

List of leave systems available to you (Akita University / As of October 1, 2025)

Please request the details and submit your application for a leave of absence to your faculty's general affairs office.

*For staff who are using the employment management system, the following ★ is to be submitted from the system. Please submit the attached documents to the office.

The Japanese version is authoritative; this English translation serves only as a reference. In case of any discrepancies or doubts between the two versions, the Japanese version shall prevail.



| No. | Type of leave, etc. | Period of availability | Recipient: Permanent/regular employee | | | Recipient: Part-time employee | | | | | | Documents submitted/Related benefits | |
|------|---|--|---------------------------------------|------|----------------|-------------------------------|------|----------------|-----------|------|----------------|--------------------------------------|---|
| | | | Female | Male | Payment status | Full-time | | | Part-time | | | | |
| | | | | | | Female | Male | Payment status | Female | Male | Payment status | | |
| 1 | Childbirth support Leave | Up to 5 days per year for infertility treatment (10 days when undergoing IVF or ICSI) | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ★「特別休暇簿 (Special leave book)」*Attach documents such as the patient registration card, receipts, and documents detailing the medical treatment. |
| 2 | Measures for easing commuting during pregnancy | Period of exemption from the obligation to devote oneself to one's duties | ○ | × | ○ | ○ | × | ○ | ○ | × | ○ | ○ | ★「特別休暇簿 (Special leave book)」*Attach a copy of the mother-and-child handbook and medical certificate or Maternal Health Management and Guidance Card. |
| 3 | Pregnancy breaks and leaves of absence | Period of exemption from the obligation to devote oneself to one's duties | ○ | × | ○ | ○ | × | ○ | ○ | × | ○ | ○ | ★「特別休暇簿 (Special leave book)」*Attach a copy of the mother-and-child handbook and medical certificate or Maternal Health Management and Guidance Card. |
| 4 | Pregnant women's rests and leave | Period of exemption from the obligation to devote oneself to one's duties | ○ | × | ○ | ○ | × | ○ | ○ | × | ○ | ○ | ★「特別休暇簿 (Special leave book)」*Attach a copy of the mother-and-child handbook. |
| 5 | Limitations on work for pregnant and nursing women | Period of time for which work restrictions are permitted | ○ | × | — | ○ | × | — | ○ | × | — | — | — |
| 6 | Maternity Leave before childbirth | 8 weeks prior to expected date of birth (14 weeks in the case of multiple fetuses) | ○ | × | ○ | ○ | × | ○ | ○ | × | ○ | ○ | ★「特別休暇簿 (Special leave book)」*Attach a certificate issued by a physician ★Exemption from payment of mutual aid premium (or social insurance premium) |
| 7 | Leave to attend childbirth of spouse | Up to 2 days for a spouse giving birth | × | ○ | ○ | × | ○ | ○ | × | ○ | ○ | ○ | ★「特別休暇簿 (Special leave book)」 |
| 8 | Parental Participation Leave | When raising a child born to the wife of a member of Staff or a child yet to start elementary school, during the maternity leave period of the spouse and up to the day on which one year has elapsed since the date of childbirth. Up to 14 days for Regular employees and 5 days for Part-time employees. | × | ○ | ○ | × | ○ | ○ | × | ○ | ○ | ○ | ★「特別休暇簿 (Special leave book)」 |
| 9 | Maternity Leave after childbirth | 8 weeks period after childbirth | ○ | × | ○ | ○ | × | ○ | ○ | × | ○ | ○ | ★「特別休暇簿 (Special leave book)」*Attach a copy of the birth notification certificate from the mother-and-child handbook. ★「Childbirth allowance/family allowance for dependent's childbirth (from mutual aid association)」(from mutual aid association),★Exemption from payment of mutual aid premium (or social insurance premium) |
