

Outline of the Short-time Working System for Child Care

This is a system to allow employees to work short time so that they can take care of a child without leaving duties completely.

1. Short-time Working System for Child Care

(1) Target employees

Full-time employees who are raising a pre-elementary school age child

(2) Approval

Employees who fall under (1) above may request 4 hours' work per day (20 hours per week), 5 hours' work per day (25 hours per week), 3 days work per week (24 hours per week), 2.5 days work per week (20 hours per week), or another working pattern. The appointing authority shall approve the request unless it is extremely difficult to take measures to compensate for the absence of the employee.

(3) Period and extension of the period

The period of the Short-time Working System for Child Care expires on the day when the child reaches elementary school age. Employees can request application of the system during a period between 1 month and 1 year and may request an extension until the child reaches elementary school age.

(4) Parallel appointment

The appointing authority can appoint two employees who work 20 hours per week under the Short-time Working System to one and the same full-time position

(5) Remuneration and Retirement Allowance

Monthly salary and duty-related allowances (salary adjustment pay, etc.) are paid according to working hours while life-related allowances (Housing Allowance, etc.) are paid in full. Special exception of basic salary and incumbent period is applied to the End-of-term and Diligence Allowance. In calculating the Retirement Allowance, one-third of the period is deducted from the incumbent period.

2. Fixed-term Short-time Employee

(1) Appointment

The appointing authority can appoint a fixed-term short-time employee (part-time employee) during the period of short-time working for child care to handle duties that cannot be performed by an employee who works short time under the Short-time Working System for

Child Care. The period of appointment can be renewed until the period of short-time working ends.

(2) Working hours and remuneration

Working hours is determined within the range of 10–20 hours per week. Remuneration is determined according to the Salary Schedule. Monthly salary and duty-related allowances (salary adjustment pay, etc.) are paid according to working hours but life-related allowances (Housing Allowance, etc.) are not paid.

3. Date of Enforcement

August 1, 2007