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
いつでも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。
変更等が生じた場合がありますので、最新の情報は各担当部署やWeb等でご確認ください。
子どもができたたら

安心して出産・育児を迎えるために、仕事との付き合い方を知っておきましょう。

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。

週の人ができること
- 引越し業務・授業・研究について、調整を進めましょう。
- 引越し者に負担が少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。

週の人ができること
- 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、急な呼び出しに備えておきましょう。

週の人ができること
- 業務量、会議終了時間など、育児中の一方への配慮をしましょう。また、周りの負担を考えずに行いません。
- 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。
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。
### 女性が利用できる制度

<table>
<thead>
<tr>
<th>本務教員</th>
<th>務務教員</th>
<th>届出（提出先：人事部 給与厚生課）</th>
</tr>
</thead>
<tbody>
<tr>
<td>無期限雇用</td>
<td>有期限雇用</td>
<td>女性・児童福祉取得 1年</td>
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### 男女共通で利用できる制度

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</table>
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。
子どもの成長をいつも見守ります。
保育園利用案内

【常時保育・平日昼間・常時預かり】

<table>
<thead>
<tr>
<th>利用対象者</th>
<th>教職員・研究員・院生・学生</th>
</tr>
</thead>
<tbody>
<tr>
<td>対象児</td>
<td>0歳（生後57日以降）〜小学校就学前</td>
</tr>
<tr>
<td>保育実施日</td>
<td>月〜金 ※土日祝日の授業日も保育を実施</td>
</tr>
<tr>
<td>保育時間（通常）</td>
<td>8:00〜18:00</td>
</tr>
<tr>
<td>延長保育</td>
<td>19:00〜20:00（30分単位）</td>
</tr>
<tr>
<td>保育料</td>
<td>0歳〜2歳 60,000円／月</td>
</tr>
<tr>
<td>3歳〜5歳 40,000円／月</td>
<td></td>
</tr>
<tr>
<td>定員</td>
<td>0歳児3名、1歳児6名、2〜5歳児10名</td>
</tr>
<tr>
<td>その他</td>
<td>延長時は別途補食料100円／日追加</td>
</tr>
</tbody>
</table>

【一時保育】 常時保育に空きがある日のみ、無事でのお預かり

<table>
<thead>
<tr>
<th>利用対象者</th>
<th>教職員・研究員・院生・学生</th>
</tr>
</thead>
<tbody>
<tr>
<td>対象児</td>
<td>0歳〜10歳（5歳以上）〜小学校就学前</td>
</tr>
<tr>
<td>保育実施日</td>
<td>月〜金 ※土日祝日の授業日も保育を実施</td>
</tr>
<tr>
<td>保育時間（通常）</td>
<td>8:00〜18:00</td>
</tr>
<tr>
<td>保育料</td>
<td>250円／15分</td>
</tr>
<tr>
<td>昼食代（おやつ代込み） 400円／1食</td>
<td></td>
</tr>
<tr>
<td>その他</td>
<td>初回利用のみ、利用1ヶ月前に事前登録・面談が必要です。</td>
</tr>
<tr>
<td>実施日</td>
<td>は、随時フェイスマークを配布ください。</td>
</tr>
</tbody>
</table>

【その他保育関連情報】

| 開設 | 株式会社 パクナフォスターへ業務委託 |
| 開設場所 | 京都市中京区西波今出川町22-13 |
| 開設日 | 日祝日 |
| 定員 | 18名 |
| 対象者 | 開設日に出勤（出席）が必要な教職員 |
| 子の対象年齢 | 生後6ヶ月から小学校4年生まで |
| 託児時間 | 8:30〜17:00 |
| 料金 | 1時間：1000円 30分：500円 15分：250円 |
| キャンセル料 | 利用日に予定が変更の場合と利用料の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）の範囲で適性対象者の申請により行う |

※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/

【周辺の病児保育施設】

| 全国 | http://www.byoujikoiku.net/list/index.html |
| 〒460-0002 http://www.city.baraki.osaka.jp/kurashi/kodomo/hoiku/byouji/ |
授乳室

びわこ・くさつキャンパス

<table>
<thead>
<tr>
<th>場所</th>
<th>コアステーション 2F リサーチライフサポート室内</th>
</tr>
</thead>
<tbody>
<tr>
<td>時間</td>
<td>月〜金 9:00〜17:30</td>
</tr>
<tr>
<td>施設</td>
<td>あり（事前登録制）</td>
</tr>
<tr>
<td>設備</td>
<td>ソファ、冷蔵庫、洗い台、湯沸かし器</td>
</tr>
</tbody>
</table>

