



# Balancing Work with Childcare and Nursing Care: A Guidebook for Everyone

Osaka University aims to realize an educational, research and work environment enabling faculty members and students to manifest their talents to the full at any stage of life.

This Guidebook introduces a variety of support systems for balancing work and family life.

We hope you will make use of it to achieve your own unique work-life balance.

## Diversity & Inclusion

My Handai  
If you sign up for our Information for New Parents website, you'll receive an email from the President to congratulate you on your new baby!



OU mascot  
Dr. Wani

For more information on our policies and systems, please use the contact details given below.

For inquiries regarding measures implemented by the Center for Gender Equality Promotion:	Osaka University Center for Gender Equality Promotion Tel: 06-6879-4405 Email: gecenter-gea@ml.office.osaka-u.ac.jp	
Osaka University Center for Gender Equality Promotion website	<a href="http://www.danjo.osaka-u.ac.jp/">http://www.danjo.osaka-u.ac.jp/</a>	
● On-campus nursery schools	<a href="http://www.hoikuen.osaka-u.ac.jp/">http://www.hoikuen.osaka-u.ac.jp/</a>	
● Short-Term Childcare Center	<a href="http://www.danjo.osaka-u.ac.jp/facilities/nursery-room">http://www.danjo.osaka-u.ac.jp/facilities/nursery-room</a>	
● Nursery for Sick and Convalescent Children	<a href="http://www.danjo.osaka-u.ac.jp/disease/">http://www.danjo.osaka-u.ac.jp/disease/</a>	
● Collaborative Space	<a href="http://www.danjo.osaka-u.ac.jp/collaborative-space/">http://www.danjo.osaka-u.ac.jp/collaborative-space/</a>	
● Electric breast pump rental, appointment support for prenatal checkups and outpatient care	<a href="http://www.danjo.osaka-u.ac.jp/birth/">http://www.danjo.osaka-u.ac.jp/birth/</a>	
● Diaper-changing seats, baby chairs	<a href="http://www.danjo.osaka-u.ac.jp/child-care/">http://www.danjo.osaka-u.ac.jp/child-care/</a>	
● Research Support Staff System Plus One (Short-term Educational Research Support) System	<a href="http://www.danjo.osaka-u.ac.jp/career/support-system">http://www.danjo.osaka-u.ac.jp/career/support-system</a>	
Inquiries relating to childcare and nursing care leave, maternity allowance, childcare leave benefits, etc.	Contact the person with responsibility for this at your department.	
Inquiries relating to the Long-Term Care Insurance system:	Contact the section in charge of Long-Term Care Insurance in your municipality, or your local community-based integrated care center	
Harassment-related counseling	Osaka University Counseling Office (Harassment Related Matters) Toyonaka: 06-6850-5029, 06-6850-6006 Suita: 06-6879-7169; Minoh: 072-730-5112 Osaka University website: <a href="http://www.osaka-u.ac.jp/ja/guide/student/prevention_sh">http://www.osaka-u.ac.jp/ja/guide/student/prevention_sh</a>	

For details on various systems related to childcare support, please refer to our pamphlet entitled

“Guidance on Supporting the Development of the Next Generation.”

Website: <http://www.danjo.osaka-u.ac.jp/guide/>



Osaka University Center for Gender Equality Promotion  
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Published by: Osaka University Center for Gender Equality Promotion  
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Tel: 06-6879-4405; Fax: 06-6879-4406 Website: <http://www.danjo.osaka-u.ac.jp>

