

仕事と生活

(育児・介護・治療)

両立応援

ハンドブック

Support Handbook

for Balancing Work and Life

Childcare, Nursing Care and Medical Treatment



【 教員用 】

For teaching staff

はじめに

育児に介護、そして治療。

人は、働いている間に

さまざまなライフイベントに出会います。

自身を取り巻く環境の変化に戸惑うこともあるかもしれません。

そんな時も、立命館大学の教員として

いっしょに働いていけるように。

本大学では、仕事と生活を両立させるための

各種サポートを用意しています。

本ハンドブックを参考に、ぜひご活用ください。

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※本ハンドブックの内容は、2019年2月時点での情報を掲載しています。
変更等が生じる場合がありますので、最新の情報は各担当部局やWeb等でご確認ください。

妊娠したら
どうすれば
いい？

申請は
どこにしたら
いいの？



父親も
育休を取得
できる？

育児編

出産・育児の
休暇はいつから
いつまで？

どんな育児
支援があるのか
知りたい

育 児 編



子どもが できたら

安心して出産・育児を
迎えられるように、仕事との
付き合い方を知っておきましょう。

妊娠がわかったら

- 予定日が決まったら所属長に報告しましょう。
- 検診のスケジュールなど早めにチェックし、業務を調整しましょう。
- 外部資金の研究、委員会、担当授業、院生指導などについて早めに調整しましょう。

周りの人ができること

- まずは祝福の言葉を送りましょう。
- 本人の体調、今後の出産までの働き方の希望などに耳を傾けましょう。
- 検診のための通院時間保障、通勤緩和制度など諸制度について目を通しておきましょう。
- おおまかな引継ぎ時期、引継ぎ人事等のスケジュールリングを考えましょう。

妊娠後期（8ヶ月）

- 引継ぎがスムーズにできるように業務を進めましょう。

POINT 男性教職員でも育児休業や配偶者出産休暇が活用できます。

周りの人ができること

- 引継ぎ業務・授業・研究について、調整を進めましょう。
- 引継ぎ者に負担が偏らないように気をつけましょう。

職場復帰に備えて

- 家族、所属長、同僚と、しっかり打ち合わせ、復帰後のシミュレーションをしましょう。
- 保育園、ベビーシッター制度、近所の病児保育施設など事前に情報を集めましょう。
- 慣らし保育の時期などを具体的に決めましょう。

周りの人ができること

- 復帰後の業務に向けて話し合いの機会を持ちましょう。
- 育児中の諸制度にも目を通してきましょう。 ● 周りの教職員との情報共有を行いましょう。

復帰後

- 学内制度（ベビーシッター利用補助制度、研究支援員制度など）を積極的に利用しましょう。
- 子どもの体調不良時など、同僚、家族と相談しながら、業務を進めましょう。

POINT 乳幼児は保育園に慣れるまで体調不良を起こしやすいので、急な呼び出しなどに備えておきましょう。

周りの人ができること

- 業務量、会議終了時間など、育児中の方への配慮をしましょう。また、周りの負担配慮も忘れずに行いましょう。
- ベビーシッター利用補助制度、看護休暇など活用できる制度への知識を広げましょう。

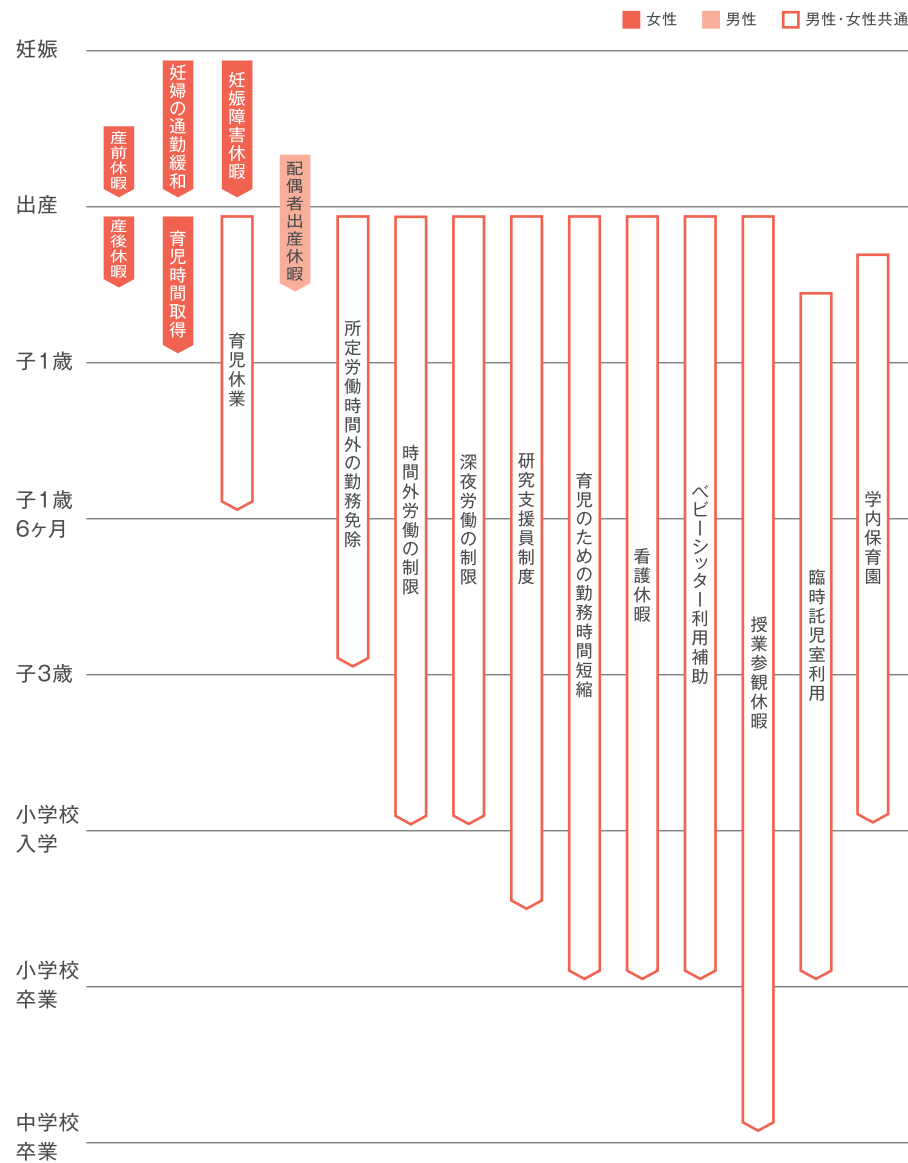
育 児 編



制度をうまく活用しよう

妊娠から子どもの中学校卒業まで
各種制度が利用可能です。
効果的に活用しましょう。

時期に応じた育児支援制度があります



制度詳細は次ページにて

女性が利用できる制度

	本務教員		兼務教員	届出(提出先:人事部 給与厚生課)
	無期雇用	有期雇用		
育児時間取得 (2時間以下)	○	○	-	書式[5]育児時間取得届／子の生年月日を確認できる書類 詳細 1歳に満たない子を養育する女性教職員の育児時間を認める制度 (1日につき、30分の育児時間を2回、または1時間の育児時間を1回)
産前休暇	○	○	○	書式[6]産前・産後・妊娠障害休暇届 書式[17]産前・産後休暇届(無給休暇) 出産予定日を証明する書類の写し(母子手帳の出産予定日記載ページなど) 詳細 産前8週間以内の特別休暇(多胎妊娠の場合は14週)
産後休暇	○	○	○	書式[6]産前・産後・妊娠障害休暇届 書式[17]産前・産後休暇届(無給休暇) 母子手帳の出産日を証明するページ・出生証明書の写しなど 詳細 産後8週間の特別休暇 出産日の翌日から暦日56日を申請
通院 妊娠健診のための時間保障	○	○	-	書式[5]妊娠の通院時間保障取得届 出産予定日を証明する書類(初回のみ)／健診開始時間が確認できる 予約票などの写しおよび当日の病院領収書の写しの両方 詳細 母子保健法の規定による保健指導または、 健康診査を受けるために必要な時間を保障する制度
通勤 妊娠の緩和	○	○	-	書式[5]妊娠の通勤緩和取得届／出産予定日を証明する書類の写し 詳細 妊娠している女性教職員が、交通混雑を避けて通勤することが 必要な場合、1日1時間の範囲での勤務時間短縮措置 を受けることができる制度
休暇 妊娠障害	○	○	○	書式[1]立命館特別有給休暇届(無期)／書式[17]妊娠障害休暇届(有期・兼務) 医師の診断書または母子健康管理指導事項連絡カード 詳細 妊娠障害により医師から安静を指示された場合、 必要日数の休暇を取得することができる制度

男性が利用できる制度

	本務教員		兼務教員	届出(提出先:人事部 給与厚生課)
	無期雇用	有期雇用		
配偶者出産休暇	○	○	-	書式①立命館特別有給休暇届(無期) 書式②立命館特別有給休暇届(有期) 出産前は出産予定日を証明する書類／出産後は出産日を証明する書類 詳細 配偶者の出産に伴う入院中・退院後の妊産婦や 子の世話、出産に伴う諸手続き等のための休暇(第1子(2日)・第2子以降(5日))

〈届出様式URL〉 <https://secure.ritsumeai.ac.jp/staff-all/units/hrweb/life/child.html/>

男女共通で利用できる制度

	本務教員		兼務教員	届出(提出先:人事部 給与厚生課)
	無期雇用	有期雇用		
育児休業	○	○	○	書式[8]育児休業申出書 所属長経由 詳細 同居する子の養育する教職員は育児休業を取得することができます。 「子が1歳6ヶ月に達する日まで」または、「子が1歳に達する年度の次年度 4月末日まで」を上限とする。但し、子が1歳6ヶ月に達する日において 「保育所に入所希望しているが、入所できないとき」などは2歳に達する日 まで延長することができる。
勤務時間短縮 育児のための	○	○	-	書式[5]育児のための勤務時間短縮届／子の年齢を確認できる書類 詳細 子を養育する教職員の育児のための勤務時間短縮を 選択できる制度(中学就学の始期まで)
利用補助 ベビーシッター	○	○	○	ベビーシッター利用補助金申請書 ①利用機関の領収書②保育対象者が養育する家族である証明 ③出勤用務が分かる資料 詳細 業務の都合により家庭での保育が出来ない場合に ベビーシッターや一時預かり保育の利用費用を補助 利用に際しての登録料金や更新料金も対象(年間上限6万円)
看護休暇	○	○	-	書式[1]立命館特別有給休暇届(無期) 書式[2]立命館特別有給休暇届(有期) 子の年齢を確認できる書類／子に看護が必要であったことを確認できる書類／ 健診・予防接種の実施日時がわかる書類 詳細 子の負傷・疾病、母子健康法に定める市区町村が実施 または推奨する健康診断、予防接種(任意を含む)
授業参観休暇	○※	-	-	書式[1]立命館特別有給休暇届(無期) 子の年齢を確認できる書類／参観などの実施日・時間を確認できる 案内状・行事予定表の写し 詳細 授業・保育参観、家庭訪問、個人懇談、入学(園)式、卒業(園)式、 就学前健康診断、学校説明会、学校主催の各種説明会、 その他親子行事を理由とする休暇(子一人につき年度内6回まで・必要時間のみ)

