
Hokkaido University's Support System for Caring for and Raising Children



**Awarded the “Next-generation Development Certification Mark”
(Kurumin Mark) by the Ministry of Health, Labour and Welfare for
efforts to promote child support**

July 2014

Labor and Welfare Division, General Affairs and Planning Department

Table of Contents

Table of Contents エラー! ブックマークが定義されていません。

【Child Care Support System】

1. Child Care Support System and Period	3
2. Overtime Restrictions for Pregnant and Nursing Mothers	5
3. Special Leave	5
4. Child Care Leave.....	8
(1) Child Care Leave (At Birth).....	8
(2) Partial Child Care Leave and Reduced Working Hours to Accommodate Child Care Needs ...	10
(3) Restrictions on Non-Scheduled Work, Overtime, Night Work, and Early/Late Shifts	12
5. Social Insurance	13
(1) Social Insurance (Mutual Aid Association) Insurance Premiums	13
(2) Childbirth Allowance and Family-related Childbirth Allowance.....	13
(3) Child Care Leave Allowance	14
(4) Postnatal Leave Support Allowance.....	14
(5) Reduced Working Hour Allowance for Childcare	14
(6) Property Accumulation and Pension Accumulation Savings (Zaikei-chokin)	14
(7) Mutual Aid Loans.....	15
6. Other.....	15
(1) Child Care Centers on Campus	15

【Caregiving Support System】

7. Special Leave	16
8. Nursing Care Leave	17
(1) Nursing Care Leave.....	17
(2) Partial Nursing Care Leave	18
(3) Restrictions on Non-Scheduled Work, Overtime, Night Work, and Early/Late Shifts	19
9. Nursing Care Leave Allowance.....	19

Terms Used in this Guide

- ✚ “**Working Hours Rules**” refers to the following rules:
 - NATIONAL UNIVERSITY CORPORATION HOKKAIDO UNIVERSITY WORKING HOURS, BREAK TIMES, HOLIDAYS AND LEAVE RULES

- ✚ “**Child Care Leave Rules**” refers to the following rules:
 - NATIONAL UNIVERSITY CORPORATION HOKKAIDO UNIVERSITY EMPLOYEE CHILD CARE LEAVE/NURSING CARE LEAVE RULES

