

Japanese (Original)

東海国立大学機構職員の育児休業等に関する規程取扱細則（改正：令和 7 年 6 月 2 7 日機構細則第 5 号）

翻訳年月日：令和 8 年 6 月 1 7 日

東海国立大学機構職員の育児休業等に関する規程取扱細則

（令和 2 年 4 月 1 日機構細則第 1 8 号）

改正

令和 3 年 3 月 2 4 日機構細則第 7 5 号

令和 3 年 3 月 3 1 日機構規程第 1 9 7 号

令和 4 年 3 月 2 5 日機構細則第 1 8 号

令和 4 年 9 月 2 1 日機構細則第 4 号

令和 7 年 6 月 2 7 日機構細則第 5 号

（趣旨）

第 1 条 東海国立大学機構職員の育児休業等に関する規程（令和 2 年度機構規程第 3 6 号。以下「育児休業等規程」という。）の取扱いについては、この細則の定めるところによる。

（子の範囲）

第 2 条 育児休業等規程第 2 条，第 1 8 条第 1 項及び第 2 5 条第 1 項に規定する「子」は，次のいずれかに掲げるものとする。

- （1）実子
- （2）養子
- （3）特別養子縁組を成立させるために養親となる者が養子となる者を 6 か月以上の期間現実に監護しているときの当該期間にある者

（4）児童福祉法（昭和 2 2 年法律第 1 6 4 号）第 2 7 条第 1 項第 3 号の規定により，養子縁組里親（同法第 6 条の 4 第 1 項に規定する里親であって，養子縁組によって養親となることを希望しているものをいう。）

English (Translation for Reference Only)

Tokai National Higher Education and Research System Detailed Rules on the Handling of Employee Childcare Leave Rules (Revision: THERS Detailed Rule No. 5 of June 27, 2025)

Translation Date: June 17, 2026

Tokai National Higher Education and Research System Detailed Rules on the Handling of Employee Childcare Leave Rules

(THERS Detailed Rule No. 18 of April 1, 2020)

Revisions

THERS Detailed Rule No. 75 of March 24, 2021

THERS Rule No. 197 of March 31, 2021

THERS Detailed Rule No. 18 of March 25, 2022

THERS Detailed Rule No. 4 of September 21, 2022

THERS Detailed Rule No. 5 of June 27, 2025

(Purpose)

Article 1 The handling of the Tokai National Higher Education and Research System Employee Childcare Leave Rules (THERS Rule No. 36 of 2020; hereinafter referred to as the “Childcare Leave Rules”) shall be governed by these Detailed Rules.

(Scope of Child)

Article 2 The term “child” in Article 2, Article 18, Paragraph (1), and Article 25, Paragraph (1) of the Childcare Leave Rules means any of the following:

- (i) a biological child;
- (ii) an adopted child;
- (iii) a person who is actually in the custody for six months or more of a person who is to become an adoptive parent of the person who is to become an adoptive child in order to finalize a special adoption;
- (iv) a person who, pursuant to the provisions of Article 27, Paragraph (1), Item (iii) of the Child Welfare Act (Act No. 164 of 1947), has been entrusted to an adoptive foster parent (meaning a

に委託されている者

（５）特別養子縁組により養親となろうとする者又は養子縁組里親に準ずる者として厚生労働省令で定める者に厚生労働省令で定めるところにより委託されている者

（育児休業の申出等の様式）

第３条 育児休業等規程第４条第１項の育児休業の申出及び同規程第１７条の２第１項の出生時育児休業の申出は、別記様式第１号による。

２ 育児休業等規程第４条第４項の子の出生に係る届出（同規程第１７条の２第３項において読み替えて準用する場合を含む。）は、別記様式第２号による。

（期間を定めて雇用される職員）

第４条 育児休業等規程第４条第２項、第５条、第６条、第８条及び第１７条の２に規定する「期間を定めて雇用される職員」は、次の者をいう。

ただし、限定職員に採用内定した者を除く。

（１）東海国立大学機構職員の任期に関する規程（令和２年度機構規程第４３号）第２条に規定する職員

（２）東海国立大学機構契約職員就業規則（令和２年度機構規則第３号）の適用職員

（３）東海国立大学機構パートタイム勤務職員就業規則（令和２年度機構規則第４号）の適用職員

（４）東海国立大学機構医員・医員（研修医）就業規則（令和２年度機構規則第５号）の適用職員

person who is a foster parent as defined in Article 6-4, Paragraph (1) of that Act and seeks to become an adoptive parent by adoption); or

(v) a person who, pursuant to the provisions of Ordinance of the Ministry of Health, Labour and Welfare, has been entrusted to a person specified by Ordinance of the Ministry of Health, Labour and Welfare as a person who seeks to become an adoptive parent by special adoption or a person equivalent to an adoptive foster parent.

(Childcare Leave Application Form)

Article 3 (1) The application for childcare leave referred to in Article 4, Paragraph (1) of the Childcare Leave Rules and the application for childcare leave at birth referred to in Article 17-2, Paragraph (1) of the same Rules shall be made using Appended Form 1.

(2) The notification of the birth of a child referred to in Article 4, Paragraph (4) of the Childcare Leave Rules (including when applied mutatis mutandis with the necessary changes to Article 17-2, Paragraph (3) of the same Rules) shall be made using Appended Form 2.

(Employees Employed for a Fixed Term)

Article 4 The term “employees employed for a fixed term” in Article 4, Paragraph (2), Article 5, Article 6, Article 8 and Article 17-2 of the Childcare Leave Rules means the following persons.

However, this does not apply to persons who have received preliminary offers to become designated employees:

(i) employees set forth in Article 2 of the Tokai National Higher Education and Research System Rules on Employee Term Limits (THERS Rule No. 43 of 2020);

(ii) employees to whom the provisions of the Tokai National Higher Education and Research System Contract Employee Work Rules (THERS Rule No. 3 of 2020) apply;

(iii) employees to whom the provisions of the Tokai National Higher Education and Research System Part-Time Employee Work Rules (THERS Rule No. 4 of 2020) apply;

(iv) employees to whom the provisions of the Tokai National Higher Education and Research System Medical Personnel and Medical Personnel (Medical Interns) Rules (THERS Rule No. 5 of 2020) apply;

（５）東海国立大学機構非常勤講師等就業規則（令和２年度機構規則第６号）の適用職員

（６）東海国立大学機構外国人客員教員及びG 3 0 教員就業規則（令和２年度機構規則第７号）の適用職員

（７）東海国立大学機構再雇用職員就業規則（令和２年度機構規則第８号）の適用職員

（８）短時間勤務正職員
（準ずる事由）

第５条 育児休業等規程第４条第５項ただし書（同規程第１７条の２第３項において準用する場合を含む。）及び第９条第１項（同規程第１７条の５において準用する場合を含む。）の「これに準ずる事由」並びに同規程第１７条の９第５項の「特別な事情」とは、次に掲げる事由（同規程第１７条の２第３項において準用する第４条第５項ただし書の「これに準ずる事由」及び同規程第１７条の９第５項の「特別な事情」にあつては、第５号を除く。）をいう。

（１）育児休業の申出に係る子の親である配偶者（内縁関係を含む。以下同じ。）が死亡したこと。

（２）前号に規定する配偶者が負傷、疾病等により、１週間を超える期間継続して、育児休業の申出に係る子を養育することが困難になったこと。

（３）第１号に規定する配偶者が育児休業の申出に係る子と同居しなくなったこと。

（４）育児休業の申出に係る子が負傷、疾病又は身体上若しくは精神上の障害により、２週間以上の期間にわたり世話を必要とする状態になったこと。

（５）育児休業（出生時育児休業を除く。）の申出に係る子について、保育所における保育の実施を希望し、申込みを行っているが、当面その実施が行われないこと。

(v) employees to whom the provisions of the Tokai National Higher Education and Research System Part-Time Lecturer Work Rules (THERS Rule No. 6 of 2020) apply;

(vi) employees to whom the provisions of the Tokai National Higher Education and Research System Foreign Visiting Faculty Members and G30 Faculty Members Work Rules (THERS Rule No. 7 of 2020) apply;

(vii) employees to whom the provisions of Tokai National Higher Education and Research System Rehired Employee Work Rules (THERS Rule No. 8 of 2020) apply; and

(viii) part-time regular employees.
(Equivalent Grounds)

Article 5 The term “equivalent grounds” in the proviso to Article 4, Paragraph (5) (including when applied mutatis mutandis to Article 17-2, Paragraph (3) of the Childcare Leave Rules) and in Article 9, Paragraph (1) (including when applied mutatis mutandis to Article 17-5 of the same Rules) of the same Rules, as well as the term “special circumstances” in Article 17-9, Paragraph (5) of the same Rules means the following grounds (excluding item (v) for “equivalent grounds” under the proviso to Article 4, Paragraph (5) as applied mutatis mutandis to Article 17-2, Paragraph (3) of the same Rules, and for “special circumstances” under Article 17-9, Paragraph (5) of the same Rules):

(i) if a spouse (including a common-law spouse; hereinafter the same) who is a parent of the child for whom the childcare leave application was made dies;

(ii) if it is difficult for a spouse referred to in the preceding item to care for the child for whom the childcare leave application was made for a continuous period of more than one week due to injury, illness, etc.;

(iii) if a spouse referred to in Item (i) ceases to live with the child for whom the childcare leave application was made;

(iv) if the child for whom the childcare leave application was made requires care for a period of two weeks or longer due injury, illness, or physical or mental disability;

(v) regarding the child for whom the childcare leave application was made (excluding the application for childcare leave at birth), where childcare at a childcare facility has been requested and an application has been made but childcare will not be provided in the near future.

