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To All Employees

Return-to-Work Handbook for Cancer Patients

- An Approach to Work without Worry
Even if Affected by Disease -

Chugai Pharmaceutical Co., Ltd.

What if I am diagnosed with “cancer”...?

In Japan, it is generally said that two in three men and one in two women are affected by cancer. This handbook gives information about various types of systems that support the employees who receive treatment for “cancer.” If you have any questions or concerns, please do not hesitate to ask some advice of occupational health professionals (occupational physicians, nurses or hygiene managers), human resources staff, and so on.

Sources of Anxiety about Cancer and Jobs

How many days of leave can I take?
What will happen to my earnings when I take a long term of leave?

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Can I return to work after the medical treatment?

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What step of recuperation allows me to return to work?

Page 4

Can I tolerate both regularly seeing the doctor at hospital to take anticancer drug and working for the company?

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Will my privacy be protected when I submit a medical certificate to the company?

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With whom should I obtain some advice about various anxieties?

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Can I get fair treatment and benefits from the Company if I take leave?

The company offers various support systems, such as recuperation leave and the non-work-related injury or sickness leave of absence that allow you to concentrate on receiving your medical treatment during the leave. Chugai Pharmaceutical Health Insurance Society and the Chugai Pharmaceutical Wellnet Club (welfare association) also offer systems to support your financial security during your medical treatment period. To learn the support systems to make it possible for you to return to work or continuously commute to the workplace while receiving the medical treatment to take anticancer drug or irradiation therapy, we would like you to visit Page 4 and 5.

Company's system	Period of recuperation leave	Period of non-work-related injury and sickness leave of absence	Rules after resignation
Maximum number of days of leave	30 to 545 days in line with the length of the total working period	365 to 545 days in line with the length of the total working period	—
Pay	Basic salary and welfare benefits will be provided (Other types of benefits will not be provided).	Not provided (Refer to the clause on "Injury and Sickness Benefits").	—
Tax and social insurance premiums	To be directly debited from the pay	The employee's Resident Tax and Health Insurance premiums, Welfare Pension Insurance premiums, Employment Insurance, etc. will be withheld by the company monthly.	—
Bonus	The bonus may be provided by decreasing some portion of it in line with the period of using the leave. If you take leave for the entire bonus-calculating period, no bonus will be provided.		
Compensation for Injury and Sickness Leave of Absence	If the period of the leave is two months or longer, 100,000 to 300,000 yen will be provided every April and October in line with the length of the leave period.		
Pay rise	If the period of the leave is six months or longer in the period of your performance evaluation, you will be ineligible for your performance evaluation, and as a result, your pay will not rise next year.		
Resignation Pay	If the leave continues from the first to the end of a given month, the total Resignation Pay Incentive Points, including Working-year-based Incentive Points and Performance-based Incentive Points, will not be accumulated.		