# These days, our whole society is rooting for “ikumen,” the new word for hunky, hands-on fathers!

## 1 Men's time spent on housework and childcare and use of spousal maternity leave in Japan

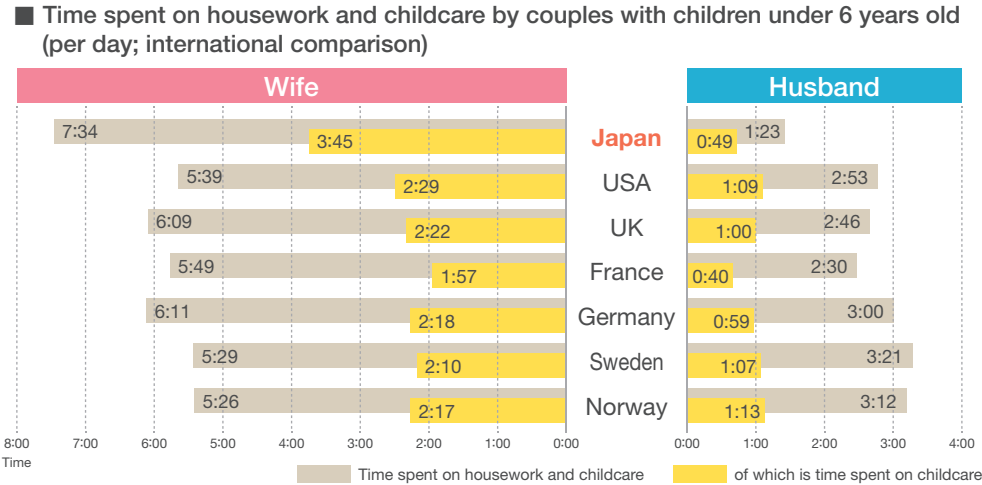
### Japanese men don't spend much time on housework or childcare

Looking at the time spent by husbands with children under six years old on child-rearing and housework, the figure is 83 minutes per day, which is the lowest among developed countries.

Note 1: Prepared from Eurostat's "How Europeans Spend Their Time - Everyday Life of Women and Men" (2004), Bureau of Labor Statistics of the U.S. "American Time Use Survey" (2015) and "Basic Survey on Social Life" (2016), Ministry of Internal Affairs and Communications.

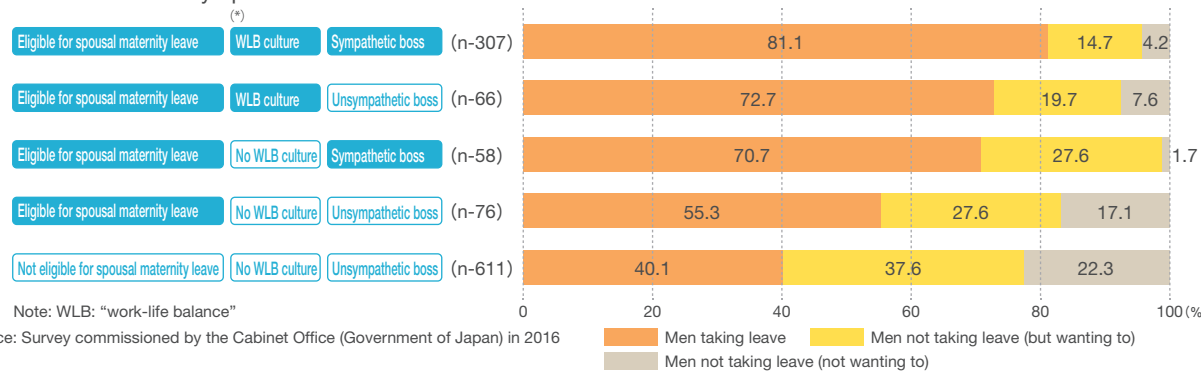
Note 2: The figure for Japan is the total time spent per day by husbands and wives on housework, nursing, childcare, and shopping (for the entire week), limited to households that include a couple and children.

Source: Cabinet Office, Government of Japan



### In workplaces with a good leave system, an established work-life balance culture, and a sympathetic boss, 80% of men are able to take *haigusha shussan kyuka*, literally “spousal maternity leave,” which can be interpreted as non-statutory paternity leave.

Percentage of men taking leave by means of a combination of spousal maternity leave system, work-life balance initiatives, and the discretion of a sympathetic boss



Note: WLB: “work-life balance”

Source: Survey commissioned by the Cabinet Office (Government of Japan) in 2016

(Reference) Sankyu Papa Preparation Book (from the Cabinet Office Sankyu Papa Project, a government initiative aimed at encouraging fathers of newborn children to take childcare leave) [https://www8.cao.go.jp/shoushi/shoushika/etc/project/book\\_h29.html](https://www8.cao.go.jp/shoushi/shoushika/etc/project/book_h29.html)

## 2 “Ikumen” (hands-on fathers) have a positive impact on their family and their workplace too.

### How the father benefits:

- He gets to observe his baby's development at close quarters.
- His work efficiency improves.

