

Kyoto University Gender Equality Promotion Initiative
Implementation Guidelines for the Financial Support Program for Provide Childcare Expenses for
Entrance Examination Staff

1. Objective

As part of its efforts to promote gender equality, Kyoto University will subsidize part or all of the expenses for childcare, family support, etc., that may be needed by faculty or staff raising children to undertake work on holidays (Saturdays and Sundays) for the Common Test for University Admission and general entrance examinations.

2. Period of subsidy

Holidays (Saturdays and Sundays) on which faculty and staff undertake work for the Common Test for University Admission or general entrance examinations.

3. Persons eligible for the subsidy

Faculty and staff who are engaged in work on holidays (Saturdays and Sundays) for the Common Test for University Admission and general entrance examinations., and who need to use childcare services in order to engage in the work.

4. Age range of eligible children

From 0 years old to 6th grade of elementary school.

5. Scope of the subsidy

Subsidies for the use of childcare services will be provided as follows:

- (1) For each eligible child, the full amount of childcare fees paid by the applicant (excluding expenses for meals) will be subsidized.
- (2) If there is more than one eligible child, an application may be submitted for the number of eligible children.
- (3) The subsidy is provided to cover childcare during the applicant's working hours and commuting hours.

6. Application Procedures (Please refer to the “Flow Chart” (Attachment 1))

- (1) Making arrangements for childcare, etc.
Applicants should make their own arrangements for childcare or family support. Applicants must ensure that they receive a receipt for the service.
- (2) Submission of application form
Applicants (university staff) should submit Form 2 “Application Form” to the email address below. The application must be submitted at least two days prior to the entrance exam work.
- (3) Submission of Usage Report Form, reimbursement claim form, receipts (originals), etc.
Applicants (university staff) must submit the following documents to the email address below as soon as possible after the completion of the entrance exam work. Any documents submitted more than 14 days after the day after the date on which the payments being claimed were made will not be accepted.

Documents to be submitted:

1. Childcare Subsidy for Entrance Examination Staff Usage Report Form (Form 3)
2. Reimbursement claim form
3. Receipts (originals) for childcare fees, etc.

- If the applicant loses the receipts, they will not be able to receive the subsidy. Additionally, if the details of the expenditure cannot be confirmed by the receipts alone, the applicant may be asked to submit additional supporting materials.
- Even if receipts are submitted, if it is determined that the expenditure for the eligible expenses cannot be verified, the applicant may not be able to receive the subsidy.

7. Scope of the subsidy treatment under the tax laws

As the expenses covered by this subsidy are considered to be borne by the recipient for tax purposes, the subsidy provided through this program will be subject to salary taxation.

8. Other points to note

- If a childcare service or facility that accepts discount vouchers for the use of babysitting services is used, the subsidy can be used in conjunction with the discount vouchers. If used in conjunction with discount vouchers, the subsidy will be provided for the amount remaining after the deduction of the discount (¥2,200 yen per voucher).
- If the Kyoto University Kids' Community (KuSuKu) is used, the subsidy will be provided by cancelling the KuSuKu usage fee debit, instead of payment by reimbursement. The applicant should therefore both apply for the use of KuSuKu and submit the application form for the subsidy.

9. Department in charge/Contact for inquiries

Diversity Promotion Section, Staff Development Division, Personnel Department

Email: g-e@mail2.adm.kyoto-u.ac.jp