※外国語専任講師、理工系基礎教育専任講師を除く

ベビーシッター利用補助について

〈無期雇用教員〉

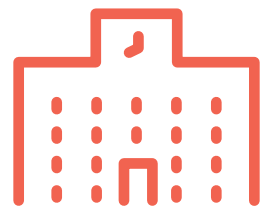
内容	業務の都合により休日・時間外に家庭での保育ができない場合、ベビーシッターや一時預かりの利用費用を補助します。 ※利用料以外の登録料金や更新料金も補助の対象となります。
補助対象期間	中学校就学の始期に達するまで
補助額・回数	年間上限60,000円・補助回数上限なし(課税・給与合算)
備考	親族に保育をお願いする場合に支払う謝礼は補助対象にあたりません。補助は、業務の都合で休日・時間外に家庭保育ができない場合に限ります。

〈有期雇用教員・兼務教員〉

内容	祝日授業日における、授業、日祝日の入試採点業務により家庭保育ができない場合、ベビーシッターや一時預かり保育の利用費用を補助します。
補助対象期間	中学校就学の始期に達するまで
補助額・回数	年間上限60,000円・補助回数上限なし(課税・給与合算)
備考	親族に保育・介護をお願いする場合に支払う謝礼は補助対象にあたりません。

※〈注意〉休日・時間外とは日祝日の終日および月曜日から土曜日の午前8時から午後5時を除く時間を指します。
※保育無償化の動向等により、変更となる場合があります。
※補助額はベビーシッター、ホームヘルパー補助を通算して年間60,000円までとなります。

育児編



知っておきたい 学内サポート

保育園や授乳室を整備し、
学内でのサポートも充実。
子どもの成長をいっしょに見守ります。



「子どもたちの未来を信じ 未来を拓く」という理念のもと、子どもたちをお預かりしています。

衣笠キャンパス みらい保育園 きぬがさ



|| 衣笠キャンパス 至徳館2F



乳児室は一部の床が畳となっており、はいはいをするお子様にやさしい作りとなっています。



明るい光が差し込む、広々とした保育室です。

びわこ・くさつキャンパス みらい保育園 びわこ



|| びわこ・くさつキャンパス コアステーション2F



保育者の目が届きやすいよう、アクリル板で仕切っています。



南側に面している窓より、やわらかな光が差し込みます。

保育園利用案内

〔常時保育・平日昼間・常時預かり〕

利用対象者	教職員・研究員・院生・学生
対象児	0歳(生後57日以降)～小学校就学前
保育実施日	月～金 ※土日祝日の授業日も保育を実施
保育時間(通常)	8:00～19:00
延長保育	19:00～20:00(30分単位)
保育料	0歳～2歳 60,000円／月
	3歳～5歳 40,000円／月
定員	0歳児3名、1歳児6名、2～5歳児10名
その他	延長時は別途補食料100円／日追加

〔一時保育〕 常時保育に空きがある日のみ、単発でのお預かり

利用対象者	教職員・研究員・院生・学生
対象児	0歳(10ヶ月以降)～小学校就学前
保育実施日	月～金 ※土日祝日の授業日も保育を実施
保育時間(通常)	8:00～18:00
保育料	250円／15分毎
	昼食代(おやつ代込み) 400円／1食毎
その他	初回利用のみ、利用1ヶ月前に事前登録・面談が必要です。
	実施日は、随時園に確認をしてください。

※病児保育・病後児保育は実施しておりません。
※授業日以外の、日祝日は、臨時託児室(次ページ)が利用可能です。

「立命館みらい保育園」のホームページで詳しい情報を発信しています
<http://www.ritsumei.ac.jp/rnursery/>



その他保育関連情報

〔臨時託児室〕 ※最新の情報は「人事WEB」でご確認ください。

	衣笠 キャンパス	びわこ・くさつ キャンパス	大阪いばらき キャンパス	朱雀 キャンパス
開設 形態	株式会社 パソナフォスターへ業務委託			託児託老派遣サービス green
開設 場所	末川記念館 第三会議室	エボック立命21 交流室	AS114 会議室	〒604-8414 京都市中京区西ノ京小倉町22-13 (JR二条駅から徒歩5分)
開室日	日祝日 (夏季休暇・冬季休暇期間を除く、年度末の保育園休園期間 3/26～3/30)			年中ほぼ開園
定員 (先着順)	各キャンパス10名			18名
対象者	開設日に出勤(出講)が必要な教職員			出勤(出講)が必要な教職員
子の 対象年齢	生後満6ヶ月から小学校4年生まで			0歳から12歳の小学生
託児時間	8:30～17:00			7:00～22:00
申込み方法	2週間前までの事前申込み			1週間前までの事前申込み
料金	1時間:1000円 30分:500円 15分:250円			9:00～19:00 (年齢により650円～800円毎時) 7:00～9:00、19:00～22:00 (年齢により750円～900円毎時) ※その他入会金、年会費、光熱費など 詳しくは利用規約をご覧ください。
キャンセル料	利用日前日正午までのキャンセル:予約時間×利用料の50% 利用日前日正午以降のキャンセル:予約時間×利用料の100%			前日22時以降の時間変更または キャンセルは予約時間の50%
ベビーシッター 補助	ベビーシッター利用補助(年間上限6万円)の範囲で適用対象者の申請により行う			

※運営事業者・開設場所・料金等は、変更となる可能性があります。

〔周辺の病児保育施設〕

- 全国

<http://www.byoujihoiku.net/list/index.html>
- 京都市

<子どもサポートH&K>
<http://kodomo-hk.com/>

<京都市と提携している病児・病後児保育一覧>
<http://www.city.kyoto.lg.jp/hagukumi/page/0000098237.html>
- 草津市

<病児保育2ヶ所>
<http://www.city.kusatsu.shiga.jp/kosodate/ksodateoen/byojihoiku.html>
- 茨木市

<病児保育2ヶ所、病後児保育1ヶ所>
<http://www.city.ibaraki.osaka.jp/kurashi/kodomo/hoiku/byouji/>

授乳室

びわこ・くさつキャンパス

場 所	コアステーション 2F リサーチライフサポート室内
時 間	月～金 9:00～17:30
施 錠	あり(事前登録制)
設 備	ソファ、冷蔵庫、流し台、湯沸かし器



- 全ての教職員・学生の方にご利用頂けます。事前登録制です。
- 時間外に利用を希望される場合は、お問い合わせください。
(BKCリサーチオフィス 077-561-2631 内線515-6500)

〈注意〉

- マットスペースでは靴をお脱ぎください。
- オムツなどのゴミは各自お持ち帰りください。
- 授乳室にお子様が一になることがないようにしてください。

大阪いばらきキャンパス

場 所	B棟(立命館いばらきフューチャープラザ)2F
時 間	8:00～22:00
施 錠	なし
設 備	授乳室2部屋、オムツ替え台2台、流し台



- 本学すべての教職員・学生の方・フューチャープラザご利用の一般の方にご利用頂けます。

学内保育園においても授乳対応が可能です

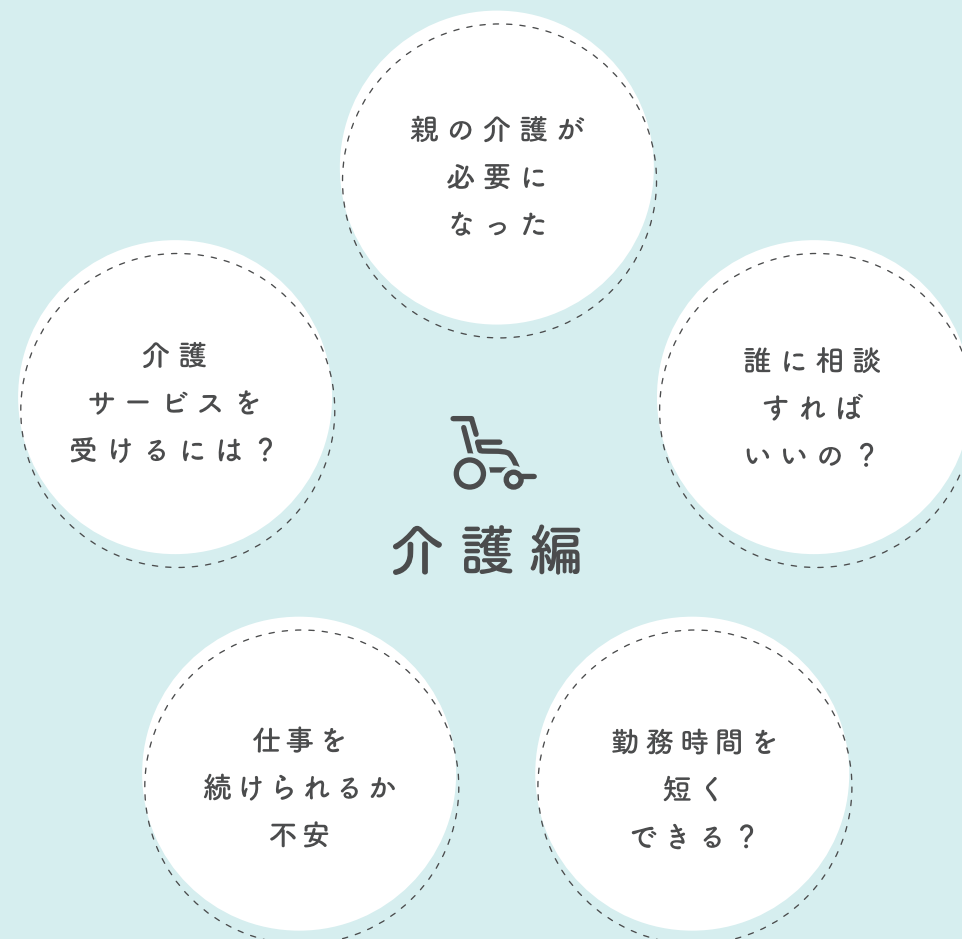
衣笠キャンパス

場 所 立命館みらい保育園きぬがさ 至徳館2F
時 間 保育園開園時間内

びわこ・くさつキャンパス

場 所 立命館みらい保育園びわこ コアステーション 2F
時 間 保育園開園時間内

※学内保育園での授乳を希望される場合、事前に給与厚生課までご相談ください。
TEL.075-813-8150 / E-mail rnursery@st.ritsumei.ac.jp