(延長の要件)

第6条 育児休業等規程第5条第3項第2号及び第5項第2号に規定する「特に必要と認められる場合」は、次に掲げる場合をいう。

(1) 育児休業等規程第5条第3項又は第5項の申出に係る子について、保育所における保育の実施を希望し、申込みを行っているが、当該子の1歳(第5項にあっては1歳6か月)に達する日後の期間について、当面その実施が行われない場合

(2) 常態として育児休業等規程第5条第3項又は第5項の申出に係る子の養育を行っている当該子の親である配偶者であって、当該子が1歳(第5項にあっては1歳6か月)に達する日後の期間について常態として当該子の養育を行う予定であったものが次のいずれかに該当した場合イ 死亡したとき。

ロ 負傷、疾病又は身体上若しくは精神上の障害により育児休業等規程第5条第3項又は第5項の申出に係る子を養育することが困難な状態になったとき。

ハ 婚姻の解消その他の事情により常態として育児休業等規程第5条第3項又は第5項の申出に係る子の養育を行っている当該子の親である配偶者が同条第3項又は第5項の申出に係る子と同居しないこととなったとき。

ニ 8週間(多胎妊娠の場合にあっては、14週間)以内に出産する予定であるか又は産後8週間を経過しないとき。

(子たる要件の喪失)

第7条 育児休業等規程第7条第1項第2号(同規程第17条の3において準用する場合を含む。)及び第23条第1項第2号に規定する「別に定める事由」は、次の各号のいずれかに該当するときをいう。

(1) 第2条第2号の子について、離縁したとき又は養子縁組を取り消したとき。

(Conditions for Extensions)

Article 6 (1) A provision “where it is regarded as especially necessary” in Article 5, Paragraph (3), Item (ii) and Paragraph (5), Item (ii) of the Childcare Leave Rules means the following:

(i) if seeking and having applied for childcare at a childcare facility for a child for whom an application was made under the provisions of Article 5, Paragraph (3) or (5) of the Childcare Leave Rules, but childcare will not be provided in the near future in the period after the child turns one year of age (in Paragraph (4), one year and six months); or

(ii) if any of the following items applies to a spouse who is a parent of a child for whom an application was made under the provisions of Article 5, Paragraph (3) or (5) of the Childcare Leave Rules and who regularly cares for that child, and who was planning to regularly care for that child during the period after that child turns one year of age (in Paragraph (5), one year and six months):

(a) if that spouse dies;

(b) if, due to injury, illness, or physical or mental disability, it becomes difficult for that spouse to care for the child for whom an application was made under the provisions of Article 5, Paragraph (3) or (5);

(c) if, due to the dissolution of a marriage or other reason, a spouse who is a parent of a child for whom an application was made under the provisions of Article 5, Paragraph (3) or (4) of the Childcare Leave Rules and who regularly cares for that child ceases to live with the child for whom an application was made under the provisions of Article 5, Paragraph (3) or (5); or

(d) if the spouse is expecting to give birth within eight weeks (or 14 weeks in the case of a multiple pregnancy) or gave birth less than eight weeks prior.

(Loss of Status as a Child)

Article 7 The term “separately prescribed grounds” in Article 7, Paragraph (1), Item (ii) (including when applied mutatis mutandis to Article 17-3 of the Childcare Leave Rules) and Article 23, Paragraph (1), Item (ii) of the same Rules means any of the circumstances provided for in the following items:

(i) for a child set forth in Article 2, Item (ii): if the relationship is dissolved or the adoptive relationship is annulled;

（２）第２条第３号の子又は同条第５号の特別養子縁組により養親となろうとする者に準ずる者に委託されている子について、特別養子縁組が成立せずに民法（明治２９年法律第８９号）第８１７条の２第１項の規定による請求に係る家事審判事件が終了したとき。

（３）第２条第４号の子又は同条第５号の養子縁組里親に準ずる者に委託されている子について、養子縁組が成立しないまま児童福祉法第２７条第１項第３号の規定による措置が解除されたとき。

（養育状況変更届等の様式）

第８条 育児休業等規程第７条第２項（同規程第１７条の３において読み替えて準用する場合を含む。）及び第２３条第２項（同規程第２６条において準用する場合を含む。）の養育状況変更の届出は、別記様式第３号による。

（育児休業取得後の再度の申出ができる特別な事情）

第９条 育児休業等規程第５条第４項及び第６項の「特別な事情」とは、次に掲げる場合をいう。

（１）育児休業（出生時育児休業を除く。）をしている職員が新たな子を妊娠し、その子に係る新たな育児休業又は次のイからへまでのいずれかに該当する休暇（以下「産前産後の休暇」という。）の開始により育児休業が終了した場合で、当該新たな育児休業又は産前産後の休暇に係る子が死亡したとき又は養子縁組等により職員と別居することとなったとき。

イ 東海国立大学機構職員の勤務時間、休暇等に関する規程（令和２年度機構規程第３０号。以下「職員勤務時間規程」という。）第２５条第１項第６号

ロ 職員勤務時間規程第２５条第１項第７号

(ii) for a child set forth in Article 2, Item (iii) or a child entrusted to a person equivalent to a person seeking to become an adoptive parent by special adoption as referred to in Item (v) of that article: if a case for adjudication of domestic relations pertaining to an application made pursuant to the provisions of Article 817-2, Paragraph (1) of the Civil Code (Act No. 89 of 1896) concludes without the special adoption being finalized; or

(iii) for a child set forth in Article 2, Item (iv) or a child entrusted to a person equivalent to an adoptive foster parent as referred to in Item (v) of that article: if measures under Article 27, Paragraph (1), Item (iii) of the Child Welfare Act are rescinded without the adoption being finalized. (Notification of Change to Childcare Circumstances Form)

Article 8 The notification of changes to childcare circumstances referred to in Article 7, Paragraph (2) (including when applied mutatis mutandis with the necessary changes to Article 17-3) and Article 23, paragraph (2) (including when applied mutatis mutandis to Article 26) of the Childcare Leave Rules shall be made using Appended Form 3.

(Special Circumstances Under Which Additional Requests May Be Made After Taking Childcare Leave)

Article 9 (1) The term “special circumstances” in Article 5, Paragraphs (4) and (6) of the Childcare Leave Rules refers to the following cases:

(i) if an employee on childcare leave (excluding childcare leave at birth) becomes pregnant with a new child, and the current childcare leave concludes as a result of a new childcare leave or a leave provided for in Items (a) through (f) below (hereinafter referred to as “maternity leave”) being taken for the new child, and the child for whom that new childcare leave or maternity leave is taken dies or due to adoption or other reason ceases to live with the employee:

(a) Article 25, Paragraph (1), Item (vi) of the Tokai National Higher Education and Research System Employee Working Hours and Leave Rules (THERS Rule No. 30 of 2020; hereinafter referred to as the “Employee Working Hours Rules”);

(b) Article 25, Paragraph 1, Item (vii) of the Employee Working Hours Rules;

ハ 東海国立大学機構契約職員の勤務時間、休暇等に関する規程（令和２年度機構規程第３２号。以下「契約職員勤務時間規程」という。）第１９条第１項第９号

ニ 契約職員勤務時間規程第１９条第１項第１０号

ホ 東海国立大学機構パートタイム勤務職員の勤務時間、休暇等に関する規程（令和２年度機構規程第３３号。以下「パート職員勤務時間規程」という。）第１８条第１項第９号

ヘ パート職員勤務時間規程第１８条第１項第１０号

（２）育児休業をしている職員が東海国立大学機構職員の介護休業等に関する規程（令和２年度機構規程第３７号）に基づく介護休業の開始により育児休業が終了した場合で、当該介護休業が終了する日までに、当該介護休業に係る対象家族が死亡したとき、又は離婚、婚姻の取消、離縁等により当該介護休業に係る対象家族との親族関係が消滅したとき。

２ 育児休業等規程第８条第２項第１号の「特別な事情」とは、次に掲げる場合をいう。

（１）育児休業をしている職員が新たな子を妊娠し、その子に係る新たな育児休業又は産前産後の休暇の開始により育児休業が終了した場合で、当該新たな育児休業又は産前産後の休暇に係る子が死亡したとき又は養子縁組等により職員と別居することとなったとき。

（２）育児休業をしている職員が東海国立大学機構職員の介護休業等に関する規程（令和２年度機構規程第３７号）に基づく介護休業の開始により育児休業が終了した場合で、当該介護休業が終了する日までに、当該介護休業に係る対象家族が死亡したとき、又は離婚、婚姻の取消、離縁等により当該介護休業に係る対象家族との親族関係が消滅したとき。

（３）育児休業をしている職員の負傷、疾病又は身体上若しくは精神上的障害により当該育児休業の申出に係る子を養育することができない状態が相当期間にわたり継続することが見込まれることにより当該育児休業が終了した後、当該職員が当該子を養育することができる状態に回復

(c) Article 19, Paragraph (1), Item (ix) of the Tokai National Higher Education and Research System Contract Employee Working Hours and Leave Rules (THERS Rule No. 32 of 2020; hereinafter referred to as the “Contract Employee Working Hours Rules”);

(d) Article 19, Paragraph (1), Item (x) of the Contract Employee Working Hours Rules;

(e) Article 18, Paragraph (1), Item (ix) of the Tokai National Higher Education and Research System Part-Time Employee Working Hours and Leave Rules (THERS Rule No. 33 of 2020; hereinafter referred to as Part-Time Employee Working Hours Rules); or

(f) Article 18, Paragraph (1), Item (x) of the Part-Time Employee Working Hours Rules;

(ii) if an employee is on childcare leave and that childcare leave concludes due to the start of a period of family care leave provided for in the Tokai National Higher Education and Research System Family Care Leave Rules (THERS Rule No. 27 of 2020), and the family member for whom that family care leave was taken dies or otherwise ceases to be a family member due to divorce, marriage annulment, or adoption dissolution, etc., by the day on which the family care leave concludes.

