

Chiyoda U-Tech Co., Ltd.

Childcare / Family Care Rulebook

For Dispatched Staff Members

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Chapter 1 Objectives

Article 1 (Objectives)

- 1 The provisions in this rulebook stipulate the handling of matters related to childcare / family care leave (including paternity leave; the same applies hereinafter), sick / injured childcare, etc. time off, family care time off, restrictions on overtime work in excess of scheduled working hours, overtime work in excess of statutory working hours, and late-night work, as well as shorter working hours, for childcare / family care, and related matters for dispatched staff members (hereafter referred to as “staff members”).

Chapter 2 Childcare Leave System

Article 2 (Persons Eligible for Childcare Leave)

- 1 Only staff members who wish to take leave for childcare, who raise a child under one (1) year of age (including children in custody for special adoption, children entrusted to adoptive parents, and the like, as well as biological / adopted children; the same applies hereinafter) living with the child, and who fall under the following item at the time of application are entitled to childcare leave:
 - (1) It is not decided that the labor contract expires by the day the child reaches one (1) year and six (6) months of age (two (2) years of age in the case of an application under section 5 of this Article) and will not be renewed.
- 2 Leave applications from the following staff members who are excluded by labor-management agreements may be declined:
 - (1) Staff members who have been with the company for less than one (1) year.
 - (2) Staff members with whom it is decided that the employment relationship will end within one (1) year (six (6) months in the case of an application under section 4 to 7 of this Article) from the application date.
 - (3) Staff members with two (2) or less scheduled working days per week.
- 3 If their spouse is on childcare leave or paternity leave from the same date as or prior to the staff member, the staff member may take childcare leave up to one (1) year in total of maternity leave, childcare leave, and paternity leave, during the period from the birth date of the child until the child reaches one (1) year and two (2) months of age.
- 4 Staff members who fall under all the following items may take childcare leave for the necessary number of days until the child reaches one (1) year and six (6) months of age. The date on which the childcare leave is to start shall be, in principle, limited to the first birthday of the child. However, if their spouse starts leave pursuant to Article 5, Section 3 of the *Act on Childcare Leave / Caregiver Leave* on the first birthday of the child, the start date may be before the following day of the spouse's childcare leave scheduled end date.
 - (1) The staff member or their spouse is, in principle, on childcare leave on the day before the first birthday of the child.
 - (2) In the case of any of the following circumstances:

- ① Where the child is unable to enter a nursery school and the like despite seeking admission.
 - ② Where the staff member's spouse who is the parent of the child pertaining to childcare leave and was scheduled to take care of the child after the first birthday of the child becomes unable to raise the child due to death, injury, illness, or other circumstances.
- (3) The staff member has not taken leave under this section on or after the first birthday of the child.
- 5 Notwithstanding the preceding section, a staff member whose leave pursuant to section 1 of this Article (including the third and subsequent leave due to exceptional circumstances such as the death of the spouse) ended due to the start of maternity leave, paternity leave, family care leave, or another period of childcare leave, and whose child pertaining to the maternity leave or the related leaves or family member pertaining to the family care leave, which was the reason for the end of the leave, has died may take childcare leave for the necessary number of days until the child reaches one (1) year and six (6) months of age.
- 6 Staff members who fall under all the following items may take childcare leave for the necessary number of days until the child reaches two (2) years of age. The date on which the childcare leave is to start shall be, in principle, limited to the date corresponding to the child's one (1) -year and six (6) -month old birthday. However, if their spouse starts their leave pursuant to Article 5, Section 4 of the *Act on Childcare Leave / Caregiver Leave* (this section) on the date corresponding to the child's one (1) -year and six (6) -month old birthday, the start date may be before the following day of the spouse's childcare leave scheduled end date.
- (1) The staff member or their spouse is on childcare leave on the day before the date corresponding to the child's one (1) -year and six (6) -month old birthday.
- (2) In the case of any of the following circumstances:
- ① Where the child is unable to enter a nursery school and the like despite seeking admission.
 - ② Where the staff member's spouse who is the parent of the child pertaining to childcare leave and was scheduled to take care of the child after the child reaches one (1) year and six (6) months of age becomes unable to raise the child due to death, injury, illness, or other circumstances.
- (3) The staff member has not taken leave under this section on or after the date corresponding to the child's one (1) -year and six (6) -month old birthday.
- 7 Notwithstanding the preceding section, a staff member whose childcare leave pursuant to section 1, 3, or 4 of this Article (including another period of leave) ended due to the start of maternity leave, paternity leave, or another period of childcare leave, or whose childcare leave pursuant to section 3 or 4 of this Article (including another period of leave) ended due to the start of family care leave, and whose child pertaining to the maternity leave or the related leaves, or family member pertaining to the family care leave, which was the reason for the end of the leave, has died may take childcare leave for the necessary number of days until the

child reaches two (2) years of age.