| 10 | Childcare Leave at birth | Employees are entitled to take up to 4 weeks of leave within 8 weeks following the birth of their child. This leave may be taken in two separate installments, but the submission of a collective request is needed. | × | ○ | × | × | ○ | × | × | ○ | × | × | 「育児休業申出書(様式1)」*Attach a copy of the birth notification certificate from the mother-and-child handbook. *Deadline for submitting of required documents : 2 weeks in advance ★Exemption from payment of mutual aid premium (or social insurance premium),★「Childcare leave benefits at birth」(from employment insurance program),★「Childcare Leave Benefits」(from mutual aid association) ★「Post-birth childcare leave benefits」(from employment insurance program) |
| 11 | Childcare Leave | The period requested by the employee until the day before the child reaches the age of 3 years (Can be taken twice in installments) | ○ | ○ | × | ○ | ○ | × | ○ | ○ | × | × | 「育児休業申出書(様式1)」*Attach a copy of the birth notification certificate from the mother-and-child handbook. *Deadline for submitting of required documents : 1 month in advance ★Exemption from payment of mutual aid premium (or social insurance premium),★「Childcare leave benefits」(from employment insurance program),★「Childcare Leave Benefits」(from mutual aid association) ★「Post-birth childcare leave benefits」(from employment insurance program) |
| 12 | Nursing Leave | Until the baby reaches one year old up to 30 minutes, twice a day | ○ | ○ | ○ | ○ | ○ | × | ○ | ○ | × | × | ★「特別休暇簿 (Special leave book)」 |
| 13 | Sick/Injured, etc. Childcare Leave | Up to 10 days per year until the child completes the third grade of junior high school, for reasons such as the child's illness or hospital visit, or the child's entrance or graduation ceremony. | ○ | ○ | ○ | ○ | ○ | × | ○ | ○ | × | × | ★「特別休暇簿 (Special leave book)」 |
| 14 | Short time work for Childcare | ★「Childcare Shortened Working Hours Benefit」(from employment insurance program) [update] | ○ | ○ | ▲ | ○ | ○ | ▲ | × | × | — | — | 「育児短時間勤務申出書(様式4)」*Attach a copy of the birth notification certificate from the mother-and-child handbook. ★Deemed measure for the previous standard monthly remuneration during the child-rearing period. ★「Childcare Shortened Working Hours Benefit」(from employment insurance program) |
| 15.1 | Childcare leave time [Item (i)] | Up to 2 hours per day, until the child reaches school age | ○ | ○ | ■ | ○ | ○ | ■ | × | × | — | — | Each year, you can choose either of the two Childcare leave time options (Item (i) or Item (ii)). Under a transitional measure, Item (ii) can be used for up to 5 days* in fiscal year 2025. |
| 15.2 | Childcare leave time [Item (ii)] | Up to 10 days* per year , until the child reaches school age | ○ | ○ | ■ | ○ | ○ | ■ | △ | △ | — | — | 「育児時間申出書(様式6)」*Attach a copy of the birth notification certificate from the mother-and-child handbook. ★Deemed measure for the previous standard monthly remuneration during the child-rearing period. ★「Childcare Shortened Working Hours Benefit」(from employment insurance program) |
| 16 | Limitations on Prescribed Overtime Work, Overtime, and Night Shifts for Childcare | Until the child reaches school age | ○ | ○ | — | ○ | ○ | — | ○ | ○ | — | — | 「育児のための所定外労働免除請求書(様式7-1)」「育児のための時間外労働制限請求書(様式7-2)」「育児のための深夜業務制限請求書(様式8)」*Attach a copy of the birth notification certificate from the mother-and-child handbook. |
| 17 | Early or Late Shift Work for Childcare | Until the child reaches school age or while the child is attending elementary school and requires transportation to and from an after-school childcare program. | ○ | ○ | — | ○ | ○ | — | × | × | — | — | 「早出遅出勤務申出書(様式9)」*Attach a copy of the birth notification certificate from the mother-and-child handbook. |
