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Chapter 1 Request from Public Employment Security Office (Hello Work)

Persons who are in charge of administrative affairs involving the Employment Insurance for business establishments are supposed to handle various works for employees including procedures for the Employment Insurance related matters and Labor Insurance premium payments, etc. So, it is hoped that active and effective use of this booklet leads well understanding and smooth operation of the system to implement proper notification procedures.

In preparing this booklet, we tried to make it easy to understand and avoid explanatory omissions as possible. If you have any questions, please contact the Public Employment Security Office (Hello Work) located in the jurisdictional area of the place of your business.

1. Administrative processing for the Employment Insurance relation via online system

Notifications related to the Employment Insurance can be processed immediately through the nationwide online network system, 'Hello Work System', using the machine (OCR) capable of reading the contents of every type of notifications directly.

Please note that if you arrive at the time just before the end of **the service hours for the Employment Insurance (from 8:30 to 17:15 on weekdays)**, the immediate processing using OCR could not be available, so, we might ask you to come to the office again.

Because of this, please come to the office having enough time by the end time of the service.

2. Reminders for entry method for notification forms, etc.

When entering in boxes , etc., use **a pencil (HB)**, because every document related to the Employment Insurance is read directly by the machine (OCR) and processed.

For the rest parts, use a ball point pen or a rubber stamp.

Write in standard style katakana and Arabic number, and use '—' mark (dash or hyphen). Write letters large enough to fit in the boxes, with careful manner. Use large

letters for double consonants, such as ‘っ’ and contracted sounds such as ‘ゃ’.

For sonant mark and semi-sonant mark, count them as one-letter. Use ‘イ’ for ‘ヰ’, and ‘エ’ for ‘ヱ’.

Example Sapporo → サ ツ ホ ° □ □ Tokyo → ト ウ キ ヨ ウ
Shizuoka → シ ス ° □ □ □ Hyogo → ヒ ヨ ウ コ ° □

Please make sure that when writing the date of birth or the date when you became eligible to be insured person, if the year, the month, or the day is single-digit number, add ‘0’ to the single-digit number to make them double-digit numbers.

Meaning, the six boxes of the year, the month and the date to be always filled up.

Example Heisei 28(2016) Sept.1st → □ 2 □ 8 □ 0 □ 9 □ 0 □ 1

Heisei 28(2016) Dec.5th → □ 2 □ 8 □ 1 □ 2 □ 0 □ 5

If you made mistakes in writing, erase them clearly with an eraser without leaving a trace, and rewrite correct letters

Do not bend document as possible. If necessary, fold it at the folding marks (▼ ▼, printed on the right and left sides of the form) .

Also, keep forms clean. Do not fasten with staple as well as not making holes to bind.

3 Reminders for keeping notification forms, etc. given by Public Employment

At the time when submitting notifications related to insured persons, Public Employment Security Office provides forms on which date of birth, insurance number of insured person and the number for the place of business are printed, which are necessary for the next notification. (Given forms include Notification for Loss of Employment Insurance Qualification, Notification of Change to Name’ and ‘Application for Payment of Continuous Employment Benefits for the Elderly, etc.)

Please keep these forms carefully with following cautions in mind.

- ① Do not staple or make holes to bind.
- ② Do not fold forms. As well, do not bend edges.
- ③ Do not get dirty.
- ④ Do not keep in humid place
- ⑤ Keep away from direct sunlight.

Also, keep other forms related to the Employment Insurance Application including unused ones carefully in accordance with cautions mentioned above.

Please keep documents related to the Employment Insurance Relation during periods described below from the day on which procedures completed (the day when

notification and other documents submitted.)

Documents related to insured person · · · · · 4 years

Documents related to Labor Insurance premiums · · · · · 3 years

Other documents relate to the Employment Insurance · · · · · 2 years

(Employment Insurance Act Ordinance of Enforcement, Article 143, Act on the Collection of Premiums on Labor Insurance Ordinance of Enforcement, Article 72)

Chapter 2 About Employment Insurance Coverage

1. Definition of covered undertakings

All business establishments employing workers, even one worker, become covered undertakings regardless of type or size of businesses.

Please note that undertakings engaged in agriculture, forestry or fishery are voluntary covered undertakings (temporary voluntary covered undertakings) for the present.

2. Definition of temporary voluntary undertakings

Self-owned businesses engaged in agriculture, forest or fishing (excluding agricultural water suppliers and bean sprout producers) employing less than 5 workers are temporary voluntary covered undertakings.

