

Regulation Concerning Childcare Leave, Family-Care Leave, Etc.
for Personnel of the Public University Corporation, The University of Aizu
(April 1, 2006, Regulation No. 45)
Revised April 1, 2008, Regulation No. 14
Revised July 6, 2010, Regulation No. 17
Revised December 26, 2014, Regulation No. 14
Revised April 1, 2022, Regulation No. 18
Revised November 19, 2025, Regulation No. 21

Article One (Objective)

1.1 This regulation provides for necessary matters concerning childcare leave, family-care leave, etc. for personnel in accordance with the provisions of Article 35 and 36 of the Ruling Concerning Office Regulations for Personnel of the Public University Corporation, The University of Aizu (hereinafter referred to as the “PERSONNEL OFFICE REGULATIONS”).

Article Two

(Relation with Laws, Regulations, Etc.)

2.1 Matters related to childcare leave and family-care leave that are not specified in these regulations shall be as provided for in the Act on Childcare Leave, Caregiver Leave, and Other Measures for the Welfare of Workers Caring for Children or Other Family Members (Act No. 76 of 1991; hereinafter referred to as “CHILDCARE AND FAMILY-CARE LEAVE ACT”), the Act on Childcare Leave for Local Public Officers (Act No. 110 of 1991; hereinafter referred to as “CHILDCARE LEAVE ACT”), and other relevant laws and regulations.

2.2 Fukushima Prefecture’s Ordinance Concerning Personnel Working Hours, Leave, Etc. (Fukushima Prefectural Ordinance No. 4, 1995), Ordinance Concerning Childcare Leave, Etc. of Personnel (Fukushima Prefectural Ordinance No. 11, 1992), Regulations Concerning Personnel Working Hours, Leave, Etc. (Fukushima Prefecture Personnel Committee Regulation No. 8, 1995), Regulations Concerning Childcare Leave, Etc. of Personnel (Fukushima Prefecture Personnel Committee Regulation No. 21, 1996), Fukushima Prefecture Office Regulations (Fukushima Prefecture Directive No. 2, 1977), and other established regulations, notices, etc. of Fukushima Prefecture (hereinafter referred to as the “ORDINANCES, RULES, ETC.”) shall apply mutatis mutandis, so long as doing so does not infringe upon the CHILDCARE AND FAMILY-CARE LEAVE ACT and CHILDCARE LEAVE ACT.

Article Three

(Personnel Eligible to Take Childcare Leave)

3.1 Personnel who live with and look after children of less than three years of age and who wish to take childcare leave may do so based on the provisions of this REGULATION.

3.2 Notwithstanding the preceding paragraph, the Chairperson may deny a notice of childcare leave given by any of the following personnel, who are specified in the labor-management agreement as being ineligible to take childcare leave:

- (1) Personnel for whom it is clear that the term of employment will terminate within one year from the day when a request for childcare leave is submitted
- (2) Personnel whose prescribed working days are two days per week or less

Article Four

(Notice of Childcare Leave)

4.1 Personnel who plan to take childcare leave shall give notice to the Chairperson by submitting Form No.1.

Article Five
(Period of Childcare Leave, Etc.)

5.1 The maximum period of childcare leave of which personnel may give notice shall be until the day the relevant child turns three years of age.

5.2 Notice of change etc. of the period of childcare leave shall be given to the Chairperson by submitting of Form No.2.

Article Six
(Status during Childcare Leave)

6.1 Personnel on childcare leave shall have the status of personnel but shall not engage in their duties.

Article Seven
(Salary)

7.1 Salary shall not be paid to personnel while on childcare leave.

Article Eight
(Calculation of Retirement Allowances)

8.1 The calculation of the period of service used as a basis for determining retirement allowances for personnel on childcare leave shall be in accordance with Article 15, Paragraph 4 of the Regulation Concerning Retirement Allowances for Personnel of the Public University Corporation, The University of Aizu.

Article Nine
(Return to Work)

9.1 Personnel who have completed childcare leave shall return to the workplace that the personnel belonged to before the beginning of the childcare leave, in principle, except where such return is not possible due to organizational changes or other unavoidable reasons.

