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東海国立大学機構職員の介護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１９号）

Tokai National Higher Education and Research System Detailed Rules on the Handling of Employee Family Care Leave (THERS Detailed Rule No. 19 of April 1, 2020)

翻訳年月日：令和６年９月６日

Translation Date: September 6, 2024

東海国立大学機構職員の介護休業等に関する規程取扱細則

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

（令和２年４月１日機構細則第１９号）

(THERS Detailed Rule No. 19 of April 1, 2020)

（趣旨）

(Purpose)

第１条 東海国立大学機構に勤務する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。以下「介護休業等規程」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。

Article 1. Matters related to the handling of the Tokai National Higher Education and Research System Employee Family Care Leave Rules (THERS Rule No. 37 of 2020; hereinafter referred to as the “Family Care Leave Rules”) shall be as prescribed in these Detailed Rules.

（対象家族）

(Eligible Family Member)

第２条 介護休業等規程第２条の「対象家族」とは、次に掲げる者をいう。

Article 2 (1) The “Eligible Family Member” under Article 2 of the Family Care Leave Rules refers to any of the following persons:

一 配偶者（内縁関係を含む。以下同じ。）

(i) Spouse (including common law marriage; hereinafter the same shall apply);

二 実父母又は養父母

(ii) Natural or adoptive parents;

三 実子又は養子

(iii) Natural or adopted children;

四 配偶者の実父母又は養父母

(iv) Spouse's natural or adoptive parents;

五 祖父母

(v) Grandparents;

六 兄弟姉妹

(vi) Siblings;

七 孫

(vii) Grandchildren;

八 職員の継父母

(viii) Employee's step-parents;

九 配偶者の継父母

(ix) Spouse's step-parents;

十 子の配偶者

(x) Children's spouses;

十一 配偶者の連れ子

(xi) Spouse's children from a previous relationship; or

十二 前各号に掲げるもののほか、機構長が認めた者

(xii) Other persons approved by the Chancellor, in addition to those listed above.

2 介護休業等規程第2条の「常時介護を必要とする状態」は、次のいずれかに該当する場合をいう。

(2) The “Condition That Requires Constant Care” under Article 2 of the Family Care Leave Rules, refers to any of the following conditions:

一 介護保険法（平成9年12月17日法律第123号）に定める要介護状態区分において要介護2以上の認定がされているとき。

(i) In the “Category of Condition of Need for Long-Term Care” under the Long-Term Care Insurance Act (Act No. 123 of December 17, 1997) an Eligible Family Member has been certified as Requiring Care Level 2 or higher; or

二 職員が当該対象家族について、別記様式第1号において状態2に2つ以上該当し、又は状態3に1つ以上該当し、かつ、その状態が継続する旨を申告したとき。

(ii) When an employee makes a declaration that the Eligible Family Member concerned is applicable to two or more of Condition 2 or one or more of Condition 3 according to Appended Form No. 1 and that condition continues.

(介護休業及び介護部分休業の申出等の様式)

(Forms for Family Care Leave Request and Partial Family Care Leave Request)

第3条 介護休業等規程第4条第1項の申出及び介護休業等規程第13条の介護部分休業の申出は、別記様式第2号による。

Article 3 (1) Requests specified in Article 4, Paragraph (1) of the Family Care Leave Rules and partial family care leave requests specified in Article 13 of the Family Care Leave Rules shall be made using Appended Form No. 2.

2 介護休業等規程第4条第2項の介護休業を申し出た職員に交付する通知書は、別記様式第3号による。

(2) Notices that are issued to employees who have applied for family care leave in accordance with Article 4, Paragraph (2) of the Family Care Leave Rules shall be made using Appended Form No. 3.

(期間を定めて雇用される職員)

(Fixed-Term Employees)

第4条 介護休業等規程第5条に規定する「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。

Article 4 (1) The “Fixed-Term Employee” specified in Article 5 of the Family Care Leave Rules refers to any of the following persons. However, those who are to be employed as designated employees are excluded.

一 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

(i) Employees specified in Article 2 of the Tokai National Higher Education and Research System Rules on the Terms of Appointment of Employees (THERS Rule No. 43 of 2020);

二 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

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

三 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

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

四 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

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

五 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

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

六 東海国立大学機構外国人客員教員及びG30教員就業規則（令和２年度機構規則第７号）の適用職員

(vi) Employees to whom 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;

七 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

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

八 短時間勤務正職員

(viii) Short-Time Regular Employees.