(2) The term “special circumstances” in Article 8, Paragraph (2), Item (1) of the Childcare Leave Rules refers to the following cases:

(i) if an employee on childcare leave becomes pregnant with a new child, and the childcare leave concludes due to the start of the childcare leave or maternity leave being taken for that new child, and the child for whom the new childcare leave or maternity leave was taken dies, or lives separately from the employee due to adoption procedures, etc.;

(ii) if an employee on childcare leave takes family care leave due to the start of the family care leave provided for in the Tokai National Higher Education and Research System Employee Family Care Leave Rules (THERS Rule No. 37 of 2020), and the family member for whom that family care leave was taken dies or otherwise ceases to be a family member due to divorce, marriage annulment, or adoption dissolution, etc., by the day on which the family care leave concludes;

(iii) if an employee on childcare leave, whose childcare leave concludes because it is expected that the employee, due to injury, illness, or physical or mental disability, will, for a considerable period of time, be unable to care for the child for whom the childcare leave application was made, later recovers and is able to care for that child;

したとき。

（４）育児休業（この号の規定による再度の育児休業を除く。）の終了後、当該育児休業をした職員の配偶者が３月以上の期間にわたり当該子を育児休業並びに育児短時間勤務及びこれに類する所定労働時間を短縮する方法により養育したとき（当該職員が、当該育児休業の申出の際、当該方法により当該子を養育するための計画について育児休業等計画書により機構長に申し出た場合に限る。）。

（５）配偶者が負傷又は疾病により入院したこと、配偶者と別居したことその他の育児休業終了時に予測することができなかった事実が生じたことにより、当該育児休業に係る子について再度の育児休業をしなければその養育に著しい支障が生じるとき。

（６）育児休業の申出に係る子が負傷、疾病又は身体上若しくは精神上的障害により、２週間以上の期間にわたり世話を必要とする状態になったとき。

（７）育児休業の申出に係る子について、保育所における保育の実施を希望し、申込みを行っているが、当面その実施が行われないとき。

３ 前項第４号の育児休業等計画書は、別記様式第４号による。

（育児休業期間変更申出書等の様式）

第１０条 次の各号に掲げる変更の申出は、別記様式第５号による。

（１）育児休業等規程第９条第１項の育児休業開始予定日の変更の申出

（２）育児休業等規程第１０条第１項及び第１１条第１項の育児休業終了予定日の変更の申出

（３）育児休業等規程第１７条の５において準用する同規程第９条第１項の出生時育児休業開始予定日の変更の申出

(iv) if, after the conclusion of childcare leave (excluding additional childcare leaves provided for in this item), the spouse of the employee who took that childcare leave cares for that child for a period of three months or longer using childcare leave, short-time work for childcare, or a similar method to reduce prescribed working hours (limited to cases where the employee has submitted to the Chancellor a childcare leave plan to care for that child using those methods, when applying for the childcare leave);

(v) if there would be serious difficulties in caring for the child for whom childcare leave was taken unless the employee takes additional childcare leave due to the spouse being hospitalized for injury or illness, separation from the spouse, or other reason that could not have been predicted at the time the childcare leave concluded;

(vi) if the child for whom the childcare leave application was made requires care for a period of two weeks or longer due to injury, illness, or physical or mental disability; or

(vii) Although childcare at a childcare facility has been requested and an application has been made for the child for whom the childcare leave application was made, childcare will not be provided in the near future.

(3) The childcare leave plans referred to in Item (iv) shall be made using Appended Form 4.

(Application Form for Childcare Leave Period Changes, etc.)

Article 10 Applications for the changes prescribed in the following items shall be made using Appended Form 5.

(i) The application to change the starting date of childcare leave referred to in Article 9, Paragraph (1) of the Childcare Leave Rules;

(ii) The application to change the finishing date of childcare referred to in Article 10, Paragraph (1) and Article 11, Paragraph (1) of the Childcare Leave Rules;

(iii) The applications to change the starting date of childcare leave at birth referred to in Article 9, Paragraph (1) of the Childcare Leave Rules when applied mutatis mutandis to Article 17-5 of the same Rules;

（４）育児休業等規程第１７条の６において読み替えて準用する同規程第１０条第１項及び同規程第１７条の７において読み替えて準用する同規程第１１条第１項の出生時育児休業終了予定日の変更の申出

（５）育児休業等規程第３０条第１項の育児短時間勤務終了予定日の変更の申出

（育児休業満了届等の様式）

第１１条 育児休業等規程第１５条の届出は、別記様式第６号による。

（育児休業申出の撤回の様式）

第１２条 育児休業等規程第１７条第１項の育児休業の撤回の申出及び同規程第１７条の８において読み替えて準用する同規程第１７条第１項の出生時育児休業の撤回の申出は、別記様式第７号による。

（育児休業の撤回後の再度の申出ができる特別な事情）

第１３条 育児休業等規程第１７条第２項（同規程第１７条の８において読み替えて準用する場合を含む。）の「特別な事情」とは、次に掲げるものをいう。

（１）育児休業の申出に係る子の親である配偶者が死亡したとき。

（２）前号に規定する配偶者が身体障害者福祉法（昭和２４年法律第２８３号）第４条の身体障害者であること又はこれと同程度に日常生活に制限を受ける精神障害があることにより自ら子を養育することが困難な状態のほか、再度の育児休業の申出の時点から１月間を超える期間継続して、負傷、疾病等により自ら子を養育することが困難な状態となったとき。

（３）婚姻の解消その他の事情により第１号に規定する配偶者が育児休業の申出に係る子と同居しないこととなったとき。

(iv) The applications to change the finishing date of childcare leave at birth referred to in Article 10, Paragraph (1) of the Childcare Leave Rules when interpreted and applied mutatis mutandis to Article 17-6 of the same Rules, and in Article 11, Paragraph (1) when applied mutatis mutandis with the necessary changes to Article 17-7 of the same Rules.

(v) The applications to change the finishing date of short-time work for childcare referred to in Article 30, Paragraph (1) of the Childcare Leave Rules.

(Notification Form for End of Childcare Leave Period, etc.)

Article 11 The notification referred to in Article 15 of the Childcare Leave Rules shall be made using Appended Form 6.

(Childcare Leave Application Withdrawal Form)

Article 12 The application to withdraw a childcare leave referred to in Article 17, Paragraph (1) of the Childcare Leave Rules, and the application to withdraw a childcare leave at birth application referred to in Article 17, Paragraph (1) when applied mutatis mutandis with the necessary changes to Article 17-8 of the same Rules shall be made using Appended Form 7.

(Special Circumstances Under Which Additional Applications May Be Made After Withdrawing Childcare Leave)

Article 13 The term “special circumstances” in Article 17, Paragraph (2) (including when applied mutatis mutandis with the necessary changes to Article 17-8) of the Childcare Leave Rules means the following:

(i) if a spouse who is a parent of the child for whom the childcare leave application was made dies;

(ii) if it becomes difficult for a spouse set forth in the preceding item to care for the child because the spouse is physically disabled as defined in Article 4 of the Act for the Welfare of Persons with Physical Disabilities (Act No. 283 of 1949) or mentally disabled to the extent that a similar level of difficulty is experienced in day-to-day life, or if due to injury or illness, etc. it would be difficult to care for that child for a period continuing more than one month from the time the additional application for childcare leave was made;

(iii) if a spouse set forth in Item (i) ceases to live with the child for whom the childcare leave application was made due to the dissolution of the marriage or other reason;

（４）育児休業の申出に係る子が負傷、疾病又は身体上若しくは精神上の障害により、２週間以上の期間にわたり世話を必要とする状態になったとき。

（５）育児休業の申出に係る子について、保育所における保育の実施を希望し、申込みを行っているが、当面その実施が行われなとき。

（育児休業の申出がされなかったとみなされる事由）

第１４条 育児休業等規程第１７条第３項（同規程第１７条の８において準用する場合を含む。）の「これに準ずる事由」とは、次に掲げる事由をいう。

（１）育児休業の申出に係る子が養子である場合で、離縁又は養子縁組を取消したとき。

（２）育児休業の申出に係る子が養子となったことその他の事情により当該育児休業の申出をした職員と当該子とが同居しないこととなったとき。

（３）職員が身体障害者福祉法（昭和２４年法律第２８３号）第４条の身体障害者であること又はこれと同程度に日常生活に制限を受ける精神障害があることにより自ら子を養育することが困難な状態のほか、育児休業の申出に係る子が３歳に達するまでの間、負傷、疾病等により自ら子を養育することが困難な状態が確定したとき。

（４）育児休業等規程第６条第１項の規定により読み替えて適用する育児休業等規程第５条第１項の申出により子の１歳到達日の翌日以後の日に育児休業をする場合において職員の配偶者が育児休業をしていないとき（当該申出に係る育児休業開始予定日とされた日が当該配偶者のしている育児休業に係る育児休業期間の初日と同じ日である場合を除く。）。

（育児休業及び育児短時間勤務の事由消滅の様式）

第１５条 育児休業等規程第１７条第４項の事由消滅の届出（同規程第１７条の８において読み替えて準用する場合及び同規程第２６条におい

(iv) if the child for whom the childcare leave application was made requires care for a period of two weeks or longer due to injury, illness, or physical or mental disability; or

(v) if seeking and having applied for childcare at a childcare facility for the child for whom the childcare leave application was made, but childcare will not be provided in the near future.