Article 3 (Application Procedures for Childcare Leave and Related Matters)

- 1 Staff members who wish to take childcare leave shall, in principle, make an application by submitting a childcare leave application to the point of contact at Professional Services Division at least one (1) month (two (2) weeks in the case of leave after the child reaches one (1) year or one (1) year and six (6) months pursuant to Article 2, section 4 to 7) prior to the date on which childcare leave is to start (hereinafter referred to as "childcare leave scheduled start date"). If a staff member on childcare leave wishes to remain on leave when the labor contract is renewed, they shall make an application again by submitting another childcare leave application, setting the first day of the renewed labor contract period as the childcare leave scheduled start date.
- 2 A leave application pursuant to Article 2, section 1, shall be made up to twice per child, except in any of the following cases:
 - (1) Where a staff member who has taken leave pursuant to Article 2, section 1, wishes to make an application pursuant to the latter clause of section 1 of this Article.
 - (2) Where there are exceptional circumstances such as the death of the spouse.
- 3 A leave application pursuant to Article 2, section 4 or 5, shall only be made once per child except in any of the following cases:
 - (1) Where a staff member who has taken leave pursuant to Article 2, Section 4 or 5, wishes to make an application pursuant to the latter clause of section 1 of this Article.
 - (2) Where the childcare leave pursuant to Article 2, section 4 or 5, ended due to the start of maternity leave, paternity leave, family care leave, or another period of childcare leave, but the child pertaining to the maternity leave and the related leaves, or the family member pertaining to the family care leave, which was the reason for the end of the leave, has died.
- 4 A leave application pursuant to Article 2, section 6 or 7 shall only be made once per child, except in any of the following cases:
 - (1) Where a staff member who has taken leave pursuant to Article 2, section 6 or 7, wishes to make an application pursuant to the latter clause of section 1 of this Article.
 - (2) Where the childcare leave pursuant to Article 2, section 6 or 7, ended due to the start of maternity leave, paternity leave, family care leave, or another period of childcare leave, but the child pertaining to the maternity leave and the related leaves, or the family member pertaining to the family care leave, which was the reason for the end of the leave, has died.
- 5 The company may request the submission of the minimum required certificates in order to accept a childcare leave application.
- 6 When a childcare leave application is submitted, the company shall promptly issue a notice on the handling of matters related to childcare leave to the person who submitted the said childcare leave application (hereinafter in this Chapter referred to as "applicant").
- 7 If the child pertaining to the application is born after the application date, the applicant shall

submit a notification of the birth of the child pertaining to childcare leave to the point of contact at Professional Services Division within two (2) weeks from the birth.

Article 4 (Withdrawal of Childcare Leave Application and Related Matters)

- 1 Applicants may withdraw their childcare leave application by submitting a notification of withdrawal of childcare leave application to the point of contact at Professional Services Division by the day before the childcare leave scheduled start date.
- 2 When a notification of withdrawal of childcare leave application is submitted, the company shall promptly issue a notice on the handling of matters related to childcare leave to the person who submitted the said notification of withdrawal of childcare leave application.
- 3 Withdrawal of a leave application pursuant to Article 2, section 1, shall be deemed as a leave taken per withdrawal. A person who has withdrawn a leave application pursuant to Article 2, section 4 or 5, and section 6 or 7, may not submit another application for the same child unless there are exceptional circumstances. However, a person who has withdrawn a leave application pursuant to Article 2, section 1, may apply for leave pursuant to section 4 or 5, and section 6 or 7 of the said Article, and a person who has withdrawn a leave application pursuant to Article 2, section 4 or 5, may also apply for leave pursuant to section 6 or 7 of the said Article.
- 4 If the applicant is no longer to raise the child pertaining to the leave application by the day before the childcare leave scheduled start date due to events such as the death of the child, the childcare leave application shall be deemed not to have been made. In this case, the applicant shall, in principle, notify the point of contact at Professional Services Division on the day on which the event concerned occurred.

Article 5 (Childcare Leave Period and Related Matters)

- 1 Childcare leave period shall be, in principle, the period stated in the childcare leave application, up to the time when the child reaches one (1) year of age (until the time specified respectively in the case of leave pursuant to Article 2, section 3 to 7).
- 2 Notwithstanding section 1 of this Article, the company may designate the childcare leave scheduled start date pursuant to the provisions stipulated in the *Act on Childcare Leave / Caregiver Leave*.
- 3 Staff members may move up the childcare leave scheduled start date by submitting an application for the change of childcare leave period to the point of contact at Professional Services Division at least one (1) week prior to the childcare leave scheduled start date, and may postpone the date on which childcare leave is to end (hereinafter referred to as "childcare leave scheduled end date") by submitting the said application at least one (1) month (two (2) weeks in the case of leave pursuant to Article 2, section 4 to 7) prior to the childcare leave scheduled end date.

Both changes of moving up the childcare leave scheduled start date and postponing the childcare leave scheduled end date may, in principle, only be made once per leave pursuant to Article 2, section 1, but in the case of leave pursuant to Article 2, section 4 to 7, the childcare leave scheduled end date may be postponed once within the period from when the child is one (1) year of age until the child reaches one (1) year and six (6) months of age and once within the period from when the child is one (1) year and six (6) months of age until the child reaches

two (2) years of age respectively, in addition to leave pursuant to Article 2, section 1.

4 When an application for the change of childcare leave period is submitted, the company shall promptly issue a notice on the handling of matters related to childcare leave to the person who submitted the said application for the change of childcare leave period.