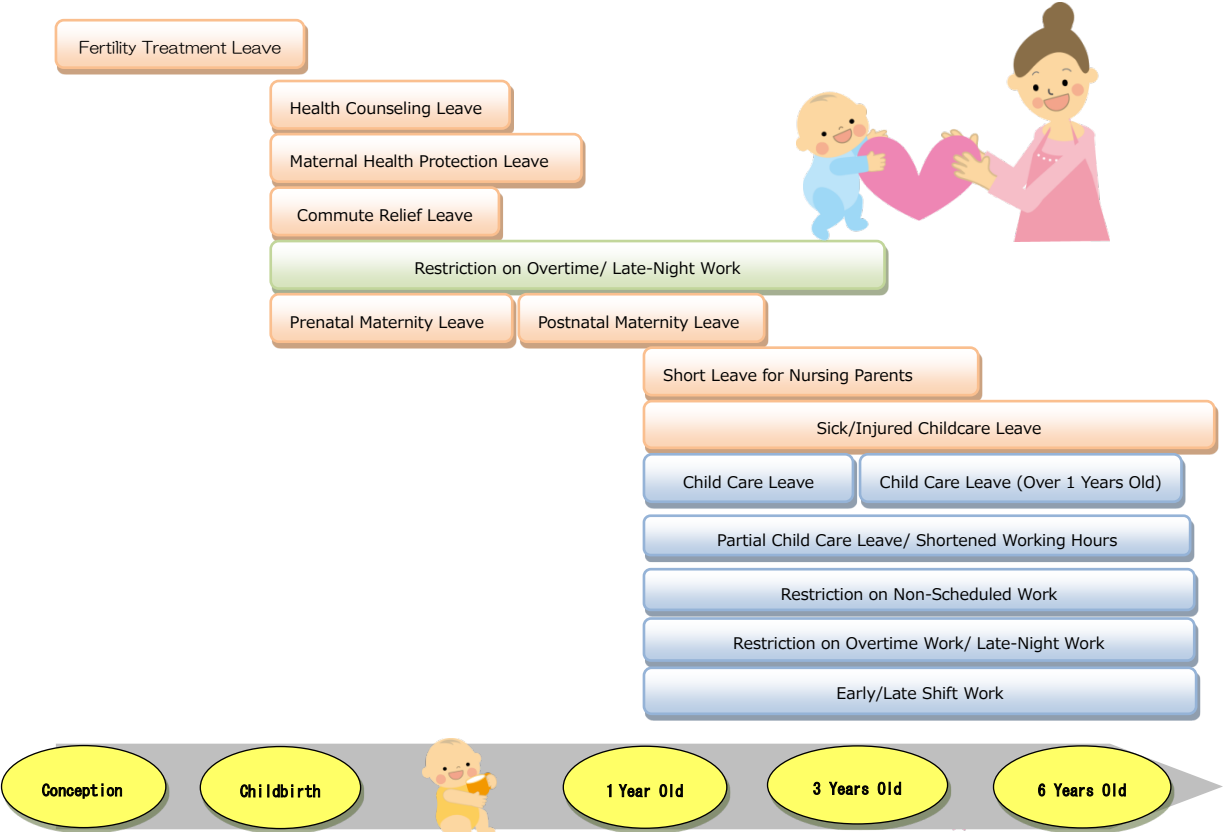
- ✚ “**Regular Employee**” refers to employees to whom the following work rules and regulations apply:
 - NATIONAL UNIVERSITY CORPORATION HOKKAIDO UNIVERSITY EMPLOYMENT REGULATIONS
 - NATIONAL UNIVERSITY CORPORATION HOKKAIDO UNIVERSITY MARITIME STAFF EMPLOYMENT REGULATIONS
 - NATIONAL UNIVERSITY CORPORATION HOKKAIDO UNIVERSITY FIXED-TERM EMPLOYEE EMPLOYMENT REGULATIONS (*For employees rehired after retirement)
 - Article 3, Item 2 of the NATIONAL UNIVERSITY CORPORATION HOKKAIDO UNIVERSITY SPECIALLY APPOINTED ACADEMIC STAFF EMPLOYMENT REGULATIONS (*For employees rehired after retirement)

- ✚ “**Non-Regular Employee**” refers to employees to whom the following work rules and regulations apply:
 - NATIONAL UNIVERSITY CORPORATION HOKKAIDO UNIVERSITY CONTRACT EMPLOYEE EMPLOYMENT REGULATIONS
 - NATIONAL UNIVERSITY CORPORATION HOKKAIDO UNIVERSITY PART-TIME EMPLOYEE EMPLOYMENT REGULATIONS
 - Article 3, Item 1 of the NATIONAL UNIVERSITY CORPORATION HOKKAIDO UNIVERSITY SPECIALLY APPOINTED ACADEMIC STAFF EMPLOYMENT REGULATIONS