家族の介護が必要になったら

突然訪れる家族の介護。
ご自身だけで抱え込まずに、
その先の道を探りましょう。

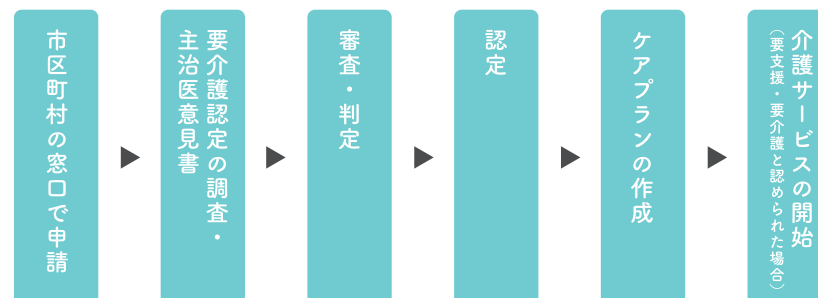
まずは…

- どのような現状なのか所属長に相談しましょう。
- 利用できる制度(P.18)について知りましょう。
- 親が暮らす自治体の介護保険に関する情報を調べましょう。
- 一人で抱え込まず、地域包括支援センターなど周囲のサポートを求めましょう。
- 必要に応じて、ケアマネージャー(介護支援専門員)にケアプランを立ててもらいましょう。
- 介護保険制度や介護サービス(介護保険外)を利用してワークライフバランスを図りましょう。
- 遠距離介護の場合、交通機関の割引制度について調べたり、きょうだいがいる場合は介護の協力について話しましょう。
- 介護に携わるあなた自身の生活設計や体調管理にも気をつけましょう。

周りの人ができること

- 今後の動きについて相談しましょう。
- 介護休業制度を取得する場合は業務、研究、授業の調整などを本人の希望を聞きながら進めましょう。
- 介護のための勤務時間短縮、ホームヘルパー利用補助制度などに目を通しておきましょう。
- 介護に時間が必要な方とのコミュニケーションを丁寧に行い、協力合って仕事ができる環境を作りましょう。

介護保険サービス利用までのおおまかな流れ



介護編



制度をうまく活用しよう

介護をしながらでも、
仕事を続ける方法を探りましょう。
制度を活用し、うまくバランスをとりましょう。

※雇用形態により、利用できる制度や条件内容が異なります。不明な点があれば、人事部給与厚生課までお問い合わせください。

	本務教員		兼務教員	届出(提出先:人事部 給与厚生課)
	無期雇用	有期雇用		
介護休業	○	○	○	書式[13]介護休業申出書 所属長経由 対象家族との続柄がわかる書類／要介護状態にあることがわかる書類 詳細 要介護状態にある家族を介護する教職員は介護休業適用を受けることができます。 (配偶者、父母、子、祖父母、兄弟姉妹、孫、配偶者の父母) 対象家族一人につき365日
介護休暇	○	○	○	書式[1]立命館特別有給休暇届(無期) 書式[2]立命館特別有給休暇届(有期) ①対象家族との続柄がわかる書類 ②要介護状態にあることがわかる書類 ③介護または世話をを行った事実がわかる書類 詳細 要介護状態にある家族を介護する教職員は介護休暇を取得することができます。 対象家族の通院等の付き添い、介護サービスの提供を受けるために必要な手続きの代行、その他必要な世話 対象家族一人あたり5日以内(単年度) 2人以上のとき10日以内(単年度)
介護のための勤務時間短縮	○	○	-	書式[5]介護のための勤務時間短縮取得届 ①対象家族との続柄がわかる書類 ②要介護状態にあることがわかる書類 詳細 要介護状態にある家族を介護する教職員は勤務時間短縮を受けることができます。 1日につき始業後・終業前において通算3時間上限(30分単位)
ホームヘルパー利用補助	○	-	-	ホームヘルパー利用補助金申請書 ①利用機関の領収書 ②介護対象者が介護する家族である証明 ③出勤用務が分かる資料 詳細 業務の都合により家庭での介護ができない場合にホームヘルパーの利用費用を補助 利用に際しての登録料金や更新料金も対象(年間上限6万円)

ホームヘルパー利用補助について〈無期雇用教員〉

内容	業務の都合により家庭での介護ができない場合ホームヘルパーの利用費用を補助します。 ※利用料金以外の登録料金や更新料金も補助の対象となります。
補助対象期間	要介護状態の家族介護期間
補助額・回数	年間上限60,000円 補助回数上限なし(課税・給与合算)
備考	親族に介護をお願いする場合に支払う謝礼は補助対象にあたりません。 補助は、業務の都合で休日・時間外に介護ができない場合に限ります。

※〈注意〉休日・時間外とは日祝日の終日および月曜日から土曜日の午前8時から午後5時を除く時間を指します。
※補助額はベビシッター、ホームヘルパー補助を通算して年間60,000円までとなります。

〈届出様式URL〉 <https://secure.ritsumeai.ac.jp/staff-all/units/hrweb/life/care.html/>

TOPICS

知っておきたい介護用語

介護保険

40歳以上の人を被保険者として、
市区町村が運営する公的保険制度

介護度の目安

[自立(非該当)]

要支援・要介護が必要になるおそれのある人

[要支援1・要支援2]

日常生活に支援が必要な人

[要介護1・要介護2・要介護3・要介護4・要介護5]

寝たきりや認知症で介護サービスが必要な人

※ご本人の状態により異なります

地域包括支援センター

高齢者の暮らしを地域でサポートするための拠点として

自治体などに設置されている機関。

介護だけでなく医療、保険などさまざまな関係機関と連携し、

高齢者の生活課題に対応している。

また、介護保険サービスの申請サポートも行っている。

病気に
なったら
働き方は
どう変わる？

誰に
相談すれば
いいの？

がんと診断
されたが
仕事を
続けたい

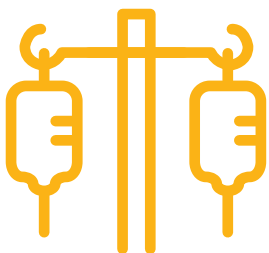


治療編

どんな
健康・医療
サポートが
あるの？

復帰に向けて
どうしたら
いいの？

治療編



治療が必要になったら

病気やけがは、誰にでも起こり得るもの。

症状や状況に応じて、じっくりと
復帰までの計画を立てましょう。

病気・けが・精神面・がん等で治療が必要になったら

	あなたの治療	家族の治療	周りの人ができること
まずは	<ul style="list-style-type: none"> ● 所属長へ状況と見通しを報告・相談しましょう。 ● 就業規則を確認しましょう。 ● 担当業務を周囲へ引き継ぎましょう。 ● 私学共済等の制度を確認しましょう。 	<ul style="list-style-type: none"> ● 所属長へ状況と見通しを報告・相談しましょう。 ● 就業規則を確認しましょう。 ● 担当業務の進捗状況等について所属長や同僚と共有しましょう。 	<ul style="list-style-type: none"> ● 体調や今後の働き方の希望等に耳を傾けましょう。 ● 病気や治療について知りましょう。 ● 利用できる制度を知りましょう。 ● 治療の経過は個人によって差があります。自分の考えや経験を押し付けないようにしましょう。
治療中	<ul style="list-style-type: none"> ● 治療に専念しましょう。 ● 余裕が出来れば、仕事復帰に向けてのタイミングを相談しましょう。 ● 仕事復帰後も継続した治療が必要な場合は、通院頻度等を事前に伝えておきましょう。 	<ul style="list-style-type: none"> ● 所属長へ状況を報告し、治療に伴う付き添いや通院の見通しを相談しましょう。 ● 家族が加入している健康保険の制度を確認しましょう。 	<ul style="list-style-type: none"> ● 復帰が見えてきたら、業務の近況を共有しましょう。 ● 本人の希望に沿って、復帰に向けての業務調整を行いましょう。
復帰に向けて	<ul style="list-style-type: none"> ● 復帰支援を担当している給与厚生課や産業医と復帰に向けて相談しましょう。 <p>※個人の状態や病気の種別によって復帰までの経過が異なります。</p>	<ul style="list-style-type: none"> ● 体調が安定するまで、個人の状態や病気の種別によって復帰までの経過が異なります。 ● 所属長へ家族の状況を報告・相談しましょう。 	<ul style="list-style-type: none"> ● 体調が安定するまで、個人の状態や病気の種別によって復帰までの経過が異なります。 ● 復帰後治療を受けながら仕事を続ける可能性についても配慮しましょう。
復帰後	<ul style="list-style-type: none"> ● できること、できないことを伝え、徐々に本格復帰を目指しましょう。 ● 体調の変化や可視化されない体調不良について、周囲と丁寧なコミュニケーションをとりましょう。 ● 復帰後も治療を受けながら仕事を続ける場合について、丁寧なコミュニケーションを心がけましょう。 	<ul style="list-style-type: none"> ● 体調が安定するまでに必要なケアとそれに伴う時間等について周囲と丁寧なコミュニケーションを心がけましょう。 	<ul style="list-style-type: none"> ● 定期的な声掛け（面談）を行いましょう。 ● 周囲の協力体制を整え、復帰者が相談しやすい環境にしましょう。 ● 可視化されない体調不良について配慮しましょう。 ● 復帰後も治療を受けながら仕事を続ける場合について、丁寧なコミュニケーションを心がけましょう。

