

National Institutes of Natural Sciences, an Inter-University Research Institute Corporation, Guidelines for the Implementation of the Childcare Support System

March 1, 2017

Decision of the Executive Director in Charge of Gender Equality

(Purpose)

Article 1

These Guidelines aim at promoting gender equality and work-life balance by procuring the National Institutes of Natural Sciences, an Inter-University Research Institute Corporation (hereinafter referred to as “NINS”) to support a part of the childcare expenses arising from temporary daycare (external nursery, babysitters, etc.) or daycare of sick children or recovering children (hereinafter referred to as the “Childcare Service”) of the Executive Officers and Employees holding positions at NINS, joint researchers, etc. performing joint researches, etc. at NINS and the students accepted by NINS (hereinafter referred to as the “Employees, etc.”).

(Eligible Persons)

Article 2

The persons eligible for this system shall be those Employees, etc. who come under any of the following:

- (1) An Employee, etc. who needs the Childcare Service for a child he/she fosters (during the period from the day immediately following the day on which the maternity leave ends (the day on which the post-childbirth maternity leave is deemed to be applied with respect to the next Item and Item (3) below) until the last day of March of the year during which the sixth (6th) grade of elementary school completes; hereinafter the same shall apply) in order to work;
- (2) An Employee, etc. who needs the Childcare Service for a child he/she fosters in order to perform a joint research, etc. at NINS (under condition that no similar support is provided by the institute he/she belongs to);
- (3) An Employee, etc. who needs the Childcare Service for a child he/she fosters in order to study at NINS;
- (4) A Research Fellow, etc. accepted by NINS who needs the Childcare Service for a child he/she fosters; or
- (5) An Employee, etc. who are specifically recognized to have the needs for the Service by the Executive Director in Charge of Gender Equality or Vice President.

(Limitation of Support)

Article 3

The Childcare Service to be provided as a support to the Employees, etc. shall be available within the duration of the work or study hours (including the hours required for the commutation).

- 2 The Childcare Service to be provided as a support to the Employees, etc. shall not include the daycare service usually used and the extended childcare service.

(Contents of Support)

Article 4

The amount of the support shall be 3,000 yen (inclusive of tax; hereinafter the same shall apply) per day on which the Childcare Service is utilized; provided, however, that if the utilization charge of the Childcare Service is less than 3,000 yen, the amount of the support shall not be more than the amount actually incurred.

- 2 If the utilization charge of the Childcare Service includes the cost of the meals and other additional services (such as language class lessons), its cost shall be excluded from the scope of the support.
- 3 The total amount of the support under this Service shall not be more than 15,000 yen per year per child fostered by the Employee, etc.

(Application Procedures)

Article 5

An Employee, etc. intending to apply for the support under this system (hereinafter referred to as “Applicant”) shall submit an application to one of the offices in charge listed below in advance:

- (1) Administrative Bureau (General Affairs Division, General Affairs Section)
 - (2) National Astronomical Observatory of Japan (Administration Department, General Affairs Group, Employee Affairs Unit)
 - (3) National Institute for Fusion Science (Department of Administration, General Affairs Division, Employee Section)
 - (4) Okazaki Administration Center (General Affairs Department, General Affairs Division, Employee Section)
- 2 If, for an unavoidable reason, the Application cannot be submitted in advance, it shall be submitted ex post facto without delay. It should be noted that an Application shall not be accepted unless it is submitted within two (2) weeks following utilization of the Childcare Service (if the service is utilized continuously, within two (2) weeks from the last day of utilization).

3 After the utilization of the Childcare Service, the receipt evidencing the utilization charge of the Childcare Service utilized (showing the name of the child, hours utilized and the breakdown of the charge per hour and the meal cost, etc.) shall be submitted to the office listed under Paragraph 1.

(Notification of Approval)

Article 6

NINS shall notify the applicant regarding the approval or disapproval of the application using the Written Notice of the Result of the Approval provided for separately. In a case of the rejection of the Application, if the receipt has been already submitted by the Applicant, the receipt shall be returned to the Applicant.

2 The support money will be paid to the Applicant whose Application has been approved pursuant to the particulars contained in the Result Notification.

(Cancellation of Approval)

Article 7

When the Application contained a false statement, NINS shall be entitled to cancel the approval.

2 If the Application is cancelled as the preceding Paragraph, the Applicant must return to NINS the support money he/she has already received with respect to the case relevant to the cancellation.

(Miscellaneous Provision)

Article 8

In addition to those set forth in these Procedures, any matters that may be necessary for implementation of the Childcare Support System shall be determined by the Gender Equality Promotion Committee.

Supplementary Provision

These Procedures shall be put into effect as of March 1, 2017.

Supplementary Provision

These Procedures shall be put into effect as of May 15, 2017, and shall apply from April 1, 2017.

Supplementary Provision

These Procedures shall be put into effect as of April 1, 2018.

Supplementary Provision

These Procedures shall be put into effect as of December 1, 2020.