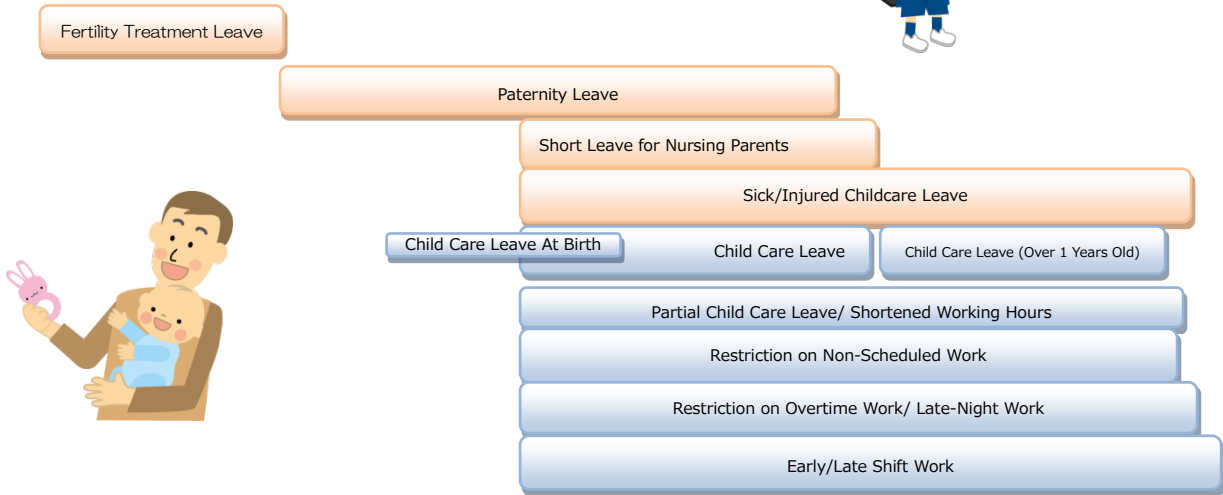
Child Care Support System

1. Child Care Support System and Period

In the Case of Mothers



In the Case of Fathers





- • • Restriction on Overtime Work/ Late-Night Work as prescribed in the Working Hours Rules (or the applicable Employment Regulations for Non-Regular Employees)

Overtime Work and Restriction on Late-Night Work



- • • Special Leave as prescribed in the Working Hours Rules (or the applicable Employment Regulations for Non-Regular Employees)



- • • Part of the leave provided in the Child Care Leave System as prescribed in the Child Care Leave Rules

2. Overtime Restrictions for Pregnant and Nursing Mothers

- ✦ According to Article 10, Paragraph 5 of the Working Hours Rules (or the applicable Employment Regulations for Non-Regular Employees), pregnant or nursing mothers (defined as female employees currently in gestation or within one year of postpartum) shall not be made to work overtime or late night hours (from 10PM to 5AM) upon submission of a request for Restriction on Overtime Work or Late-Night Work.
- ✦ If you wish to request restrictions on overtime work or late-night work, please submit the necessary documents to the personnel section of your affiliated department.
- ✦ Furthermore, the Labor Standards Act prescribes that pregnant and nursing mothers shall not be assigned to work that may be dangerous to pregnancy or nursing.

【Ministry of Health, Labor and Welfare's Homepage】

(https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/koyou_roudou/koyoukintou/seisaku05/index.html)

3. Special Leave

- ✦ Employees may request various types of paid special leave related to pregnancy, childbirth, or childcare.
- ✦ Please refer to table 5 of the Working Hours Rules (or the applicable Employment Regulations for Non-Regular Employees) for more detailed information regarding the information summarized below.
- ✦ If you wish to request leave, please submit the necessary documents to the personnel section of your affiliated department.

Name	Eligibility (Overview)	Period (Overview)
Fertility Treatment Leave	In the event that it is deemed appropriate for an Employee to refrain from work due to outpatient visits, etc. related to fertility treatment.	Up to 5 days in a calendar year (or 10 days if the visits are related to in vitro fertilization or intracytoplasmic sperm injection).
Health Counseling Leave	When pregnant or postpartum employees receive health guidance or examinations under the Maternal and Child Health Act.	For the period deemed necessary.
Maternal Health Protection Leave	When pregnant or postpartum employees request leave or accommodation under any of the following circumstances, based on guidance from a physician: <ul style="list-style-type: none"> • If, during pregnancy, rest or nutritional support is deemed necessary due to the employee's work potentially affecting the health of the mother or 	For the period deemed necessary.

Overtime Restrictions for Pregnant and Nursing Mothers

Name	Eligibility (Overview)	Period (Overview)
	<p>fetus.</p> <ul style="list-style-type: none"> • When symptoms related to pregnancy or childbirth have appeared or are likely to appear, and shortening of working hours or leave is deemed necessary. 	
Commuter Relief Leave	If it is recognized that the degree of congestion in the transportation used by a pregnant employee for commuting affects the health of the mother or fetus.	Time granted, as necessary, either at the beginning or end of the prescribed working day, not exceeding one hour per day.
Prenatal Maternity Leave	Within a time period of 6 weeks (14 weeks in the case of carrying more than one child) from the expected date of delivery	The period requested until the date of delivery.
Postnatal Maternity Leave	In the case that the employee has given birth	The period of 8 weeks from the day after the date of delivery (except in cases where six weeks have passed since delivery and a doctor has determined that returning to work poses no issues).
Short Leave for Nursing Parents	When an employee is raising a child under the age of one and is recognized as needing to perform childcare-related activities such as breastfeeding or transporting the child to and from a daycare center.	Up to 30 minutes twice a day (Adjustments may be made in cases where the employee's spouse also takes the leave)
Sick/Injured Childcare Leave	<p>Employees may take leave to provide care for a child until March 31 following the child's 12th birthday (or 18th birthday if the child is enrolled in a school for special needs children), and if one of the following conditions applies:</p> <ul style="list-style-type: none"> • Providing care for the child (when sick or injured, or accompanying them to health checkups and vaccination appointments,) as well as to attend events such as entrance ceremonies, graduation ceremonies, or other equivalent school related functions • Looking after a child who is unable to attend school due to temporary school closure under 	Up to 10 days per year