お困りのことがありましたら、給与厚生課075-813-8150へご連絡ください。

治療編



制度をうまく活用しよう

大学で用意している制度を含め、
サポートが受けられます。
うまく活用しましょう。

病気やけがなど治療をしている方が利用できる制度

休業手当金（私学共済）

加入者（任意継続加入者を除く）が災害・結婚・葬祭・家族の病気やけが・出産などで休んだ場合で報酬が減額されたときに支給される。

※1.介護休業期間中及び小学校就学前の子の看護休業期間中は支給されません。
2.傷病手当金又は出産手当金に該当する期間は支給されません。

傷病手当金、傷病手当付加金

病気や負傷により勤務不能となり、報酬が減額となったときに、減額された報酬を補填するもの。

高額療養費制度

医療費の自己負担額が高額になった場合、申請により支払った医療費について給付を受けられる制度。

限度額適用認定証

窓口での支払を自己負担限度額までに留めることができる制度。

医療費控除

多額な医療費を支払ったときに、確定申告を行うことにより、所得税が還付される制度。

※詳細は私学共済HPをご確認ください >>> <https://www.shigakukyosai.jp/>

立命館保健センター・立命館診療所のご案内

衣笠・BKC・OICでは、平日午後より内科診察を行っています。
（精神科・レディース相談・禁煙外来は予約制）

退院後、病気が安定して働けるようになった場合、
産業医と主治医が連絡を取り、外来治療を行うこともあります。

診察時間・詳細は保健センターHPをご確認のうえ、ご相談ください。
<http://www.ritsumei.ac.jp/mng/gl/hoken/>



※朱雀は給与厚生課・保健師までご相談ください。

健康管理・仕事と生活の両立支援関連 一覧表

分類	内容	対象	頻度	主管部課
健康診断	定期健康診断	雇用関係にある教職員で、 社会保険(私学共済)の加入者 ※短時間労働加入者を含む	年1回	人事部・ 保健課
	乳がん検診 (任意)	定期健康診断の受診対象者で、乳がん 検診を希望する30歳以上の女性教職員		
	腫瘍マーカー 検査 (任意)	定期健康診断の受診対象者で、 腫瘍マーカー検査の受診を 希望する教職員(有料)		
	特殊健康診断 (有機、特化則、 電離放射線)	研究等で有機溶剤、 特定化学物質、電離放射線等を使用し、 健診実施基準に到達した 教職員・学生・研究員・委託先スタッフ等	年2回	安全管理課・ リサーチオフィス
	雇入時健康診断	雇入後に社会保険加入基準に 該当する教職員	雇入時 ※雇用開始前後 3ヶ月以内	給与 厚生課
	海外派遣労働者 健康診断	業務で6ヶ月以上の 海外渡航を行う教職員	随 時	
	非常勤講師等 健康診断(任意)	非常勤講師・授業担当講師・ 客員教員・招聘研究教員等で、 本務校のない方のうち希望者	年1回 ※春・冬実施 でいずれか選択	
	学振PD対象者 健康診断	日本学術振興会特別研究員 (学振PD)として 立命館大学において 研究活動を行う研究員	年1回	
ヘル メン スタ ル 策	ストレスチェック・ 高ストレス面談の 実施	雇用関係にある教職員で、 社会保険(私学共済)の加入者 ※短時間労働加入者を含む	年1回	給与 厚生課

分類	内容	対象	頻度	主管部課
健康 相 談	禁煙相談・禁煙治療	卒煙に取り組む教職員	予約制	保健課
	レディース相談	希望する女性教職員		
	健康相談	希望者		
	メンタルヘルス相談	希望者	随 時	給与厚生課
職 場 支 援 復 帰	産業医による 職場復帰支援 プログラムの 策定・実施・ アフターフォロー	傷病等で休職・長期欠勤が 必要となった教職員		給与 厚生課
職 場 支 援	産業医による 職場支援 コンサルテーション	傷病等を抱える教職員が就労する職場 の所属長		
各 種 補 助 制 度	人間ドック補助	私学共済の定める健診項目を満たす 人間ドックを受診した加入者および 被扶養者	2年に1回	私学事業団 (書類提出先: 各キャンパス 業務窓口)
	人間ドック・ がん検診補助 (法人)	私学共済の定める健診項目を満たす 人間ドック、もしくは法人が定める がん検診を受診した教職員	1年に1回 (もしくは 2年に1回)	給与厚生課 (書類提出先: 各キャンパス 業務窓口)
	腫瘍マーカー オプション検査 差額補助	定期健康診断において 腫瘍マーカー検査を オプション検査として 受診した教職員で、法人が定める 年齢基準・雇用種別を満たす教職員	年1回	給与 厚生課
	私学事業団 健康相談ダイヤル	私学共済加入者(任意継続加入者を含む)と その家族 ※利用方法等は私学共済の加入者向広報「共済 だより レター」または、「私学共済ブック[保健・宿 泊編]」を参照ください。	随 時	私学 事業団
外 部 福 利 厚 生 サ ー ビ ス	えらべる倶楽部 健康相談サービス	えらべる倶楽部加入者		JTB ベネフィット

TOPICS 知っておきたい法律

男女雇用機会均等法

婚姻、妊娠、出産等を理由とする
不利益取扱いの禁止等を定めています。

育児・介護休業法

育児休業、介護休業、子の看護休暇、
介護休暇等を理由として解雇
その他不利益な取扱いは禁止しています。
また、育児休業・介護休業等を理由として、
上司・同僚による就業環境を害する行為を防止するための
措置を講じなければなりません。

労働基準法

産前・産後や妊産婦の
時間外労働・休日労働の制限、
育児時間の請求について定められています。

労働安全衛生法

健康診断、ストレスチェック等について
定められています。

ライフイベントに関わる研究支援員制度

妊娠・育児・介護等のライフイベントと研究活動を両立できるよう、研究継続のために雇用する
「研究支援員」の雇用経費を1期(6ヶ月)につき30万円まで助成します。

※産前・産後休暇、育児休業、介護休業およびその他休職をしている期間中は、本制度を利用することができません。

妊娠・育児

- ①妊娠している教員・研究者
- ②小学校3年生以下の子を養育する教員・研究者のうち、配偶者が常態的にフルタイムで
労働している、または一人親で、日常的に養育を担っている教員・研究者

介護

- ①要介護状態(負傷、疾病または身体上もしくは精神上の障害により、2週間以上の期間に
わたり常時介護を必要とする状態)にある家族を介護する教員・研究者

助成期間 1期につき6ヶ月

募集時期 8月／2月

- ①妊娠・育児: 通年3年(6期)
- ②介護: 通年2年(4期)

※ただし、妊娠・育児・介護による新たな事由が発生した場合の再申請は可能。

産前産後休暇、育児休業および介護休業中における 研究費の取扱いについて

休職期間中であっても、業務である研究活動に必要な能力を維持するための「自主的な研究」
の範囲においては、研究費の執行、科研費等の公的研究費、学内研究費、受託・共同研究、
奨学寄付金などの学部資金への申請および受入が可能です。

対象

- 産前産後休暇、育児休業および介護休業中の者で、
- 個人研究費の配分対象者
 - 研究部が所管する研究費を執行している者
 - 科研費等の外部資金への申請資格がある者

〈本制度適用条件概略〉

休業中は研究活動を含めて「業務」は行わないことを原則とします。

(書籍等の)消耗品購入、論文投稿費、学会年会費など、自宅を拠点に行われる自主的な研究に係る
ものについては認めます。旅費・交通費の執行は認めません。また、産前産後休暇、育児・介護休業の
趣旨に反するため、大学キャンパス内における研究活動も認めません。

詳細は研究部HPへ >>> <http://www.ritsumeai.ac.jp/research/member/>

問い合わせ先

ワークライフバランス、研究支援員制度、新任教員サポート

- 男女共同参画推進リサーチライフサポート室
〈BKCリサーチオフィス内〉077-561-2631 rsupport@st.ritsumei.ac.jp
<http://www.ritsumei.ac.jp/research/rsupport/>

人事・福利厚生諸制度

- 休職・復職、勤務について
〈人事課〉075-813-8510
- 休暇・時短勤務など勤務制度について
〈給与厚生課・勤務担当〉075-813-8150
- 給与、各種福利厚生制度、社会保険等について
〈給与厚生課・給与担当〉075-813-8150
- 学内保育園、臨時託児室について
〈給与厚生課・保育担当〉075-813-8150

健康について

〈各キャンパス保健センター〉

- 保健センター衣笠
〈志学館1階〉075-465-8232 hokencnt@st.ritsumei.ac.jp
- 保健センターBKC
〈ウエストウイング1階〉077-561-2635 hokenbkc@st.ritsumei.ac.jp
- 保健センターOIC
〈A棟南ウイング1階〉072-665-2110 hokenoic@st.ritsumei.ac.jp
- 保健センターホームページ
<http://www.ritsumei.ac.jp/mng/gl/hoken/>

〈給与厚生課〉

各種健康診断、ストレスチェック、産業医、保健師による健康相談、傷病からの職場復帰支援について
〈朱雀6F〉075-813-8150 r-eisei@st.ritsumei.ac.jp

Support Handbook

for Balancing
Work and Life

Childcare, Nursing Care
and Medical Treatment



Introduction

Various life-events,
such as pregnancy, birth, childcare,
nursing care and illness can occur in your lifetime.
This handbook contains a wide range of measures
that employees may benefit from to
achieve a healthy work-life balance.

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*Last updated Feb, 2019. For the latest information please check the homepage or contact your supervising department.





Once you're aware of a pregnancy

Get ready for birth and childcare,
and learn more about work-life balance.

Once you're aware of the pregnancy

- Once the due date is established, report it to your department head.
- Do an early check of your medical examination schedule, etc., and coordinate it with your duties.
- Coordinate and make arrangements regarding externally funded research, executive committees, classes and student guidance at an early stage.

For Bosses, Coworkers, and Others Around the Employee

- First of all, congratulations!
- Listen to the employee about their physical condition, and how they want to work from now on until childbirth.
- Take a look at the various systems for securing time for hospital pregnancy checkups, lightened commutes, etc.
- Think broadly about when someone will take over for the employee, scheduling for the person who will take over, etc.

In late pregnancy

- Make progress with work so that handing it off will move forward smoothly.

POINT Male employees can also use childcare leave and spouse paternity leave.

For Bosses, Coworkers, and Others Around the Employee

- Make progress with coordinating the work duties, classes and research tasks that will be handed off.
- Take care to not unfairly burden the person taking over.

When returning to the workplace

- Hold meetings with your family, department head and coworkers, and simulate what it will be like after you go back to work.
- Collect information in advance about things like daycare, babysitter systems, and neighborhood care facilities for sick children.
- Make concrete plans about the timing for gradual entry to kindergarten, etc.