### Quote from an “ikumen” father:

“I had so many moments of joy and amazement as I witnessed the development of my child.”

### How the family benefits:

- The couple get along better, so the family is more stable.
- If the wife works, the family also has more financial stability.

### Quote from a mom whose partner is an “ikumen” father:

“Having my husband by my side helped me ward off post-natal depression and stay mentally and physically stable and calm.”

### How the workplace benefits:

- If the “ikumen” father's more efficient work style spreads to his colleagues, the entire organization's work efficiency improves.
- His colleagues share a spirit of mutual support, fostering a workplace culture that is more understanding of the demands of childcare and housework.

### Quotes from a real-life “ikuboss”\*

“It's a good idea to use this as opportunity for human resource development. It's particularly helpful in driving the visualization and standardization of work, which helps promote rationalization. It also helps us retain capable young employees, which is good for our balance sheet.”

\* The university defines an “ikuboss” as a supervisor who is considerate and sympathetic regarding childcare, nursing care, and work-life balance.

(Reference)

Recommendations for “Ikumen” Fathers on Balancing Work and Childcare (published by the Ikumen Project, Ministry of Health, Labour and Welfare) [https://ikumen-project.mhlw.go.jp/library/download/Ikumen Passport: Handbook for Encouraging Male Employees to Take Childcare Leave](https://ikumen-project.mhlw.go.jp/library/download/Ikumen%20Passport%20Handbook%20for%20Encouraging%20Male%20Employees%20to%20Take%20Childcare%20Leave) (from the Cabinet Secretariat website) [https://www.cas.go.jp/jp/gaiyou/jimu/jinjiyoku/male\\_childcare/index.html](https://www.cas.go.jp/jp/gaiyou/jimu/jinjiyoku/male_childcare/index.html)

## 3 The whole country is rooting for ikumen!

### Ikumen Project (Ministry of Health, Labour and Welfare)

The Ikumen Project was launched in June 2010 with the aim of sparking a major movement empowering men to be more actively involved in childcare throughout society.

The more ikumen we have, who can juggle work and childcare, the happier our families and workplaces will be!

(Reference) Ikumen Project (Ministry of Health, Labour and Welfare) <https://ikumen-project.mhlw.go.jp/>

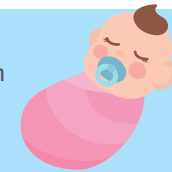
### Sankyu Papa Project (Cabinet Office)

Dad's "Paternity Leave" Thank You to his Family

The Cabinet Office recommends that men take leave within two months of their spouse's giving birth.

In the challenging days right after a new baby arrives, just having Dad around provides reassurance in so many ways.

Why not start your childcare leave from one of the following dates?



- The day the baby is born
- The day the baby is brought home from hospital
- The day the birth is registered

(Reference) Sankyu Papa Preparation Book (from the Cabinet Office Sankyu Papa Project, a government initiative aimed at encouraging fathers of newborn children to take childcare leave) [https://www8.cao.go.jp/shoushi/shoushika/etc/project/book\\_h29.html](https://www8.cao.go.jp/shoushi/shoushika/etc/project/book_h29.html)

Fathers who participate in child-rearing have a positive impact on the family, and help society move in the right direction.



## 4 So, why not become an ikumen father yourself?

### If you are considering taking childcare leave:

The most important step is to **make up your mind to do it**. Once you've made up your mind, your mental hurdles can always be overcome with positive thinking.

### Mental hurdles preventing men from taking childcare leave

No other men at my workplace have taken childcare leave...

Perhaps they'll transfer me ...

It'll cause disruption at my workplace ...

My wife earns less, so maybe she should be the only one to take childcare leave ...

### Ideas to help men overcome mental hurdles about taking childcare leave

If you become a childcare-leave pioneer, perhaps your younger colleagues will follow in your footsteps!

Make it clear you're eager and ready to get back to work when your leave ends!

Get your handover preparations and strategies sorted months in advance! Figure out ways to minimize the disruption to the workplace!