Overtime Restrictions for Pregnant and Nursing Mothers

Name	Eligibility (Overview)	Period (Overview)
	<p>Article 20 of the School Health and Safety Act, or school suspension under Article 19 of the same Act.</p> <ul style="list-style-type: none"> • Looking after a child who is unable to attend a daycare facility as defined under Article 39 paragraph 1 of the Child Welfare Act; a certified child care center as defined under Article 2 paragraph 6 of the Act on Promotion of Comprehensive Services for Preschool Children; or a family-style childcare service as defined under Article 24, Paragraph 2 of the Child Welfare Act, due to circumstances equivalent to a temporary school closure under Article 20 of the School Health and Safety Act, or suspension under Article 19 of the same act. 	
Paternity Leave	<p>In connection with a spouse’s childbirth, the following cases are considered valid grounds for taking leave from work:</p> <ul style="list-style-type: none"> • When it is deemed appropriate not to work during the period from the spouse’s hospitalization until two weeks after childbirth • When it is deemed appropriate not to work for the purpose of childcare during the period from 6 weeks prior to the expected date of childbirth until the day the child reaches one year of age, in relation to the child born or any child under elementary school age. 	A period of up to 7 days within the timeframe listed in the left column.

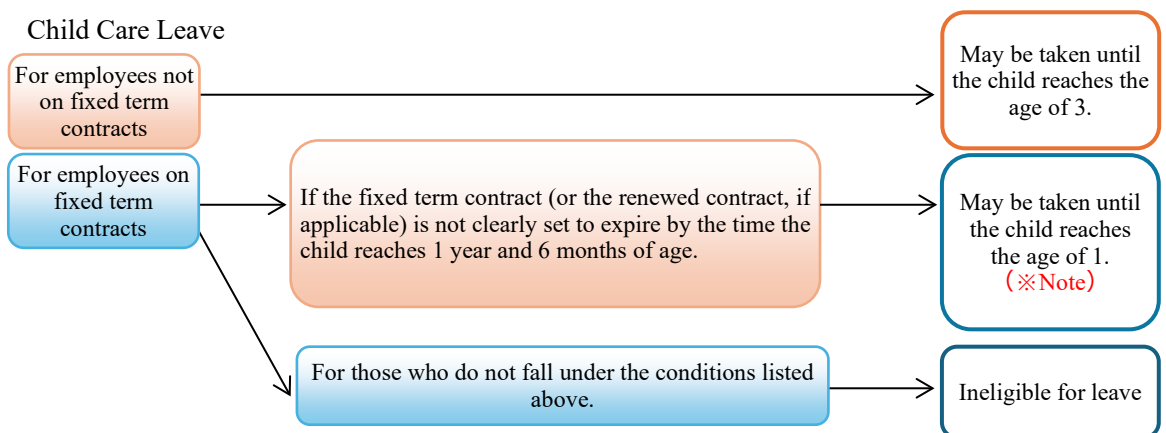
4. Child Care Leave

- ✚ In accordance with the Child Care Leave Rules, all employees are eligible to apply for and take Child Care Leave.
- ✚ When applying for Child Care Leave, please coordinate the leave period and working hours in advance with your affiliated department and complete any forms required for that purpose.

(1) Child Care Leave (at Birth)

✚ Details and Eligibility

➤ Child Care Leave



※Note) In certain cases, leave may be extended to 1 year and 6 months or until the child reaches 2 years of age.

➤ Child Care Leave at Birth

A leave of up to 4 weeks that may be taken within the 8-week period following childbirth, starting from the date of birth and ending the day after the 8th week.

※Employees on a fixed-term contract (or renewed contract if applicable) may apply for an additional 6-month leave which may be taken starting the day after the 8th week following childbirth, provided that their contract is not scheduled to expire during that period.