5 Childcare leave shall be terminated in the case of any of the events specified in each of the following items, and the end date of the said childcare leave shall be the date specified in each of the following items concerned.

	Events	Childcare Leave End Date
(1)	The child pertaining to childcare leave is no longer to be cared for due to events such as the death of the child	The day on which the event concerned occurred (In this case, the day on which the person is to go to work shall be a day within two (2) weeks from the day on which the event occurred, and to be discussed and decided between the company and the person)
(2)	In cases such as when the child pertaining to childcare leave reaches one (1) year of age	The day on which the child reaches one (1) year of age (except in the case of leave pursuant to Article 2, section 3). In the case of leave pursuant to Article 2, section 4 or 5, the day on which the child reaches one (1) year and six (6) months of age. In the case of leave pursuant to Article 2, section 6 or 7, the day on which the child reaches two (2) years of age
(3)	When maternity leave, paternity leave, family care leave, or another period of childcare leave has started for the applicant	The day before the start date of maternity leave, paternity leave, family care leave, or another period of childcare leave
(4)	When the total period of maternity leave and childcare leave (including paternity leave) after the date of birth has reached one (1) year for the leave pursuant to Article 2, section 3	The day on which the period concerned has reached one (1) year

6 If the event referred to in section 5, item (1) of this Article occurs, the applicant shall, in principle, notify the point of contact at Professional Services Division on the day on which the event concerned occurred.

Chapter 3 Paternity Leave System

Article 6 (Persons Eligible for Paternity Leave)

1 Staff members who wish to take leave for childcare, who have not taken leave after the birth of the child, and who raise a child within eight (8) weeks from the birth date or due date, whichever is later, living with the child, may take paternity leave pursuant to the provisions stipulated in

this Rulebook. However, only those for whom it is not decided at the time of application that whose labor contract expires by the day six (6) months from the day following the day on which eight (8) weeks will have passed since the child's birth date or due date, whichever is later, and will not be renewed shall be entitled to paternity leave.

- 2 Notwithstanding section 1 of this Article, leave applications from the following staff members who are excluded by labor-management agreements may be declined:
 - (1) Staff members who have been with the company for less than one (1) year.
 - (2) Staff members with whom it is decided that the employment relationship will end within eight (8) weeks from the application date.
 - (3) Staff members with two (2) or less scheduled working days per week.

Article 7 (Application Procedures for Paternity Leave and Related Matters)

- 1 Staff members who wish to take paternity leave shall, in principle, make an application by submitting a paternity leave application at least two (2) weeks prior to the date on which paternity leave is to start (hereinafter referred to as “paternity leave scheduled start date”). If a staff member on paternity leave wishes to remain on leave when the labor contract is renewed, an application shall be made again by submitting another paternity leave application, setting the first day of the renewed labor contract period as the paternity leave scheduled start date.
- 2 Leave pursuant to Article 6, section 1, may be split up to two (2) parts per child. However, if the leave is to be taken in two parts, the application shall be made at once for such two parts, and if the application is not made at once, the application for the latter part may be declined.
- 3 The company may request the submission of the minimum required certificates in order to accept a paternity leave application.
- 4 When a paternity leave application is submitted, the company shall promptly issue a notice on the handling of matters related to paternity leave to the person who submitted the said paternity leave application (hereinafter in this Chapter referred to as “applicant for paternity leave”).
- 5 If the child pertaining to the application is born after the application date, the applicant for paternity leave shall submit a notification of the birth of the child pertaining to paternity leave to the point of contact at Professional Services Division within two (2) weeks from the birth.

Article 8 (Withdrawal of Paternity Leave Application and Related Matters)

- 1 Applicants for paternity leave may withdraw their paternity leave application by submitting a notification of withdrawal of paternity leave application by the day before the paternity leave scheduled start date.
- 2 When a notification of withdrawal of paternity leave application is submitted, the company shall promptly issue a notice on the handling of matters related to paternity leave to the person who submitted the said notification of withdrawal of paternity leave application.
- 3 Withdrawal of a leave application pursuant to Article 6, section 1, shall be deemed as a leave taken per withdrawal, and if leave has been taken twice including the deemed leave, another

application cannot be made for the same child.

- 4 If the applicant for paternity leave is no longer to raise the child pertaining to the leave application by the day before the paternity leave scheduled start date due to events such as the death of the child, the paternity leave application shall be deemed not to have been made. In this case, the applicant for paternity leave shall, in principle, notify the point of contact at Professional Services Division on the day on which the event concerned occurred.

Article 9 (Paternity Leave Period and Related Matters)

- 1 Paternity leave period shall be, in principle, the period stated in the paternity leave application, up to four (4) weeks (28 days) during the period of eight (8) weeks from the birth of the child.
- 2 Notwithstanding section 1 of this Article, the company may designate the paternity leave scheduled start date pursuant to the provisions stipulated in the *Act on Childcare Leave / Caregiver Leave*.
- 3 Staff members may move up the paternity leave scheduled start date once per leave by submitting an application for the change of paternity leave period to the point of contact at Professional Services Division at least one (1) week prior to the paternity leave scheduled start date and may postpone the date on which paternity leave is to end (hereinafter referred to as "paternity leave scheduled end date") once per leave by submitting the said application at least two (2) weeks prior to the childcare leave scheduled end date.
- 4 When an application for the change of paternity leave period is submitted, the company shall promptly issue a notice on the handling of matters related to paternity leave to the person who submitted the said application for the change of paternity leave period.
- 5 Paternity leave shall be terminated in the case of any of the events specified in each of the following items, and the paternity leave end date shall be the date specified in each of the following items concerned.