Article Ten
(Annual Leave with Pay)

Annual leave with pay for personnel returning from childcare leave shall be provided in accordance with the established practice of Fukushima Prefecture.

Article Ten-Two
(Shortened Working Hours for Childcare)

10-2.1 Personnel who live with a child who has not yet started elementary school and who give notice in order to raise said child may work during the days and hours they desire (hereinafter referred to as "SHORTENED WORKING HOURS FOR CHILDCARE") in any of the manners provided in Article 10, Paragraph 1 of the CHILDCARE LEAVE ACT until the child starts elementary school.

10-2.2 The provisions of Article 3, Paragraph 2 above shall apply mutatis mutandis, to cases in which the notice provided for in Paragraph 10.2.1 above is submitted. In this case, "childcare leave" shall substitute for "SHORTENED WORKING HOURS FOR CHILDCARE".

10-2.3 Personnel who plan to shorten working hours for childcare shall give notice to the Chairperson by submitting Form No.3.

Article Eleven
(Partial Childcare Leave)

11.1 Personnel who live with a child who has not yet started elementary school and who give notice in order to raise said child, may take partial childcare leave in either of the manners provided in Article 19, Paragraph 2, Item 1 and 2 of CHILDCARE LEAVE ACT until the child starts elementary school.

11.2 The provisions of Article 3, Paragraph 2 above shall apply mutatis mutandis, to cases in which the notice provided for in Paragraph 11.1 above is submitted. In this case, "childcare leave" shall substitute for "partial childcare leave."

11.3 Approval of partial leave for which notice is given within the scope listed in Article 19, Paragraph 2, Item 1 of the CHILDCARE LEAVE ACT (hereinafter, "ITEM 1 PARTIAL CHILDCARE LEAVE") provided for in Paragraph 1 of said Article, shall be given in units of 30 minutes for up to two hours during the prescribed daily working hours.

11.4 Approval of partial leave for which notice is given within the scope listed in Article 19, Paragraph 2, Item 2 of the CHILDCARE LEAVE ACT (hereinafter, "ITEM 2 PARTIAL CHILDCARE LEAVE") provided for in Paragraph 1 of said Article, shall be given in units of one hour.

11.5 The hours prescribed by the Ordinance based on the hours provided for in Article 19, Paragraph 2, Item 2 of the CHILDCARE LEAVE ACT as stipulated in the relevant National Personnel Authority Regulations, shall be 77 hours and 30 minutes.

11.6 Personnel who plan to take partial leave shall give notice to the Chairperson of the Board of Executives via Form 4-1 (Item 1 Partial Leave) or Form 4-2 (Item 2 Partial Leave)

Article Twelve (Personnel Eligible to Take Family-Care Leave)

12.1 Personnel who take care of a spouse, parent, child, spouse's parent, or other person provided for in the ORDINANCES, RULES, ETC. who, as a result of an injury, sickness, or old age, has difficulty with activities of daily life over a period of more than two weeks, may take family-care leave as provided for in this regulation.

12.2 Notwithstanding the preceding paragraph, the Chairperson may deny a notice of family-care leave given by any of the following personnel, who are specified in the labor-management agreement as being ineligible to take family-care leave:

- (1) Personnel for whom it is clear that the term of employment will terminate within ninety-three days from the day the notice of family-care leave is given
- (2) Personnel who have been in continuous employment for less than a year
- (3) Personnel whose prescribed working days are up to two days a week

Article Thirteen (Notice of Family-Care Leave)

13.1 Personnel who plan to take family-care leave shall give notice to the Chairperson in accordance with the provisions of the relevant ordinances and regulations.

Article Fourteen (Duration of Family-Care Leave, Etc.)

14.1 The period of family-care leave shall be limited to the period deemed necessary within a continuous six-month period for each continuous condition necessitating care specified in Article 12, Paragraph 1 for each person specified in that same paragraph.

14.2 Notice of change, etc. of the period of family-care leave shall be given to the Chairperson by submitting of Form No.6.