For Bosses, Coworkers, and Others Around the Employee

- Take opportunities to have conversations about employee's duties after returning to work.
- Take a look at various systems for childcare, such as staggered work hours.
- Exchange information with the teaching staff and other staff around you.

After you go back to work

- Use the systems within the school (staggered work hours, the babysitter system, the research support staff system, etc.) proactively.
- When your child is sick, proceed with work while you consulting with your coworkers and family.

POINT Until your baby gets used to daycare, it will get sick easily, so be ready to be suddenly called out of work.

For Bosses, Coworkers, and Others Around the Employee

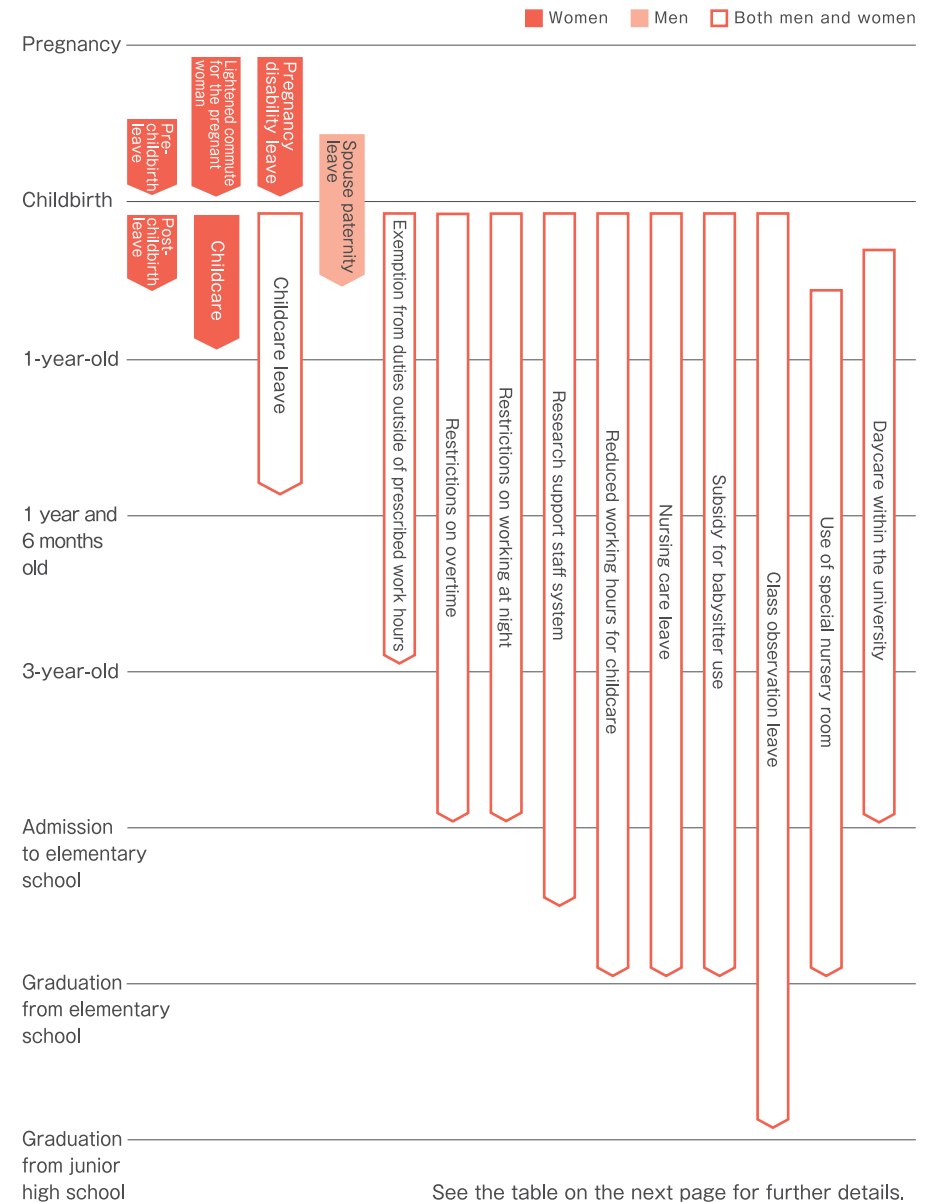
- Be considerate to parents engaged in childcare when it comes to things like workload and meeting end times. Also, when doing work, don't forget to be considerate about the burdens of the other people around.
- Expand your breadth of knowledge about the systems employee can use, such as the babysitter system and child nursing care leave.

Pregnancy, Birth and Childcare



Various childcare systems are available from pregnancy until your child's graduation from junior high school.

Work-life balance support programs for childcare



Programs for Women

	Full-time teaching staff		Teaching staff with concurrent duties	Notice List (Submit to: Division of Human Resources, Office of Payroll and Employee Benefits)	Program Details
	Non-fixed-term teaching staff	Fixed-term teaching staff			
Accruing childcare time (less than one hour)	○	○	—	Form [5] Childcare Time Acquisition Notice Documents to confirm the child's date of birth	A system that recognizes childcare time for female teaching staff and other staff with children under the age of 1 (twice a day, 30 minutes per session, or an hour per session)
Pre-childbirth leave	○	○	○	Form [6] Pre- and Post-Childbirth, Pregnancy disability leave Form [17] Pre- and Post-Childbirth Maternity Leave Notice (Fixed-Term Staff and Those with Concurrent Duties) Copy of a document that shows expected delivery date (such as a page in a mother-child notebook that has it written down)	Special paid leave within eight weeks before childbirth (14 weeks for a multiple pregnancy)
Post-childbirth leave	○	○	○	Form [6] Pre- and Post-Childbirth, Pregnancy disability leave Form [17] Pre- and Post-Childbirth Maternity Leave Notice (Fixed-Term and Those with Concurrent Duties) Copy of a document that shows date of birth, such as a page in a mother-child notebook or birth certificate	Special paid leave for eight weeks after childbirth Apply for 56 calendar days the day after giving birth.
Securing time for hospital pregnancy checkups	○	○	—	Form [5] Notice of Time Secured for Pregnancy Hospitalization Documents to prove expected delivery date (first time only) A copy of an appointment slip, etc. to verify checkup start time, as well as a copy of the hospital receipt on the day of the checkup	System for securing the necessary time to receive health guidance and undergo health checks, as prescribed by Maternal and Child Health Act regulations.
Lightened commute during pregnancy	○	○	—	Form [5] Notice of Lightened Commute Secured During Pregnancy Copies of documents that prove expected delivery date	System so that pregnant teaching staff and other staff can take the step of reducing their working hours within the scope of 1 hour per day, if necessary.
Pregnancy disability leave	○	○	○	Form [1] Ritsumeikan Special Paid Leave Notice (Non-Fixed-Term) Form [17] Pregnancy Disability Leave Notice (Fixed-Term Staff and Those with Concurrent Duties) Medical certificate from a doctor or contact card with mother-child health maintenance guidance items	System so that staff can take the necessary number of days off if they are directed to rest by a doctor, due to pregnancy complications.

Programs for Men

	Full-time teaching staff		Teaching staff with concurrent duties	Notice List (Submit to: Division of Human Resources, Office of Payroll and Employee Benefits)	Program Details
	Non-fixed-term teaching staff	Fixed-term teaching staff			
Spouse paternity leave	○	○	—	Form [1] Ritsumeikan Special Paid Leave Notice (Non-Fixed-Term) Form [2] Ritsumeikan Special Paid Leave Notice (Fixed-Term Staff and Those with Concurrent Duties) For pre-childbirth, documents that prove expected delivery date For post-childbirth, documents that prove date of birth	Leave for taking care of spouse and child while in the hospital due to pregnancy and after being discharged, and for various procedures due to the pregnancy (For the first child, 2 days. From the second child, 5 days)

Programs for Both Men and Women

	Full-time teaching staff		Teaching staff with concurrent duties	Notice List (Submit to: Division of Human Resources, Office of Payroll and Employee Benefits)	Program Details
	Non-fixed-term teaching staff	Fixed-term teaching staff			
Childcare leave	○	○	○	Form [8] Childcare Leave Application, via your head of department	Teaching staff and other staff can obtain childcare leave to raise children living in the same house. This leave shall be capped at the day the child turns 1 year and 6 months old, or the last day in April the year after the child turns 1. However, when the child turns 1 year and 6 months old, if daycare for the child was sought but not found, this leave may be extended up until the child turns 2.
Reduced working hours for child care	○	○	—	Form [5] Reduced Working Hours for Childcare Purposes Notice Documents so the child's age can be verified	A system where teaching staff and other staff can choose to reduce their working hours to provide childcare until the child enters junior high school.
Subsidy for babysitter use	○	○	○	Application for a subsidy to use a babysitter ① Receipt from the organization to be used ② Proof that the person being raised for is a child member being raised for by the eligible employee ③ Documents that show attendance duties	Assistance for the use of a babysitter, temporary daycare service when the parent is unable to provide childcare at home. Also valid for registration and renewal fees at the time of use (yearly cap of 60,000 yen)
Child nursing care leave	○	○	—	Form [1] Ritsumeikan Special Paid Leave Notice (Non-Fixed-Term) Form [2] Ritsumeikan Special Paid Leave Notice (Fixed-Term Staff and Those with Concurrent Duties) *Documents so the child's age can be verified *Documents to verify that the child needed nursing *Documents to verify checkup and immunization dates	Child injuries and illnesses, medical examinations or vaccinations established by the Maternal and Child Health Act and carried out or recommended by local governments (including optional ones)
Class observation leave	○*	—	—	Form [1] Ritsumeikan Special Paid Leave Notice (Non-Fixed-Term) Documents so the child's age can be verified Copy of invitations or programs to verify the date/time of class observations or other events	Leave for the purposes of parent-child events, such as class and daycare observations, home teacher visits, individual consultations, entrance ceremonies, graduations, medical examinations before entering school, school orientations, various orientations held by the school (Up to 6 times a year per child, only for the necessary amount of time)

* Does not include teaching staff (Sennin Lecturers) in Foreign Languages or Basic Natural Sciences

(For forms and details) <https://secure.ritsumei.ac.jp/staff-all/unitas/hrweb/life/child.html/>

About the Babysitter Use Subsidy

〈Non-fixed-term teaching staff〉

Content	Assistance for the use of a babysitter or short-term childcare when the parent is unable to provide childcare at home cannot be provided on holidays or outside of working hours because of work-related matters. *Other than usage fees, also valid for registration and renewal fees.
Target duration of subsidy	Until the child reaches their initial term of junior high school.
Subsidy/ number of times	Annual limit of 60,000 yen, no limit on number of times subsidy can be used. (taxed and aggregated with salary)
Remarks	In the event that a relative is asked to provide daycare for the child, the subsidy is not available.