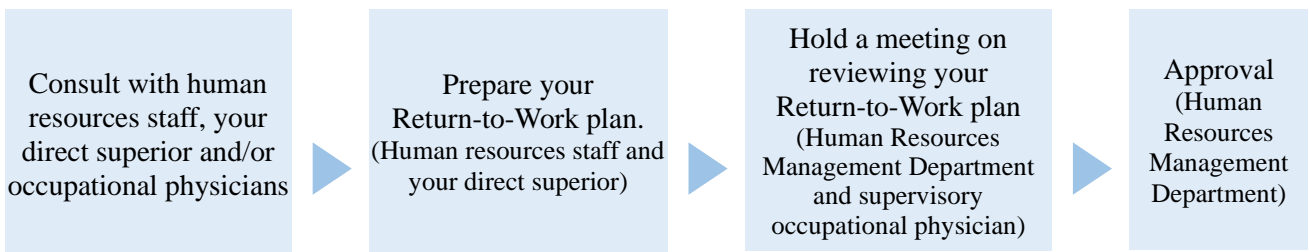
Other systems	Period of recuperation leave	Period of non-work-related injury and sickness leave of absence	Rules after resignation
Injury and Sickness Compensation, and Extended Additional Injury and Sickness Benefits (Chugai Pharmaceutical Health Insurance Society)	—	By applying to the health insurance society, 85% of the standard per diem remuneration amount will be provided. Earnings Tax is not levied. The period used for calculating Injury and Sickness Compensation is capped at one year and six months. Subsequently, the period of providing Extended Additional Injury and Sickness Compensation is one year. Besides, Smoothly Regaining Eligibility as the Insured Covered by Health Insurance, to be accepted by the health insurance society, is necessary to receive the health benefits after your resignation.	
Aggregate Costly Recuperation Expense Benefits (Chugai Pharmaceutical Health Insurance Society)	When a medical treatment expense borne by yourself is greater than 20,000 yen a month per person relevant to one medical specialty (at least treated at one ward that has one hundred or more beds), the extra expense greater than that will be automatically provided (the relevant application is not necessary). Besides, Smoothly Regaining Eligibility as the Insured Covered by Health Insurance, accepted by the health insurance society, is necessary to receive the health benefits after your resignation.		
Consolatory Payments for Injury or Sickness (Chugai Pharmaceutical Wellnet Club)		10,000 yen a month will be provided.	—
Special Injury/ Sickness Consolatory Payments, and Long-term Injury/ Sickness Pensions - Chugai Pharmaceutical Wellnet Club	—	An eligible employee is from Grade1 to Grade3 specified in the Disability Certificate. When the provision of Injury and Sickness Compensation and Extended Additional Injury and Sickness Benefits ended, the benefits from 80,000 yen to 230,000 yen a month will be provided.	
Unemployment Insurance (National system)	—	—	It is necessary to submit a required application form to the local unemployment office (Hello Work).

[Note] There are detailed stipulations for the application of each system. For details, please ask the relevant information desk. (See page 7.)

I am concerned about whether I can return to work after my medical treatment.

Cancer treatment often persists for a long time, and it is associated with weakened physical strength and side effects after the medical treatment. When returning to work, occupational physician, human resources staff and your direct superior will collaboratively reorganize your work schedule, considering your specific circumstances and devising various well-arranged Return-to-Work plans.

You can also continue to work while receiving anticancer drug treatment and irradiation therapy. (See page 5.)



Basic systems to strike the balance between your medical treatment and Return-to-Work

Phased Reinstatement	This is a system to have you get used to commute to the workplace after using long-term leave or leave of absence. After working for one week using core working time (10:00 to 15:00), the full-time work pattern, specified in Article 59 of Rules of Employment, will be applied from the second week. The period applying Phased Reinstatement is two weeks as a rule.
Flextime Working System	Flextime Working System enables you to shift the start of your working hours to reduce the burden of commuting during rush hours.
Telework system	You can utilize the telework system, including the availability of limited work period and work from home, to reduce unnecessary fatigue on your body and achieve flexible work arrangement.
Place to relax and break time	A place to relax and break time are prepared to make it possible to maintain your fitness, mitigating your fatigue and effectively control your physical condition change, such as dumping syndrome. Break time is also arranged to let you take a break when it is necessary in addition to the prescribed break time.
Commuting by your car	You are allowed to commute to the workplace by your car if necessary to reduce your stress to commute during rush hour so long as a parking lot is prepared beside your facility or office.

[Note] You are required to obtain some advice from human resources staff, your direct superior or and occupational physician prior to using any systems mentioned above. According to the result of the consultation, the human resources staff member or your direct superior will prepare a Return-to-Work plan and obtain the approval from Human Resources Management Department. The practical use of the approved system through the process mentioned above will be comprehensively judged depending upon the organizational circumstances and your medical treatment progress.

Going to work while receiving medical treatment

If you continue outpatient treatment such as anticancer drug treatment, irradiation therapy, etc. for several months, you can use recuperation leave or other systems to continue to commute to the workplace according to the medical treatment plan and your physical condition. We will devise a Return-to-Work plan dependent on your individual circumstances to support both the treatment and your Return-to-Work.