(Grounds for a Childcare Leave Application to be Deemed Null and Void)

Article 14 The term “similar grounds” in Article 17, Paragraph (3) (including when applied mutatis mutandis to Article 17-8) of the Childcare Leave Rules means the following:

(i) if the child for whom the childcare leave application was made is an adopted child, and the relationship is dissolved or the adoption is annulled;

(ii) if the child for whom the childcare leave application was made ceases to live with the employee who made that childcare leave application due to adoption by a third party or for other reasons;

(iii) if it becomes difficult for the employee to care for the child because the employee is physical disabled as defined in Article 4 of the Act for the Welfare of Persons with Physical Disabilities (Act No. 283 of 1949) or mentally disabled to the extent that a similar level of difficulty is experienced in day-to-day life, or if it is established that due to injury or illness, etc. it would be difficult for the employee to care for the child for whom the childcare leave application was made for the period until the child’s third birthday; or

(iv) if an employee is to take childcare leave after a child’s first birthday through an application made under the provisions of Article 5, Paragraph (1) of the Childcare Leave Rules as applied by replacing certain terms pursuant to the provisions of Article 6, Paragraph (1) of the Childcare Leave Rules, and the employee’s spouse is not on childcare leave (excluding cases when the scheduled first day of childcare leave that application was made for is the same day as the first day of a period of childcare leave taken by the spouse).

(Form for Loss of Grounds for Childcare Leave or Short-time Work for Childcare)

Article 15 The notification of the loss of grounds referred to in Article 17, Paragraph (4) (including when applied mutatis mutandis with the necessary changes to Article 17-8 of the Childcare Leave

て準用する場合を含む。) は、別記様式第 8 号による。

(出生時育児休業中の就業の様式)

第 1 6 条 育児休業等規程第 1 7 条の 9 第 1 項の出生時育児休業中の就業可能日等の申出及び同規程同条第 2 項の変更の申出は、別記様式第 9 号による。

2 育児休業等規程第 1 7 条の 9 第 2 項の撤回の申出は、別記様式第 1 0 号による。

3 育児休業等規程第 1 7 条の 9 第 3 項の提示は、別記様式第 1 1 号による。

4 育児休業等規程第 1 7 条の 9 第 4 項の申出は、別記様式第 1 2 号による。

5 育児休業等規程第 1 7 条の 9 第 5 項の申出は、別記様式第 1 3 号による。

6 育児休業等規程第 1 7 条の 9 第 7 項の通知書は、別記様式第 1 4 号による。

(育児部分休業の申出の様式)

第 1 7 条 育児休業等規程第 2 0 条第 1 項の育児部分休業の申出は、別記様式第 1 5 号による。

2 育児休業等規程第 2 1 条の部分休業の取消しは、別記様式第 1 6 号による。

(月の途中から育児短時間勤務の形態を変更することができる特別な事情)

第 1 8 条 育児休業等規程第 2 9 条第 3 項の「特別な事情」とは、配偶者が負傷又は疾病により入院したこと、配偶者と別居したことその他の育児短時間勤務を申し出た時に予測することができなかった事実が生じたことにより、育児短時間勤務の形態を変更しなければ、当該育児短時間勤務に係る子の養育に著しい支障が生じる場合をいう。

Rules and when applied mutatis mutandis to Article 26 of the same Rules) of the same Rules shall be made using Appended Form 8.

(Form for Work During Childcare Leave at Birth)

Article 16 (1) The notification of possible work days, etc. for work during childcare leave at birth referred to in Article 17-9, Paragraph (1) of the Childcare Leave Rules, and the change notification referred to in Paragraph (2) of the same Article in the same Rules shall be made using Appended Form 9.

(2) The application for withdrawals referred to in Article 17-9, Paragraph (2) of the Childcare Leave Rules shall be made using Appended Form 10.

(3) The notice referred to in Article 17-9, Paragraph (3) of the Childcare Leave Rules shall be made using Appended Form 11.

(4) The application referred to in Article 17-9, Paragraph (4) of the Childcare Leave Rules shall be made using Appended Form 12.

(5) The application referred to in Article 17-9, Paragraph (5) of the Childcare Leave Rules shall be made using Appended Form 13.

(6) The notice referred to in Article 17-9, Paragraph (7) of the Childcare Leave Rules shall be made using Appended Form 14.

(Partial Childcare Leave Application Form)

Article 17 (1) The application to take partial childcare leave referred to in Article 20, Paragraph (1) of the Childcare Leave Rules shall be made using Appended Form 15.

(2) The cancellation of partial childcare leave referred to in Article 21 of the Childcare Leave Rules shall be made using Appended Form 16.

(Special Circumstances Under Which Short-time Work for Childcare Format May Be Changed During a Calendar Month)

Article 18 The term “special circumstances” in Article 29, Paragraph (3) of the Childcare Leave Rules means cases where there would be serious difficulties in caring for the child for whom short-time work for childcare was applied for unless the short-time work for childcare format is changed due to the spouse being hospitalized for injury or illness, separation from the spouse, or other

（育児短時間勤務の申出等の様式）

第 1 9 条 育児休業等規程第 2 7 条第 1 項の育児短時間勤務の申出及び同規程第 2 9 条第 1 項の育児短時間勤務の期間の延長の申出は、別記様式第 1 7 号による。

2 育児休業等規程第 2 6 条において準用する同規程第 1 7 条第 1 項及び第 2 9 条第 2 項の育児短時間勤務の撤回の申出は、別記様式第 1 8 号による。

3 育児休業等規程第 2 6 条において準用する同規程第 1 5 条第 1 項の育児短時間勤務の満了の届出は、別記様式第 1 9 号による。

附則

この細則は、令和 2 年 4 月 1 日から施行する。

附則（令和 3 年 3 月 2 4 日機構細則第 7 5 号）

この細則は、令和 3 年 4 月 1 日から施行する。

附則（令和 3 年 3 月 3 1 日機構規程第 1 9 7 号）

この規程は、令和 3 年 3 月 3 1 日から施行する。

附則（令和 4 年 3 月 2 5 日機構細則第 1 8 号）

この細則は、令和 4 年 3 月 2 5 日から施行し、令和 4 年 1 月 1 日から適用する。

附則（令和 4 年 9 月 2 1 日機構細則第 4 号）

この細則は、令和 4 年 1 0 月 1 日から施行する。

附則（令和 7 年 6 月 2 7 日機構細則第 5 号）

この細則は、令和 7 年 7 月 1 日から施行する。

reason that could not have been predicted at the time that short-time work for childcare was applied for.

(Short-time Work for Childcare Application Form)

Article 19 (1) The application for short-time work for childcare referred to in Article 27, Paragraph (1) of the Childcare Leave Rules and the application to extend short-time work for childcare referred to in Article 29, Paragraph (1) of the same Rules shall be made using Appended Form 17.

(2) The application of withdrawal from short-time work for childcare referred to in Article 17, Paragraph (1) when applied mutatis mutandis to Article 26, and Article 29, Paragraph (2) of the Childcare Leave Rules shall be made using Appended Form 18.

(3) The notification of completion of short-time work for childcare referred to in Article 15, Paragraph (1) of the Childcare Leave Rules when applied mutatis mutandis to Article 26 of the same Rules shall be made using Appended Form 19.

Supplementary Provisions

These Detailed Rules shall come into effect on April 1, 2020.

Supplementary Provisions (THERS Detailed Rules No. 75 of March 24, 2021)

These Detailed Rules shall come into effect on April 1, 2021.

Supplementary Provisions (THERS Rule No. 197 of March 31, 2021)

These Rules shall come into effect on March 31, 2021.

Supplementary Provisions (THERS Detailed Rules No.18 of March 25, 2022)

These Rules shall come into effect on March 25, 2022, and apply from January 1, 2022.

Supplementary Provisions (THERS Detailed Rules No. 4 of September 21, 2022)

These Detailed Rules shall come into effect on October 1, 2022.

Supplementary Provisions (THERS Detailed Rule No. 5 of June 27, 2025)

These Detailed Rules shall come into effect on July 1, 2025.