	Events	Paternity Leave End Date
(1)	The child pertaining to paternity leave is no longer to be cared for due to events such as the death of the child.	The day on which the event concerned occurred (In this case, the day on which the person is to go to work shall be a day within two (2) weeks from the day on which the event occurred, and to be discussed and decided between the company and the person)
(2)	When eight (8) weeks have passed since the day following the child's birth date or due date, whichever is later	On the day on which eight (8) weeks have passed since the day following the child's birth date or due date, whichever is later

(3)	When paternity leave reaches twenty-eight (28) days on or after the child's birth date (or due date if the child is born after the due date)	On the day on which paternity leave has reached twenty-eight (28) days on or after the child's birth date (or due date if the child is born after the due date)
(4)	When maternity leave, childcare leave, family care leave, or another period of paternity leave has started for the applicant for paternity leave	The day before the start date of maternity leave, childcare leave, family care leave, or another period of paternity leave

- 6 If the event referred to in section 5, item (1) of this Article occurs, the applicant for paternity leave shall, in principle, notify the point of contact at Professional Services Division on the day on which the event concerned occurred.

Chapter 4 Family Care Leave System

Article 1 0 (Persons Eligible for Family Care Leave)

- 1 Staff members who care for a family member in need of care may take family care leave pursuant to the provisions stipulated in this Rulebook, and only those who fall into the following item at the time of application are entitled to family care leave:
 - (1) It is not decided that the labor contract expires by the day six (6) months from the day on which ninety-three (93) days will have passed since the day on which family care leave is to start (hereinafter referred to as "family care leave scheduled start date") and will not be renewed.
- 2 Notwithstanding section 1 of this Article, leave applications from the following staff members who are excluded by labor-management agreements may be declined:
 - (1) Staff members who have been with the company for less than one (1) year.
 - (2) Staff members with whom it is decided that the employment relationship will end within ninety three (93) days from the application date.
 - (3) Staff members with two (2) or less scheduled working days per week.
- 3 Family members in need of care means the following persons who are in need of constant care for a period of two (2) weeks or more due to injury, illness, or physical or mental disability:
 - ① Spouse
 - ② Parents
 - ③ Children
 - ④ Parents of Spouse
 - ⑤ Grandparents, Siblings, or Grandchildren

Article 1 1 (Application Procedures for Family Care Leave and Related Matters)

- 1 Staff members who wish to take family care leave shall, in principle, make an application by submitting a family care leave application to the point of contact at Professional Services Division at least two (2) weeks prior to the family care leave scheduled start date. If a staff member on family care leave wishes to remain on leave when the labor contract is renewed, the application shall be made again by submitting another family care leave application, setting the first day of the renewed labor contract period as the family care leave scheduled start date.
- 2 Applications may be made up to three (3) times per family member concerned. However, this does not apply in the cases where the application is to be made under the latter clause of section 1 of this Article.
- 3 The company may request the submission of the minimum required certificates in order to accept a family care leave application.
- 4 When a family care leave application is submitted, the company shall promptly issue a notice on the handling of matters related to family care leave to the person who submitted the said family care leave application (hereinafter in this Chapter referred to as “applicant”).

Article 1 2 (Withdrawal of Family Care Leave Application and Related Matters)

- 1 Applicants may withdraw their family care leave application by submitting a notification of withdrawal of family care leave application to the point of contact at Professional Services Division by the day before the family care leave scheduled start date.
- 2 When a notification of withdrawal of family care leave application is submitted, the company shall promptly issue a notice on the handling of matters related to family care leave to the person who submitted the said notification of withdrawal of family care leave application.
- 3 A person who has withdrawn their family care leave application for the same family member twice in succession may not make another application for the same family member. However, if the company deems it appropriate, the staff member may make such an application.
- 4 If the applicant is no longer to care for the family member pertaining to the application by the day before the family care leave scheduled start date due to events such as the death of the family member, the family care leave application shall be deemed not to have been made. In this case, the applicant shall, in principle, notify the point of contact at Professional Services Division on the day on which the event concerned occurred.

Article 1 3 (Family Care Leave Period and Related Matters)

- 1 Family care leave period shall be the period stated in the family care leave application, up to a total of ninety-three (93) days in principle per each family member concerned.
- 2 Notwithstanding section 1 of this Article, the company may designate the family care leave scheduled start date pursuant to the provisions stipulated in the *Act on Childcare Leave / Caregiver Leave*.
- 3 Staff members may postpone the date on which family care leave is to end (hereinafter referred to as "family care leave scheduled end date") by submitting an application for the change of family care leave period to the point of contact at Professional Services Division at least two (2)

weeks prior to the family care leave scheduled end date.