- 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。
  （BKCC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脱産ください。
- 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人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

<table>
<thead>
<tr>
<th>場所</th>
<th>B棟（立命館いばらきフューチャープラザ）2F</th>
</tr>
</thead>
<tbody>
<tr>
<td>時間</td>
<td>8:00〜22:00</td>
</tr>
<tr>
<td>施設</td>
<td>なし</td>
</tr>
<tr>
<td>設備</td>
<td>授乳室2部屋。オムツ替え台2台、洗い台</td>
</tr>
</tbody>
</table>

- 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。
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の目を通してください。
・介護に時間が必要なおとこのコミュニケーションを丁寧に行い、協力し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

市区町村の窓口で申請
→ 主治医の意見書
→ 市区町村の窓口で申請
→ 要介護認定の調査・
→ 調査・判定
→ 認定
→ ケアプランの作成
→ 介護サービスの開始
制度をうまく活用しよう

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

### ホームヘルパー利用補助について（無給雇用教員）

<table>
<thead>
<tr>
<th>内容</th>
<th>事業の都合により家計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。 ※利用料金以外の生活費や更新料金も補助の対象となります。</th>
</tr>
</thead>
<tbody>
<tr>
<td>補助対象</td>
<td>要介護状態の家族介護者</td>
</tr>
<tr>
<td>補助期間</td>
<td>年間上限60,000円 補助残高に限り（課税・給与合算）</td>
</tr>
<tr>
<td>備考</td>
<td>親族介護をお願いする場合に支払う補助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。</td>
</tr>
</tbody>
</table>

※（住民）9日 毎週金曜日午後6時まで解雇の通知書が届いた場合、介護を提供する家族介護者の補助を実施し、年間上限60,000円となります。

(資料URL) https://secure.titsumei.ac.jp/staff/all/units/hrweb/life/care.html/
知っておきたい介護用語

介護保険
40歳以上の被保険者として、市区町村が運営する公的保険制度

介護度の目安
[自立(非常常)]
要支援・要介護が必要であるおそれのある人

[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ます。
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。

### あなたたちの治療
- 所属員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。

### 家族の治療
- 所属員に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。
- 担当業務の追加状況等について所属員や関係者と共有しましょう。

### 周りの人ができること
- 休み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てないようにしましょう。

### 治療中
- 治療に全神経しましょう。
- 個体が出れば、復帰に向けてのタイミングを相談しましょう。
- 全体の体調を最適条件に保つ。

### 復帰に向けて
- 復帰支援を担当している
- グループ療法や薬剤療法が
- 復帰に向けて相談しましょう。
- 有無の状態や病気の種類に
- やって復帰までの経過が異なります。
- 所属員・家族の状況を
- 報告・相談しましょう。

### 復帰後
- できること、できないことを
- 伝え、徐々に全格復帰を
- 目指しましょう。
- 調子の変化や可視化され
- ない体調不良を伝えて
- 、周囲と丁寧なコミュニケーションを心がけましょう。
- 復帰後も治療を受けながら
- 仕事のことをする場合について
- 、丁寧なコミュニケーションを心がけましょう。
- 体調が安定するまでに
- 必要なケアをとることに
- 時間等について奥様と
- 丁寧なコミュニケーションを心がけましょう。

### 定期的な声掛け（面談）
- 行いましょう。
- 通信の方法を整え、
- 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
- に配慮しましょう。
- 復帰後も治療を受けながら
- 仕事のことをする場合につ
- いて、丁寧なコミュニケーションを心がけましょう。

お届けのご用件がありましたら、給与受領課075-813-8150へご連絡ください。
病気やけがなど治療をしている方が利用できる制度

療編

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・出産などで休む場合で報酬が減額されたときに支給される。
※1、介護保険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、療養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、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。

限度額還元認定証
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.shigakukyousai.jp/

制度をうまく活用しましょう
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。

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、病気が安定して勤務を戻せ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。
診療時間・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/gt/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