育児休業等申出書

機構長 殿		申出年月日 令和 年 月 日	
		(申出者) 所属 職名 氏名	
下記のとおり育児休業 () ・ 出生時育児休業 () を申し出ます。 *該当の () に○を付すこと。			
1. 申出に係る子			
氏名		続柄	
出産予定日 () ・ 生年月日 () *該当の () に○を付すこと。		令和 年 月 日	
養子の場合, 縁組成立の日		令和 年 月 日	
申出に係る子が, 特別養子縁組の監護期間中の子・養子縁組里親に委託されている子・養育里親として委託された子の場合, その手続きが完了した日		令和 年 月 日	
2. 申出の内容	☐ 育児休業 ☐ 再度の育児休業 (撤回後の再度の申出を含む。) ☐ 出生時育児休業 育児休業の申出が遅れた理由		
3. 休業期間	令和 年 月 日 から 令和 年 月 日 まで ◎出生時育児休業を分割する場合は, 2 回目の期間も記入すること。 令和 年 月 日 から 令和 年 月 日 まで		
4. 申出の子について既に育児休業した期間 *出生時育児休業は含まない。	令和 年 月 日 から 令和 年 月 日 まで 令和 年 月 日 から 令和 年 月 日 まで 令和 年 月 日 から 令和 年 月 日 まで		
5. 備考			

*子の出生前に請求する場合は, 「3. 休業期間」欄は, 出産予定日以後の期間を記入すること。

○事務担当者記入欄

受理年月日	令和 年 月 日	
申出日の翌日 2 週間を経過する日	令和 年 月 日	
申出日の翌日 1 月を経過する日	令和 年 月 日	
申出のあった育児休業開始予定日	令和 年 月 日	
申出日の翌日 1 週間を経過する日	令和 年 月 日	
申出日の翌日から 3 日を経過する日	令和 年 月 日	

Application for Childcare Leave

To the THERS Chancellor		Application Date: (Month) (Day), (Year)							
(Applicant) Affiliation: Position: Name:									
I hereby apply for childcare leave () / childcare leave at birth (), as follows. * Please put a circle in the applicable ().									
1. Child pertaining to the application:									
Name:		Relationship:							
Expected date of birth () / date of birth ():			Date: (Month) (Day), (Year)						
* Please put a circle in the applicable ().									
In the case of adoption, the date on which the adoption was completed:			Date: (Month) (Day), (Year)						
If the child pertaining to the application is under the custody period of a special adoption, is placed with adoptive foster parents, or is placed with foster parents, then the date these procedures were completed.			Date: (Month) (Day), (Year)						
2. Details of application:	☐ Childcare leave ☐ Additional childcare leave (including a new application after withdrawal) ☐ Childcare leave at birth Reason(s) why childcare application was late:								
3. Period of leave :	From: (Month) (Day), (Year) To: (Month) (Day), (Year) If you are splitting up the childcare leave at birth, you must also enter the second period. From: (Month) (Day), (Year) To: (Month) (Day), (Year)								
4. Periods of childcare leave already taken for the child applied for: * This does not include childcare leave at birth	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">From: (Month) (Day), (Year)</td> <td style="width: 50%; border-bottom: 1px solid black;">To: (Month) (Day), (Year)</td> </tr> <tr> <td style="border-bottom: 1px dashed black;">From: (Month) (Day), (Year)</td> <td style="border-bottom: 1px dashed black;">To: (Month) (Day), (Year)</td> </tr> <tr> <td style="border-bottom: 1px solid black;">From: (Month) (Day), (Year)</td> <td style="border-bottom: 1px solid black;">To: (Month) (Day), (Year)</td> </tr> </table>			From: (Month) (Day), (Year)	To: (Month) (Day), (Year)	From: (Month) (Day), (Year)	To: (Month) (Day), (Year)	From: (Month) (Day), (Year)	To: (Month) (Day), (Year)
From: (Month) (Day), (Year)	To: (Month) (Day), (Year)								
From: (Month) (Day), (Year)	To: (Month) (Day), (Year)								
From: (Month) (Day), (Year)	To: (Month) (Day), (Year)								
5. Comments:									

* When an application is being made for a child prior to the birth, under “3. Period of leave,” write the period starting from the expected date of birth.

○ OFFICE USE ONLY

Date received:	Date: (Month) (Day), (Year)
Date two weeks from the day after the request date:	Date: (Month) (Day), (Year)
Date one month from the day after the request date:	Date: (Month) (Day), (Year)
Planned start date of requested childcare leave:	Date: (Month) (Day), (Year)
Date one week from the day after the request date:	Date: (Month) (Day), (Year)
Date three days from the day after the request date:	Date: (Month) (Day), (Year)

育児休業等対象児出生届

申出年月日 令和 年 月 日

機構長 殿

(申出者)所属
職名
氏名

令和 年 月 日付けで行った育児休業（ ）・出生時育児休業（ ）の申出において、出生していなかった育児休業（出生時育児休業）に係る子が出生しましたので、下記のとおり届け出ます。
※該当の（ ）に○を付すこと。

記

- 1. 出生した子の氏名
- 2. 出生の年月日
- 3. 続 柄

Appended Form 2 (related to Article 3, Paragraph 2)

Notification of the Birth of a Child for Childcare Leave

Application Date: (Month) (Day), (Year)

To the THERS Chancellor

(Applicant) Affiliation:

Position:

Name:

Regarding the childcare leave () / childcare leave at birth () applied for on (Month) (Day), (Year), the child who was not born at the time of the application for childcare leave (childcare leave at birth) has been born, therefore, I am submitting this notification.

*Please put a circle in the applicable ().

1. Name of the Newborn Child:

2. Date of Birth: (Month) (Day), (Year)

3. Relationship:

養育状況変更届

届出年月日 令和 年 月 日

機構長 殿

（届出者）所属

職名

氏名

育児休業（ ）

出生時育児休業（ ）

次のとおり育児短時間勤務（ ）に係る子の養育状況について変更が生じたので、届け出ます。

部分休業（ ）

*該当の（ ）に○を付すこと。

1 届出の事由

- ☐ 休業等に係る子が死亡した。
- ☐ 休業等に係る子と離縁又は養子縁組の取消しをした。
- ☐ 休業等に係る子について、特別養子縁組が成立せずに家事審判事件が終了した。
- ☐ 休業等に係る子について、養子縁組が成立しないまま措置が解除された。
- ☐ 休業等に係る子が他人の養子となったことその他の事情により同居しなくなった。
その他の事情（ ）
- ☐ 負傷、疾病又は身体上若しくは精神上の障害により休業等に係る子が3歳に達する日まで（育児部分休業又は育児短時間勤務にあつては満6歳に達する日以後の最初の3月31日まで）の間、養育することが困難な状態となった。
- ☐ 新たな産前休暇又は産後休暇となった。
- ☐ 新たな育児休業（出生時育児休業）又は介護休業となった。
- ☐ その他（ ）

2 届出の事由が発生した日

令和 年 月 日

Notification of Changes to Childcare Circumstances

Application Date: (Month) (Day), (Year)

To the THERS Chancellor

(Applicant) Affiliation:

Position:

Name:

I hereby give notification that there has been a change in the circumstances of care for a child related to the following:

Childcare leave ()

Childcare leave at birth ()

Short-time work for childcare ()

Partial leave () *Please put a circle in the applicable ().

1. Reason(s) for notification:

- ☐ The child related to the leave, etc. has died.
- ☐ The relationship with the child was dissolved or the adoption was withdrawn for the child related to the leave, etc.
- ☐ A family court proceedings have been concluded without establishing a special adoption for the child related to the leave, etc.
- ☐ The adoption process was cancelled without the adoption being finalized for the child related to the leave, etc.
- ☐ The child related to the leave, etc. no longer lives with the applicant due to an adoption by another person or for other reasons.

Other reasons ()

- ☐ Due to injury, illness or physical or mental disability, it has become difficult to care for the child related to the leave, etc. up until the child's third birthday (or in the case of childcare partial leave or short-time work for childcare, until the first March 31 after the child's sixth birthday).
- ☐ The applicant has entered a new period of pre- or post-natal maternity leave.
- ☐ The applicant has entered a new period of childcare leave (childcare leave at birth) or family care leave.
- ☐ Other ()

2. Date on which the notified reason(s) above occurred:

(Month) (Day), (Year)

育児休業計画書

申出年月日 令和 年 月 日			
機構長 殿			
(申出者)所属			
職名			
氏名			
再度の育児休業の申し出をする予定ですので、育児休業等の計画について下記のとおり提出します。			
なお、記載事項に変更が生じた場合は、遅滞なく届け出ます。			
1. 育児休業の申出に係る子			
子の氏名		生年月日	令和 年 月 日生
2. 申出者の育児休業計画			
育児休業申出期間	令和 年 月 日 から 令和 年 月 日まで		
再度の育児休業申出予定期間	令和 年 月 日 から 令和 年 月 日まで		
3. 配偶者の養育計画			
配偶者の氏名			
養育予定期間	令和 年 月 日 から 令和 年 月 日まで		
子を養育するために利用する制度等	☐ 育児休業 ☐ 育児休業以外の休業・休暇 ☐ その他（ ）		
4. 備考			

(注) ①育児休業計画書は、育児休業申出書と同時に（変更の届出の場合は、記載事項に変更が生じた後遅滞なく）提出するものとする。

②申出者の育児休業申出期間には、育児休業申出書に記載した請求期間を記入する。

③申出者の配偶者の養育予定期間は、申出者の育児休業における育児休業申出期間の満了日の翌日から再度の育児休業申出予定期間の初日までの期間（3月以上の期間に限る。）が記入されることとなる。

④子の出生前に提出する場合は、「1. 育児休業の申出に係る子」欄の記入は、出生後、速やかに行うこと。

⑤変更の届出の場合は、変更する箇所のみ記入する。

Childcare Leave Plan

Application Date: (Month) (Day), (Year)			
To the THERS Chancellor			
(Applicant) Affiliation:			
Position:			
Name:			
As I plan to apply for additional childcare leave, I hereby submit the following plan for childcare leave, etc. Should any of the information below change, I will report such change(s) without delay.			
1. Child pertaining to the childcare leave application:			
Name of child:		Date of birth:	Born: (Month) (Day), (Year)
2. Childcare leave plan of the applicant:			
Requested period of childcare leave:	From: (Month) (Day), (Year)	To: (Month) (Day), (Year)	
Planned period of additional childcare leave:	From: (Month) (Day), (Year)	To: (Month) (Day), (Year)	
3. Spouse's care plan:			
Name of spouse:			
Planned care period:	From: (Month) (Day), (Year)	To: (Month) (Day), (Year)	
Programs, etc. used in order to care for the child:	☐ Childcare leave ☐ Leave or holiday other than childcare leave ☐ Other ()		
4. Comments:			

(Notes) (1) The childcare leave plan shall be submitted at the same time as the childcare leave application.