In this case, the period between the family care leave scheduled start date and the revised family care leave scheduled end date shall not, in principle, exceed a total of ninety-three (93) days.

- 4 When an application for the change of family care leave period is submitted, the company shall promptly issue a notice on the handling of matters related to family care leave to the person who submitted the said application for the change of family care leave period.
- 5 Family care leave shall be terminated in the case of any of the events specified in each of the following items, and the family care leave end date shall be the date specified in each of the following items concerned.

	Events	Family Care Leave End Date
(1)	The family member pertaining to family care leave is no longer to be cared for due to events such as the death of the family member	The day on which the event concerned occurred (In this case, the day on which the person is to go to work shall be a day within two (2) weeks from the day on which the event occurred, and to be discussed and decided between the company and the person)
(2)	When maternity leave, childcare leave, paternity leave, or another period of family care leave has started for the applicant	The day before the start date of maternity leave, childcare leave, paternity leave, or another period of family care leave.

- 6 If the event referred to in section 5, item (1) of this Article occurs, the applicant shall, in principle, notify the point of contact at Professional Services Division on the day on which the event concerned occurred.

Chapter 5 Childcare Time Off

Article 1 4 (Childcare Time Off)

- 1 Staff members who raise a child up to the age of completion of 3rd grade of primary school may take childcare time off up to five (5) days a year per one child, or up to ten (10) days a year per two or more children, for the purpose of taking care of the injured or sick child, having the child receive a vaccination or a medical checkup, or class closures due to infectious diseases, entrance and graduation ceremonies, in addition to the annual paid leave stipulated in Article 40 of the employment regulations. In this case, one (1) year is defined as the period from 1 January to 31 December included.

However, applications for childcare time off from the following staff members who are excluded by labor-management agreements may be declined:

- (1) Staff members with less than two (2) scheduled working days per week.
- 2 Childcare time off may be taken on a daily or hourly basis.
- 3 Staff members who wish to take childcare time off shall, in principle, submit an application for childcare time off to the point of contact at Professional Services Division in advance. In urgent cases, the application may be made after the fact.
- 4 Childcare time off not taken during the year concerned shall expire at the end of the year.
- 5 No wages shall be paid during childcare time off.

Chapter 6 Family Care Time Off

Article 1 5 (Family Care Time Off)

- 1 Staff members who take care of a family member in need of care may take family care time off up to five (5) days a year per one (1) family member, or up to ten (10) days a year per two (2) or more family members, in addition to the annual paid leave stipulated in Article 40 of the employment regulations. In this case, one (1) year is defined as the period from 1 January to 31 December included.

However, applications for family care time off from the following staff members who are excluded by labor-management agreements may be declined:

- (1) Staff members with less than two (2) scheduled working days per week.
- 2 Family care time off may be taken on a daily or hourly basis.
- 3 Staff members who wish to take family care time off shall, in principle, submit an application for family care time off to the point of contact at Professional Services Division in advance. In urgent cases, the application may be made after the fact.
- 4 Family care time off not taken during the year concerned shall expire at the end of the year.
- 5 No wages will be paid during family care time off.

Chapter 7 Restrictions on Overtime Work in Excess of Scheduled Working Hours

Article 1 6 (Restrictions on Overtime Work in Excess of Scheduled Working Hours for Childcare / Family Care)

- 1 If staff members who raise a child before the age of primary school attendance or staff members who care for a family member in need of care make an application in order to raise the child or care for the family member, they shall not be required to work in excess of the scheduled

working hours except in the cases where this would hinder normal business operations.

2 Notwithstanding section 1 of this Article, applications for restrictions on overtime work in excess of scheduled working hours from the following staff members who are excluded by labor-management agreements may be declined:

(1) Staff members who have been with the company for less than one (1) year.

(2) Staff members with two (2) or less scheduled working days per week.

3 A person who wishes to make an application shall submit an application for restrictions on overtime work in excess of scheduled working hours for childcare / family care to the point of contact at Professional Services Division at least one (1) month prior to the date on which restrictions are to start (hereinafter in this Article referred to as "restrictions scheduled start date"), stating the restrictions scheduled start date and the date on which restrictions are to end, for a period from one (1) month up to (1) year per application. In this case, the restriction period shall not overlap with the restriction period stipulated in section 3 of the following Article.

4 The company may request the submission of the minimum required certificates in order to accept an application for restrictions on overtime work in excess of scheduled working hours.

5 If the child pertaining to the application is born after the application date, the person who submitted an application for restrictions on overtime work in excess of scheduled working hours (hereinafter in this Article referred to as "applicant") shall submit a notification of the birth of the child pertaining to the restrictions on overtime work in excess of scheduled working hours to the point of contact at Professional Services Division within two (2) weeks from the birth.

6 If the applicant is no longer to raise the child or care for the family member pertaining to the application by the day before the restrictions scheduled start date due to events such as the death of the child or the family member, the application shall be deemed not to have been made. In this case, the applicant shall, in principle, notify the point of contact at Professional Services Division on the day on which the event concerned occurred.

7 The restriction period shall be terminated in the case of any of the events specified in each of the following items, and the restrictions end date shall be the date specified in each of the following items concerned.