<table>
<thead>
<tr>
<th>分類</th>
<th>内容</th>
<th>対象</th>
<th>頻度</th>
<th>主管部課</th>
</tr>
</thead>
<tbody>
<tr>
<td>健康診断</td>
<td>定期健康診断</td>
<td>雇用関係にある被職員で、社会保険（私学共済）の加入者※短時間労働者加算者を含む</td>
<td>年1回</td>
<td>人事部、保健康科</td>
</tr>
<tr>
<td></td>
<td>(任意)</td>
<td>定期健康診断の受診対象者で、乳がん検診を希望する30歳以上の女性被職員</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>腫瘍マーカー検査（任意）</td>
<td>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被職員（有料）</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
|              | 特殊健康診断（有機・特化、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、健康実施基準に割当された
被職員・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                                                      | 雇入時に社会保険加入基準に該当する被職員                                     | 雇入時     |              |
|              | 海外派遣労働者健康診断                                              | 営業で6ヶ月以上の派遣職員                                                  | 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・客員教授・客員研究員等で、本務校のない方のうち希望者 | 年1回       | 給与厚生課   |
|              | 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       |              |
|              | メルススケール                                                    | 雇用関係にある被職員で、社会保険（私学共済）の加入者※短時間労働者加算者を含む       | 年1回       | 給与厚生課   |

### 健康相談

<table>
<thead>
<tr>
<th>分類</th>
<th>内容</th>
<th>対象</th>
<th>頻度</th>
<th>主管部課</th>
</tr>
</thead>
<tbody>
<tr>
<td>健康相談</td>
<td>健康相談・禁煙相談</td>
<td>禁煙に取り組む被職員</td>
<td>予約制</td>
<td>保健課</td>
</tr>
<tr>
<td></td>
<td>レディース相談</td>
<td>希望する女性被職員</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>禁煙相談</td>
<td>希望者</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>メンタルヘルス相談</td>
<td>希望者</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>職支援復職</td>
<td>産業医による職場復職支援プログラムの策定・実施・アフターフォロー</td>
<td>随時</td>
<td>給与厚生課</td>
</tr>
<tr>
<td></td>
<td>職場支援</td>
<td>産業医による職場支援 コンサルテーション</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>各種補助制度</td>
<td>人間ドック補助</td>
<td>2年に1回</td>
<td>私学事業団（委託先金融機関）</td>
</tr>
<tr>
<td></td>
<td>(法人)</td>
<td>人間ドック、がん検診補助（法人）</td>
<td>1年に1回（もしくは2年に1回）</td>
<td>給与厚生課</td>
</tr>
</tbody>
</table>
|              | 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被職員で、法人が定める
年齢基準・雇用種別を満たす被職員                     | 1年1回       | 給与厚生課   |
|              | 外部福祉健康相談ダイヤル                                            | 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けの公報「共振だよりレター」または、「私学共済ブック（保健・福祉）」を参照ください。 | 随時       | 私学事業団 |
|              | えらべる健康相談サービス                                          | えらべる健康相談加入者                                               | 随時       | JTB          |

---

B: 25

A: 25

C: 26

D: 26
ラインイベントに関わる研究支援員制度

妊娠・育児・介護等のライン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1期（6ヶ月）につき30万円まで助成します。
※産内・産後休暇、育児休業、介護休業およびその他休暇をとっている期間中は、本制度を利用できません。

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


介護

①要介護状態（身体的障害、日常生活能力の障害により、2週間以上の期間に


助成期間

1期につき6ヶ月

募集時期

8月／2月

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

休暇中は研究活動を含めて「業務」は行わないことを原則します。
（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

対象

産前産後休暇、育児休業および介護休業中の者で、

詳細は研究部門HPへ http://www.ritsumei.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  r-support@st.ritsumei.ac.jp
http://www.ritsumei.ac.jp/research/r/support/

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

* 休職・時短勤務等勤務制度について
  (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
  (衣笠館1階) 075-465-8232  hokenen@st.ritsumei.ac.jp

* 保健センターBKC
  (ウエス・ウィング1階) 077-561-2635  hokenbkc@st.ritsumei.ac.jp

* 保健センターOIC
  (A棟東ウィング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/gt/hoken/

(給与厚生課)
各種健康診断、ストレスチェック、産婆医、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
(熊野6F) 075-813-8150  r-else@st.ritsumei.ac.jp
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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   35 Systems you can use
   41 Childcare support from the university

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   45 About Treatment of Research Funding during leave

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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 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.

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.

- 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.

For Bosses, Coworkers, and Others Around the Employee

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.

When returning to the workplace
- 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.