(When submitting a notification of change, it shall be submitted without delay after the information has changed.)

(2) Under the applicant's "Requested period of childcare leave", fill out the period requested in the "Application for Childcare Leave" document.

(3) Under the "Planned care period" for the applicant's spouse, the period from the day after the final day of the requested childcare leave period in the applicant's childcare leave application, until the first day of the requested additional period of childcare leave, shall be filled out (limited to periods of three months or longer).

(4) When a childcare leave plan is submitted prior to the birth of a child, the fields under "1. Child pertaining to the childcare leave application" shall be filled out promptly after the birth.

(5) When a notification of change is being submitted, only the changed parts shall be filled out.

育児休業等期間変更申出書

申出年月日 令和 年 月 日	
機構長 殿	(申出者) 所属 職名 氏名
育児休業 () 下記のとおり 出生時育児休業 () の期間変更を申し出ます。 育児短時間勤務 () *該当の () に○を付すこと。	
1. 変更申出の内容	
	☐ 育児休業等開始予定日の変更 ☐ 育児休業等終了予定日の変更
2. 育児休業等開始予定日の変更	
変更前の育児休業等 開始予定日	令和 年 月 日 (機構長が指定した場合にあっては、その指定された育児休業等開始予定日)
変更後の育児休業等 開始予定日	令和 年 月 日
変更申出をすることが必要となった事由	☐ 出産予定日前に子が出生したため (出産日：令和 年 月 日) ☐ 配偶者が死亡したため (配偶者死亡日：令和 年 月 日) ☐ 配偶者が負傷、疾病等により、1週間を超える期間継続して、子を養育することが困難となったため ☐ 配偶者と子が同居しなくなったため ☐ 育児休業等の申出に係る子が負傷、疾病又は身体上若しくは精神上的の障害により、2週間以上の期間にわたり世話を必要とする状態になったため ☐ 育児休業等の申出に係る子について、保育所における保育の実施を希望し、申込みを行っているが、当面その実施が行われないため
3. 育児休業等終了予定日の変更	
変更前の育児休業等 終了予定日	令和 年 月 日
変更後の育児休業等 終了予定日	令和 年 月 日
4. 備 考	

○事務担当者記入欄

受理年月日	令和 年 月 日
申出日の翌日1週間を経過する日	令和 年 月 日
申出日の翌日から3日を経過する日	令和 年 月 日
変更前の育児休業等開始予定日	令和 年 月 日
育児休業等終了予定日の1月前の日	令和 年 月 日

Application for Change of the Childcare Leave Period

Application Date: (Month) (Day), (Year)	
To the THERS Chancellor	
(Applicant) Affiliation: Position: Name:	
I hereby apply to change a period of childcare leave () / childcare leave at birth () / short-time work for childcare () as follows:	
*Please put a circle in the applicable ().	
1. Details of changes being applied for:	
	☐ Change to starting date for childcare leave, etc. ☐ Change to finishing date for childcare leave, etc.
2. Changes to planned starting date for childcare leave, etc.:	
Planned starting date for childcare leave, etc. prior to changes:	Date: (Month) (Day), (Year) (If it has been specified by the Chancellor, enter the specified starting date for childcare leave, etc.)
Planned starting date for childcare leave, etc. after changes:	Date: (Month) (Day), (Year)
Reason(s) why it is necessary to make changes to your application:	☐ A child has been born before the expected date of birth (Date of birth: (Month) (Day), (Year)) ☐ A spouse has died (Date of spouse's death: (Month) (Day), (Year)) ☐ A spouse would find it difficult to care for the child for a consecutive period of more than one week as a result of injury or illness, etc. ☐ A spouse no longer lives with the child ☐ The child related to the childcare leave application requires care for a period of two weeks or longer as a result of injury, illness, or physical or mental disability ☐ For the child related to the childcare leave application, childcare at a childcare facility is desired and an application has been made, but for the time being, such childcare will not be provided.
3. Changes to planned finishing date for childcare leave, etc.	
Finishing date for childcare leave, etc. prior to changes:	Date: (Month) (Day), (Year)
Finishing date for childcare leave, etc. after changes:	Date: (Month) (Day), (Year)
4. Comments:	

○OFFICE USE ONLY

Date received:	Date: (Month) (Day), (Year)	
Date after one week has passed since the day after the application date:		Date: (Month) (Day), (Year)
Date after three days have passed since the day after the application date:		Date: (Month) (Day), (Year)
Planned starting date for childcare leave, etc. before changes:		Date: (Month) (Day), (Year)
Date one month prior to the planned finishing date for childcare leave, etc.		Date: (Month) (Day), (Year)

育児休業満了届

令和 年 月 日

機構長 殿

（申出者）所属.....

職名.....

氏名.....

令和 年 月 日付けで育児休業が満了し、令和 年 月 日から職務復帰しますので、お届けします。

Appended Form 6 (related to Article 11)

Notification of End of Childcare Leave Period

Date: (Month) (Day), (Year)

To the THERS Chancellor

(Applicant) Affiliation:.....

Position:.....

Name:.....

I hereby give notification that my childcare leave will end on (Month) (Day), (Year), and that I will return to work on (Month) (Day), (Year).

育児休業等撤回申出書

申出年月日 令和 年 月 日

機構長 殿

（申出者）所属

職名

氏名

令和 年 月 日付けで申出を行った育児休業（ ）・出生時育児休業（ ）の
撤回を申し出ます。

※該当の（ ）に○を付すこと。

Appended Form 7 (related to Article 12)

Withdrawal of Childcare Leave Application

Application Date: (Month) (Day), (Year)

To the THERS Chancellor

(Applicant) Affiliation:

Position:

Name:

I hereby apply to withdraw from childcare leave () / childcare leave at birth () applied for on (Month) (Day), (Year).

*Please put a circle in the applicable ().

育児休業等事由消滅届

届出年月日 令和 年 月 日

機構長 殿

（申出者）所属

職名

氏名

育 児 休 業（ ）

令和 年 月 日付けで申出を行った 出生時育児休業（ ） について、下記の事由が生じたので届け出ます。

育児短時間勤務（ ）

※該当の（ ）に○を付すこと。

記

- ☐ 休業等の申出に係る子が死亡した。
- ☐ 第7条に定める事由により、育児休業等に係る者が子でなくなった。
- ☐ 休業等の申出に係る子が養子となったことその他の事情により当該子と同居しないこととなった。
- ☐ 負傷、疾病又は身体上若しくは精神上の障害により当該子が3歳に達するまで（育児短時間勤務にあっては満6歳に達する日以後の最初の3月31日まで）の間、当該子を養育することができない状態になった。
- ☐ 育児休業等規程第6条第1項の規定により読み替えて適用する同規程第5条第3項の申出により子の1歳到達日の翌日以後の日に育児休業をする場合において配偶者が育児休業をしていない。

Notification of Loss of Grounds for Childcare Leave

Application Date: (Month) (Day), (Year)

To the THERS Chancellor

(Applicant) Affiliation:..

Position:..

Name:

I hereby give notification that the following circumstances have arisen regarding the application made on (Month) (Day), (Year) for childcare leave () / childcare leave at birth () / short-time work for childcare ().

*Please put a circle in the applicable ().

- ☐ The child related to the leave, etc. has died.
- ☐ Due to the reasons specified in Article 7, the person related to the childcare leave, etc. is no longer my child.
- ☐ The child related to the leave, etc. no longer lives with the applicant due to adoption or similar circumstances.
- ☐ It is no longer possible to care for the child until the child's third birthday (or in the case of short-time work for childcare, until the first March 31 after the child's sixth birthday) due to injury, illness or physical or mental disability.
- ☐ According to the notification given under the provisions of Article 6, Paragraph 3 of the Childcare Leave Rules, which are applied with the necessary modifications to Article 6, Paragraph 1 of the same Rules, a spouse is no longer on childcare leave when the person is on the childcare leave on or after the day after the child's first birthday.

出生時育児休業中の就業可能日等申出・変更申出書

機 構 長 殿

（申出日） 年 月 日

（申出者） 所属
職名
氏名

申出（ ）

下記のとおり出生時育児休業中の就業可能日等の

変更申出（ ） をします。

*該当の（ ）に○を付すこ

記

1. 出生時育児休業申出期間

年 月 日（ 曜日）から 年 月 日（ 曜日）まで

2. 就業可能日（変更申出の場合は、当初申出から変更がない期間も含めて全て記載すること）

日付	備考
年 月 日（ 曜 日）	
年 月 日（ 曜 日）	

（注1）就業可能日は1日単位で申し出る必要があり、半日や時間単位での申出は認められません。

（注2）申出後に変更が生じた場合は、出生時育児休業開始予定日の前日までの間に速やかに変更申出書を提出してください。

（注3）出生時育児休業開始予定日の前日までに、就業可能日等の範囲内で就業日時等を提示します。提示する就業日がない場合もその旨通知します。

Notification /Change Notification of Work Availability During Childcare Leave at Birth

To the THERS Chancellor

Application Date: (Month) (Day), (Year)(Applicant)
Affiliation:
Position:
Name:

I hereby submit a notification () / change notification () of my available work days during childcare leave at birth.

*Please put a circle in the applicable ().