〈Fixed-term teaching staff and those with concurrent duties〉

Content	For classes on Sundays and national holidays, if care at home cannot be provided due to classes or entrance examination grading, a subsidy will be provided for the use of a babysitter or short-term childcare.
Target duration of subsidy	Until the child reaches their initial term of junior high school.
Subsidy/ number of times	Annual limit of 60,000 yen, no limit on number of times subsidy can be used. (taxed and aggregated with salary)
Remarks	In the event that a relative is asked to provide daycare for the child, the subsidy is not available.

Note: Defining "holidays or outside of working hours"
This refers to full days on Sundays and public holidays, as well as time outside of Mondays through Saturdays from 8 AM until 5 PM.
Babysitter system might change due to the daycare expense dispensation.
*Annual subsidy limit of 60,000 yen is the total amount of babysitter and home helper fees.

Pregnancy, Birth and Childcare



Childcare support from the university

Daycare and breastfeeding rooms are available on campus.



"To believe in our children's future and to show them the way."
-The vision of Ritsumeikan Mirai Nursery-

Kinugasa Campus

Ritsumeikan Mirai Nursery Kinugasa



Kinugasa Campus
Shitokukan Hall 2F



Infant room with tatami play area.



Open and sunny nursery room.

Biwako-Kusatsu Campus

Ritsumeikan Mirai Nursery Biwako



Biwako Kusatsu Campus
Core Station 2F



See-through walls for easy supervision.



Soft light from the southern windows fills the room.

Daycare information

[Regular daycare, regular daytime supervision on weekdays]

Eligible persons	Teaching staff and other staff, researchers, graduate students, students
Eligible children	Children from 57 days after birth to pre-school age
Days provided	Mon-Fri *Sat/Sun/holidays when classes are held
Regular daycare hours	8:00 - 19:00
Extended care	19:00 - 20:00 (30 minute increments)
Cost of daycare	Ages 0-2 60,000 yen a month
	Ages 3-5 40,000 yen a month
Capacity	Three infants, six one-year-olds, ten children ages 2-5
Other	Separate snacks charge for extended daycare, an additional 100 yen per day

[Temporary daycare] one-off supervision, only on days with openings during regular daycare

Eligible persons	Teaching staff and other staff, researchers, graduate students, students
Eligible children	Children from 10 months to pre-school age
Days provided	Mon-Fri *Sat/Sun/holidays when classes are held
Regular daycare hours	8:00 - 18:00
Cost of daycare	250 yen per 15 minutes each time
	Lunch cost (includes snacks) 400 yen / 1 meal
Other	One month before use, it is necessary to register in advance and have a consultation. Please verify daycare days as needed

*Daycare for sick children is not available.

*Temporary daycare centers are available on Sundays and holidays when classes are not held.

School daycare center "Ritsumeikan Mirai Nursery" Homepage
<http://www.ritsumei.ac.jp/rnursery/>



Temporary daycare centers and other daycare information

[Temporary daycare centers] *Verify the latest information on "HR Web."

	Kinugasa Campus	Biwako-Kusatsu Campus	Osaka Ibaraki Campus	Suzaku Campus
Form of setup	Outsourced to the Pasona Foster company			Childcare and Senior Care Dispatch Service green
Established location	Suekawa Memorial Hall Conference Room #3	Epoch Ritsumei 21 Exchange Office	AS 114 Conference Room	Ogura-cho 22-13 Nakagyo Ward, Nishino-kyo, Kyoto City, 〒604-8414 (From JR Nijo Station, 5 minutes on foot)
Days open	Sundays and national holidays (except during summer and winter vacation). Daycare is closed at the end of the year from 3/26 - 3/30			Open almost all year round
Capacity (firstcome first serve)	Ten children at each campus			18 children
Eligible persons	Teaching staff and other staff who need to work (or teach) on days that the daycare is open			Teaching staff and other staff who need to work or teach
Eligible child age ranges	From a full six months after birth until 4th grade in elementary school			From 0 years of age to 12-year-old elementary school students
Daycare hours	8:30 - 17:00			7:00 - 22:00
How to apply	Requires an application at least two weeks in advance			Requires an application at least one week in advance
Fees	1 hour: 1000 yen, 30 minutes: 500 yen, 15 minutes: 250 yen			9:00 - 19:00 (650-800 yen per hour, depending on age) 7:00 - 9:00, 19:00 - 22:00 (750-900 yen per hour, depending on age) Please read the usage agreement carefully with regard to other fees for new members, annual fees, utility fees, etc.
Cancellation fee	Cancellation fee until noon on the day before use: Reserved hours × 50% of usage fee Cancellation fee after noon on the day before use: Reserved hours × 100% of usage fee			Any time changes or cancellations after 22:00 the previous day will incur a cancellation fee, 50% of the reservation fee
Babysitter subsidy	The babysitter subsidy shall be implemented based on an application from the eligible employee (capped at 60,000 yen a year).			

*Companies, places, fees may change.

[Area daycare for sick children]

nation-wide	http://www.byoujihoiku.net/list/index.html	
Kyoto City	<Children Support H&K> http://kodomo-hk.com/	<List of Kyoto City-affiliated daycare facilities for sick and recovering children> http://www.city.kyoto.lg.jp/hagukumi/page/0000098237.html
Kusatsu City	<Two daycare facilities for sick children> http://www.city.kusatsu.shiga.jp/kosodate/ksodateoen/byoujihoiku.html	
Ibaraki City	<Two daycare facilities for sick children, one for recovering children> http://www.city.ibaraki.osaka.jp/kurashi/kodomo/hoiku/byouji/	

Breastfeeding Room

[Biwako-Kusatsu Campus]

Place	Core Station 2F In the Research Life Support Room
Time	Mon-Fri 9:00 - 17:30
Door lock	Yes (requires registration in advance)
Facilities	Sofa, refrigerator, washstand, hot water heater



- Can be used by all Ritsumeikan students, teaching staff and administrative staff. Requires advance registration.
- Contact us if you wish to use the room outside operating hours.
(BKC Research Office 077-561-2631 EXT: 515-6500)

(Note)

- Please take your shoes off in the mat space.
- Please bring diapers and other trash home with you.
- Please do not leave your child alone in the breastfeeding room.

[Osaka Ibaraki Campus]

Place	Building B (Ritsumeikan Ibaraki Future Plaza) 2F
Time	8:00 - 22:00
Door lock	No
Facilities	Two breastfeeding rooms, two diaper changing tables, washstand



- Can be used by all Ritsumeikan students, teaching staff and administrative staff, as well as Future Plaza visitors.

Breastfeeding also allowed at daycare facilities in the university

Kinugasa Campus

- Place** Ritsumeikan Mirai Nursery Kinugasa Shitokukan Hall 2F
- Time** During nursery operating hours

Biwako-Kusatsu Campus

- Place** Ritsumeikan Mirai Nursery Biwako Core Station 2F
- Time** During nursery operating hours

*Please contact the Office of Payroll and Employee Benefits in advance.
TEL.075-813-8150 / E-mail rnursery@st.ritsumei.ac.jp

Nursing Care

I need to look after my parents.

How can I apply for nursing-care service?

Who should I talk to?

What kind of support can I get?

Can I apply for reduced working hours?

Nursing Care



When a Family Member Needs Nursing Care

Consider your program options in order to maintain a healthy balance of work and family care.

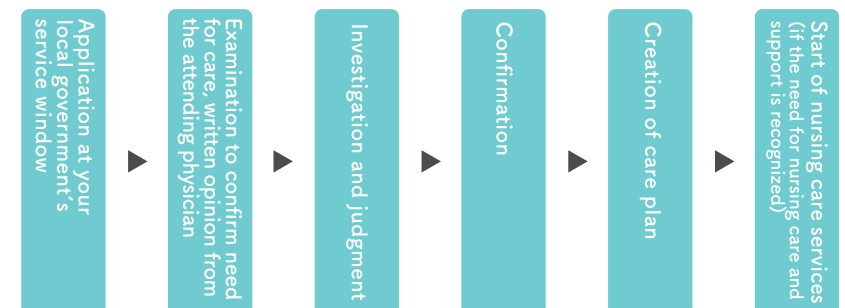
To begin with

- Consult with your department head about your current situation.
- Learn about the systems available to you.
- Read up on information relating to nursing care insurance in the municipality where your parents live.
- Solicit local support from places like community general support centers, without bearing the burden by yourself.
- Ask for Long-Term Care Support Specialists to make the care plan, if needed.
- Use the nursing care insurance system and nursing care services (other than nursing care insurance) to plan out a work-life balance.
- In the event that you are providing nursing care from far away, read about discount schemes for public transportation, and talk to your siblings, if you have any, about working together.
- As you will be involved in nursing care, plan out your own life and manage your own health.

For Bosses, Coworkers and Others Around the Employee

- Consult with employee about their actions from here on out.
- When an employee is taking a leave of absence for nursing care, move forward while listening to their requests concerning adjustments to their work duties, research, classes, etc.
- Take a look at the systems to help with nursing care, such as shortened or staggered work hours, subsidies for home helper use, etc.
- Communicate thoroughly with employees who need time for nursing care, and create an environment where staff can cooperate and do their work.

General Flow Until Use of Nursing Care Insurance Services



Nursing Care



This section introduces the general information of Japanese nursing systems and services.