If you upgrade your parenting and housekeeping skills, maybe your wife will be able to advance in her career!

### To everyone at the workplace:

If a male colleague has a baby due (or a new baby), **don't ask “are you taking childcare leave?”**. Ask **“when do you start your childcare leave?”**  
If the entire workplace encourages men to take childcare leave, they will be more willing to take it.

(Reference) “Training Materials for Employees: How to Encourage Men to Take Childcare Leave” (published by the Ikumen Project, Ministry of Health, Labour and Welfare) <https://ikumen-project.mhlw.go.jp/company/training/>



# Making Use of WLB Support Systems

The following is a list of support systems available to faculty members and students to help them balance work, school, and family life. Let's work together to build a vibrant educational, research, and work environment where each individual can manifest their talents to the full, at any stage of life, by understanding and utilizing the system.

## Support for pregnancy, childbirth and childcare

### On-campus nursery schools Faculty members Students

The university runs three nurseries at the Suita and Toyonaka campuses. We also provide early morning care, extended day care, and Saturday care. (For details, see: <http://www.hoikuen.osaka-u.ac.jp/>)

### Short-Term Childcare Center Faculty members Students

As a way to support faculty members and students who are involved in childcare, we have established a Short-Term Childcare Center for preschool and elementary school children, which is also available during hours that cannot be covered by daycare centers (early mornings, evenings, weekends, and holidays). We also subsidize the cost of using babysitters. (For details, see: <http://www.danjo.osaka-u.ac.jp/facilities/nursery-room>)

### Nursery for Sick and Convalescent Children Faculty members

In cases where our faculty members are having difficulty caring for sick children at home, we provide care in an environment staffed by nurses and childcare workers in cooperation with pediatric doctors at Osaka University Hospital. (For details, see: <http://www.danjo.osaka-u.ac.jp/disease/>)

### Electric breast pump rental Faculty members

For female faculty members wishing to breastfeed their babies, Medela "Symphony" and "Swing" breast pumps are available for borrowing free of charge. Note: A limited number of breast pumps are available. (For details, see: <http://www.danjo.osaka-u.ac.jp/birth/>)

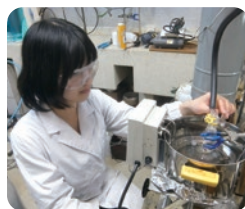
### Appointment support for prenatal checkups and outpatient care Faculty members

For female faculty members on campus, we provide support for appointments at the Department of Obstetrics and Gynecology of Osaka University Hospital for prenatal checkups and outpatient care. (For details, see: <http://www.danjo.osaka-u.ac.jp/birth/>)

## Research support: For researchers having difficulty securing time for research due to family commitments such as childbirth, childcare or nursing care

### Research Support Staff System Academic staff

For researchers facing life events such as childbirth, childcare, or nursing care, the university provides research support by hiring and assigning postgraduate and undergraduate students as "support researchers" (specially appointed researchers, etc.) and "research assistants" (technical assistants, administrative assistants, etc.). Also available during maternity leave and childcare leave, this system supports the continuation of research during childcare leave and a smooth return to work after childcare leave. Besides helping researchers balance their research with childcare and nursing care, the program also aims to provide an opportunity for research support staff to envision their own future by experiencing actual research sites and engaging in research activities through supporting researchers. (For details, see: <http://www.danjo.osaka-u.ac.jp/career/support-system>)



### Plus One (Short-term Educational Research Support) System Academic staff

The university subsidizes the cost of hiring students and others as part-time assistants for researchers who require short-term and intensive support. The maximum subsidy period is two months (with a capped amount of subsidy for the fiscal year), but it can be used again if new reasons arise due to childbirth, childcare, or nursing care. Note: This support is not available to anyone currently using the Research Support Staff system. (For details, see: <http://www.danjo.osaka-u.ac.jp/career/support-system>)

When your childcare or nursing care commitments don't leave you enough time for research, take advantage of the Research Support Staff system!



For more information on the matters covered on this page, visit the website of Osaka University Center for Gender Equality Promotion.