1. Period of childcare leave at birth

From (Month) (Day), (Year) (day of week) to (Month) (Day), (Year) (day of week)

2. Available work days (in the case of change notification, list all days including periods with no changes from the original notification)

Date	Remarks
(Month) (Day), (Year) (day of week)	
(Month) (Day), (Year) (day of week)	

(Note 1) Available work days must be requested in whole-day units; requests for half-day or hourly units are not permitted.

(Note 2) If any changes occur after submitting a notification, promptly submit a change notification prior to the scheduled start date of the childcare leave at birth.

(Note 3) By the day before the scheduled start date of the childcare leave at birth, you will be provided with specific work dates and times within the range of available work days, etc. If there are no proposed work days, you will be notified thereof.

出生時育児休業中の就業可能日等申出撤回申出書

機 構 長 殿

（申出日） 年 月 日

（申出者）所属

職名

氏名

申出（ ）

年 月 日に行った出生時育児休業中の就業可能日等の
す。 変更申出（ ）を撤回しま

*該当の（ ）に○を付すこ

Appended Form 10 (related to Article 16, Paragraph 2)

Application for Withdrawal of Notification of Work Availability During Childcare Leave at Birth

To the THERS Chancellor

(Application Date) (Month) (Day), (Year)

(Applicant) Affiliation:

Position:

Name:

I hereby withdraw the notification () / change notification () of my available work days during childcare leave at birth submitted on (Month) (Day), (Year).

*Please put a circle in the applicable ().

出生時育児休業中の就業日等提示書

（提示日） 年 月 日

殿

東海国立大学機構長【公印省略】

年 月 日に出生時育児休業中の就業可能日等の〔申出・変更申出・撤回申出〕のあった
標記のことについて、下記のとおり就業日等を提示します。

記

- ☐ 以下の就業日を提示します。
回答は別記様式第 12 号により 月 日までに人事担当者へご提出ください。

① 年 月 日（ 曜日） の 通常勤務時間帯

② 年 月 日（ 曜日） の 通常勤務時間帯

（就業に係る特記事項）

--

- ☐ 提示する就業日はありません。全日休業となります。

- ☐ 就業可能日等の申出・変更申出は撤回されました。全日休業となります。

Notice of Work Days During Childcare Leave at Birth

(Date of Notice) (Month) (Day), (Year)

To:

The Chancellor of Tokai National Higher Education and Research System [official seal omitted]

On (Month) (Day), (Year), we received a [notification / change notification / application for withdrawal of notification] of work availability during childcare leave at birth.

Regarding the above, we hereby inform you of the work days, etc., as follows.

- ☐ Your work days shall be as follows.

Please submit your response to the personnel affairs section using Appended Form 12 by (Month) (Day).

1) (Month) (Day), (Year) (weekday) — regular working hours

2) (Month) (Day), (Year) (weekday) — regular working hours

(Special notes related to the work days)

--

- ☐ There are no work days to present. All days will be non-working days.

- ☐ The notification / change notification of work availability was withdrawn. All days will be non-working days.

出生時育児休業中の就業日等の（同意・不同意）書

機 構 長 殿

[申出日] 年 月 日

[申出者] 所属

職名

氏名

年 月 日に提示された出生時育児休業中の就業日等について、下記のとおり回答します。

記

- ☐ 提示された就業日等に全て同意します。
- ☐ 提示された就業日等に全て同意しません。
- ☐ 提示された就業日等のうち、以下の内容に同意します。

[]

Consent/Non-consent to Proposed Work days During Childcare Leave at Birth

To the THERS Chancellor

[Application Date] (Month) (Day), (Year)

[Applicant] Affiliation:

Position:

Name:

I hereby submit the following response regarding the work days during childcare leave at birth that were proposed on (Month) (Day), (Year).

- ☐ I consent to all the proposed work days, etc.
- ☐ I do not consent to any of the proposed work days, etc.
- ☐ I consent to the following among the proposed work days, etc.

[]

出生時育児休業中の就業日等撤回申出書

機 構 長 殿

[申出日] 年 月 日

[申出者] 所属
職名
氏名

年 月 日に同意した出生時育児休業中の就業日等について、全部（ ）
一部（ ）を撤回します。

*該当の（ ）に○を付すこと。

撤回する就業日等を記載すること。

（ 年 月 日（ 曜日）
年 月 日（ 曜日） ）

出生時育児休業開始日以降の撤回の場合は、撤回理由を記載すること（開始日前の場合は不要）。

（ ）

Application for Withdrawal of Work Days During Childcare Leave at Birth

To the THERS Chancellor

[Application Date] (Month) (Day), (Year)

[Applicant] Affiliation:

Position:

Name:

I hereby withdraw all () / some () of the work days, etc. during childcare leave at birth that I consent to on (Month) (Day), (Year).

*Please put a circle in the applicable ().

Enter the work days, etc. to be withdrawn.

{	(Month) (Day), (Year) (Day of the Week)	}
{	(Month) (Day), (Year) (Day of the Week)	}

If withdrawing after the start date of the childcare leave at birth, state the reason for withdrawal (not necessary if prior to the start date).

{		}
---	--	---

出生時育児休業中の就業日等通知書

(通知日) 年 月 日

殿

東海国立大学機構長【公印省略】

年 月 日に出生時育児休業中の就業日等の〔全部同意・一部同意・撤回申出〕があった標記のことについて、就業日等を下記のとおり通知します。

記

1 休業の期間	年 月 日 (曜日) から 年 月 日 (曜日) (日)
2 就業日等 申出撤回	(1) あなたが 年 月 日にした出生時育児休業中の就業日等の同意は撤回されました。 (2) あなたが 年 月 日に同意した出生時育児休業中の就業日等について、 年 月 日に撤回届が提出されましたが、撤回可能な事由(※)に該当しないため撤回することはできません。当該日に休む場合は、 事前に まで連絡してください。
3 就業日等	就業日合計 日 (就業可能日数上限 日) 就業時間合計 時間 (就業可能時間上限 時間) ① 年 月 日 (曜日) の 通常勤務時間帯 ② 年 月 日 (曜日) の 通常勤務時間帯
4 就業に係る 特記事項	
5 その他	上記就業日等に就業できないことが判明した場合は、可能な限り判明した日に 人事担当者まで連絡してください。

(※) 出生時育児休業開始日以後に就業日等を撤回することが可能な事由

- 一 出生時育児休業申出に係る子の親である配偶者の死亡
- 二 配偶者が負傷、疾病又は身体上若しくは精神上の障害その他これらに準ずる心身の状況により出生時育児休業申出に係る子を養育することが困難な状態になったこと。
- 三 婚姻の解消その他の事情により配偶者が出生時育児休業申出に係る子と同居しないこととなったこと。
- 四 出生時育児休業申出に係る子が負傷、疾病又は身体上若しくは精神上の障害その他これらに準ずる心身の状況により、2週間以上の期間にわたり世話を必要とする状態になったとき。

Notice of Work days During Childcare Leave at Birth

Notice Date: (MM/DD/YYYY)

To:

Chancellor of the Tokai National Higher Education and Research System
[Official seal omitted]

Following your [full consent / partial consent / withdrawal application] dated (MM/DD/YYYY) regarding work days, etc. during childcare leave at birth, your work schedule is confirmed as follows.

1. Period of Leave	From (MM/DD/YYYY) (Day) to (MM/DD/YYYY) (Day) (Number of Days)
2. Withdrawal of Work Days etc.	(1) Your consent to proposed work days, etc. during childcare leave at birth, dated (MM/DD/YYYY), has been withdrawn. (2) On (MM/DD/YYYY), you submitted an application to withdraw your consent to proposed work days during childcare leave at birth dated (MM/DD/YYYY). However, your application cannot be withdrawn because the reasons provided do not meet the criteria for withdrawal.* If you will be absent on any of the scheduled dates, please contact _____ in advance.
3. Work Days and Working Hours	Total Number of Work days: _____ Days (Maximum Allowed: _____ Days) Total Number of Working Hours: _____ Hours (Maximum Allowed: _____ Hours) ① Regular Working Hours for (MM/DD/YYYY) (Day) ② Regular Working Hours for (MM/DD/YYYY) (Day)
4. Special Instructions Related to Work	
5. Additional Information	If you are unable to work during any of the above work days, etc., please contact the personnel affairs section as soon as you know.

*Circumstances under which work days, etc. may be withdrawn after the start date of the childcare leave at birth :(1) Death of the spouse who is a parent of the child for whom that childcare leave at birth was taken.

(2) Incapacity of the spouse to provide childcare for the child for whom that childcare leave at birth was taken, due to injury, illness, physical or mental disability, or other similar physical or mental conditions.

(3) Change in living arrangements due to divorce or other circumstances, such that the spouse no longer resides with the child for whom that childcare leave at birth was taken.

(4) Medical necessity of the child for whom that childcare leave at birth was taken, such that the child requires two or more weeks of continuous care due to injury, illness, physical or mental disability, or other similar physical or mental conditions.