（介護休業終了予定日変更の様式）

(Form for Change of the Planned Finishing Date for Family Care Leave)

第５条 介護休業等規程第５条第６項及び第７項の介護休業終了予定日の変更の様式は、別記様式第４号による。

Article 5. The request for change of the planned finishing date for family care leave specified in Article 5, Paragraph (6) and Paragraph (7) of the Family Care Leave Rules shall be made using Appended Form No. 4.

（介護状況変更届等の様式）

(Form for Notification of Change in Family Care Circumstances)

第６条 介護休業等規程第６条第２項の届出は、別記様式第５号による。

Article 6 (1) The notification specified in Article 6, Paragraph (2) of the Family Care Leave Rules shall be made using Appended Form No. 5.

２ 介護休業等規程第６条第３項の職員に交付する通知書は、別記様式第６号による。

(2) The notice issued to employees specified in Article 6, Paragraph (3) of the Family Care Leave Rules shall be made using Appended Form No. 6.

（介護休業満了届等の様式）

(Form for Notification of Expiration of Family Care Leave)

第７条 介護休業等規程第９条第１項の届出は、別記様式第７号による。

Article 7 (1) The notification specified in Article 9, Paragraph (1) of the Family Care Leave Rules shall be made using Appended Form No. 7.

２ 介護休業等規程第９条第２項の職員に交付する通知書は、別記様式第８号による。

(2) The notice issued to employees specified in Article 9, Paragraph (2) of the Family Care Leave Rules shall be made using Appended Form No. 8.

(介護休業等申出の撤回の様式)

(Form for Request for Withdrawal from Family Care Leave)

第8条 介護休業等規程第11条第1項の介護休業申出の撤回及び介護休業等規程第13条の介護部分休業申出の撤回の届出は、別記様式第9号による。

Article 8 The withdrawal of a family care leave request specified in Article 11, Paragraph (1) of the Family Care Leave Rules and the notification of withdrawal of a partial family care leave request specified in Article 13 shall be made using Appended Form No. 9.

(介護部分休業の取消の様式)

(Form for Cancellation of Partial Family Care Leave)

第9条 介護休業等規程第14条の介護部分休業の取消は、別記様式第10号による。

Article 9 The cancellation of partial family care leave specified in Article 14 of the Family Care Leave Rules shall be made using Appended Form No. 10.

附 則

Supplementary Provisions

この細則は、令和2年4月1日から施行する。

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

別記様式第1号（第2条第2項関係）

Appended Form No. 1 (Related to Article 2, Paragraph (2))

申告書

Declaration

別記様式第2号（第3条第1項関係）

Appended Form No. 2 (Related to Article 3, Paragraph (1))

介護（介護部分）休業申出書

Request for Family Care (Partial Family Care) Leave

別記様式第3号（第3条第2項関係）

Appended Form No. 3 (Related to Article 3, Paragraph (2))

介護休業取扱通知書

Notice of Handling of Family Care Leave

別記様式第4号（第5条関係）

Appended Form No. 4 (Related to Article 5)

介護休業終了予定日変更申出書

Request for Change of the Planned Finishing Date for Family Care Leave

別記様式第5号（第6条第1項関係）

Appended Form No. 5 (Related to Article 6, Paragraph (1))

介護状況変更届

Notification of Change in Family Care Circumstances

別記様式第 6 号（第 6 条第 2 項関係）

Appended Form No. 6 (Related to Article 6, Paragraph (2))

介護休業終了確認通知書

Notice of Confirmation of End of Family Care Leave

別記様式第 7 号（第 7 条第 1 項関係）

Appended Form No. 7 (Related to Article 7, Paragraph (1))

介護休業満了届

Notification of Expiration of Family Care Leave

別記様式第 8 号（第 7 条第 2 項関係）

Appended Form No. 8 (Related to Article 7, Paragraph (2))

介護休業満了確認通知書

Notice of Confirmation of Expiration of Family Care Leave

別記様式第 9 号（第 8 条関係）

Appended Form No. 9 (Related to Article 8)

介護休業等撤回申出書

Request for Withdrawal from Family Care Leave

別記様式第 10 号（第 9 条関係）

Appended Form No. 10 (Related to Article 9)

介護部分休業取消簿

Partial Family Care Leave Cancellation Register