However, in a case where more than a half of the workers wish to enroll in the Employment Insurance, the business operator of the temporary voluntary covered undertaking must apply for voluntary enrollment. When the application was approved, all workers including ones who did not agree with the enrollment become the insured.

3. Unit of coverage

The unit for the Employment Insurance coverage is set as one business place to one business place bases, which holds independency as one management organization. Branches or plants exercising a certain degree of independent operations in terms of human affairs, accounting or business management, shall take procedures independently.

However, branches or other organizations that do not hold independency, the procedural works must be taken collectively at head offices, etc. by obtaining approval from Public Employment Security Office.

4. Structure of the Labor Insurance coverage

The Labor Insurance covers undertakings by one by one undertaking bases. Covered undertakings are categorized into covered undertakings with unitary procedures and covered undertakings with dual procedures according to type of business. Procedures including application for enrollment as well as destination of insurance premium report and payment differs as follow.

(1) Definition of covered undertakings with unitary procedure

Covered undertakings with unitary procedure handle both the Industrial Accident Insurance and the Employment Insurance as one insurance relation, and handle procedures unitarily including report and payment of insurance premium. All covered undertakings other than covered undertakings with dual procedure fall under this category.

(2) Definition of covered undertakings with dual procedure

Covered undertakings with dual procedure handle the Industrial Accident Insurance and the Employment Insurance separately, and handle procedures including report and payment of insurance premium for each Insurance relation separately. The following undertakings are included in this category.

- ① Undertakings operated by prefectural or municipal government, or any others equivalent thereto.
- ② Undertakings engaged in agriculture, forestry or fishery
- ③ Undertakings engaged in construction
- ④ Undertakings engaged in port transportation service at the ports, to which the Port and Labor Act is applied (Tokyo Port, Yokohama Port, Nagoya Port, Osaka Port, Kobe Port, Port of Kitakyusyu).

Chapter 3 Procedures regarding Places of Business covered by Insurance

Procedures required for places of business covered by the Employment Insurance are stipulated in the two laws, the 'Employment Insurance Act' and the 'Act on Collection, etc. of Insurance Premiums of Labor Insurance'.

Therefore, places of business covered by insurance are **required to submit documents for both** the Employment Insurance (related to insured persons) and the Labor Insurance (related to insurance premium).

Please note that in regard to the Labor Insurance, submission destinations and document types differ depending on the contents of business (whether it is covered undertaking with unitary procedure or with dual procedure).

Various forms for the Employment Insurance-related are available at Public Employment Security Office. Also, it can be downloaded on the Hello Work Internet Service. Please check below for details.

<https://hoken.hellowork.go.jp/assist/600000.do?screenId=600000&action=initDisp>

1. Procedures to be taken when newly establishing place of business

(1) Labor Insurance Relation

- Document to be submitted ····· **'Notification of Establishment of Labor Insurance Relation'**
 - Due date of submission ····· Within 10 days from the day on which a place of business became applicable to covered undertaking (the first day on which the business started with employing worker(s))
 - Place to be submitted ····· As shown in ① and ② below.
 - ① Place of business with unitary processing... Labor Standard Inspection Office.
 - ② Places of business with dual processing... The Employment Insurance-related documents... Public Employment Security Office: The Industrial Accident Insurance-related documents... Labor Standard Inspection Office
- Document to be submitted ····· **'Application for Estimated Premium of Labor Insurance (Payment Note)'**
 - Due date of submission ····· Within 50 days from the day on which a place of business became applicable to covered undertaking.
 - Place to be submitted ····· As shown in ① and ② below.

① Places of business with unitary procedure

Submit an application (payment note) printed in black and red at Labor Bureau, Labor Standard Inspection Office or financial institution, and pay the premium.

② Places of business with dual procedure

Submit the Employment Insurance-related application (payment note) printed in lilac and red at Labor Bureau or financial institution: The Industrial Accident Insurance-related application (payment note) printed in black and red (payment note) at Labor Bureau, Labor Standard Inspection Office or financial institution, and make a payment.

(2) Employment Insurance Relation

• Document to be submitted.....'**Notification for Establishment of Place of Business covered by the Employment Insurance**'

• Due date of submission.....Within 10 days from the following day of the day on which the business became applicable to covered undertaking (the day on which a business started with employing worker(s))

• Place to be submitted.....Public Employment Security Office having jurisdiction over the location of the place of business.

• Documents and other materials to bring.....As shown from ① to ③ below

(In principle, ② means 'Certificate of Registered Information').