育児部分休業申出書

申出年月日 令和 年 月 日			
機構長 殿		(申出者) 所属	
		職名	
		氏名	
下記のとおり育児部分休業を申し出ます。			
1. 申出に係る子			
氏名		続柄	
出産予定日 () ・生年月日 () *該当の () に○を付すこと。		令和 年 月 日	
養子の場合、縁組成立の日		令和 年 月 日	
申出に係る子が、特別養子縁組の監護期間中の子・養子縁組里親に委託されている子・養育里親として委託された子の場合、その手続きが完了した日		令和 年 月 日	
2. 期間等	期 間		時 間
	令和 年 月 日から	☐ 毎日 ☐ その他 ()	午前 時 分～ 時 分
	令和 年 月 日まで		午後 時 分～ 時 分
	令和 年 月 日から	☐ 毎日 ☐ その他 ()	午前 時 分～ 時 分
令和 年 月 日まで	午後 時 分～ 時 分		
3. 備 考			

○事務担当者記入欄

受理年月日	令和 年 月 日
決裁年月日	令和 年 月 日

Application for Partial Childcare Leave

To the THERS Chancellor		Application Date: (Month) (Day), (Year)	
(Applicant) Affiliation:		Position:	
Name:		I hereby apply for partial childcare leave, as follows.	
1. Child pertaining to the application:			
	Name:	Relationship:	
	Expected Date of Birth () / Date of Birth ()/ *Please put a circle in the applicable ().	Date: (Month) (Day), (Year)	
	In the case of adoption, the date on which the adoption was completed:	Date: (Month) (Day), (Year)	
	If the child pertaining to the application is within the custody period of a special adoption, has been adopted, or has been entrusted to foster parents, then the date those procedures were completed.	Date: (Month) (Day), (Year)	
2. Period, etc.:	Period		Time
	From: (Month) (Day), (Year)	☐ Every day ☐ Other ()	(AM) From: To: (PM) From: To:
	To: (Month) (Day), (Year)		
	From: (Month) (Day), (Year)	☐ Every day ☐ Other ()	(AM) From: To: (PM) From: To:
To: (Month) (Day), (Year)			
3. Comments:			

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Date recieved:	Date: (Month) (Day), (Year)
Date authorized:	Date: (Month) (Day), (Year)

育兒部分休業取消簿

所 属：

職 名：

氏 名：

既申出期間	期 間				時 間					
	令和	年	月	日	☐ 毎日 ☐ その他	午前	時	分～	時	分
	令和	年	月	日	()	午後	時	分～	時	分

[illegible]

Partial Childcare Leave Cancellation Register

Affiliation:

Position:

Name:

Application period	Period		Times	
	From: (Month) (Day), (Year)	☐ Every day ☐ Other	(AM) From:	To:
	To: (Month) (Day), (Year)	()	(PM) From:	To:

[illegible]

育 児 短 時 間 勤 務 申 出 書

機構長 殿		申出年月日 令和 年 月 日	
(申出者) 所属		職名	
		氏名	
下記のとおり育児短時間勤務を申し出ます。			
1. 申出に係る子			
氏名		続柄	
	出産予定日 ()・生年月日 () *該当の () に○を付すこと。		令和 年 月 日
	養子の場合、縁組成立の日		令和 年 月 日
	申出に係る子が、特別養子縁組の監護期間中の子・養子縁組里親に委託されている子・養育里親として委託された子の場合、その手続きが完了した日		令和 年 月 日
2. 申出の内容		☐ 育児短時間勤務 ☐ 育児短時間勤務の期間の延長 ☐ 再度の育児短時間勤務 再度の申出が必要な理由	
3. 育児短時間勤務期間		令和 年 月 日 から 令和 年 月 日 まで	
4. 勤務の形態		週 時間 分勤務 ☐ 週5日勤務, 1日3時間55分 ☐ 週5日勤務, 1日4時間55分 ☐ 週5日勤務, 1日5時間55分 ☐ 週3日勤務, 1日7時間45分 ☐ 週3日勤務, 1日7間45分2日, 1日3時間55分1日	
	勤務の日及び時間帯	月 (: ~ :) 火 (: ~ :) 水 (: ~ :) 木 (: ~ :) 金 (: ~ :)	
5. 申出の子について 既に育児短時間勤務 をした期間		令和 年 月 日 から 令和 年 月 日 まで 令和 年 月 日 から 令和 年 月 日 まで 令和 年 月 日 から 令和 年 月 日 まで 令和 年 月 日 から 令和 年 月 日 まで	
6. 備 考			

○事務担当者記入欄

受理年月日	令和 年 月 日
決裁年月日	令和 年 月 日

Application for Short-time Work for Childcare

To the THERS Chancellor		Application Date: (Month) (Day), (Year)									
(Applicant) Affiliation:		Position:									
I hereby apply for short-time work for childcare, as follows.		Name:									
1. Child pertaining to the application:											
	Name:		Relationship:								
	Expected date of birth ()/Date of birth () *Please put a circle in the applicable ().		Date: (Month) (Day), (Year)								
	In the case of adoption, the date on which the adoption was completed:		Date: (Month) (Day), (Year)								
	If the child pertaining to the application is within the custody period of a special adoption, has been adopted, or has been entrusted to foster parents, then the date those procedures were completed:		Date: (Month) (Day), (Year)								
2. Details of application:		☐ Short-time work for childcare ☐ Extension to period of short-time work for childcare ☐ Additional application for short-time work for childcare Reasons for additional application: 									
3. Period of short-time work for childcare:		From: (Month) (Day), (Year) To: (Month) (Day), (Year)									
4. Work schedule:		XX hours and YY minutes of work per week ☐ 5 days per week, 3 hours, 55 minutes per day ☐ 5 days per week, 4 hours, 55 minutes per day ☐ 5 days per week, 5 hours, 55 minutes per day ☐ 3 days per week, 7 hours, 45 minutes per day ☐ 3 days per week, 2 days of 7 hours, 45 minutes and 1 day of 3 hours, 55 minutes									
	Work days and times:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Mon (From: To:)</td> <td style="width: 25%;">Tue (From: To:)</td> <td style="width: 25%;">Thu (From: To:)</td> <td style="width: 25%;">Fri (From: To:)</td> </tr> <tr> <td>Wed (From: To:)</td> <td></td> <td></td> <td></td> </tr> </table>		Mon (From: To:)	Tue (From: To:)	Thu (From: To:)	Fri (From: To:)	Wed (From: To:)			
Mon (From: To:)	Tue (From: To:)	Thu (From: To:)	Fri (From: To:)								
Wed (From: To:)											
5. Periods of short-time work for childcare already taken for the child applied for:		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">From: (Month) (Day), (Year)</td> <td style="width: 50%;">To: (Month) (Day), (Year):</td> </tr> <tr> <td>From: (Month) (Day), (Year)</td> <td>To: (Month) (Day), (Year)</td> </tr> <tr> <td>From: (Month) (Day), (Year)</td> <td>To: (Month) (Day), (Year)</td> </tr> <tr> <td>From: (Month) (Day), (Year)</td> <td>To: (Month) (Day), (Year)</td> </tr> </table>		From: (Month) (Day), (Year)	To: (Month) (Day), (Year):	From: (Month) (Day), (Year)	To: (Month) (Day), (Year)	From: (Month) (Day), (Year)	To: (Month) (Day), (Year)	From: (Month) (Day), (Year)	To: (Month) (Day), (Year)
From: (Month) (Day), (Year)	To: (Month) (Day), (Year):										
From: (Month) (Day), (Year)	To: (Month) (Day), (Year)										
From: (Month) (Day), (Year)	To: (Month) (Day), (Year)										
From: (Month) (Day), (Year)	To: (Month) (Day), (Year)										
6. Comments:											

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Date received:	Date: (Month) (Day), (Year)
Date authorized:	Date: (Month) (Day), (Year)

育 児 短 時 間 勤 務 撤 回 申 出 書

申出年月日 令和 年 月 日

機構長 殿

(申出者) 所 属
職 名
氏 名

下記の育児短時間勤務について、令和 年 月 日をもって撤回を申し出ます。

記

育児短時間勤務の期間	令和 年 月 日 から 令和 年 月 日 まで
勤務の形態	週 時間 分勤務 ☐ 週5日勤務，1日3時間55分 ☐ 週5日勤務，1日4時間55分 ☐ 週5日勤務，1日5時間55分 ☐ 週3日勤務，1日7時間45分 ☐ 週3日勤務，1日7時間45分2日，1日3時間55分1日
勤 務 の 日 及び時間帯	月（ : ~ : ） 火（ : ~ : ） 水（ : ~ : ） 木（ : ~ : ） 金（ : ~ : ）

理由

Application for Withdrawal of Short-time Work for Childcare

Application Date: (Month) (Day), (Year)

To the THERS Chancellor

(Applicant) Affiliation:

Position:

Name:

I hereby withdraw short-time work for childcare as of (Month) (Day), (Year) as follows.

Period of short-time work:	From: (Month) (Day), (Year)	To: (Month) (Day), (Year)
Work schedule:	XX hours and YY minutes of work per week ☐ 5 days per week, 3 hours, 55 minutes per day ☐ 5 days per week, 4 hours, 55 minutes per day ☐ 5 days per week, 5 hours, 55 minutes per day ☐ 3 days per week, 7 hours, 45 minutes per day ☐ 3 days per week, 2 days of 7 hours, 45 minutes and 1 day of 3 hours, 55 minutes	
Work days and times:	Mon (From: To:) Thu (From: To:) Tue (From: To:) Fri (From: To:) Wed (From: To:)	

Reasons:

()

育児短時間勤務満了届

令和 年 月 日

機構長 殿

（申出者）所属

職名

氏名

令和 年 月 日付けで育児短時間勤務が満了し、令和 年 月 日から
従前の勤務形態に復帰しますので、お届けします。

Notification of Completion of Short-time Work for Childcare

Date: (Month) (Day), (Year)

To the THERS Chancellor

(Applicant) Affiliation:

Position:

Name:

I hereby notify that the period of my short-time work for childcare will end on (Month) (Day), (Year) and I will return to my previous work schedule on (Month) (Day), (Year).