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.
Various childcare systems are available from pregnancy until your child’s graduation from junior high school.
### Programs for Women

<table>
<thead>
<tr>
<th>Program</th>
<th>Notice List</th>
<th>Program Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acquiring childcare time (less than one hour)</td>
<td>Form [5] Childcare Time Acquisition Notice</td>
<td>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)</td>
</tr>
<tr>
<td>Pre-childbirth leave</td>
<td>Form [6] Pre-and Post-Childbirth, Pregnancy disability Leave</td>
<td>Special paid leave before childbirth (14 weeks for a multiple pregnancy)</td>
</tr>
<tr>
<td>Post-childbirth leave</td>
<td>Form [6] Pre-and Post-Childbirth, Pregnancy disability Leave</td>
<td>Special paid leave for eight weeks after childbirth. Apply for 56 calendar days the day after giving birth.</td>
</tr>
<tr>
<td>Securing time for maternal hospital pregnancy checkups</td>
<td>Form [5] Notice of Time Secured for Pregnancy Hospitalization</td>
<td>System for securing the necessary time to receive health guidance and undergo health checks, as prescribed by Maternal and Child Health Act regulations.</td>
</tr>
<tr>
<td>Lightened commuting during pregnancy</td>
<td>Form [5] Notice of Lightened Commute for Pregnancy</td>
<td>System so that pregnant teaching staff and other staff can take the time to rest while working.</td>
</tr>
<tr>
<td>Pregnancy disability leave</td>
<td>Form [1] Ritsumeikan Special Paid Leave Notice (Non-Fixed-Term)</td>
<td>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.</td>
</tr>
</tbody>
</table>

### Programs for Men

<table>
<thead>
<tr>
<th>Program</th>
<th>Notice List</th>
<th>Program Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spouse paternity leave</td>
<td>Form [1] Ritsumeikan Special Paid Leave Notice (Non-Fixed-Term)</td>
<td>Leave for taking care of spouse and child while the husband is 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)</td>
</tr>
</tbody>
</table>

(For forms and details) [https://secure.ritsumei.ac.jp/staff-salt/unitas/hrweb/life/child.html](https://secure.ritsumei.ac.jp/staff-salt/unitas/hrweb/life/child.html)
### About the Babysitter Use Subsidy

<table>
<thead>
<tr>
<th>(Non-fixed-term teaching staff)</th>
<th>(Fixed-term teaching staff and those with concurrent duties)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Content</strong></td>
<td><strong>Content</strong></td>
</tr>
</tbody>
</table>
| 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. | 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**  | **Target duration of subsidy**                              |
| Until the child reaches their initial term of junior high school. | Until the child reaches their initial term of junior high school. |
| **Subsidy/number of times**     | **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) | Annual limit of 60,000 yen, no limit on number of times subsidy can be used, (taxed and aggregated with salary) |
| **Remarks**                     | **Remarks**                                                 |
| In the event that a relative is asked to provide daycare for the child, the subsidy is not available. | 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

Infant room with tatami play area.
Open and sunny nursery room.

Biwako-Kusatsu Campus
Ritsumeikan Mirai Nursery Biwako

See-through walls for easy supervision.
Soft light from the southern windows fills the room.
Daycare information

[Regular daycare, regular daytime supervision on weekdays]