Article Fifteen (Status during Family-Care Leave)

15.1 Personnel on family-care leave shall have the status of personnel but shall not engage in their duties.

Article Sixteen (Salary)

16.1 For every hour not worked due to family-care leave, the sum obtained by multiplying the monthly salary by 12, then dividing that number by the number obtained by multiplying the weekly working hours by 52, shall be deducted from the salary.

Article Seventeen
(Calculation of Retirement Allowance)

17.1 The calculation of the length of service used as the basis for determining the retirement allowance of personnel on family-care leave shall be in accordance with Article 15, Paragraph 4 of the Regulation Concerning Retirement Allowances for Personnel of the Public University Corporation, the University of Aizu.

Article Eighteen
(Return to Work)

18.1 Personnel who have completed family-care leave shall return to the workplace that the personnel belonged to before the beginning of the family-care leave, in principle, except where such return is not possible for organizational changes or other unavoidable reasons.

Article Nineteen
(Annual Leave with Pay)

19.1 Annual leave with pay for personnel returning from family-care leave shall be provided in accordance with the established practice of Fukushima Prefecture.

Article Twenty
(Partial Family-Care Leave)

20.1 Personnel may take partial family-care leave in units of one hour for up to four hours per day (hereinafter referred to as the "PARTIAL FAMILY-CARE LEAVE").

20.2 The provisions of Article 12, Paragraph 2 above shall apply to cases that the notice provided for in Paragraph 20.1 above is submitted. In this case, "family-care leave" shall substitute for "PARTIAL FAMILY-CARE LEAVE".

20.3 Various procedures, etc. regarding PARTIAL FAMILY-CARE LEAVE shall be handled in accordance with the established practices of Fukushima Prefecture in the same manner as family-care leave.

Article Twenty-One
(Miscellaneous REGULATIONS)

21.1 The Chairperson shall separately determine other necessary matters related to childcare leave, family-care leave, etc. of personnel other than provided for in this REGULATION.

Additional Provisions
(Date of Enforcement)

1. This REGULATION shall be enforced as of April 1, 2006.

(Interim Measures)

2. Personnel who, as of the day preceding the enforcement date of these regulations, have been authorized to take childcare leave (including partial childcare leave) under Article 2 of the CHILDCARE LEAVE ACT, and who are employed by the Public University Corporation, University of Aizu (hereinafter referred to as "the CORPORATION") on the enforcement date, shall be considered to have been authorized for childcare leave, etc. in accordance with the provisions of these regulations.

3. Personnel who, as of the day preceding the enforcement date of these regulations, have been authorized to take family-care leave (including partial family-care leave) under Article 16 of the Fukushima Prefecture's Ordinance Concerning Personnel Working Hours, Leave, Etc. (Fukushima Prefectural Ordinance No. 4, 1995), and who are employed by the CORPORATION on the enforcement date, shall be considered to have been authorized for family-care leave, etc. in accordance with the provisions of these regulations.

4. The period of continuous employment of Article 3, Paragraph 2, Item 1 and of Article 12, Paragraph 2, Item 2 shall include the period employed as personnel of Fukushima Prefecture immediately before becoming personnel of the Public University Corporation, The University of Aizu.

Additional Provisions
(Date of Enforcement)

1. This REGULATION shall be enforced as of April 1, 2008.

Additional Provisions
(Date of Enforcement)

1. This REGULATION shall be enforced as of July 6, 2010

(Date of Enforcement)

1. This REGULATION shall be enforced as of December 26, 2014

(Date of Enforcement)

1. This REGULATION shall be enforced as of April 1, 2022.

(Date of Enforcement)

1. This REGULATION shall be enforced as of November 19, 2025.

(Interim Measures)

When personnel give notice of partial childcare leave within the scope provided for in Article 19, Paragraph 2, Item 2 of the CHILDCARE LEAVE ACT, between the date of enforcement of these regulations and March 31, 2026, and the amended provisions of Article 11 of the Regulation Concerning Childcare Leave, Family-Care Leave, Etc. for Personnel of the Public University Corporation, The University of Aizu are applied, the phrase “77 hours and 30 minutes” in Paragraph 5 of said Article shall be interpreted as “38 hours and 45 minutes.”