Osaka University gender equality



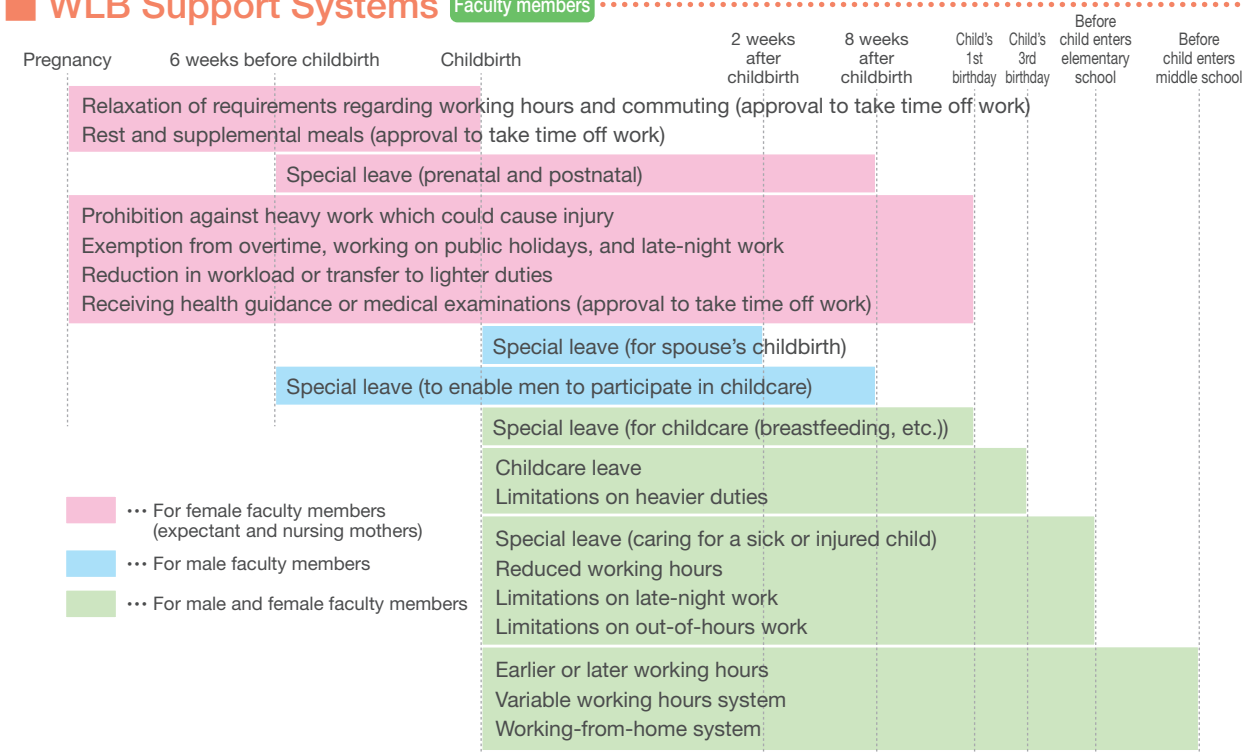
## WLB Support Systems for balancing work and childcare

The university is committed to encouraging men to take childcare leave!

Osaka University has established a variety of measures to ensure the health of female faculty members during pregnancy and after childbirth.

There are also statutory systems, such as special leave (*tokubetsu kyuka*) and childcare leave (*ikuji kyugyo*), that can be used for childbirth and newborn care.

### WLB Support Systems Faculty members



... For female faculty members (expectant and nursing mothers)  
... For male faculty members  
... For male and female faculty members

◆ Since October, 2018, employees raising children up to early middle-school age, and meeting other prescribed requirements, have been able to use the working-from-home system. (For details, see: <http://osku.jp/0771> (Osaka University intranet))

### ★Tips for ikubosses

**During pregnancy**  
Talk to your employee about her work routine during pregnancy, what considerations she needs in terms of her health, and how her work will be handed over before her maternity leave. If she asks to be moved to lighter duties, or to limit her overtime and other work, accommodate her requests.

**Before returning to work**  
Check whether your employee will be able to work the same hours as before, work overtime, and so on, and try to resolve any concerns she might have about balancing work and childcare. It is also important to update other faculty members about her plans, so that work can proceed smoothly in the workplace.

