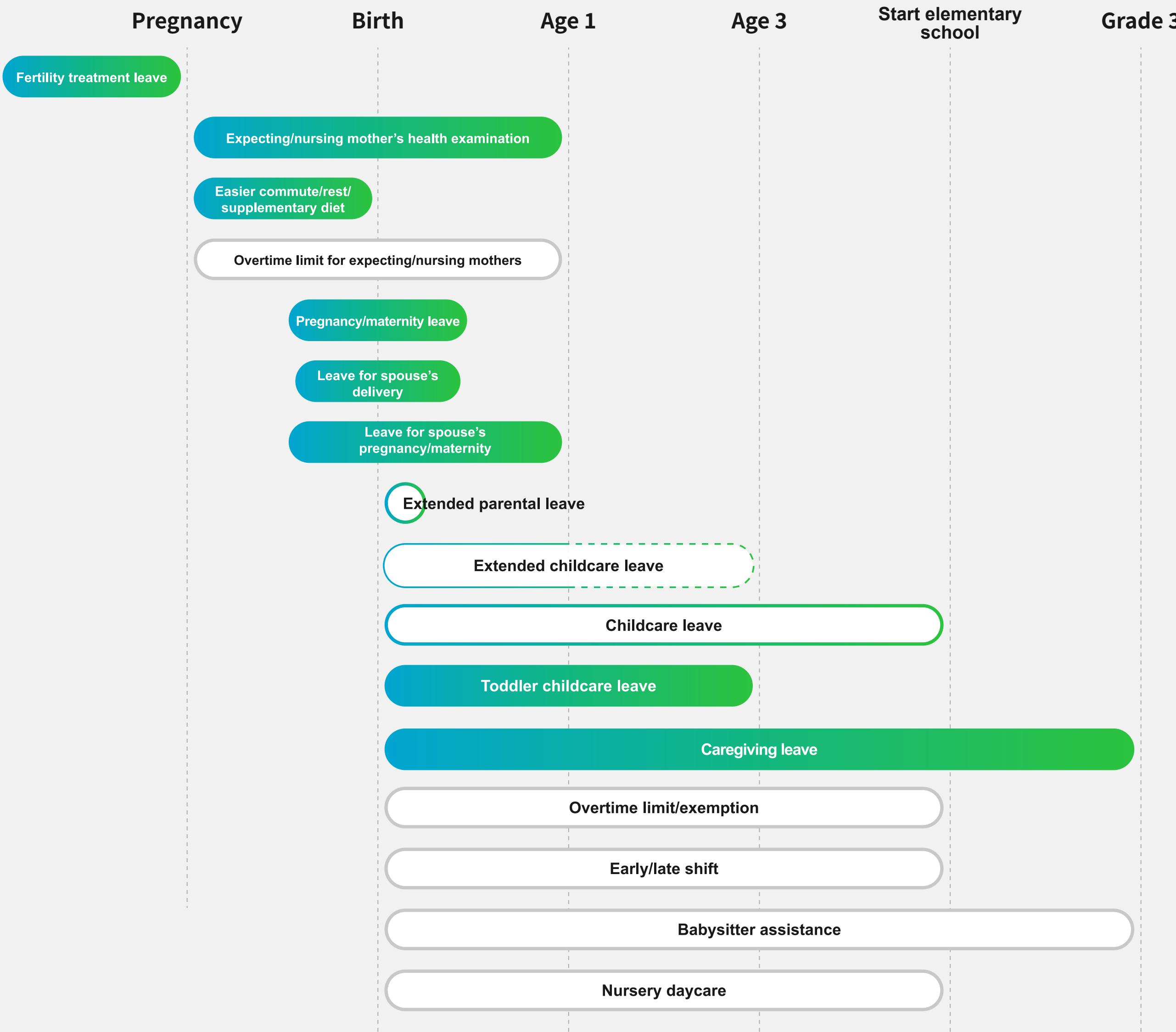


# Childcare Support Program

Paid Unpaid Others



# Care Support Program

- Nursing care leave (1) (Paid)
- Nursing care leave (2) (Paid)
- Extended nursing care leave (Paid)
- Overtime limit/exemption (Others)
- Early/late shift (Others)

# Other Support Programs

- Marriage leave (Paid)
- Menstrual leave (Paid)
- Staggered working hours system (Others)
- Flextime system (Others)
- Optional four-day workweek system (for flextime employees) (Others)
- Discretionary labor system (Others)
- Telework system (Others)