✚ Salary

- Salary will not be paid during Child Care Leave (At Birth)
- The term-end and diligence allowance, typically paid June 1 and December 1, will be granted even during Child Care Leave (At Birth), provided that the employee has worked within the 6 months preceding the reference date.
- In calculating the retirement allowance 1/2 of the Child Care Leave (At Birth) period will be excluded from the total amount. If the leave is taken before the child turns 1 year old, 1/3 of that period will be excluded instead.

- Refer to section **5: Social Insurance** for more detailed information about social insurance benefits (including mutual aid association coverage) during Child Care Leave (At Birth).

✚ Important Notes

- In principle, Child Care leave is limited to 2 instances per child.
(Exception) special circumstances as defined in Article 5 of the Ordinance of the Ministry of Health, Labour and Welfare or Article 4 of the Ordinance of the Ministry of Land, Infrastructure, Transport and Tourism.
- Child Care Leave at Birth may be divided into two separate periods per child; however, both periods must be requested together in a single leave application.
- The length of Child Care Leave at Birth may be shortened or extended as necessary.

✚ Procedures

- Please submit all necessary paperwork to the personnel section of your affiliated department at least 1 month prior to taking Child Care Leave.
- Please submit all necessary paperwork to the personnel section of your affiliated department at least 2 weeks prior to taking Child Care Leave at Birth.

(2) Partial Child Care Leave and Reduced Working Hours to Accommodate Child Care Needs

- ✚ To support employees with childcare responsibilities, the university offers two systems that allow for reduced working hours while remaining employed: Partial Child Care Leave and Reduced Working Hours to Accommodate Child Care Needs.
- ✚ Partial Child Care Leave is advantageous in that it has minimal impact on salary, while Reduced Working Hours to Accommodate Child Care Needs offers greater flexibility in choosing a work schedule.

	Partial Child Care Leave	Reduced Working Hours to Accommodate Child Care Needs
Eligibility	Employees who reside with and are responsible for the care of children under the age of eligibility for elementary school enrollment	
Details	Depending on prescribed working hours, up to 2 hours of leave may be taken per day (in increments of at least 30 minutes) either at the beginning or end of the workday. (When taken concurrently with Child Care Leave, the total leave time must not exceed 2 hours)	Working hours are reduced in one of the following ways: <ul style="list-style-type: none"> • Working 5 days a week with working hours reduced to 4 hours per day. • Working 5 days a week with working hours reduced to 5 hours per day. • Working 5 days a week with working hours reduced to 6 hours per day. • Working 3 days a week with working hours of 7 hours and 45 minutes per day. • Working 3 days a week with working hours of 7 hours and 45 mins for 2 days, and reduced to 4 hours for the remaining 1 day. • Other than the options listed above, working hours may be reduced to 19 hours and 30 minutes, 20 hours, 23 hours and 15 minutes, 25 hours, or 30 hours per week (if deemed particularly necessary by the university president.)
Use Limit	None (Extension and shortening also possible)	
When and How to Apply	Submit application to the Personnel Section of your affiliated department 1 month before the desired start date.	
Period of Use Limit	None	Limited to a time frame of more than 1 month but less than 1 year.

	Partial Child Care Leave	Reduced Working Hours to Accommodate Child Care Needs
Salary	<ul style="list-style-type: none"> • Reduction of salary for time not worked • Reduction of Diligence Allowance in proportion to the number of Partial Child Care leave hours taken • No reduction from Retirement Allowance <p>*Example for those to whom the Hokkaido University Employment Regulations apply</p>	<ul style="list-style-type: none"> • Basic monthly salary and related allowances calculated according to the number of hours worked. • Reduction of Term-end Allowance and Diligence Allowance in proportion to the number of reduced working hours. • An amount equivalent to one-third of the reduced working hours for child care will be deducted from the total eligible service period when calculating retirement allowance. <p>*Example for those to whom the Hokkaido University Employment Regulations apply</p>

(3) Restrictions on Non-Scheduled Work, Overtime, Night Work, and Early/Late Shifts

- To support employees with childcare responsibilities without changing their designated working hours, the university offers systems such as Restrictions on Non-Scheduled Work and adjustments for Early/Late Shifts.