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

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

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

Temporary daycare centers and other daycare information

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

<table>
<thead>
<tr>
<th>Kinugasa Campus</th>
<th>Biwako-Kusatsu Campus</th>
<th>Osaka Ibaraki Campus</th>
<th>Suzaku Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form of setup</td>
<td>Outsourced to the Pasona Foster company</td>
<td>Childcare and Senior Care Dispatch Service green</td>
<td></td>
</tr>
<tr>
<td>Established location</td>
<td>Suekawa Memorial Hall Conference Room #3</td>
<td>Epico Ritsumei 21 Exchange Office</td>
<td>AS 114 Conference Room</td>
</tr>
<tr>
<td>Days open</td>
<td>Sundays and national holidays (except during summer and winter vacation), Daycare is closed at the end of the year from 3/26 - 3/30</td>
<td>Open almost all year round</td>
<td></td>
</tr>
<tr>
<td>Capacity</td>
<td>Ten children at each campus</td>
<td>18 children</td>
<td></td>
</tr>
<tr>
<td>Eligible persons</td>
<td>Teaching staff and other staff who need to work (or teach) on days that the daycare is open</td>
<td>Teaching staff and other staff who need to work or teach</td>
<td></td>
</tr>
<tr>
<td>Eligible child age ranges</td>
<td>From a full six months after birth until 4th grade in elementary school</td>
<td>From 0 years of age to 12-year-old elementary school students</td>
<td></td>
</tr>
<tr>
<td>Daycare hours</td>
<td>8:30 - 17:00</td>
<td>Requires an application at least one week in advance</td>
<td></td>
</tr>
<tr>
<td>Fees</td>
<td>1 hour: 1000 yen, 30 minutes: 500 yen, 15 minutes: 250 yen</td>
<td>Requires an application at least two weeks in advance</td>
<td></td>
</tr>
<tr>
<td>Cancellation fee</td>
<td>Cancellation fee until noon on the day before use. Reserved hours x 50% of usage fee</td>
<td>9:00 - 19:00 (600-800 yen per hour, depending on age), 7:00 - 9:00, 19:00 - 22:00 (700-900 yen per hour, depending on age), Please read the usage agreement carefully with regard to other fees for non-members, annual fees, utility fees, etc.</td>
<td></td>
</tr>
<tr>
<td>Babysitter subsidy</td>
<td>The babysitter subsidy shall be implemented based on an application from the eligible employee (capped at 60,000 yen a year).</td>
<td>Any time changes or cancellations after 22:00 the previous day will incur a cancellation fee, 50% of the reservation fee</td>
<td></td>
</tr>
</tbody>
</table>

※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/

(http://www.byoujiholku.net/)
(http://www.city.kyoto.lg.jp/hagukumi/page/0000098237.html)

Kyoto City
(Children Support H & K): List of Kyoto City-affiliated daycare facilities for sick and recovering children:

(Two daycare facilities for sick children):
http://www.city.kusatsu.shiga.jp/kosodate/kosodateen/kyoto/holku.html

(Morisaki City)
(Two daycare facilities for sick children, one for recovering children):
http://www.city.foobar.ksakai.jp/kurashi/kodomo/holku/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. 515-6900)

(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

<table>
<thead>
<tr>
<th>Place</th>
<th>Ritsumeikan Mirai Nursery Kinugasa Shitokukan Hall 2F</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
<td>During nursery operating hours</td>
</tr>
</tbody>
</table>

Biwako-Kusatsu Campus

<table>
<thead>
<tr>
<th>Place</th>
<th>Ritsumeikan Mirai Nursery Biwako Core Station 2F</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
<td>During nursery operating hours</td>
</tr>
</tbody>
</table>

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

1. Application at your local government’s service window
2. Examination to confirm need for care, written opinion from attending physician
3. Investigation and judgment
4. Confirmation
5. Creation of care plan
6. Start of nursing care services (if the need for nursing care and support is confirmed)
### Nursing Care

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

<table>
<thead>
<tr>
<th>Absence for nursing care</th>
<th>Full-time teaching staff</th>
<th>Teaching staff with concurrent duties</th>
<th>Notice List (Submit to: Division of Human Resources, Office of Payroll and Employee Benefits)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>○</td>
<td>○</td>
<td>Form [1] Nursing Care Leave Application, via your head of department</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Documents that show your relationship with the eligible family member</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Documents that show the family member is in a state that requires nursing care</td>
</tr>
</tbody>
</table>

| Nursing care leave       | Non-fixed-term teaching staff | Fixed-term teaching staff | ○                                   | Form [1] Ritsumeikan Special Paid Leave Notice (Non-Fixed-Term)                          |
|                          |                             |                        |                                     | Form [2] Ritsumeikan Special Paid Leave (Fixed-Term Staff and Those with Concurrent Duties) |
|                          |                             |                        |                                     | Documents that show your relationship with the eligible family member                    |
|                          |                             |                        |                                     | Documents that show the family member is in a state that requires nursing care           |
|                          |                             |                        |                                     | Documents that show nursing care or assistance was provided                              |

| Reduced working hours for nursing care | Non-fixed-term teaching staff | Fixed-term teaching staff | –                                   | Form [5] Notice of Reduced Working Hours Secured for Nursing Care                          |
|                                        |                             |                        |                                     | Documents that show your relationship with the eligible family member                    |
|                                        |                             |                        |                                     | Documents that show the family member is in a state that requires nursing care           |

| Subsidy for home helper use | Non-fixed-term teaching staff | Fixed-term teaching staff | –                                   | Application for a subsidy to use a home helper                                         |
|                            |                             |                        |                                     | Requirements from the organization to be used                                            |
|                            |                             |                        |                                     | Proof that the person being cared for is a family member being cared for by the eligible employee |
|                            |                             |                        |                                     | Documents that show attendance duties eligible employee                                  |