① Copy of 'Notification for Establishment of Labor Insurance Relation'

② Certificate of Registered Information, Business License, Construction Contract, Estate Contract, etc. Please note that in a case where the location of the covered undertaking is different from the registered address, additional document such as public utility charge bill or lease contract, etc. specifying the location of undertaking is required

If necessary, additional documents might be required to submit, or field investigation might be carried out to confirm the existence of the business.

③ Wage ledger, Roster of workers, Attendance book

• Other procedure.....Prepare and submit the Notification for Acquisition of Employment Insurance Qualification (or Notification for Transfer of Insured Person under the Employment Insurance) together with Notification for Establishment.

[Reference] About books related to labor

There are books required by law to be prepared, or necessary for employment management and wage calculation, etc. (Please contact Labor Standard Inspection Office for details.)

- Roster of workers (Article 107 of the Labor Standards Act)
 - Full name, Date of birth, Address
 - Date of employment
 - Date of dismissal or retirement, and reasons
 - Type of work engaged in, etc.
- Wage ledger (Article 108 of the Labor Standards Act)
 - Total amount of wages and amount of various deductions
 - Breakdown of basic wage and various allowances
 - Wage calculation period
 - Working days, working hours, etc.
- Attendance record or time-clock-card
- Rules of employment, Pay regulations (Article 2, 15, 89 of Labor Standards Act)
- Copies of procedures taken for social insurance and labor insurance, etc.
- Written notice of working conditions (Written notice of hiring)
(Article 15 of Labor Standards Act) or Employment Agreement

Entry Example of Notification for Establishment of Labor Insurance Relation

様式第1号（第4条、第64条、附則第2条関係）（1）（表面）

① 'Labor Insurance Number'

Do not enter the number because it will be entered by Employment Security Office or Labor Inspection Office where this notification is submitted

② 'Date of Insurance Relation Establishment'

Enter the year, month, day written in column ⑥.

④ 'The number of insured persons covered by Employment Insurance'

Enter the total number of the general, short term and daily workers written in column ⑦.

⑫ 'Corporation Number'

Enter the corporation number (13-digit number issued by National Tax Agency).
In a case where the notifier is an individual business operator, fill up all 13-digit columns with 13 0s (zero).

⑦ 'The number of insured persons covered by Employment Insurance'

For 'general and short term', write the total number of general insured persons and short term special insured persons out of one-month-averaged number of insured persons for Employment Insurance; for 'daily', write the number of daily work insures.

⑬⑭⑮ 'place of business'

Enter the address where actually operating business.
In a case where notifier is an individual, enter the name of the operator, as well as the trade name.
For <カナ> (kana), use only katakana and '-', replace alphabets with katakanas and make them easy to read by dividing suitably.
For <漢字> (kanji), enter correctly by using kanji, hiragana, katakana and alphabet.

③ 'Overview of business'

Enter the content of business specifically.

⑥ 'Date of Insurance Relation Establishment'

Enter the date when the business became a Labor Insurance covered undertaking.

⑧ 'Estimated amount for total wages'

Enter the estimated amount of total wages payable to workers employed in the period from the date when the insurance relation was established to the end of the current business year (March 31st).

⑮ 'The number of older workers applicable to exemption'

Enter the number of older workers included in the general insurers. (Refer to page 91.)

提出用
28年4月18日

労働保険 0: 保険関係成立届(継続)(事務処理委託届)
1: 保険関係成立届(有期)
2: 任意加入申請書(事務処理委託届)

① 事業主 住所又は所在地 4代田区霞が関 1-1-1
氏名又は名称 株式会社 カスミ商店
② 所在地 千代田区霞が関 1-1-1
電話番号 03-1234-5678

③ 事業の種類 食料品・日用品等の販売
卸売業・小売業

④ 加入済の労働保険 (イ) 労災保険 (ロ) 雇用保険
⑤ 保険関係成立年月日 (労災) 28年4月15日 (雇用) 28年4月15日
⑥ 雇用保険被保険者数 一般・短期 10人 日雇 0人
⑦ 賞金総額の見込額 34,095 千円

⑧ 名称・氏名 カスミ商店
⑨ 名称・氏名 カスミ商店
⑩ 名称・氏名 カスミ商店
⑪ 名称・氏名 カスミ商店
⑫ 名称・氏名 カスミ商店
⑬ 名称・氏名 カスミ商店
⑭ 名称・氏名 カスミ商店
⑮ 名称・氏名 カスミ商店