	Restriction on Non-Scheduled Work	Restriction on Overtime Work	Restriction on Late-Night Work	Early/Late Shifts
Eligibility	Employees who reside with and are responsible for the care of children who have not yet reached the age of eligibility for elementary school enrollment	Employees who reside with and are responsible for the care of children under the age of eligibility for elementary school enrollment	Employees who reside with and are responsible for the care of children under the age of eligibility for elementary school enrollment (subject to conditions related to the employee's spouse)	Employees who reside with and are responsible for the care of children <ul style="list-style-type: none"> • who are under the age of eligibility for elementary school enrollment • who are enrolled in elementary school, the first half of compulsory education school, or in the elementary, junior high, or senior high school divisions of a special needs (in the case of children enrolled in the high school division of a special needs school, this applies until March 31 after the child turns 18)
Details	Eligible employees shall not be required to work beyond their prescribed working hours	Eligible employees shall not be required to work more than 24 hours of overtime per month or 150 hours per year.	Eligible employees will not be required to work late-night shifts.	Employees may begin work earlier or finish work later than their standard working hours, within the time window of 7:00 AM to 10:00PM
Use Limit	None			
How and When to Apply	Submit an application to the Personnel Section of your affiliated department 1 month before the desired start date.			
Period of Use Limit	Limited to a time frame of more than 1 month but less than 1 year.			Limited to a time frame of more than 1 month but less than 6 months.
Salary	Not Affected			

5. Social Insurance

(1) Social Insurance (Mutual Aid Association) Insurance Premiums

- ✚ Prenatal Maternity Leave and Postnatal Maternity Leave
 - Employees enrolled in Social Insurance (Mutual Aid Association) will be exempted from the insurance premiums normally deducted from their monthly salary.
 - To apply for these exemptions, employees must submit a request themselves. Please contact your affiliated department's Social Insurance (Mutual Aid Association) representative to complete the necessary paperwork.
- ✚ Child Care Leave (At Birth) Period Exemption
 - Exemptions from social insurance premiums may also be available during Child Care Leave (At Birth); however, even if exemptions were received during prenatal or postnatal maternity leave, a separate application is required.
- ✚ Revision of Standard Monthly Remuneration
 - Upon completion of Postnatal Maternity Leave, the standard monthly remuneration will be revised if certain conditions are met.
 - Upon completion of Child Care Leave (At Birth), the standard monthly remuneration will be revised if the employee is raising a child under the age of 3 and certain conditions are met.
 - If an employee raising a child under the age of 3 experiences a decrease in their standard monthly remuneration compared to the month before child-rearing began, the previous amount may be used as the standard monthly remuneration for the child-rearing period when calculating future pension benefits.
 - All standard monthly remuneration adjustments listed above require application by the employee. To receive these benefits, please complete the necessary applications and submit them to your affiliated department's Social Insurance (Mutual Aid Association) representative.

(2) Childbirth Allowance and Family-related Childbirth Allowance

- ✚ If an employee or their dependent gives birth, they may be eligible to receive childbirth allowance, family childbirth allowance, and supplementary allowances for both (through the Mutual Aid Association), depending on their specific circumstances.
 - As a general rule, payments by the insurer (the Mutual Aid Association) are made directly to medical institutions
 - Since procedures may vary depending on the medical institution, please contact the facility where you plan to give birth for more details on their system.

- To complete the procedure, please submit the “Childbirth Allowance / Family Childbirth Allowance Claim Form” to your affiliated department’s Social Insurance (Mutual Aid Association) representative.

(3) Child Care Leave Allowance

- ✚ Employees who take Child Care Leave (At Birth) in order to care for children who have not yet reached the age of 1 year old may be eligible to receive childcare leave benefits (Childbirth Allowance) from Employment Insurance (Hello Work) upon application. However, even after the child turns 1, employees may still be able to take additional Child Care Leave and receive Childbirth Allowance if certain criteria are met.
- Please contact your affiliated department’s Employment Insurance Representative to apply.

(4) Postnatal Leave Support Allowance

- ✚ After childbirth, employees who take at least 14 consecutive days of Child Care Leave (At Birth) (either both parents or the employee alone if their spouse is not working) may be eligible to receive the Postnatal Leave Support Allowance from Employment Insurance (Hello Work) upon application, provided certain criteria are met.
- Please contact your affiliated department’s Employment Insurance Representative to apply.