**After returning to work**  
Talk to your employee about any considerations she would like, and her work routine going forward. Also, check whether the workload is equitably distributed within the workplace, and adjust the division of work as and when necessary.

(Reference) Employees Taking Maternity and Childcare Leave and Returning to Work (from the Ministry of Health, Labour and Welfare website) <https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/0000067027.html>

### Economic support systems Faculty members

◆ Childcare leave allowance (*ikuji kyugyo kyufukin*, covered by employment insurance)/childcare leave benefit (*ikuji kyugyo teatekin*, covered by the Ministry of Education, Culture, Sports, Science and Technology Mutual Aid Association ("Mutual Aid Association" below))

If you take childcare leave to care for a child under one year of age (or two years of age if childcare is not provided at a nursery or other facility), you will receive up to 67% of your wages\* before the leave begins (50% if the leave period exceeds 6 months).

\* If your childcare leave benefit is paid by the Mutual Aid Association, 67% of the daily amount of standard remuneration will be paid per day (50% if the leave period exceeds 6 months). Note: The period of payment of the above benefits and allowances may differ from the period of childcare leave, so please contact the administrative section of your department for details.

◆ Childbirth benefit (*shussanhi*, covered by the Mutual Aid Association)/childbirth and childcare lump-sum grant (*shussan ikuji ichijikin*, covered by health insurance)

404,000 yen will be paid in childbirth benefit (*shussanhi*, covered by the Mutual Aid Association)/childbirth and childcare lump-sum grant (*shussan ikuji ichijikin*, covered by health insurance).

◆ Childbirth allowance (*shussan teatekin*, covered by the Mutual Aid Association) or health insurance)

If you are absent from work due to childbirth and cannot receive all or part of your remuneration, you will receive childbirth allowance (67% of the daily amount of standard remuneration per day).

◆ Other exempted items Note: Administrative procedures required in advance  
During maternity leave and childcare leave, you are exempted from paying Mutual Aid Association insurance premiums and social insurance premiums (health insurance and employees' pension insurance).

During maternity leave and childcare leave, you're entitled to benefits and allowances! Find out about the admin beforehand!



For more information, visit the website of Osaka University Center for Gender Equality Promotion.

Osaka University support for next generation



## WLB Support Systems for balancing work and nursing care

To avoid having to leave your job in order to care for someone at home, follow these six points to balance work and nursing care.

Point 1

**Inform your workplace that you are caring for a family member, and use your workplace's WLB Support Systems as and when necessary.**

Point 2

**Use the Long-Term Care Insurance services, and don't "over-care" by yourself.**

Point 3

**Apply for Long-Term Care Insurance as early as possible, and start getting organized even before obtaining certification that long-term care is required.**

Point 4

**Trust the care manager and feel free to consult them about anything.**

Point 5

**On a daily basis, build good relationships with family members and neighbors of the person in need of care.**

Point 6

**Don't let caregiving dominate your life completely, and reserve time for yourself.**

(Reference) "The Key to Balancing Work and Nursing Care So You Don't Have To Leave Your Job" (2017) (from the Ministry of Health, Labour and Welfare website)

[https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/koyou\\_roudou/koyoukintou/ryouritsu/model.html](https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/koyou_roudou/koyoukintou/ryouritsu/model.html)



## WLB Support Systems: long-term family care leave (kaigo kyugyo) and short-term family care leave (kaigo kyuka)

Faculty members caring for a family member in need of nursing care (a condition that requires constant nursing care for a period of two weeks or more due to injury, illness, or physical or mental disability) may take long-term family care leave. Faculty members wishing to take long-term family care leave must, as a rule, submit a Long-Term Family Care Leave Request Form to their department head at least two weeks prior to the scheduled start date of the leave. Short-term family care leave can be used for purposes including caring for eligible family members, accompanying them to hospital visits, and carrying out necessary administrative procedures on their behalf to receive nursing care services.

