

Current: Tokyo Metropolitan Government 2020 Action Plan (2019.11)

Measures	Description	Period	Scope	Responsible Staff	Method of Promotion and Confirmation for Implementation
Annual leave and summer holiday taking	Recommend staff (including metropolitan school teachers) to take planned annual leave and summer holidays	24 Jul to 9 Aug 2020, and 25 Aug to 6 Sep	Addressed to approximately 40,000 TMG staff (governor’s bureaus, and public enterprises bureaus, etc.) and approximately 16,000 metropolitan school teachers and staff*1	Director in charge of personnel and general affairs in each bureau	<ul style="list-style-type: none"> Each bureau to consider an execution system for the period of the Games. Promotion of planned leave taking via recommending the creation of annual holiday plans Encourage staff in each division/section to use telework, off-peak commuting, flexitime, etc.
Implementation of off-peak commuting, flexitime and telework	Conduct off-peak commuting during the Tokyo 2020 Games (telework, off-peak commuting, flexitime, etc.)		About half of TMG staff working at TMG main buildings (approximately 5,000 people) (also looking into the possibility of taking such measures at branch offices)		
	Telework will be used at least once a week by TMG staff excluding those involved in the operation of the Games or citizen interaction (approximately half of TMG staff working at TMG main buildings, 5,000 people).		About half of TMG staff working at TMG main buildings (approximately 5,000 people) to implement at least once a week		

Update (As of February 2020)

Measures	Description	Period	Scope	Responsible Staff	Method of Promotion and Confirmation for Implementation
Annual leave and summer holiday taking	Recommend staff (including metropolitan school teachers) to take planned and consecutive annual leave and summer holidays during the Games	24 Jul to 9 Aug, and 25 Aug to 6 Sep (During this period, set days for the intensive use of telework and/or holiday time) <ul style="list-style-type: none"> 27 Jul (Mon) 31 Jul (Fri) 7 Aug (Fri) 25 Aug (Tue) 1 Sept (Tue) (*Especially on days when traffic congestion is expected or on the opening ceremony day of the Paralympic Games)	Addressed to approximately 40,000 TMG staff (governor’s bureau, etc. and public enterprises) and approximately 16,000 metropolitan school teachers and staff*1	Director in charge of personnel and general affairs in each bureau	<ul style="list-style-type: none"> From April 2020 onward each bureau will establish an implementation system based on the conditions of the Games support staff in each bureau Promotion of planned leave taking via recommending the creation of annual holiday planning Promote the implementation of telework utilizing satellite offices
Implementation of off-peak commuting, flexitime and telework	Implement daily off-peak commuting <ul style="list-style-type: none"> All staff working at TMG main buildings and branch offices to avoid commuting between 8:00 and 10:00 am (distributed start times before 8:00 / after 10:00) For branch office staff near competition venues, account for times when there are spectators Recommend early morning work (before 8:00 am) 		All staff working at TMG main buildings and branch offices*2 *3 *4		
	Actively implement telework <ul style="list-style-type: none"> Telework 2 or more times a week Telework one consecutive week or more during the Games Expand use of satellite offices 		All staff working at TMG main buildings*2 *3 *5		

* 1 Excluding staff engaged in work related to the Tokyo 2020 Games

* 2 Excluding staff who have difficulty in implementing this due to work related to the Tokyo 2020 Games, working on shifts, or engaged in child/nursing care at home

* 3 For staff directly involved with citizen interaction, designated early/late work hours will be set and implemented

* 4 Includes metropolitan school teachers

* 5 Except when it is necessary to be at workplace, such as persons in management/supervising positions