(5) Reduced Working Hour Allowance for Childcare

- ✚ Employees who reduce their working hours to care for a child under the age of 2 may be eligible to receive Reduced Working Hour Allowance for Childcare upon application to Employment Insurance (Hello Work), if they experience a decrease in wages compared to the month prior to reducing working hours for childcare purposes.
- Please contact your affiliated department’s Employment Insurance Representative to apply.

(6) Property Accumulation and Pension Accumulation Savings (Zaikei-chochiku)

- ✚ Special provisions for continued application of Property Accumulation Pension Savings and Property Accumulation Housing Savings (often referred to as Zaikei-chochiku)
- In general, if regularly scheduled payments are interrupted for a period of two years, the tax exemption on interest earned through Zaikei-chochiku is considered no longer applicable. However, if employees are raising a child under the age of 3 and take Child Care Leave, they may continue to receive the tax exemption and build up their savings.

- Before taking Child Care Leave, you must complete the required procedures to ensure continued eligibility for tax exemption. Please submit all necessary documents to your affiliated department's Employment Insurance Representative to apply.

(7) Mutual Aid Loan

- If the employee has previously taken out a loan or applies for a new loan during their Child Care Leave (At Birth), they may be eligible to defer repayment of the principal amount during that leave period, regardless of the loan type, upon application.
- Currently, loan payments cannot be taken directly out of an employee's salary during Child Care Leave (At Birth). As such, employees must directly make payments through bank transfer during this time. Please notify your affiliated department's Social Insurance (Mutual Aid Association) Representative before the start of your leave.

6. Other

(1) Child Care Centers on Campus

- ✚ There are 3 childcare facilities on Sapporo campus
 - *For more detailed information on each facility, please reference the links to their homepages listed below:
 - *Please note that websites listed below are in Japanese.
 - Kodomo no Sono Childcare Center (<https://www.hokudai.ac.jp/bureau/hoikuen/>)
 - Hokkaido University Hospital Child Care Center "Poplar"
(<https://www.huhp.hokudai.ac.jp/popura/>)
 - Tomoni Childcare Center
(<https://tomoni.ist.hokudai.ac.jp/index.html>)

Caregiving Support System

7. Special Leave

- ✦ Paid special leave is available for employees assisting family members who require long-term nursing care.
 - A state of requiring nursing care refers to a condition in which, due to injury, illness, or physical or mental disability, a family member requires constant care for a period of two weeks or longer. ‘Requiring constant care’ is defined as falling under Level 2 or higher in the Long-term Care Insurance System, or meeting criteria established by the Ministry of Health, Labour and Welfare.

(Ministry of Health, Labour and Welfare Homepage)

(https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/koyou_roudou/koyoukintou/ryou_ritsu/otoiawase_jigyousya.html)

- ✦ While the following table summarizes the basic requirements and time period for Nursing Care Leave, please refer to Table 5 of the Working Hour Rules (or relevant section of the applicable Employment Regulations for Non-Regular Employees).
- ✦ To request leave, submit all necessary paperwork to the personnel section of your affiliated department

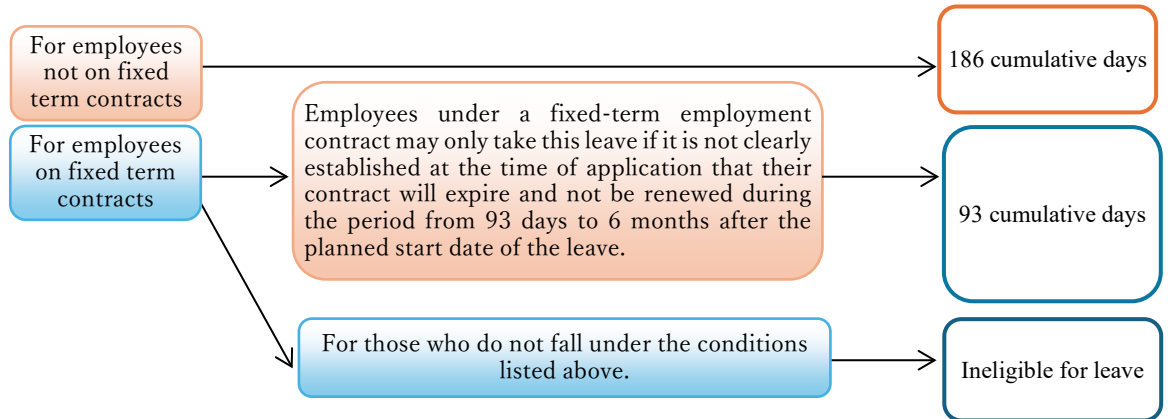
Name	Eligibility (Overview)	Period (Overview)
Nursing Care Leave	Employees may take Nursing Care Leave when it is deemed reasonable for them to be absent from work in order to provide nursing care or assistance to the following family members (including those related through marriage or domestic partnership): Spouse (including common-law or cohabitating partners), parents (including adoptive parents), children, spouse’s parents, grandparents, siblings, and grandchildren.	Up to 10 days per year