⑯ 加入済労働保険番号 (31600又は31602のとき) 都道府県 所掌 管轄(1) 基幹番号 扶番号
⑰ 加入済労働保険番号 (31600又は31602のとき) 都道府県 所掌 管轄(2) 基幹番号 扶番号

⑱ 雇用保険被保険者数 (31600又は31602のとき) 10人
⑲ 免除対象高齢労働者数 (31600又は31602のとき) 1人
⑳ 加入済労働保険番号 (31600又は31602のとき) 都道府県 所掌 管轄(1) 基幹番号 扶番号
㉑ 加入済労働保険番号 (31600又は31602のとき) 都道府県 所掌 管轄(2) 基幹番号 扶番号

⑳ 保険関係成立年月日 (31600又は31601のとき) 7-28-04-15
㉑ 事務処理委託年月日 (31600又は31602のとき) 元号: 平成は7
㉒ 常時使用労働者数 10人
㉓ 雇用保険被保険者数 (31600又は31602のとき) 10人
㉔ 免除対象高齢労働者数 (31600又は31602のとき) 1人
㉕ 加入済労働保険番号 (31600又は31602のとき) 都道府県 所掌 管轄(1) 基幹番号 扶番号
㉖ 加入済労働保険番号 (31600又は31602のとき) 都道府県 所掌 管轄(2) 基幹番号 扶番号

※雇用保険の事業所番号 (31600又は31602のとき) 都道府県 所掌 管轄(1) 基幹番号 扶番号
※特掲コード (31600又は31602のとき) (31600のとき) (31600のとき) (31600のとき)
※業種 (31600又は31602のとき) 33 34 35

事業主氏名 (法人のときはその名称及び代表者の氏名) 記名押印又は署名
株式会社 カスミ商店
代表取締役 千代田カスミ

⑭ 法人番号 6000120700011

Entry Example for Application for Estimated Insurance Premium for Undertaking covered by the Labor Insurance (undertaking with unitary procedure)

① 'Labor Insurance number'

At the time when submitting 'Notification of Establishment of Labor Insurance Relation' to Inspection Office, a Labor Insurance number is allocated. Enter the number allocated.

② 'Corporation Number'

Enter a corporation number (13-digit number issued by National Tax Agency). If the applicant is an individual business operator, fill up all 13-columns with 0s (zero).

③ 'Special Count (Tokkei) Business'

A business of which employment insurance rate is $\frac{11}{1000}$, circle (○): business with the ratio of $\frac{13}{1000}$ or $\frac{14}{1000}$, circle (イ).

④ 'Type of business and work'

Write the content of business and works specifically.

第6号(第24条、第25条、第33条関係)(甲)(1)(表面)

労働保険 概算・増加概算・確定保険料 申告書

標準字体 **012345678**

平成28年 4月18日

提出用

あて先 〒102-3456 千代田区九段南1-2-1

東京労働局 労働保険特別会計歳入徴収官殿

⑦ 区分

区分	⑧ 保険料・一般拠出金算定基礎額	⑨ 保険料・一般拠出率	⑩ 確定保険料・一般拠出金額 (⑧×⑨)
労働保険料	13101012345	1000分の(イ)	
労働保険料		1000分の(イ)	
雇用保険法 適用者分		1000分の(イ)	
雇用保険法 高年齢労働者分		1000分の(イ)	
雇用保険法 保険料算定対象者分		1000分の(イ)	
一般拠出金		1000分の(イ)	

⑪ 算定期間 平成28年 4月15日 から 平成29年 3月31日 まで

区分	⑫ 保険料算定基礎額の見込額	⑬ 保険料率	⑭ 概算・増加概算保険料額 (⑫×⑬)
労働保険料		1000分の(イ)	459012
労働保険料	34095	1000分の(イ)	119332
雇用保険法 適用者分	34095		
雇用保険法 高年齢労働者分	3215		
雇用保険法 保険料算定対象者分	30880	1000分の(イ)	339680

⑮ 申告済概算保険料額

⑯ 申告済概算保険料額

⑰ 法人番号 6000120700010

⑱ 期別納付額

期別	(イ) 概算保険料額 (⑭の(イ)×⑮)	(ロ) 労働保険料充当額 (⑭の(ロ)×⑮)	(ハ) 不足額 (⑭の(ハ)×⑮)	(ニ) 今期労働保険料 ((⑭の(イ)×⑮)+(⑭の(ロ)×⑮))	(ヒ) 一般拠出金充当額 (⑭の(ヒ)×⑮)	(ヘ) 一般拠出金額 (⑭の(ヘ)×⑮)	(ホ) 今期納付額 ((イ)+(ロ))
第1期	459,012			459,012			459,012
第2期							
第3期							

