

# Non-Insured Benefits Refresher

Japan

May 23, 2024

# Where to find Benefits Information?

## My Solutions Portal

- Non-insured benefits policies / guidelines
- Japan Rules of Employment
- Submit benefit claims & applications (global education application and claims, APAC professional membership)
- People Services tickets (i.e. people queries, chat support, etc)

**From Sphere > Tools & Services > My Solutions Portal**

The screenshot displays the S&P Global mySolutions Portal interface. At the top, the browser address bar shows the URL 'spgi.service-now.com/esc'. The page header includes the S&P Global logo and 'mySolutions Portal' title, along with user navigation options like 'My Tickets', 'My To-Dos', 'My Favorites', and 'Contact Us'. A main navigation menu lists various service areas: Enterprise Technology, People, Finance & Procurement, Ratings, Market Intelligence, and Commodity Insights. The central content area is titled 'How can we help?' and features a search bar with the placeholder text 'Example: I need help changing my password'. Below this, the page is divided into two primary sections: 'My Recently Used Items' and 'My Active Items'. The 'My Recently Used Items' section contains two buttons: 'Submit Wellbeing Claim' and 'Benefits Inquiry'. The 'My Active Items' section displays a '1 To-dos' notification, '2 Tickets', and '0 My Surveys'. A vertical 'App Feedback' button is located on the right side of the page.

# Where to find Benefits Information?

## Global Benefits Information Site (GBIS)

- Insurance handbooks/manuals
- Recordings
- Country Benefit Summaries
- Global Business Travel Policy & Visa Letters
- Global Holidays

**From Sphere > Tools & Services > My Solutions Portal > People > Quick Links > Global Benefits Information Site**

The screenshot shows the S&P Global website's benefits page. The browser address bar displays 'spgbenefits.com/ourbenefits'. The page features a dark header with the S&P Global logo and a navigation menu. A prominent red button labeled 'Our Benefits' is visible. Below this is a large banner with the text: 'When you put people first, everything else falls into place.' To the right of the text is a photograph of a smiling woman. Below the banner is a section titled 'THE BENEFITS OF S&P GLOBAL' which lists regional categories: Latin America, India and Pakistan, North America, and Asia Pacific. The Asia Pacific category is expanded to show a list of countries: Australia, China, Hong Kong, Indonesia, Japan, and Malaysia.

# Global & Regional Programs

# Wellbeing Program: Telus Health (formerly Lifeworks)

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Emotional  
support and  
counselling

Telus Health provides free confidential expert guidance, assessment / referral services to team members and their family members.

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<https://spglobal.lifeworks.com> or download the Telus Health app from Google Play Store or Apple Store

Company Code: **SPGjp**

Password: **lifeworks**

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# Global Education Support Program

## Continuous Learning

S&P Global encourages you to pursue further education and goals by providing financial assistance.

### Qualifying courses:

- Must be offered by an accredited college, university or institution
- All courses required for a degree, certificate programs or independent courses must be deemed business related.

### Covered expenses:

- Tuition
- Registration and program fees
- Course related books

### Procedure:

- Initial application must be submitted in the My Solutions Portal prior to taking the course. Upload supporting documents such curriculum, program summary, etc. Approval flow: People Leader – People Services
- Once initial application is fully approved, you may submit claims in My Solutions Portal
- Claims should be submitted every end of semester (with marksheets / grades)

**Annual reimbursement limit: JPY 550,000**



# Reproductive Wellness

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## Parental Support, Family Building & Fertility Support

### **Maven Parental Support**

- Unlimited video chat & messaging with doctors, nurses and coaches across various specialities (OB-GYNs, midwives, nutritionists, etc).
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### **Maven Expressed Milk Shipping**

- Offers possible solution for parents to continue feeding with expressed milk after returning to work
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### **Inflection, formerly FertilityIQ (Confirmation Code: Wellness)**

- Find a doctor or clinic for family building topics such as:
    - IVF & Fertility Treatments
    - Menopause
    - Adoption & Foster
    - Surrogacy
    - LGBTQIA+ communities
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# Global Cancer Support

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Support for team members with cancer or other chronic & serious illness

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S&P Global may provide up to 1 year of salary protection while team member is out on unpaid leave due to treatment or recovery from health condition. This is supplementary support to commercial and statutory insurances.

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To confirm eligibility, complete the form and follow instructions:

<https://docs.spgbenefits.com/forms/salarycontinuation>

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# Recharge

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## Rest, Relax, Renew

Flexible time-off approach where there is no prescribed maximum amount of time off you can take.