	Events	Restriction Period End Date
(1)	The child or the family member pertaining to the restrictions is no longer to be cared for due to events such as the death of the child or the family member	Date on which the event concerned occurred
(2)	When the child pertaining to the restrictions has reached the age of primary school attendance	31 March of the year in which the child reaches six (6) years of age
(3)	When maternity leave, childcare leave, paternity leave, or family care leave has started for the applicant	The day before the start date of maternity leave, childcare leave, paternity leave, or family care leave

- 8 If the event referred to in section 7, item (1) of this Article occurs, the applicant shall, in principle, notify the point of contact at Professional Services Division on the day on which the event concerned occurred.

Chapter 8 Restrictions on Overtime Work in Excess of Statutory Working Hours

Article 17 (Restrictions on Overtime Work in Excess of Statutory Working Hours for Childcare / Family Care)

- 1 Notwithstanding the provisions stipulated in Article 32 of the employment regulations and any agreement on overtime work, if staff members who raise a child before the age of primary school attendance or staff members who care for a family member in need of care make an application in order to raise the child or care for the family member, they shall not be required to work in excess of the statutory working hours beyond twenty-four (24) hours per month and one hundred and fifty (150) hours per year except in the cases where this would hinder normal business operations.
- 2 Notwithstanding section 1 of this Article, applications for restrictions on overtime work in excess of statutory working hours from staff members who fall under any of the following items may be declined:
 - (1) Staff members who have been with the company for less than one (1) year.
 - (2) Staff members with two (2) or less scheduled working days per week.
- 3 A person who wishes to make an application shall submit an application for restrictions on overtime work in excess of statutory working hours for childcare / family care to the point of contact at Professional Services Division at least one (1) month prior to the date on which restrictions are to start (hereinafter in this Article referred to as "restrictions scheduled start date"), stating the restrictions scheduled start date and the date on which restrictions are to end, for a period from one (1) month up to one (1) year per application. In this case, the restriction period shall not overlap with the restriction period stipulated in section 3 of the preceding Article.
- 4 The company may request the submission of the minimum required certificates in order to accept an application for restrictions on overtime work in excess of statutory working hours.
- 5 If the child pertaining to the application is born after the application date, the person who submitted an application for restrictions on overtime work in excess of statutory working hours (hereinafter in this Article referred to as "applicant") shall submit a notification of the birth of the child pertaining to the restrictions on overtime work in excess of statutory working hours to the point of contact at Professional Services Division within two (2) weeks from the birth.
- 6 If the applicant is no longer to raise the child or care for the family member pertaining to the application by the day before the restrictions scheduled start date due to events such as the death of the child or the family member, the application shall be deemed not to have been made. In

this case, the applicant shall, in principle, notify the point of contact at Professional Services Division on the day on which the event concerned occurred.

- 7 The restriction period shall be terminated in the case of any of the events specified in each of the following items, and the restrictions end date shall be the date specified in each of the following items concerned.

	Events	Restriction Period End Date
(1)	The child or the family member pertaining to the restrictions is no longer to be cared for due to events such as the death of the child or the family member	Date on which the event concerned occurred
(2)	When the child pertaining to the restrictions has reached the age of primary school attendance	31 March of the year in which the child reaches six (6) years of age
(3)	When maternity leave, childcare leave, paternity leave, or family care leave has started for the applicant	The day before the start date of maternity leave, childcare leave, paternity leave, or family care leave

- 8 If the event referred to in section 7, item (1) of this Article occurs, the applicant shall, in principle, notify the point of contact at Professional Services Division on the day on which the event concerned occurred.

Chapter 9 Restrictions on Late-Night Work

Article 18 (Restrictions on Late-Night Work for Childcare / Family Care)

- Notwithstanding the provisions stipulated in Article 32 of the employment regulations, if staff members who raise a child before the age of primary school attendance or staff members who care for a family member in need of care make an application in order to raise the child or care for the family member, they shall not be required to work between 22:00 and 5:00 (hereinafter referred to as "late night") except in the cases where this would hinder normal business operations.
- Notwithstanding section 1 of this Article, applications for restrictions on late-night work from the following staff members who are excluded by labor-management agreements may be declined:
 - (1) Staff members who have been with the company for less than one (1) year.

- (2) Staff members whose child or family member pertaining to the application has a family member who is sixteen (16) years of age or older, lives with the child or the family member, and falls under all of the following:
- ① Those who do not engage in late-night work (including those who engage in late-night work three (3) days or less per month).
 - ② Those whose physical and mental condition is such that they are capable of caring for the child or the family member pertaining to the application.
 - ③ Those who are not due to give birth within six (6) weeks (fourteen (14) weeks in the case of multiple pregnancies) and have not given birth within eight (8) weeks.
- (3) Staff members with two or less scheduled working days per week.
- 3 A person who wishes to make an application shall submit an application for restrictions on late-night work for childcare / family care to the point of contact at Professional Services Division at least one (1) month prior to the date on which restrictions are to start (hereinafter in this Article referred to as "restrictions scheduled start date"), stating the restrictions scheduled start date and the date on which restrictions are to end, for a period from one (1) month up to six (6) months (hereinafter in this Article referred to as "restriction period") per application.
- 4 The company may request the submission of the minimum required certificates in order to accept an application for restrictions on late-night work.
- 5 If the child pertaining to the application is born after the application date, the person who submitted an application for restrictions on late-night work (hereinafter in this Article referred to as "applicant") shall submit a notification of the birth of the child pertaining to the restrictions on late-night work to the point of contact at Professional Services Division within two (2) weeks from the birth.
- 6 If the applicant is no longer to raise the child or care for the family member pertaining to the application by the day before the restrictions scheduled start date due to events such as the death of the child or the family member, the application shall be deemed not to have been made. In this case, the applicant shall, in principle, notify the point of contact at Professional Services Division on the day on which the event concerned occurred.
- 7 The restriction period shall be terminated in the case of any of the events specified in each of the following items, and the restrictions end date shall be the date specified in each of the following items concerned.