⑲ 所在地 東京都千代田区霞が関1-1-1

⑳ 事業又は作業の種類 卸売業・小売業

㉑ 郵便番号 100-0001 電話番号 (03)1234-5678

㉒ 住所 東京都千代田区霞が関1-1-1

㉓ 名称 株式会社 カスミ商店

㉔ 氏名 代表取締役 千代田カスミ

⑫ 'Estimated amount as basic amount for premium calculation'

Enter the estimated amount (fractions less than one thousand yen omitted) of total amount of wages payable to workers employed in the period from the date when the insurance relation was established to the end of the current business year (March 31st).

⑬ 'Application for Payment Postponement'

Postponement can be accepted if insurance premium is 400,000 yen and more (In a case of either one of the Worker's Accident Insurance or the Employment Insurance, the acceptable amount is 200,000 yen and more).

[Payment Frequency]

Date of establishment 4/1~5/31 3 times
6/1~9/30 2 times
After 10/1 1 time

⑭ 'Date of Establishment of insurance relation'

Enter the date entered in column ⑥ of 'Notification of Establishment of Labor Insurance Relation'.

Entry Example of Application for Estimated Premium for Undertaking covered by the Labor Insurance (undertaking with dual procedure)

① 'Labor Insurance Number'

- Enter the number written in the Notification of Establishment of Labor Insurance Relation (copy). (A number is allocated when Notification for Establishment of Labor Insurance Relationship is submitted at Employment Security Office.)

③ 'Corporation Number'

- Enter a corporation number (13-digit number issued by National Tax Agency).
- In a case where the applicant is individual business operator, fill up all 13-columns with 0s (zero).

⑦ 'Special Count (Tokkei) Business'

- A business of which employment insurance rate is $\frac{11}{1000}$, circle (○), business with the ratio of $\frac{13}{1000}$ or $\frac{14}{1000}$, circle (イ).

⑫ 'Application for Payment Postponement'

- Postponement can be accepted if insurance premium is 200,000 yen and more.
- [Payment Frequency] Date of establishment 4/1~5/31 3 times 6/1 ~ 9/30 2 times After 10/1 1 time

⑫ 'Estimated amount as basic amount for premium calculation.'

- Enter the estimated amount (fractions less than one thousand yen omitted) of total amount of wages payable to workers employed in the period from the date when the insurance relation was established to the end of the current business year (March 31st).

⑫ 'Date of establishment of insurance relation'

- Enter the date written in the column ⑥ of 'Notification of Establishment of Labor Insurance Relations hip'.

⑫ 'Type of business or work'

- Write the content of business and works specifically.

第6号 (第24条、第25条、第33条関係) (甲) (1) (表面)

労働保険 概算・増加概算・確定保険料 申告書

標準字体 **01234567** (記入に当たっては注意事項をよく読んでから記入して下さい。O・R印への記入は上記の「標準字体」でお願います。)

提出用
平成28年 4月 18日
あて先 〒102-3456
千代田区九段南1-2
東京労働局
労働保険特別会計歳入徴収官殿

① 労働保険番号: 13101012346-456

② 算定期間: 平成 年 月 日 から 平成 年 月 日まで

区分	⑧ 保険料・一般拠出金算定基礎額		⑨ 保険料率		⑩ 確定保険料・一般拠出金額 (⑧×⑨)	
	千円	円	千分	分	千円	円
労働保険料						
労働保険分						
雇用保険法適用者分						
雇用保険法高年齢労働者分						
保険料算定対象者分						
一般拠出金						

区分	⑫ 保険料算定基礎額の見込額		⑬ 保険料率	⑭ 概算・増加概算保険料額 (⑫×⑬)	
	千円	円		千円	円
労働保険料					84000
労働保険分					
雇用保険法適用者分	6000				
雇用保険法高年齢労働者分					
保険料算定対象者分	6000		14		84000

⑮ 申告済概算保険料額

⑯ 申告済概算保険料額

⑰ 増加概算保険料額

⑱ 法人番号: 6000021207010

期別	⑲ 概算保険料額 (⑭の(イ)÷⑬)	⑳ 労働保険料当額 (⑭の(イ)÷⑬)	㉑ 第2期納付額 (⑲-⑳)	㉒ 今期労働保険料 (⑲-⑳)又は(イ)+(ウ)	㉓ 一般拠出金当額 (⑭の(ウ)÷⑬)	㉔ 一般拠出金額 (⑭の(ウ)÷⑬)	㉕ 今期納付額 (㉒)+(㉔)
第1期	84000			84000			84000
第2期							
第3期							