8. Nursing Care Leave

(1) Nursing Care Leave

✚ Details and Eligibility

- Leave may be taken up to 3 times per family member requiring nursing care, for a desired period of up to a cumulative 186 days (93 cumulative days for employees on a fixed-term contract).



✚ Salary

- Salary will not be paid during Nursing Care Leave.
- The term-end and diligence allowance, typically paid June 1 and December 1, will be granted even during Nursing Care Leave, provided that the employee has worked within the 6 months preceding the reference date.
- In calculating the retirement allowance 1/2 of the Nursing Care Leave period will be excluded from the total amount.

✚ Important Notes

- Nursing Care Leave is limited to 3 instances per family member.
- The length of Nursing Care Leave may be shortened or extended as necessary.

✚ Procedures

- Please submit all necessary paperwork to the personnel section of your affiliated department at least 2 weeks prior to taking Nursing Care Leave.

(2) Partial Nursing Care Leave

- To support employees with nursing care responsibilities, the university offers a Partial Nursing Care Leave system that allows for working fewer hours than their standard schedule while remaining employed.

	Partial Nursing Care Leave
Eligibility	Employees assisting a family member requiring long-term nursing care.
Details	Employees may take leave in one-hour increments, for up to 4 consecutive hours per day, either at the beginning or end of their scheduled working hours.
Use Limit	None (Extension and shortening also possible)
When and How to Apply	Submit application to Personnel Section of your affiliated department 2 weeks before the desired start date.
Use Period	As a general rule, the leave must be taken within a continuous three-year period starting from the initial date of use.
Salary	<ul style="list-style-type: none"> • Reduction of salary for time not worked • A reduction of Diligence Allowance in proportion to the number of Partial Nursing Care leave hours taken • No reduction from Retirement Allowance *Example for those to whom the Hokkaido University Employment Regulations apply

(3) Restrictions on Non-Scheduled Work, Overtime, Night Work, and Early/Late Shifts

- ✦ To support employees with nursing care responsibilities without changing their designated working hours, the university offers systems such as Restrictions on Non-Scheduled Work and adjustments for Early/Late Shifts.

	Restriction on Non-Scheduled Work	Restriction on Overtime Work	Restriction on Late-Night Work	Early or Late Shift Work
Eligibility	Employees assisting a family member requiring long-term nursing care.			
Details	Eligible employees shall not be required to work beyond their prescribed working hours	Eligible employees shall not be required to work more than 24 hours per month or 150 hours per year.	Eligible employees will not be required to work late-night shifts.	Employees may begin work earlier or finish work later than their standard working hours, within the time window of 7:00 AM to 10:00PM
Usage Limit	None			
When to Apply	Submit application to the Personnel Section of your affiliated department 1 month before the desired start date.			
Period of Use Limit	Limited to a time frame of more than 1 month but less than 1 year.			Limited to a time frame of more than 1 month but less than 6 months.
Salary	Not Affected			

9. Nursing Care Leave Allowance

(1) Nursing Care Leave Allowance

- Employees who take nursing care leave to care for an eligible family member may receive nursing care leave benefits from employment insurance (via HelloWork) upon application when certain requirements are met.
- Please contact your affiliated department’s Employment Insurance Representative to apply.

—Revision History—

June 2015	Partial Revision
January 2017	Partial Revision
April 2017	Partial Revision
October 2017	Partial Revision
April 2019	Partial Revision
August 2020	Partial Revision
April 2022	Partial Revision
October 2022	Partial Revision
July 2025	Partial Revision