	Events	Restriction Period End Date
(1)	The child or the family member pertaining to the restrictions is no longer to be cared for due to events such as the death of the child or the family member	Date on which the event concerned occurred
(2)	When the child pertaining to the restrictions has reached the age of primary school attendance	31 March of the year in which the child reaches six (6) years of age

(3)	When maternity leave, childcare leave, paternity leave, or family care leave has started for the applicant	The day before the start date of maternity leave, childcare leave, paternity leave, or family care leave
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8 If the event referred to in section 7, item (1) of this Article occurs, the applicant shall, in principle, notify the point of contact at Professional Services Division on the day on which the event concerned occurred.

Chapter 10 Measures to Reduce Scheduled Working Hours and Related Matters

Article 1 9 (Childcare Time / Shorter Working Hours for Childcare)

- 1 Female employees who raise a child under one (1) year of age may request two time frames of childcare time for thirty (30) minutes each.
- 2 Employees who raise a child up to the sixth grade in primary school may adopt shorter working hours upon application and reduce the scheduled daily working hours (including one (1) -hour break) at the client company to six (6) hours.
The scheduled monthly working hours are calculated by multiplying the number of scheduled monthly working days by the reduced number of scheduled daily working hours.
- 3 Applications for shorter working hours from the staff members who fall under any of the following items may be declined:
 - (1) Employees whose scheduled daily working hours are six (6) hours or less.
 - (2) The following employees who are excluded by labor-management agreements:
 - ①Employees who have been with the company for less than one (1) year.
 - ②Employees who work two (2) or less scheduled working days per week.
- 4 A person who wishes to make an application shall submit an application for shorter working hours for childcare to the point of contact at Professional Services Division at least one (1) month prior to the date on which shorter working hours are to start, stating the date on which shorter working hours are to start and the date on which shorter working hours are to end, for a period from one (1) month up to one (1) year per application. When the application is submitted, the company shall promptly issue a notice on the handling of matters related to shorter working hours for childcare to the applicant. Other matters such as application procedures shall be governed by the provisions for childcare leave stipulated in Chapter 2.
- 5 No wages will be paid for the scheduled working hours not worked while shorter working hours are adopted for childcare.

Article 2 0 (Shorter Working Hours for Family Care)

- 1 Employees who care for a family member in need of care as stipulated in Article 10, section 3,

may adopt shorter working hours upon application and reduce the scheduled daily working hours (including one (1) -hour break) at the client company to six (6) hours, up to twice per family member in the period of three (3) years from the shorter working hours start date.

The scheduled monthly working hours are calculated by multiplying the number of scheduled monthly working days by the reduced number of scheduled daily working hours.

However, for contract employees, this may be stipulated separately in the employment contract.

2 Notwithstanding section 1 of this Article, applications for shorter working hours for family care from the following staff members who are excluded by labor-management agreements may be declined:

(1) Employees who have been with the company for less than one (1) year.

(2) Employees who work two (2) or less scheduled working days per week.

3 A person who wishes to make an application shall submit an application for shorter working hours for family care to the point of contact at Professional Services Division at least two (2) weeks prior to the date on which shorter working hours are to start, stating the date on which shorter working hours are to start and the date on which shorter working hours are to end. When the application is submitted, the company shall promptly issue a notice on the handling of matters related to shorter working hours for family care to the applicant. Other matters such as application procedures shall be governed by the provisions for family care leave stipulated in Chapter 4.

4 No wages will be paid for the scheduled working hours not worked while shorter working hours are adopted for family care.

Chapter 11 Other Matters

Article 2 1 (Salary Treatment and Related Matters)

1 The basic salary and other monthly salaries shall not be paid during the childcare / family care leave period.

Article 2 2 (Handling of Social Insurance Premiums during Family Care Leave Period)

1 The insured person's burden sharing of social insurance premiums for the month in which no salary is paid due to family care leave shall be paid by the company each month and invoiced to the staff member by the following month, and the staff member shall pay the amount by the date designated by the company.

Article 2 3 (Duties upon Returning to Work)

1 Following childcare / family care leave, staff members shall be, in principle, engaged in the duties in the department of the client company to which they were dispatched immediately prior

to the leave.

Article 2 4 (Annual Paid Leave)

- 1 In calculating the attendance rate for accruing the entitlement to annual paid leave, days on which childcare / family care leave is taken and days on which sick / injured childcare, etc. time off and family care time off is taken shall be deemed to be worked.