# Childcare Support Program

System	Description	Timing/Duration	Paid/Unpaid	Remarks
Fertility treatment leave	Time off for employees undergoing fertility treatments that require absence from work (subject to approval)*	Up to 5 days a year (10 days for in vitro fertilization or micro insemination that requires frequent treatments)	Paid	*In case of fixed-term employment, only full-time employees are eligible
Expecting/nursing mother's health examination	Time off for expecting and nursing mothers to receive health guidance and undergo health examinations	During pregnancy to 1 year after delivery	Paid	—
Easier commute/rest/supplementary diet	Time off for expecting mothers to maintain their health (subject to approval)	During pregnancy (no more than 1 hour per day for commute)	Paid	—
Overtime limit for expecting/nursing mothers	Upon request, expecting and nursing mothers may limit or be exempt from working overtime, on holidays, and late at night	During pregnancy to 1 year after delivery	—	—
Pregnancy/maternity leave	Pregnancy leave: time off for female employees expecting delivery within 6 weeks if they so apply Maternity leave: time off for female employees after delivery	Pregnancy: 6 weeks before the expected due date (14 weeks in case of multiple fetuses) until the day of delivery Maternity: 8 weeks from the day after delivery (employees may not work during the first 6 weeks after delivery)	Paid*	*Unpaid leave for fixed-term, part-time employees
Leave for spouse's delivery	Time off for an employee whose wife (including a common-law wife) gives birth	Up to 2 days from when an employee's wife is hospitalized for delivery to 2 weeks after delivery	Paid*	*Unpaid leave for fixed-term, part-time employees
Leave for spouse's pregnancy/maternity	When an employee's wife (including a common-law wife) gives birth, the employee may take time off during a specified period of time to care for the newborn or pre-elementary school children (including wife's children)	Up to 5 days within the period beginning 6 weeks before the expected delivery date of an employee's spouse (or 14 weeks in the case of multiple fetuses) and ending when the child reaches one year of age.	Paid*	*Unpaid leave for fixed-term, part-time employees
Extended parental leave	Extended leave for male employees (also female employees in case of an adoption) to care for a child	A desired period of up to 4 weeks within 8 weeks after delivery (may be taken in up to two separate periods).	Unpaid	—
Extended childcare leave	Extended leave to care for a child under 3 years old*	A desired period of leave until the child reaches 3 years of age	Unpaid	*Until the child reaches 1 year of age for fixed-term employees
Childcare leave	Time off to care for a pre-elementary school child	[Childcare leave 1] Before the child enters elementary school, up to 2 hours a day right after start of business hours or right before end of business hours in 30-minute units [Childcare leave 2] Before the child enters elementary school, up to 10 days of the business year in 1-day or 30-minute units	Unpaid	*Not limited to time right after start of business hours and right before end of business hours. May take the whole day off.
Toddler childcare leave	Time off to care for a child under 3 years old (subject to approval)	Up to 30 minutes twice a day until the child reaches 3 years of age	Paid	—
Caregiving leave	Time off for employees caring for a child in 3rd grade or under to nurse an illness, accompany the child to vaccinations or health checkups, or attend graduation and entrance ceremonies	Up to 5 days a year until the child finishes 3rd grade (or 10 days if caring for two or more children of that age)	Paid*	*Unpaid leave for fixed-term, part-time employees
Overtime limit/exemption	Employees caring for a pre-elementary school child may limit or be exempt from working overtime, on holidays, and late at night if they so apply	Until the child enters elementary school	—	—
Early/late shift	Employees caring for a pre-elementary school child may decide when to start or finish work if they so apply	Until the child enters elementary school (or until the end of 6th grade if the child requires care to support the sound development of mind and body)	—	—
Babysitter assistance	Discount for hiring registered babysitters when their service is required during work hours (subject to approval)	Until the child finishes 3rd grade (or until the end of 6th grade if the child requires care to support the sound development of mind and body)	—	—
Nursery daycare	Financial assistance for employees that use a daycare facility for a child to attend a conference as part of their work for the institution	Until the child graduates from elementary school	—	—

# Care Support Program

System	Description	Timing/Duration	Paid/Unpaid	Remarks
Nursing care leave (1)	Time off to care for someone who needs nursing care (taking them to the hospital, doing paperwork in their place, other necessary tasks)	Up to 5 days a year (or up to 10 days if there are 2 or more people in need of nursing care)	Paid*	*Unpaid leave for fixed-term, part-time employees
Nursing care leave (2)	Time off from part of the work day to care for a family member that requires nursing	Up to 4 consecutive hours a day in 1-hour units from the start or at the end of business hours	Unpaid	—
Extended nursing care leave	Employees may take an extended leave to care for someone who needs nursing care	Within a period of 6 months* in 1-day units	Unpaid	*Within a period of 93 days for fixed-term employees
Overtime limit/exemption	Employees with a family member that requires nursing care may limit or be exempt from working overtime, on holidays, and late at night if they so apply	—	—	—
Early/late shift	Employees caring for someone who needs nursing care may request flexible start and end times for their workday	—	—	—

# Other Support Programs

System	Description	Timing/Duration	Paid/Unpaid	Remarks
Marriage leave	Time off for weddings, honeymoons, and other marriage-related events as deemed necessary*	Up to 5 consecutive days from 5 days before to a year of marriage	Paid	*In case of fixed-term employment, only full-time employees are eligible
Menstrual leave	Time off for female employees with debilitating menstrual symptoms that hinder their ability to work	The minimum amount of time when deemed necessary. Unpaid leave from the 3rd day for each menstrual period	Paid	—
Staggered working hours system	With the managers' approval, employees may decide when to start and finish work (the prescribed working hours remain the same)*	Standard working hours (8:30 to 17:00): start work by 10:30, finish work by 19:00 (30-minute units)	—	*In case of fixed-term employment, only full-time employees are eligible
Flextime system	From 5:00 to 22:00, employees may request flexible start and end times for their workday as long as they work at least 2 hours a day (subject to approval)	—	—	—
Optional four-day workweek system (for flextime employees)	In addition to weekends and national holidays, employees may take time off without using their allotted days of leave (no salary reduction, no change in total monthly work hours)	Up to 1 day off per week	—	—
Discretionary labor system	From 5:00 to 22:00, employees may use their discretion to conduct tasks and utilize their time as long as they spend at least an hour a day on the job (limited to employees with certain employment terms and approval)	—	—	Only employees whose tasks are mainly dedicated to research
Telework system	Employees may work from home or anywhere out of the office (limited to employees with prior approval)	Unlimited number of days	—	—