	Full-time teaching staff		Teaching staff with concurrent duties	Notice List (Submit to: Division of Human Resources, Office of Payroll and Employee Benefits)	Program Details
	Non-fixed-term teaching staff	Fixed-term teaching staff			
Absence for nursing care	○	○	○	Form [13] Nursing Care Leave Application, via your head of department ① Documents that show your relationship with the eligible family member ② Documents that show the family member is in a state that requires nursing care	Teaching staff and other staff with family members who require nursing care may apply for nursing care leave. 365 days per eligible family member (spouse, parents, children, parents of spouse, grandparents, brothers and sisters, grandchildren)
Nursing care leave	○	○	○	Form [1] Ritsumeikan Special Paid Leave Notice (Non-Fixed-Term) Form [2] Ritsumeikan Special Paid Leave (Fixed-Term Staff and Those with Concurrent Duties) ① Documents that show your relationship with the eligible family member ② Documents that show the family member is in a state that requires nursing care ③ Documents that show nursing care or assistance was provided	Teaching staff and other staff with family members who require nursing care may apply for nursing care leave. Going with the eligible family member to the hospital, executing the necessary procedures to receive nursing care services, and other necessary assistance. Within 5 days for one family member (in a single year) For two or more, within 10 days (in a single year)
Reduced working hours for nursing care	○	○	—	Form [5] Notice of Reduced Working Hours Secured for Nursing Care ① Documents that show your relationship with the eligible family member ② Documents that show the family member is in a state that requires nursing care	Up to a total limit of 3 hours per day, after the start of work and before the end of work (30-minute increments)
Subsidy for home helper use	○	—	—	Application for a subsidy to use a home helper ① Receipt from the organization to be used ② Proof that the person being cared for is a family member being cared for by the eligible employee ③ Documents that show attendance duties eligible employee	Assistance for the use of a home helper when the employee is unable to provide nursing care Also valid for registration and renewal fees at the time of use (yearly cap of 60,000 yen)

(For forms and details) <https://secure.ritsumeikai.ac.jp/staff-all/unitas/hrweb/life/care.html/>

About the Home Helper Use Subsidy (Non-fixed-term teaching staff)

Content	Assistance for the use of a home helper when employee is unable to provide nursing care *Other than usage fees, also valid for registration and renewal fees.
Target duration of subsidy	While the family member requires care
Subsidy / number of times	Annual limit of 60,000 yen, no limit on number of times subsidy can be used (taxed and aggregated with salary)
Remarks	In the event that a relative is asked to provide nursing care, the subsidy is not available. The subsidy is restricted to times when nursing care cannot be provided on holidays or outside of working hours because of work-related matters.

Note: Defining "holidays or outside of working hours"

This refers to full days on Sundays and public holidays, as well as time outside of Mondays through Saturdays from 8 AM until 5 PM.

*Annual subsidy limit of 60,000 yen is the total amount of babysitter and home helper fees.

TOPICS

General Information of Japanese Nursing Care systems

Nursing Care Insurance

A public insurance system, operated by local governments, that insures people aged 40 and over.

Criteria for Nursing Care

[Independent (not applicable)]

Persons at risk for needing support or nursing care in the future

[In Need of Support 1, In Need of Support 2]

Persons who need support in their daily lives

[In Need of Nursing Care 1, In Need of Nursing Care 2, In Need of Nursing Care 3, In Need of Nursing Care 4, In Need of Nursing Care 5]

Bedridden or cognitively impaired persons who need nursing care services

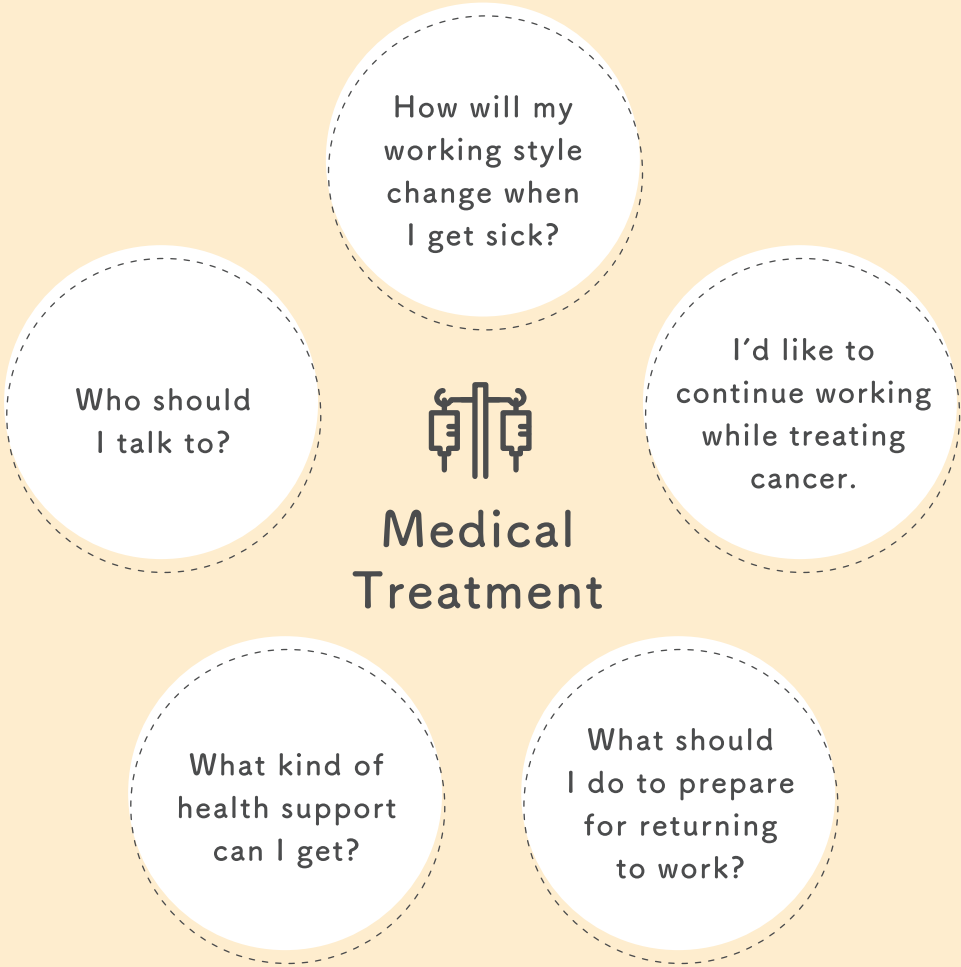
*Varies depending on the condition of the patients themselves

Community General Support Center

Institutions in local governments and other places, which are set up as offices to provide lifestyle support for the local elderly.

Not limited to nursing care, they are affiliated with various medical, welfare and other institutions, and respond to the lifestyle problems of the elderly.

In addition, they also provide support for nursing care insurance applications.



Medical Treatment



When you need medical treatment

Anyone can get sick or injured.
Plan your return to work based on your condition.

When you need medical treatment for illness, injury, mental issues, cancer, etc.

	For your own treatment	For Bosses, Coworkers and Others Around the Employee
To begin with	<ul style="list-style-type: none"> Report to your department head about your condition and future outlook, and consult with them. Verify labor regulations, etc. Hand over your responsibilities to those around you. Check about systems such as Promotion and Mutual Aid Corporation for Private Schools of Japan. 	<ul style="list-style-type: none"> Listen to the employee about their condition and how they want to work in the future, etc. Learn about the illness and treatment. Learn about available systems. Treatment progress varies from person to person. Avoid pushing your own thoughts and experiences on them.
While Undergoing Treatment	<ul style="list-style-type: none"> Devote yourself to your treatment. If you have the leeway, consult about the timing for your return to work. If you need to continue treatment after returning to work, tell your boss in advance about the frequency of your hospital visits. 	<ul style="list-style-type: none"> Once the employee's return to work is in sight, share information about the current status of work. Coordinate work duties in preparation for the employee's return, in line with their expectations.
In Preparation for Returning to work	<ul style="list-style-type: none"> Consult with the Office of Payroll and Employee Benefits, which supports employees returning to work, as well as your occupational health physician. <p><small>*Progress until returning to work will vary, depending on individual situations and the type of illness.</small></p>	<ul style="list-style-type: none"> Depending on their condition and the type of illness, people make progress towards their returns at different rates, until their condition stabilizes. Consider the possibility that after returning, the employee may continue with treatment while working.
After Returning	<ul style="list-style-type: none"> Let people know what you can and cannot do, and aim to make a steady return to your original self at work. Talk carefully with those around you about changes to your physical condition and when you feel unwell, despite it not being visible. If you need to work while continuing treatment after your return, try to be in constant communication. 	<ul style="list-style-type: none"> Speak to them regularly (consultations). Organize a surrounding support system, and create an environment where it is easy for the returning employee to consult with people. Be considerate when the employee is feeling unwell, even though it's not plainly visible. If they can work while continuing treatment after returning, try to be in constant communication.

Contact the Office of Payroll and Employee Benefits (Tel:075-813-8150) for help.

When your family member needs medical treatment for illness, injury, mental issues, cancer, etc.

	For treatment of a family member	For Bosses, Coworkers and Others Around the Employee
To begin with	<ul style="list-style-type: none"> Report to your department head and consult with them about your family member's condition and future outlook. Verify labor regulations, etc. Share information with your department head and coworkers about how your work responsibilities are going. 	<ul style="list-style-type: none"> Listen to the employee about their condition and how they want to work in the future, etc. Learn about the illness and treatment. Learn about available systems. Treatment progress varies from person to person. Avoid pushing your own thoughts and experiences on them.
While Undergoing Treatment	<ul style="list-style-type: none"> Report the situation to your department head, and consult with them regarding your role in accompanying the family member for treatments and the outlook for hospital visit. Verify the health insurance systems that your family members are enrolled in. 	<ul style="list-style-type: none"> Once the employee's return to work is in sight, share information about the current status of work. Coordinate work duties in preparation for the employee's return, in line with their expectations.
In Preparation for Returning to work	<ul style="list-style-type: none"> Depending on their condition and the type of illness, people make progress towards their returns at different rates, until their condition stabilizes. Report your family member's status to your department head, and consult with them. 	<ul style="list-style-type: none"> Depending on their condition and the type of illness, people make progress towards their returns at different rates, until their condition stabilizes. Consider the possibility that after returning, the employee may continue with treatment while working.
After Returning	<ul style="list-style-type: none"> Until your family member is in stable condition, try to be in constant communication with those around you about the necessary care and the accompanying time it will take. 	<ul style="list-style-type: none"> Speak to them regularly (consultations). Organize a surrounding support system, and create an environment where it is easy for the returning employee to consult with people. Be considerate when the employee is feeling unwell, even though it's not plainly visible. If they can work while continuing treatment after returning, try to be in constant communication.

Contact the Office of Payroll and Employee Benefits (Tel:075-813-8150) for help.

Medical Treatment



There are services and programs for
medical treatment.
Find a way to create a good work-life balance.

Available Systems for Those Who Are Undergoing Treatment for Illness or Injury

Work-Leave Benefits (Promotion and Mutual Aid Corporation for Private Schools of Japan)

Provided to enrollees (excluding enrollees who have left their institution and opted to stay enrolled) who have had their compensation reduced due to taking time off for reasons of disaster, marriage, a funeral, family illness or injury, pregnancy, etc.

