

# Correlation of Employee Support Programs with Relevant Laws

(as of September 1, 2023)

Item		Legal requirements	Activities of Sumitomo Electric
Action plan		To be formulated for a period of 1 to 4 years	Formulated since 2005, and the current plan is the 8th one
Childcare	Period of childcare leave	Child-care leave until the child reaches 1 year (1 year and 2 months if both parents take child-care leave (Mom&Dad Child Care Leave Plus), until the child reaches 2 years if day care is not available, etc.)	Before the 3rd birthday of the child
	Number of times an employee can take childcare leave	The leave can be taken in up to 2 separate periods irrespective of the reason.	The leave can be taken in up to 3 separate periods irrespective of the reason.
	Pay during childcare leave	No pay	Paid for the first 5 days of the leave (unless childcare leave at birth is taken)
	Period of childcare leave at birth	Up to 4 weeks within the 8 weeks following the childbirth	Same as left
	Number of times an employee can take childcare leave at birth	Up to twice	Same as left
	Pay during childcare leave at birth	No pay	Paid for first 5 days (unless childcare leave is taken)
	Shortening of work time	Before the 3rd birthday of the child	Before the end of March when the child is a 6th grade elementary school student
	Exemption from overtime	Same as above	Same as above
	Limitation on overtime	Before the time of commencement of elementary school	Same as above
	Limitation on night work	Same as above Not applicable if a person at the age of 16 or older lives together	Same as above Not applicable if a person at the age of 20 or older lives together
	Sick/injured child care leave	5 days for a child before the time of commencement of elementary school, and 10 days for 2 or more such children	5 days per child before March 31 of the year when the child is a 6th grade elementary school student (e.g. 10 days for 2 such children, 15 days for 3 such children) Available on a half-day basis and an hourly basis Accumulated paid holidays* can be used
	Promotion of male childcare participation	Not specified by law	Male employees can take leave when their spouses give birth (5 paid holidays). Compulsory childcare leave at birth or childcare leave for more than 5 consecutive days (not including holidays)
	Financial support	Not specified by law	Preferential treatment in the use of the childcare menu in the cafeteria plan (selective welfare system) Partial payment of bonus Issuance of discount coupons for babysitting services for applicants
	Support of pregnant women	Maternity leave Other 6 weeks before childbirth and 8 weeks after childbirth —	8 weeks (including 2 weeks with no pay) before childbirth and 8 weeks after childbirth Accumulated paid holidays* can be used for fertility treatment, hospital visits, etc.
	Establishment of internal child care centers for children	Not specified by law	Establishment of internal childcare centers, establishment of programs for early return to work
Support of early return to work from childcare leave	Not specified by law	Introduction of a welfare system to support employees in finding a childcare center	
Dissemination of systems, legal benefits, etc. and confirmation of intention to take childcare leave	Necessary to take measures to disseminate systems, legal benefits, etc. to employees who have informed their or their spouse's pregnancy and childbirth and confirm their intentions to take childcare leave on an individual basis	Implementation of maternity and childcare support programs and spouse childcare support interviews	
Development of an employment environment that makes it easier to take childcare leave	Necessary to take one of the following measures: "implementation of training", "establishment of a consultation office", "collection and provision of case studies", and "dissemination of system policies"	Holding seminars to support balancing work and childcare Establishment of a consultation office regarding the working environment Spread of case studies of childcare leave taken using in-house newsletters, Work & Life Handbook, etc. Dissemination of system policies using in-house notification (posted on the corporate intranet)	
Nursing care	Period of family care leave and number of times an employee can take it	Up to 93 days per person; the leave can be taken in up to 3 separate periods	2 year per person; the leave can be taken on a daily basis
	Shortening of work time	It can be used at least twice within three years from the start of the use separately from the family care leave	During the period when a family member is in a condition of need for long-term care
	Exemption from overtime	During the period when a family member is in a condition of need for long-term care	During the period when a family member is in a condition of need for long-term care
	Limitation on overtime	Not less than 1 month but not more than 12 months per application No limit to the number of times an employee can apply for the leave	Same as on the left
	Limitation on night work	Not less than 1 month but not more than 6 months per application No limit to the number of times an employee can apply for the leave Not applicable if a person at the age of 16 or older lives together	During the period when a family member is in a condition of need for long-term care Application can be made on a daily basis
	Nursing care leave	5 days for a family member who is in a condition of need for long-term care, and 10 days for 2 or more such persons	5 days per family member who is in a condition of need for long-term care (e.g. 10 days for 2 such persons, 15 days for 3 such persons) Available on a half-day basis and an hourly basis Accumulated paid holidays* can be used for nursing care of a family member who is in need of specific nursing care or assistance (on a daily basis)
	Financial support	Not specified by law	Introduction of nursing care support service Preferential treatment in the use of the family-care menu in the cafeteria plan (selective welfare system) Partial payment of bonus
Development of an employment environment that makes it easier to take nursing care leave	Not specified by law	Holding seminars to support balancing work and nursing care Establishment of a consultation office regarding the working environment Spread of case studies of nursing care leave taken using in-house newsletters, Work & Life Handbook, etc. Dissemination of system policies using in-house notification (posted on the corporate intranet)	
Review of work styles	Encouragement of employees to take paid holidays	5 days or more paid holidays must be taken in a year if 10 or more annual paid holidays are granted	Introduction of the Planned Paid Time Off (PTO) System and the Five Consecutive Paid Time Off (PTO) System
	Increase in the number of half-day paid holidays	Not specified by law	Increased to 30 times
	Reduction of total working hours	Specification on maximum working hours, working hours management standards, etc.	Activities for the review of work styles
	Flexible work style	Not specified by law	Introduction of work from home arrangements and a system of paid holidays that can be taken by the hour
	Volunteer holiday system	Not specified by law	Accumulated paid holidays* can be used
	Introduction of a reemployment system	Not specified by law	Introduction of the reemployment system (available within 3 years or, for those who moved overseas, 5 years from the resignation)
	Continuance of work	Not specified by law	Introduction of a system to take a leave to accompany his/her spouse who is assigned overseas (up to five years of leave is allowed)
Introduction of a work-interval system	Employees should try to have a sufficient amount of rest from the finish time of a day to the start time of the following business day	An 11-hour rest is set aside between the finish time of a day and the start time of the following business day	



\* Accumulated paid holidays: This system allows employees to accumulate paid holidays that will expire if not used, up to 10 days per year (maximum accumulation 50 days in total). Employees may use these paid holidays for the reasons specified by the company rules including sick leave, childcare and nursing of sick family members.