

# List of Leave Programs for Fiscal Year Appointees

※Legend: ○ : System in place (paid) ● : The system is available (unpaid)  
 △ : System available (with pay under certain conditions)  
 ▲ : Can be taken without pay under certain conditions. × : No system

Type	Access to the elements	Period or number of days	Granting of Leave	
			Full-Time	Part-Time
Sick leave	When medical treatment is required due to an injury or illness in the course of official duties	The length of time required for that recuperation. Paid until the day before the day of the absence from work that is eligible for compensation	△	△
	When medical treatment is required due to an injury or illness other than the above	The required period of 90 days or the last day of the term of office, whichever is earlier. ※You can only be paid for up to the first three days.	△	△
Special leave	When exercising the right to vote or other rights as a civic citizen	A period of time deemed necessary	○	○
	When appearing before the Diet, courts, the legislature of a local public organization or other public offices as a judge, witness, expert witness or witness, etc.	A period of time deemed necessary	○	○
	<b>【Prenatal and postnatal leave】</b> In the case of childbirth	From the date 6 weeks (14 weeks in the case of multiple pregnancies) before the expected date of delivery to the date 8 weeks after delivery	●	●
	<b>【Hospital leave for pregnant women】</b> When pregnant employees receive health guidance or health examinations as defined in the Maternal and Child Health Law with regard to pregnancy or childbirth	Once every 4 weeks until 6 months of pregnancy, once every 2 weeks from 7 months to 9 months of pregnancy, and once a week from 10 months of pregnancy to delivery, within 1 day per session.	○	●

	<p><b>【Pregnancy disability leave】</b> When it is extremely difficult for a pregnant employee to work due to a disability such as morning sickness caused by pregnancy</p>	Within 14 days.	○	●
	<p><b>【Pregnant women's commuting leave】</b> When a pregnant employee commutes to work on transportation that is congested to the extent that it is deemed to affect the health of the mother or the fetus.</p>	Not to exceed one hour throughout the day at the beginning or end of regular working hours	○	●
	<p><b>【Parental leave】</b> If you are raising a child who is less than a year old</p>	<p>As a general rule, twice a day for 30 minutes each. ※If you work 4 hours or less per day, 30 minutes once per day.</p>	●	●
	<p><b>【Parental leave】</b> When a staff member taking care of a child who has not completed compulsory schooling cares for the child or participates in school events , etc.</p>	5 days per year (10 days if there are two or more children who meet the requirements for leave taking)	○	●
	<p><b>【Short-term care leave】</b> When the following persons are unable to lead their daily lives for a period of two weeks or more due to injury, illness or old age, and a staff member who takes care of them provides such care</p> <p>Spouse, parents, children, spouse's parents, grandparents, grandchildren, siblings</p> <p>[The following is limited to living together]</p> <p>Spouses of parents, spouses of spouses' parents, spouses of children, and children of spouses</p>	5 days per year (10 days if there are two or more people who require care that meet the requirements for leave taking)	○	●
	<p><b>【Menstrual leave】</b> When it is extremely difficult to work on a menstrual day</p>	Within 3 days	○	●

	<p><b>【Summer vacation】</b> For the maintenance and promotion of physical and mental health or enrichment of family life during the summer</p>	<p>Within a period of 6 days between July and September It depends on the type of work and number of days worked.</p>	○	○
	<p><b>【Condolence leave】</b> In the event of the death of the following persons  Spouse, parents, children, grandparents, grandchildren, siblings, aunts and uncles</p>	<p>As a general rule, the following periods Spouse (10 days), parents (7 days by blood, 3 days by marriage), children (5 days by blood, 1 day by marriage), grandparents (3 days by blood, 1 day by marriage), grandchildren (1 day), brothers and sisters (3 days by blood, 1 day by marriage), aunts and uncles (1 day)</p>	○	○
	<p>In the case of restriction or blockage of traffic or medical examination under the Act on Prevention of Infectious Diseases and Medical Care for Patients of Infectious Diseases</p>	<p>A period of time deemed necessary</p>	○	○
	<p>When an employee's current residence is lost or damaged due to a disaster</p>	<p>Within 7 days</p>	○	○
	<p>When it is extremely difficult to come to work due to an earthquake, flood, fire or other disaster, or an accident in the transportation system</p>	<p>In each case, for a period of time deemed necessary.</p>	○	●
	<p><b>【Marital leave】</b> In case of marriage</p>	<p>Within 7 days</p>	○	○
	<p><b>【Donor Leave】</b> When a request for registration is made to a person who is registered as a bone marrow donor for bone marrow transplantation, or when bone marrow fluid is donated to a person other than a spouse, parent, child or sibling for bone marrow transplantation, and necessary examinations, hospitalization, etc. are performed in conjunction with such request or donation.</p>	<p>A period of time deemed necessary</p>	○	●

Nursing care leave	<p>① The period of continuous service must be at least one year.</p> <p>② The person whose appointment period has not been expired between the date of expiration of 93days and the date of expiration of 6 months from the date of the planned start of nursing care leave</p>	Not more than three times for each successive condition for which the person to the left needs care, and for a total of 93 days or the last day of his or her term of office, whichever is earlier	●	●or ▲
Intervention Time	<p>① The period of continuous service must be at least one year.</p> <p>② Must work at least 2 days per week and must work at least 6 hours and 15 minutes per day</p>	Not to exceed 5 hours and 45 minutes minus 5 hours and 45 minutes of work time per day for each continuous condition of the person requiring care.	●	●or ▲or ×
Childcare leave	<p>① The period of continuous service must be at least one year.</p> <p>② It is not clear that the term of office (or, in the doubling of the term of office to be renewed, the renewed term) will expire before the child reaches the age of 1 year and 6 months and that he or she will not be continuously employed.</p> <p>③ The number of days worked in a week must be at least three days per week or, if the work day is defined by a period other than a week, at least 121 days in a year.</p>	Until the date the child concerned reaches the age of 1 year (or 2 years if the requirements are met)	●	●or ▲
Partial closure	<p>① The period of continuous service must be at least one year.</p> <p>② You have to work over 6 hours 15 minutes per day, three days or more per week and over 121 days per year.</p>	In increments of 30 minutes, not to exceed 5 hours and 45 minutes subtracted from the number of hours worked in a day until the day the child reaches 3 years of age	●	▲or ×

※In the event of any discrepancies between this document and the Japanese version, the Japanese version shall have priority as the basis.