*Note 1. These benefits are not provided during an absence for nursing care, or for childcare before the child enters elementary school. 2. When Illness and Injury Benefits or Maternity Benefits are applicable, these benefits are not provided.

Illness and Injury Benefits, Illness and Injury Benefit Additional Payments

Supplement provided to employees when they have had their compensation reduced because they are unable to work due to illness or injury.

High-Cost Medical Expense Benefits

A system where employees can apply to receive benefits for high out-of-pocket medical expenses.

Eligibility Certificate for Ceiling-Amount Application

A system where the person is allowed to pay a capped ceiling amount to the cashier.

Deduction for Medical Expenses

A system where income tax is refunded on high medical expenses when filing a final tax return.

*Verify the details on the homepage of the Promotion and Mutual Aid Corporation for Private Schools of Japan. >>> <https://www.shigakukyosai.jp/>

Ritsumeikan Medical Service Center / Ritsumeikan Clinic

The Medical Service Centers at Kinugasa, BKC and OIC conduct medical examinations on weekday afternoons.

(Mental health, ladies' consultations and smoking cessation are appointment only)

When your condition stabilizes after leaving the hospital and you can work, the occupational health physicians and your attending physician may contact you to do outpatient treatment.

Consult with the Center after confirming the examination times and details on the homepage.

<http://www.ritsumei.ac.jp/mng/gl/hoken/>



*For Suzaku Campus, contact the Office of Payroll and Employee Benefits or the occupational health nurse

List of support systems to help you manage your health and

Category	Content	Targets	Frequency	Supervising department or office
Medical examinations	Regular medical examinations	Teaching staff and other staff who are employed and enrolled in Social Insurance (Private School Mutual Aid) *Includes short-term work enrollees	Once a year	Office of Human Resources · Office of Medical Services
	Breast cancer examinations (optional)	Female teaching staff and other staff who are eligible for regular medical examinations, and who wish to undergo breast cancer examinations (over 30 years old)		
	Tumor marker tests (optional)	Teaching staff and other staff who are eligible for regular medical examinations, and who wish to undergo tumor marker tests (Feebased)		
	Special medical examinations (organic, tests for specific chemicals, radiation)	Teaching staff and other staff, students, researchers, contractors and other persons who have used organic solvents, specific chemical substances, ionized radiation, etc. for research and other endeavors, and reached the standard for undergoing an examination	Twice a year	Office of Safety Management · Research Office
	Medical examinations when employed	Teaching staff and other staff who fall under the standard for enrollment in Social Insurance	At the time of employment *Within three months of the beginning of employment, before or after	Office of Payroll and Employee Benefits
	Medical examinations when traveling overseas	Teaching staff and other staff who will spend more than six months overseas for work	When necessary	
	Medical examinations for part-time teachers and other staff (optional)	Part-time teachers, class lecturers, visiting teaching staff, visiting research professors and others who are not full-time staff, and who wish to undergo examination	Once a year *Choose either spring or winter	
	Medical examinations for eligible JSPS postdoctoral researchers	Researchers at Ritsumeikan University who are working as Japan Society for the Promotion of Science special researchers (Gakushin PDs)	Once a year	
Mental health measures	Carrying out stress checks and consultations for high stress	Teaching staff and other staff who are employed and enrolled in Social Insurance (Private School Mutual Aid) *Includes short-term work enrollees	Once a year	Office of Payroll and Employee Benefits

maintain work-life balance

Category	Content	Targets	Frequency	Supervising department or office
Health consultations	Smoking cessation clinic	Teaching staff and other staff, who are trying to quit or abstain from smoking	By appointment	Office of Medical Services
	Women's Health Services	Interested persons (Female)		
	Health consultations	Interested persons		
	Mental health consultations	Interested persons	When necessary	Office of Payroll and Employee Benefits
Support for returning to the workplace	Formulation, implementation and follow-up from a program by occupational health physicians that supports workplace returns	Teaching staff and other staff who need to take time off or an extended leave of absence due to illness or injury		Office of Payroll and Employee Benefits
Workplace support	Workplace support consultations by occupational health physicians	The heads of affiliated departments where the teaching staff and other staff with illnesses or injuries are employed		
Various subsidy systems	Subsidy for comprehensive medical examinations	Enrollees and dependents who underwent a comprehensive medical examination which satisfies the checkup requirements prescribed by the Promotion and Mutual Aid Corporation for Private Schools of Japan	Once every two years	Promotion and Mutual Aid Corporation for Private Schools of Japan (Submit to the service counter at each campus)
	(Ritsumeikan Trust) Subsidy for comprehensive medical examinations and cancer check-ups	Teaching staff and other staff who underwent a comprehensive medical examination which fulfills the checkup requirements established by the Promotion and Mutual Aid Corporation for Private Schools of Japan, or a cancer examination prescribed by the trust	Once a year (or once every two years)	Office of Payroll and Employee Benefits (Submit to the service counter at each campus)
	Subsidy for tumor marker option tests	Teaching staff and other staff who took the optional tumor marker test during their regular medical examinations, teaching staff and other staff who fit the age standards and employment categories prescribed by the trust	Once a year	Office of Payroll and Employee Benefits
	Promotion and Mutual Aid Corporation for Private Schools of Japan hotline	Enrollees (includes optional continuing members) and their family *For usage instructions and more, refer to the "Shigaku Dayori Letter," a PR pamphlet from the Promotion and Mutual Aid Corporation for Private Schools of Japan, or the "Shigaku Kyosai Book [Welfare and Lodging Edition]."	When necessary	Promotion and Mutual Aid Corporation for Private Schools of Japan
External welfare program services	Elavel Club health consultation services	Elavel Club enrollees		JTB Benefit

Workplace Laws in Japan

Equal Employment Opportunity Law

This law establishes a prohibition of disadvantageous treatment on grounds of marriage, pregnancy, childbirth, etc.

Childcare and Family Care Leave Law

This law prohibits disadvantageous treatment on grounds of childcare leave, family care leave, sick child leave, nursing care leave, etc.

It is also necessary to take steps to prevent superiors and coworkers from damaging the work environment on grounds of childcare leave, family care leave, etc.

Labor Standards Act

This law sets limits on overtime work and work on holidays for mothers, pre- and post-childbirth and while expectant/nursing, and allows requests for parental time.

Industrial Safety and Health Act

This law establishes the medical examinations, stress checks, etc.

Research Support Staff System

This system provides a salary subsidy of up to 300,000 yen per term (6 months) to hire “research support staff” for continued research, in order to allow employees to balance their research activities with pregnancy, childbirth, childcare, nursing care and other life events.

*This system cannot be used while taking pre-childbirth or post-childbirth maternity leave, childcare leave, family care leave or other types of leave.

Pregnancy and Childcare

- ① Pregnant teaching staff and researchers
- ② Teaching staff and researchers with children younger than 3rd grade in elementary school whose spouses regularly work full-time, as well as teaching staff and researchers who are single parents nurturing children on a daily basis.

Nursing Care

- ① Teaching staff and researchers taking care of family members in a state requiring nursing care (a state where more than two weeks of constant care are necessary due to injury, illness, or physical/mental disability)

Duration of subsidy Six months per term

- ① Pregnancy and Childcare : 3 full years (up to 6 terms)
- ② Nursing Care : 2 full years (up to 4 terms)

*If a new life-event (pregnancy, childcare and nursing care) occurs, reapplication is possible.

Application period August / February

About Treatment of Research Funding

During Maternity Leave, Childcare Leave and Family Care Leave

Even while taking leave, it is possible to apply for and receive department funding such as allocated research funding, public research funding such as Kakenhi, research funding within the university, funding for commissioned and collaborative research, and grants and donations, within the scope of “independent research” in order to maintain the necessary skills for the research activities that are the employee’s primary assignment.

- Who is eligible
- Persons who are taking pre- or post-childbirth leave, childcare leave, or family care leave, and
 - Have an allocation of individual research funding
 - Have a funding budget under the jurisdiction of a research division
 - Are eligible to apply for external funding such as Kakenhi

〈Summary of applicable conditions for these systems〉

While on leave, as a rule, employees shall not conduct work, which includes research activities.

Things related to independent research conducted using one’s home as a base, such as purchase of consumables (books, etc.) article submission fees and academic conference membership dues are permitted. Allocations for travel and commuting expenses are not permitted. Research activities on campus are also not permitted, as they go against the point of maternity leave, childcare leave and nursing care leave.

Refer to the Research Division Homepage >>> <http://www.ritsumei.ac.jp/research/member/>

Contact info

Work-life balance, the research support staff system and new teaching staff support

- Research-Life Support Division for Promotion of Gender Equality
〈Research Office at Biwako-Kusatsu Campus〉077-561-2631 rsupport@st.ritsumei.ac.jp
<http://www.ritsumei.ac.jp/research/rsupport/>

Human resources and welfare programs

- For concerns about leaves of absence, reinstatement, reduced working hours
〈Contact the Office of Human Resources〉075-813-8510
- For concerns about systems for time off, reduced working hours, etc.
- For salary, social insurance, etc.
〈Contact the Office of Payroll and Employee Benefits salary paymaster〉075-813-8150
- For daycare within the school, and special nursery rooms
〈Contact the Office of Payroll and Employee Benefits〉075-813-8150

Health

〈Medical Service Centers at Each Campus〉

- Medical Service Center at Kinugasa
〈SHIGAKUKAN HALL 1F〉075-465-8232 hokencnt@st.ritsumei.ac.jp
- Medical Service Center at BKC
〈WEST WING 1F〉077-561-2635 hokenbkc@st.ritsumei.ac.jp
- Medical Service Center at OIC
〈Building A South Wing (AS) 1F〉072-665-2110 hokenoic@st.ritsumei.ac.jp
- Medical Service Center Homepage
<http://www.ritsumei.ac.jp/mng/gl/hoken/>

〈Office of Payroll and Employee Benefits〉

- Medical examinations, consultations about long working hours, stress checks, reinstatement (consultations with an occupational health nurse and physician)
〈Suzaku Campus 6F〉075-813-8150 r-eisei@st.ritsumei.ac.jp

立命館大学
男女共同参画推進リサーチライフサポート室

Ritsumeikan University
Research-Life Support Division for Promotion of Gender Equality

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TEL 077-561-2631 **FAX** 077-561-2633

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URL <http://www.ritsumei.ac.jp/research/rsupport/>