

項目	制 度	詳細
Making working hours/locations more flexible	Flextime	Flexible hours from 6:45-9:45 and, with a core time of 9:45 to 14:45 (core time waived during COVID-19 pandemic)
	Telework	Available up to 2 days a week (limit lifted during pandemic)
Supporting balance of work and childbirth/childcare	Statutory (long-term) parental leave	Available until child is 3 (partial salary provided by Japanese government)
	Shortened working hours for childcare	Daily working hours can be set within the flextime hours but with fewer monthly hours than would normally be required, until the child finishes their third year of elementary school (age 8-9. No effect on pay until the child is 1 year and 2 months)
	Overtime restrictions/exemptions	Restrictions on/exemptions from overtime until the child finishes their third year of elementary school (age 8-9)
	Short-term parental leave	Unused paid leave from the past 5 years can be used as parental leave until the child is 3 (up to 60 days a year)
	Sick child care leave	Paid leave up to 5 days per child (limit of 10 days) until the child attends elementary school (age 6-7). Can be taken in days, half-days or hourly slots
	Support for use of daycare for sick children, etc.	Subsidies on fees for specialized daycare for sick children or extended hours daycare (half of the actual fee up to JPY 20,000 per month), and supplementary commuting allowances for drop-offs/pick-ups
	Statutory (long-term) parental leave	Available until child is 3 (partial salary provided by Japanese government)
Supporting balance of work and family care	Long-term family care leave	Available for up to a year per cause (can also be used in multiple parts)
	Shortened working hours for family care	Daily working hours can be set within the flextime hours but with fewer monthly hours than would normally be required
	Short-term family care leave	Up to 5 days per family member (limit of 10 days), plus up to 60 days of unused paid leave from the last 5 years (can be used in hourly slots)
Supporting balance of work and hospital treatment	Hospital treatment leave	Up to 60 days of unused paid leave from the last 5 years can also be used for hospital treatment
	Shortened working hours for hospital treatment	Daily working hours can be set within the flextime hours but with fewer monthly hours than would normally be required, within the treatment period
	Overtime, etc. restrictions/exemptions	Restrictions on/exemptions from overtime and holiday work during the treatment period
	Subsidized health checks	Optional extras are also eligible for subsidies as part of annual health checks
	Hospital treatment leave	Up to 60 days of unused paid leave from the last 5 years can also be used for hospital treatment
Other types of leave/programs	Work and life support leave	Paid leave for ad-hoc family care, preparation for finding external care, fertility treatments, etc. (can be taken in days, half-days or hourly slots)
	Leave to accompany spouse	Available when a spouse is sent on an overseas work assignment
	Professional development leave	Available for self-development such as overseas study
Spreading awareness and making it easier to use programs	Training on harassment and compliance with workplace rules	Training on harassment and compliance with workplace rules given to all levels of employee including new hires, mid-level employees and management
	Creation of various guidelines	Clear explanations of each program/system's purpose and details to employees through the creation of various guidelines