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Recharge can be requested after Statutory Annual Leaves are booked in Workday.

In case your birthday or service anniversary happens before you've consumed your statutory annual leave, you may file *Recharge – Birthday* or *Recharge – Service Anniversary*.

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Recharge should be filed in Workday.

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Public holidays and other types of time offs or leaves of absences are separate from Recharge.

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# Global Leaves

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## Global Care Leave

- 10 days off to care for spouse / domestic partner, child, parent or grandparent in the event of serious illness or health condition. This paid care leave may be offset by any statutory leave that is already in place.

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## Sabbatical Leave

- You may take 6 months of unpaid sabbatical leave.
  - This can be used to educate, innovate and gain knowledge and pursue interests
  - Discuss with your People Leader and Divisional People Partner
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## Compassion Leave (also refer to ROE for compassionate leave)

- You may take paid compassionate leave following the loss of a close relative of loved one
  - Including pets and pregnancy loss via miscarriage, still birth, loss via surrogacy or other failed fertility or reproductive care
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## Parental Leave

- 26 weeks paid (including Japan's statutory maternity, paternity, adoption leave)
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# APAC Professional Membership

- To encourage team members to maintain and develop their professional skills through memberships with professional associations/institutions.
- S&P Global provides financial assistance in the form of reimbursement for subscription or membership fee to 1 professional association per year.
- Annual reimbursement limit: JPY 100,000



*Details of the policy are in **My Solutions Portal**. Type the keywords to search articles.*

# Update on the harmonized DC Plan Project

## *Sompo DC Plan + top-up CB RAP*

- Target implementation is still Q3 2024
- DC plan is now pre-approved by the Ministry of Health, Labor and Welfare (MHLW)
- Completed collecting employee representative consent (per legal entity)
- We are in the process of lodging the requirements to secure the final approval by MHLW
- Once MHLW give their final approval of the DC plan, \*upcoming activities and actionable items will happen accordingly:
  - H-SPGI – expect to receive new benefit statements (accrued legacy RAP) in Workday
  - H-IHS – Sumitomo DC account transfers to Sompo DC account / withdrawals
  - All entities – Investment education session with Sompo, distribution of starter kits, nominating voluntary contributions, etc.

*Upcoming activities and actionable items will be communicated in the next few months. Investment education session calendar invites will also be shared. Please anticipate email communication from S&P Global People Updates.*

# Local Programs

# Local Leaves

## Menstrual Leave (Paid)

- 1 day per month

## Sick Leave (Paid)

- 10 days paid sick leave

## Family Care Leave (Unpaid)

- The length of family care leave shall be, in principle, the term specified in the application form for up to a total of 93 days per incident requiring care per applicable family member.

## Childcare Leave (Unpaid)

- Childcare leave as per the statutory regulation, which is about 50 - 60% paid by employment insurance.

## Civic Duty and Citizen Judge Leaves

- Paid civic duty such as witness duties and paid citizen judge leave when selected citizen judge duties

***Details of the leaves are in the Japan Rules of Employment in My Solutions Portal. Type the keywords to search articles.***

# Statutory Annual Leave

Years of Service	Leave Entitlement
1 <sup>st</sup>	10
2 <sup>nd</sup>	11
3 <sup>rd</sup>	12
4 <sup>th</sup>	14
5 <sup>th</sup>	16
6 <sup>th</sup>	18
7 <sup>th</sup> and thereafter	20

***Further details are in the Japan Rules of Employment in My Solutions Portal. Type the keywords to search articles***

# Long-Term Disability Leave

For non-work related injury or illness according to years of service.

Years of Service	Paid Leave (Months)	Unpaid Leave (Months)
Less than 1	0	0
1-3	1	6
3-5	1	9
5-10	1	12
10-15	1	18
15 and above	1	24

# Relo Club

Global Wellbeing Support Program is provided by Relo Club in Japan.

## Eligibility

All Japan permanent and contract team members are entitled to this benefit, excluding team members whose scheduled work hours are less than 17.5 hours per week.

## Benefit Plan

- Package Plan “Fukurikosei Club” offered by Relo Club
- Cafeteria Plan (72,000 points per year) \*Equivalent to 72,000 JPY per year

## Reimbursable wellbeing activities, programs, and services

Accommodation, sports facility, self-development, leisure facility, childcare, nursing care, and health care

## Policy and user manual

[People Benefits - Japan Wellbeing Benefit Policy \(Relo Club\) \(service-now.com\)](#)

# Further queries?

- Submit a ticket via [My Solutions Portal](#)
- People Services Chat Support via [My Solutions Portal](#)