| 18 | Long-term Family Care Leave | Up to three installments, within a total period not exceeding 186 days. | ○ | ○ | × | ○ | ○ | × | ○ | ○ | × | × | 「介護休業申出書(様式1)」*Attach copies of documents proving the name of the family member related to the request and their relationship with the applicant, as well as documents certifying that the family member requires care. ★「Nursing Care Leave benefits」(from employment insurance program),★「Nursing Care Leave benefits」(from mutual aid association) |
| 19 | Partial Family Care Leave | Up to three times, within a period not exceeding 186 days, and within a continuous 4 hour limit per day. | ○ | ○ | ■ | ○ | ○ | ■ | × | × | — | — | 「介護部分休業申出書(様式4)」*Attach copies of documents proving the name of the family member related to the request and their relationship with the applicant, as well as documents certifying that the family member requires care. |
| 20 | Short-term Family Care Leave | Up to 10 days per year | ○ | ○ | ○ | ○ | ○ | × | ○ | ○ | × | × | ★「特別休暇簿 (Special leave book)」*Attach the application form for the condition of the person requiring nursing care. |
| 21 | Limitations on Prescribed Overtime Work, Overtime, and Night Shifts for Family Care | Granted Period | ○ | ○ | — | ○ | ○ | — | ○ | ○ | — | — | 「介護のための所定外労働免除請求書(様式5-1)」「介護のための時間外労働制限請求書(様式5-2)」「介護のための深夜業務制限請求書(様式6)」*Attach copies of documents proving the name of the family member related to the request and their relationship with the applicant, as well as documents certifying that the family member requires care. |
| 22 | Family Care leave time | Within a consecutive 3- year period, with up to 2 hours per day | ○ | ○ | ■ | ○ | ○ | ■ | × | × | — | — | 「介護時間申出書(様式13)」*Attach copies of documents proving the name of the family member related to the request and their relationship with the applicant, as well as documents certifying that the family member requires care. |
| 23 | Early or Late Shift Work for Family Care | Granted Period | ○ | ○ | — | ○ | ○ | — | × | × | — | — | 「早出遅出勤務申出書(様式8)」*Attach copies of documents proving the name of the family member related to the request and their relationship with the applicant, as well as documents certifying that the family member requires care. |
| 24 | Menstrual Leave | Granted Period | ○ | × | ○ | ○ | × | × | ○ | × | × | × | — |
| 25 | Leave for medical checkup (Ningen Dock) | Period of exemption from the obligation to devote oneself to one's duties | ○ | × | ○ | ○ | × | ○ | ○ | × | ○ | ○ | ★「特別休暇簿 (Special leave book)」 |
| 26 | On campus Childcare facilities "Senshu Nursery School(千秋保育園)" | | ○ | ○ | — | ○ | ○ | — | ○ | ○ | — | — | For application, please contact the Teiyukai General Foundation Office.(一般財団法人丁酉会)(TEL 018-834-1111) |
| 27 | A Nursery for sick and recovering children "Kotorinoohaya(ことりのおへや)" | | ○ | ○ | — | ○ | ○ | — | ○ | ○ | — | — | For pre-registration, please contact the General Affairs Division, Faculty of Medicine.(TEL 018-884-6011) For reservations, please contact Senshu Nursery School(千秋保育園).(TEL 018-836-2636) |
| 28 | Procedures for individual consultation and accommodations. | At the time the employee or their spouse notifies the organization of pregnancy or childbirth, and at an appropriate time* until the child turns three years old. | ○ | ○ | — | ○ | ○ | — | ○ | ○ | — | — | To support employees in balancing work and childcare, the organization is required to hold individual consultations on work arrangements based on the child's and family's circumstances at an appropriate time*, provide necessary accommodations, and inform employees about relevant support systems while confirming their intention to use them. |

▲: Paid according to working hours ■: Reduction for hours not worked