- **Return-to-Work plan in the case of receiving anticancer drug treatment, for example**

Treatment schedule

Anticancer drug treatment is performed every three weeks (receiving outpatient treatment for two days, and then receiving oral drug treatment for four days). The total of eight courses of treatment (24 weeks) are planned.

Return-to-Work plan

During the period of anticancer drug treatment, you can take recuperation leave for about one to seven days before or after the treatment according to the condition of adverse reactions. Besides, overtime work is prohibited.

- **Return-to-Work plan in the case of receiving irradiation therapy, for example**

Treatment schedule

Outpatient irradiation therapy is performed for five weeks every evening from Monday to Friday.

Return-to-Work plan

During the treatment period, you receive outpatient treatment every day using the flextime system or telework system. If you need to take leave to have an outpatient visit or due to an adverse side effect, you may be allowed to take recuperation leave.

Basic systems to strike the balance between your medical treatment and Return-to-Work

Less than seven days of Recuperation Leave	Whereas you may be permitted to use Recuperation Leave if your sickness or injury requires medical treatment for seven days or longer, if you receive a cancer treatment, such as anticancer drug treatment or irradiation therapy, you may be allowed to take Recuperation Leave on a day-to-day basis on the day taking a treatment and during the periods of strong adverse reactions before or after the treatment day.
Flextime Working System	Flextime Working System enables you to shift the start of your working hours to reduce the burden of commuting during rush hours. If your working hours do not meet prescribed monthly working hours, for example, you need visit to a hospital every day to have outpatient irradiation therapy, the portion in your pay will be withheld in conformity with a regulation.
Telework system	You can utilize the telework system, including the availability of limited work period and work from home, to reduce unnecessary fatigue on your body and achieve flexible work arrangement.
Place to relax and break time	A place to relax and break time are prepared to make it possible to maintain your fitness, mitigating your fatigue and effectively control your physical condition change, such as dumping syndrome. Break time is also arranged to let you take a break when it is necessary in addition to the prescribed break time.
Commuting by your car	You are allowed to commute to the workplace by your car if necessary to reduce your stress to commute during rush hour so long as a parking lot is prepared beside your facility or office.

[Note] You are required to obtain some advice from human resources staff, your direct superior or and occupational physician prior to using any systems mentioned above. According to the result of the consultation, the human resources staff member or your direct superior will prepare a Return-to-Work plan and obtain the approval from Human Resources Management Department. The practical use of the approved system through the process mentioned above will be comprehensively judged depending upon the organizational circumstances and your medical treatment progress.

Privacy Considerations

To take leave and use the Return-to-Work system, you are required to submit the medical certificate to a human resources staff member. The medical certificate will be exclusively shared between those who are relevant with your leave of absence and Return-to-Work, for instance, persons in charge of human resources, occupational health professionals (namely, occupational physicians, nurses, psychological counselors, and hygiene managers), your direct superior, CBS* staff in charge of employment and Human Resources Management Department. If you do not want to disclose the name of the disease and its process classification to your direct superior or human resources staff, you are suggested to consult with occupational health staff about the systems described below.

*CBS stands for Chugai Business Solution Co., Ltd. The company takes on assignments of accounting, general affairs, human resources-related services and so on from Chugai Pharmaceutical and undergoes the business of insurance agency.

Procedure for having “Verification Letter as Substitute for Medical Certificate” issued

From Healthcare Room of the Chugai Headquarters, “Verification Letter as Substitute for Medical Certificate” is issued, to be used instead of a medical certificate. We would like you to receive some advice from Occupational Health Staff (namely, nurses or hygiene managers) in your facility or office.

On a Verification Letter as Substitute for Medical Certificate, we do not specify a name of the disease or stage classification but only set down disease name classifications for the purpose of sorting them out, including “large intestine cancer”, “gynecological cancer”, “gastric cancer/oesophageal cancer”, “lung cancer”, “hepatobiliary and pancreatic cancer”, “hematological cancer” or “other types of cancer”.

