	Leave permitted for female employees who gave birth	8 weeks from the day after delivery (excluding the case where a female employee offers early return after 6 weeks of delivery and when doctor finds no problem)
	Feeding Hour	Leave permitted for employees who feed a child under 1 year old (Available for both male and female employees) (Twice/day, within 30 minutes respectively)	Until the baby reaches one year old
	Paternity Leave for Children	Leave permitted for male employees who attend their wife coming in and out of the hospital for delivery	2 days
	Leave for Male Employees to Participate in Child Care	Leave permitted for male employees who take care of a new born baby or a pre-elementary school age child during the period before and after the wife's delivery	5 days
	Sick Child Care Leave	Leave permitted for employees who care for a sick pre-elementary school age child	5 days per year (when employee takes care of two or more children, they are allowed to take up to 10 days*) *Newly established and enforced on June 30, 2010
	Short-term Nursing Leave (Newly established and enforced on June 30, 2010)	Leave permitted for employees who care for their spouse, parent, child or other family members	5 days per year (when employee cares for two or more family members requiring nursing care, they are allowed to take up to 10 days)
	Nursing Leave	Leave permitted for employees who care for their spouse, parent, child or other family members (day-based leave or within 4 hours per day)	Within 6 consecutive months for one continued situation which requires nursing care
Other Systems	Early or Late Working System	This system allows employees, who take care of a pre-elementary school age child, to drop off and pick up an elementary school age child at an after-school activity club, or care for their spouse, parent, child or other family members, to change the start and finish times of duty hours	Until the child reaches elementary school age, during the period employees drop off and pick up an elementary school age child at an after-school activity club, or during the period when the family member requires nursing care
	Restriction on late-night work	Restriction on late-night work (including overtime work and day/night watch duty) of employees who take care of a pre-elementary school age child or care for their spouse, parent, child or other family members	Until the child reaches elementary school age or during the period when the family member child or care for the spouse, parent, child or requires nursing care
	Exemption from Overtime Work (Newly established and enforced on June 30, 2010)	Exemption of overtime work for employees who are taking care of a child less than 3 years old	Until their children reach 3 years old
	Restriction on overtime work	Limitation of overtime work hours of employees who care for a sick pre-elementary school age child or care for their spouse, parent, child or another family member within 24 hours per month and within 150 hours per year	Until the child reaches elementary school age or during the period when the family member requires nursing care