- 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).
- 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).
- Up to a total limit of 3 hours per day, after the start of work and before the end of work (30-minute increments).
- 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.ritsumeik.ac.jp/staff-aff/units/hrweb/life/care.html](https://secure.ritsumeik.ac.jp/staff-aff/units/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  
<table>
<thead>
<tr>
<th></th>
<th>*Other than usage fees, also valid for registration and renewal fees.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Target duration of subsidy</td>
<td>While the family member requires care</td>
</tr>
</tbody>
</table>
| 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.
Medical Treatment

- How will my working style change when I get sick?
- I'd like to continue working while treating cancer.
- Who should I talk to?
- What kind of health support can I get?
- What should I do to prepare for returning to work?
When you need medical treatment

**Medical Treatment**

![Medical Treatment Icon]

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

**For your own treatment**
- 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.

**To begin with**
- 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.

**While undergoing treatment**
- Consult with the Office of Payroll and Employee Benefits, which supports employees returning to work, as well as your occupational health physician.
- Progress until returning to work will vary, depending on individual situations and the type of illness.

**For Bosses, Coworkers and Others Around the Employee**
- 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.

**After Returning to Work**
- 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.

- 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.

Anyone can get sick or injured. Plan your return to work based on your condition.
When your family member needs medical treatment for illness, injury, mental issues, cancer, etc.

<table>
<thead>
<tr>
<th>For treatment of a family member</th>
<th>For Bosses, Coworkers and Others Around the Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Report to your department head and consult with them about your family member’s condition and future outlook.</td>
<td>• Listen to the employee about their condition and how they want to work in the future, etc.</td>
</tr>
<tr>
<td>• Verify labor regulations, etc.</td>
<td>• Learn about the illness and treatment.</td>
</tr>
<tr>
<td>• Share information with your department head and coworkers about how your work responsibilities are going.</td>
<td>• Learn about available systems.</td>
</tr>
<tr>
<td>• 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.</td>
<td>• Treatment progress varies from person to person. Avoid pushing your own thoughts and experiences on them.</td>
</tr>
<tr>
<td>• Verify the health insurance systems that your family members are enrolled in.</td>
<td>• Once the employee’s return to work is in sight, share information about the current status of work.</td>
</tr>
<tr>
<td>• Depending on their condition and the type of illness, people make progress towards their returns at different rates, until their condition stabilizes.</td>
<td>• Coordinate work duties in preparation for the employee’s return, in line with their expectations.</td>
</tr>
<tr>
<td>• Report your family member’s status to your department head, and consult with them.</td>
<td>• Depending on their condition and the type of illness, people make progress towards their returns at different rates, until their condition stabilizes.</td>
</tr>
<tr>
<td>• 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.</td>
<td>• Consider the possibility that after returning, the employee may continue with treatment while working.</td>
</tr>
<tr>
<td>• Speak to them regularly (consultations).</td>
<td>• Organize a surrounding support system, and create an environment where it is easy for the returning employee to consult with people.</td>
</tr>
<tr>
<td>• Be considerate when the employee is feeling unwell, even though it’s not plainly visible.</td>
<td>• If they can work while continuing treatment after returning, try to be in constant communication.</td>
</tr>
</tbody>
</table>

Contact the Office of Payroll and Employee Benefits (Tel: 075-813-8150) for help.
Available Systems for Those Who Are Undergoing Treatment for Illness or Injury

**Medical Treatment**

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

**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.shigakukyousai.jp/](https://www.shigakukyousai.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/gt/hoken/](http://www.ritsumei.ac.jp/mng/gt/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 maintain work-life balance