Using a Verification Letter as Substitute for Medical Certificate will not restrict the application of Return-to-Work System.

If you use a Verification Letter as Substitute for Medical Certificate, it is necessary to submit it to Occupational Health Staff, instead of the Medical Certificate. Its original copy will be kept at Healthcare Room of the Chugai Headquarters.

List items on a Verification Letter as Substitute for Medical Certificate:

- Employee ID Number, your name, the department to which you belong
- The issuance date of the medical certificate
- The issuance date of the verification letter
- Classification of disease name
- Items set down on the medical certificate (Only necessary pieces of information relevant to the Return-to-Work process, such as the period of leave and the medical treatment schedule.

Your privacy information obtained during the consultation will be strictly protected.

The information you obtain during the consultation with occupational health staff (occupational physicians, nurses, hygiene managers, and psychological counselors) will be strictly controlled in accordance with the company’s “Guidelines on Managing Health Information.” Persons other than occupational health staff are not permitted to access the information talked at the consultation. Information necessary for a Return-to-Work process may be disclosed to your direct superior and human resources staff only with your prior consent.

Various Advisory Bodies

There are various in-house advisory bodies that employees can use. If you need them, you are suggested to contact any advisory bodies, such as occupational health staff in each facility or office, the in-house career consulting body or an outside health consulting body, to obtain various pieces of advice or to utilize support systems.

Contact Information on Various Advisory Bodies and Series of Systems

Health advisory/counseling	You can obtain some advice from occupational health staff, including occupational physicians, nurses and/or psychological counselors, in each facility or office. It is possible to contact nurses, hygiene managers, your direct superior or human resources staff.
Obtaining pieces of advice on Return-to-Work System	Concerning procedures for using Recuperation Leave or getting back to work and obtaining information about Return-to-Work System, you need to contact human resources staff in each facility or office. You can also contact your direct superior or occupational health staff.
System of Chugai Pharmaceutical Health Insurance Society	You can use the following contact information to ask about a system of Chugai Pharmaceutical Health Insurance Society. Chugai Pharmaceutical Health Insurance Society 5-5-1, Ukima, Kita-ku, Tokyo 115-8543 Tel.: 03-3968-4948 Fax: 03-3968-4947
System of Chugai Pharmaceutical Wellnet Club (Welfare association)	You can use the following contact information to ask about a system of Chugai Pharmaceutical Wellnet Club. Administrative Section of Chugai Pharmaceutical Wellnet Club (in CS General Affairs Department of CBS): Tel.: 03-3273-0820
Regarding human resources system and pay	You need to contact human resources staff in each facility or office, or CBS* staff specializing in employees' pay.
Career advice	You can use the following contact information if you need to obtain some advice on your careers during and after the entire medical treatment period. Career advisory body: Tel. - 03-3273-2211, Mobile - 090-1534-1221
Outside health advisory bodies	<ol style="list-style-type: none"> 1. Fitness improvement, health, long-term family care, child-rearing, mental health (Chugai Pharmaceutical Health Insurance Society) and family's health advice: 0120-911-183 (toll-free) 2. Second opinions available (Chugai Pharmaceutical Health Insurance Society) Best Doctor's Service: 0120-911-183 (toll-free) 3. Suggesting night medical institutions and obtaining some advice on health, long-term family care, child-rearing and mental health (Chugai Pharmaceutical Health Insurance Society) Online Health Advisory Desk: 0120-324-580 (toll-free) 4. Mental health telephone counselling TMS Navigator (medical advisory service offered by Tokio Marine & Nichido Fire Insurance Co., Ltd.) <ul style="list-style-type: none"> • Reservation by phone: 0120-732-160 (toll free) (around-the-clock; 365 days a year) • Advisory service by email: https://www.tms-navi.jp/mypage/en/userLoginAction.do

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