Taking long-term family care leave in installments	A total of 186 days (93 days for part-time employees) per eligible family member can be taken in up to 3 installments.
Short-term family care leave	No more than 5 days per year (10 days in the case of two or more eligible family members)
Measures to shorten prescribed working hours for caregivers (optional measures obligation) (2017 amendment to the Act on Childcare Leave, Caregiver Leave, and Other Measures for the Welfare of Workers Caring for Children or Other Family Members)	4 hours or less per day (per eligible family member for a period of up to three consecutive years)
Exemption from heavier duties for caregivers	Can be billed for the period up to the end of care (except in cases where it interferes with the normal operation of the business)

Note: Eligible family members: spouse, parents, children, spouse's parents, grandparents, siblings, grandchildren, and other family members not listed above who are approved by the university.

◆ Since October, 2018, employees caring for family members in need of nursing care, and meeting other prescribed requirements, have been able to use the working-from-home system. (For details, see: <http://osku.jp/j0771> (Osaka University intranet))

## Economic support systems Faculty members

◆ **Family care leave allowance (kaigo kyugyo kyufukin) (covered by employment insurance)/nursing care leave benefit (kaigo kyugyo teatekin) (covered by the Mutual Aid Association)**

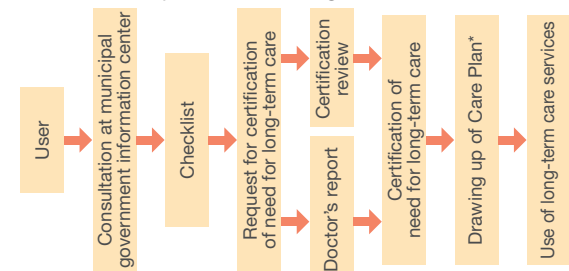
When an employee covered by employment insurance takes long-term family care leave, if certain requirements are met, the employee can receive family care leave allowance (kaigo kyugyo kyufukin) (67% of wages prior to the start of leave, with an upper limit\*).

\* When an employee's nursing care leave benefit (kaigo kyugyo teatekin) is paid by the Mutual Aid Association, 67% of the daily amount of standard remuneration will be paid per day. (The payment period is the period not exceeding 66 days in total of the number of days of long-term family care leave.)

◆ **Long-Term Care Insurance System**

The Long-Term Care Insurance System supports long-term care throughout society, with municipalities across Japan acting as insurers, and people aged 65 and over (Class 1 insured) and people aged 40 to 64 (Class 2 insured) are enrolled as insured persons. If you are 65 years old or older, you can receive services at any time if you are certified as needing nursing care by the municipal government (insurer). In addition, insured persons between the ages of 40 and 64 who are certified as needing long-term care due to a designated specific disease caused by aging are also eligible to receive nursing care services. (For details, see the Ministry of Health, Labour and Welfare website and other sources.)

Administrative procedure for long-term care service users



\* Required for users certified as Long-term Care Required (Care Levels 1-5) or Support Required (1 and 2)

(Reference)

Long-Term Care Insurance System (for persons aged 40 and over) (from the Ministry of Health, Labour and Welfare website)

[https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/hukushi\\_kaigo/kaigo\\_koureisha/index.html](https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/hukushi_kaigo/kaigo_koureisha/index.html)

What is Long-Term Care Insurance? (from the Ministry of Health, Labour and Welfare website)

[https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/hukushi\\_kaigo/kaigo\\_koureisha/gaiyo/index.html](https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/hukushi_kaigo/kaigo_koureisha/gaiyo/index.html)