<table>
<thead>
<tr>
<th>Category</th>
<th>Content</th>
<th>Targets</th>
<th>Frequency</th>
<th>Responsible Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular medical examinations</td>
<td>Teaching staff and other staff who are employed and enrolled in Social Insurance (Private School Mutual Aid) • Includes short-term work enrollees</td>
<td>Office of Human Resources</td>
<td>Once a year</td>
<td></td>
</tr>
<tr>
<td>Breast cancer examinations (optional)</td>
<td>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)</td>
<td>Office of Medical Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tumor marker tests (optional)</td>
<td>Teaching staff and other staff who are eligible for regular medical examinations, and who wish to undergo tumor marker tests (Fees-based)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special medical examinations (organic, tests for specific chemicals, radiation)</td>
<td>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</td>
<td>Office of Safety Management Research Office</td>
<td>Twice a year</td>
<td></td>
</tr>
<tr>
<td>Medical examinations when employed</td>
<td>Teaching staff and other staff who fall under the standard for enrollment in Social Insurance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical examinations when traveling overseas</td>
<td>Teaching staff and other staff who will spend more than six months overseas for work</td>
<td>Office of Payroll and Employee Benefits</td>
<td>When necessary</td>
<td></td>
</tr>
<tr>
<td>Medical examinations for part-time teachers and other staff (optional)</td>
<td>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</td>
<td></td>
<td>Once a year</td>
<td>Choose either spring or winter</td>
</tr>
<tr>
<td>Medical examinations for eligible JSPS postdoctoral researchers</td>
<td>Researchers at Ritsumeikan University who are working as Japan Society for the Promotion of Science special researchers (Gakushin PDS)</td>
<td></td>
<td>Once a year</td>
<td></td>
</tr>
<tr>
<td>Mental health measures</td>
<td>Teaching staff and other staff who are employed and enrolled in Social Insurance (Private School Mutual Aid) • Includes short-term work enrollees</td>
<td>Office of Payroll and Employee Benefits</td>
<td>Once a year</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category</th>
<th>Content</th>
<th>Targets</th>
<th>Frequency</th>
<th>Responsible Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health consultations</td>
<td>Smoking cessation clinic</td>
<td>Interested persons (Female)</td>
<td>By appointment</td>
<td>Office of Medical Services</td>
</tr>
<tr>
<td></td>
<td>Women’s Health Services</td>
<td>Interested persons</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Health consultations</td>
<td>Interested persons</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mental health consultations</td>
<td>Interested persons</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Support for returning to the workplace</td>
<td>Teaching staff and other staff who need to take time off or an extended leave of absence due to illness or injury</td>
<td></td>
<td>When necessary</td>
<td>Office of Payroll and Employee Benefits</td>
</tr>
<tr>
<td>Workplace support</td>
<td>Workplace support consultations by occupational health physicians</td>
<td>The heads of affiliated departments where the teaching staff and other staff with illnesses or injuries are employed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Various subsidy systems</td>
<td>Subsidy for comprehensive medical examinations</td>
<td>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</td>
<td>Once every two years</td>
<td>Promotion and Mutual Aid Corporation for Private Schools of Japan (Submit to the service counter at each campus)</td>
</tr>
<tr>
<td></td>
<td>Subsidy for comprehensive medical examinations and cancer check-ups</td>
<td>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</td>
<td>Once a year (or every two years)</td>
<td>Office of Payroll and Employee Benefits (Submit to the service counter at each campus)</td>
</tr>
<tr>
<td></td>
<td>Subsidy for tumor marker option tests</td>
<td>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</td>
<td>Once a year</td>
<td>Office of Payroll and Employee Benefits</td>
</tr>
<tr>
<td>External welfare program services</td>
<td>Promotion and Mutual Aid Corporation for Private Schools of Japan hotline</td>
<td>Enrollees (includes optional continuing members) and their family</td>
<td>When necessary</td>
<td>Promotion and Mutual Aid Corporation for Private Schools of Japan</td>
</tr>
<tr>
<td></td>
<td>Elavet Club health consultation services</td>
<td>Elavet Club enrollees</td>
<td>JTB Benefit</td>
<td></td>
</tr>
</tbody>
</table>
Topics

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 r-support@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.
  (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) 077-561-2332 hokencent@ritsumei.ac.jp

- Medical Service Center at BKC
  (WEST WING 1F) 077-561-2635 hokenbkc@ritsumei.ac.jp

- Medical Service Center at OIC
  (Building A South Wing (AS) 1F) 072-665-2110 hokenoic@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-elsei@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

〒525-8577 滋賀県草津市野路東1-1-1
Biwako-Kusatsu Campus (BKC)1-1-1 Noji-higashi, Kusatsu Shiga

TEL 077-561-2631  FAX 077-561-2633
E-mail rsupport@st.ritsumei.ac.jp
URL http://www.ritsumei.ac.jp/research/rsupport/