Article 2 5 (Prevention of Harassment Relating to Childcare / Family Care Leave and Related Matters)

- 1 All staff members shall not engage in any language or behavior that would be detrimental to the working environment of the staff members applying for / using the systems stipulated in this Rulebook.
- 2 Staff members who are deemed to have engaged in the language or behavior described in the preceding section may be dealt with strictly in accordance with the dispatched staff members employment regulations.
- 3 The company shall not dismiss any staff member for applying for / using the systems stipulated in this Rulebook.

Article 2 6 (Relation to Laws and Regulations)

- 1 Any matters not stipulated in the provisions in this Rulebook concerning childcare / family care leave, sick / injured childcare, etc. time off, family care time off, restrictions on overtime work in excess of scheduled working hours, overtime work in excess of statutory working hours, and late-night work, as well as measures to reduce scheduled working hours, for childcare / family care, shall be governed by the *Act on Childcare Leave / Caregiver Leave* and other laws and regulations.

Article 2 7 (Prohibition of Simultaneous Use of Respective Childcare Leave Systems and Family Care Leave Systems)

- 1 If a child pertaining to childcare leave and a family member pertaining to family care leave exist at the same time, priority shall be given, in principle, to the leave system which shall end later.
- 2 A staff member who has a child pertaining to childcare leave and a family member pertaining to family care leave at the time when the prioritized leave system ends due to the events set out in Article 5, section 5, or Article 13, section 5, may use an applicable leave system. Procedures shall be in compliance with the respective system used.

Article 2 8 (Coordination with Client Companies and Related Matters)

- 1 The company shall coordinate with client companies to ensure that staff members can use various systems in this Rulebook in order to ensure the compatibility of "work and childcare" and

"work and family care", and also, for the reason that the client companies are deemed to be the same as their employers under Article 47. 3 of the Temporary Staffing Services Law (special provisions for the application of the *Act on Childcare Leave, Caregiver Leave, and Other Measures for the Welfare of Workers Caring for Children or Other Family Members*).

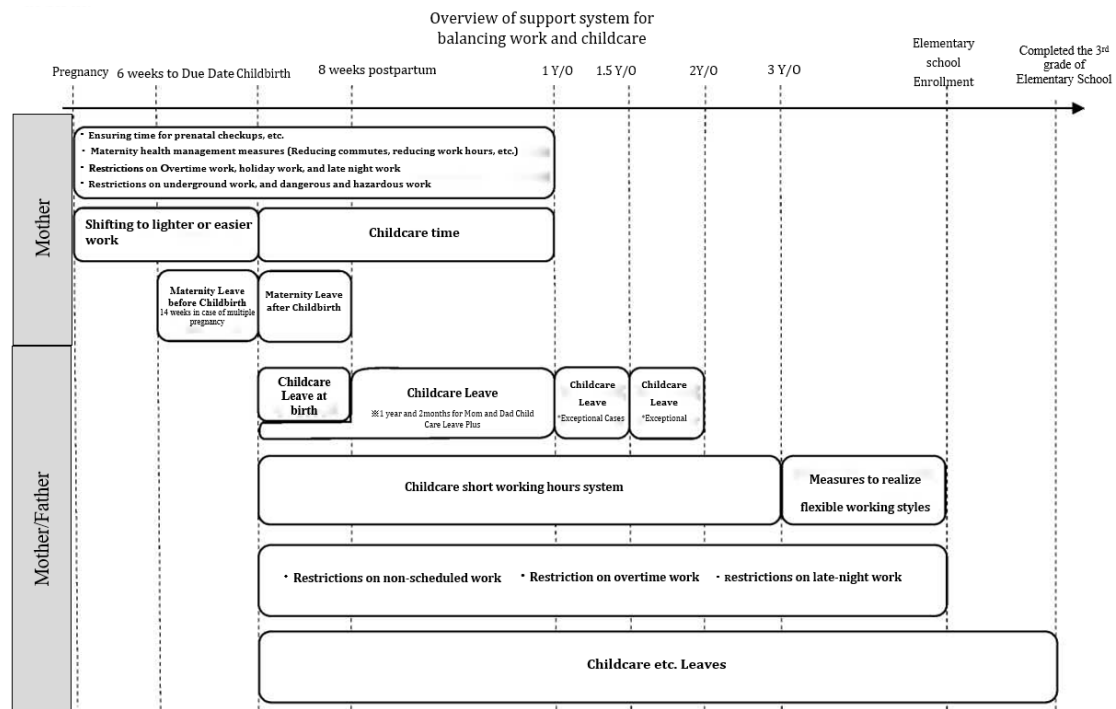
Article 29 (Revision and Abolition)

- 1 Any revision or abolition in this Rulebook shall be resolved by the Board of Directors. However, minor changes such as a change of an organization name shall be decided by the General Manager of Corporate Administration Department.

Supplemental Provisions

- 1 This Rulebook shall be effective as of 1 November 2022
Revised on 1 April 2025

【Childcare Systems Overview Chart】



Reference: Ministry of Health, Labour and Welfare
<https://www.mhlw.go.jp/content/11909000/000685055.pdf>