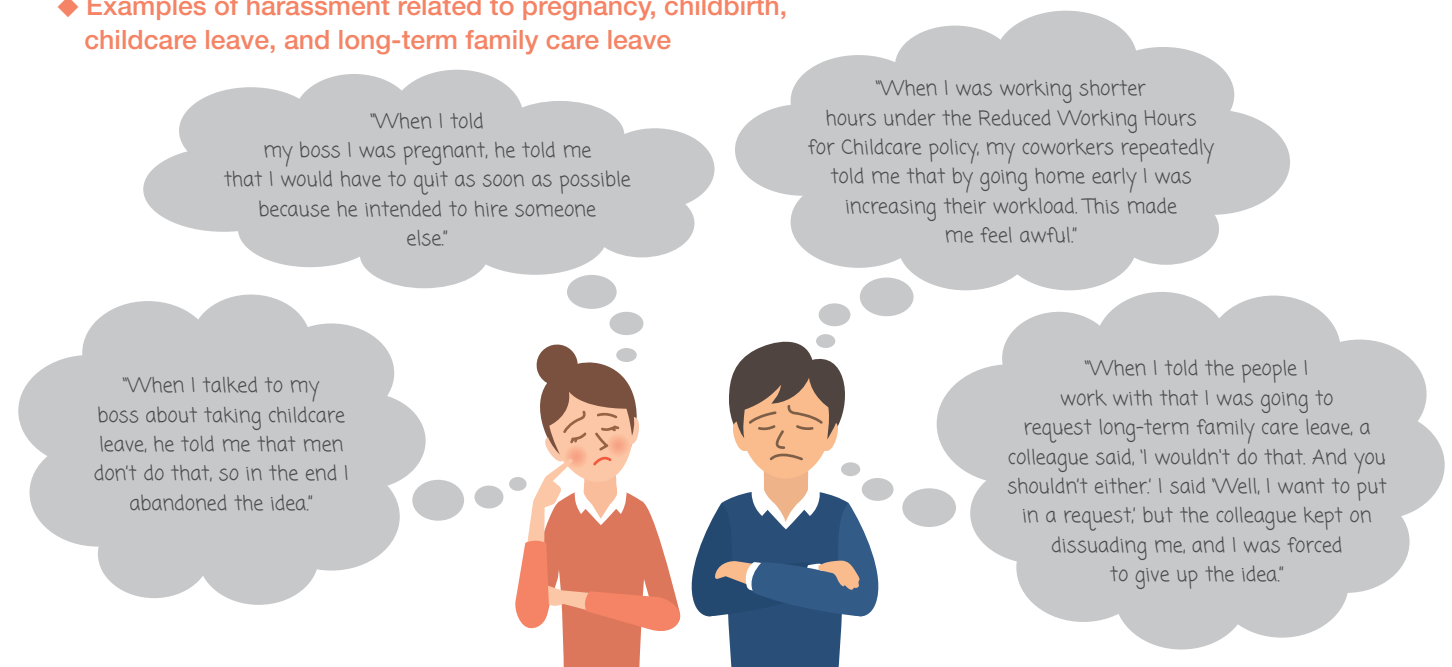
Principal long-term care services available

Long-term Care Required (Care Levels 1-5)	Facility services (Small, fee-based nursing homes, health care facilities for the elderly, medical care facilities) At-home care (Home-help service, nurse home visits, day service nursing care, short-term stay, etc.) Neighborhood services (Periodic visits/ongoing visits by a long-term care provider or nurse, small-scale, multifunctional at-home care, etc.)
Support Required (1 and 2)	Preventive care services (Preventive care nurse home visits, preventive care day service rehabilitation, etc.) Neighborhood preventive care services (Preventive small-scale multifunctional at-home care, preventive daytime nursing-care for patients with dementia, etc.)
Not covered	Preventive care and everyday living support services (Visit-based services, day services, etc.) General preventive care services (Note: These are available to all elderly persons.) (Preventive care promotion and awareness programs, regional preventive care activity support programs, etc.)

## Harassment related to pregnancy, childbirth, childcare leave, and long-term family care leave

In order to maintain a good environment for education, research, and work, the University is working to prevent such harassment occurring, and to solve related problems.

◆ **Examples of harassment related to pregnancy, childbirth, childcare leave, and long-term family care leave**



If you've ever experienced something like this, and wondered whether it counted as harassment, come and talk to someone at Osaka University Counseling Office (Harassment Related Matters). (Osaka University website) [http://www.osaka-u.ac.jp/ja/guide/student/prevention\\_sh](http://www.osaka-u.ac.jp/ja/guide/student/prevention_sh)



(Reference)

Employers are legally obliged to take measures against sexual harassment in the workplace, and harassment related to pregnancy, childbirth, childcare leave, and long-term family care leave!

(Pamphlet) (from the Ministry of Health, Labour and Welfare website)

<https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/0000137178.html>

Are you having a hard time at work? (from the Ministry of Health, Labour and Welfare website)

<https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/0000088308.html>