⑳ 事業又は作業の種類: 設備工事

㉖ 保険関係成立年月日: 平成28年4月15日

㉗ 事業廃止等理由: (イ) 廃止 (ウ) 委託 (エ) 労働者なし (オ) その他

㉘ 加入している労働保険: (イ) 労働保険 (ウ) 雇用保険 (エ) 特掲事業 (オ) 該当する (カ) 該当しない

㉙ 所在地: 東京都千代田区霞が関1-2-3

㉚ 事業主: 株式会社 ミスカ
代表取締役 中央太郎

Entry Example of Notification for Establishment of Place of Business covered by the Employment Insurance

雇用保険適用事業所設置届 (必ず第2部の注意事項を熟読してから記載し)

※ 事業所番号

1. 法人番号 (個人事業の場合は記入不要です。) 下記のとおりに掲げます。
 12001 1234567891011 池袋 公共職業安定所長 殿

2. 事業所の名称 (カタカナ) 平成28年 6月 6日
 カフ シキカ イシヤ
 事業所の名称 (続き (カタカナ))
 コヨウホケン イケフ クロシテン

3. 事業所の名称 (漢字)
 株式会社
 事業所の名称 (続き (漢字))
 雇用保険 池袋支店

4. 郵便番号
 170-0013

5. 事業所の所在地 (漢字) ※市・区・郡及び町村名
 豊島区 東池袋
 事業所の所在地 (漢字) ※丁目・番地
 3-5-13
 事業所の所在地 (漢字) ※ビル、マンション名等

6. 事業所の電話番号 (項目ごとにそれぞれ左詰めで記入してください。)
 03-3987-8609

7. 設置年月日 (3桁和 4桁西) 8. 労働保険番号
 4-280606 (3桁和 4桁西) 50112345678000

※ 公共職業安定所 記 載 種 別 (1 無類) (2 任意) (3 業種) (4 業種)

9. 設置区分 (1 無類) (2 任意) (3 業種) (4 業種)

10. 事業所区分 (1 無類) (2 任意) (3 業種) (4 業種)

11. 産業分類

12. 台帳保存区分 (1 日雇労働者以外の事業所) (2 日雇労働者)

13. 住 所 (フリガナ) トウキョウトヨコグカスミガセキ (事業所の所在地) (フリガナ) 東京都千代田区霞が関1-2-2	17. 常時使用労働者数 30 人
14. 事業の概要 (フリガナ) カブシキガイシャ コヨウホケン (フリガナ) 株式会社 雇用保険 (フリガナ) ダイセイヨウトシマリヤク コヨウラウ 代表取締役 雇用太郎	18. 雇用保険被保険者数 一 般 30 人 日 雇 人
15. 事業の開始年月日 平成28年6月6日 ※事業の開始年月日 平成 年 月 日	19. 賞金支払関係 賞金締切日 20 日 賞金支払日 (由) 翌月25日
16. 廃止年月日	20. 雇用保険担当課名 管理 課 庶務 係
備考	21. 社会保険加入状況 <input checked="" type="checkbox"/> (健康保険) <input checked="" type="checkbox"/> (厚生年金保険) <input checked="" type="checkbox"/> (労災保険)

(この届書は、事業所を移動した日の翌日から起算して1年以内に出発してください。)

1 'Corporation Number' (Entry is not necessary for individual business operator)

- Corporation number (Enter the 13-digit number issued by National Tax Agency.)

2 'Name of Place of Business (katakana)'

- Do not use numbers, use only katakana and mark '-'.
 If there are unused columns, divide the name to make it easy to read in a way you think proper.
- In a case where the notifier is an individual business operator, enter the name of operator, and the trade name.
 Example テキョウ ショウテン
 センイン クニヒロ

3 'Name of place of business (kanji)'

- Enter clearly with kanji, katakana, hiragana and number.

7 'Date of establishment'

- Enter the date when the business became a covered undertaking under Employment Insurance. (Same with the 'Date of establishment (Employment)' entered in column ⑥ of Notification for Labor Insurance)

8 'Labor Insurance Number'

- A place of business, which submits Notification for Establishment of Labor Insurance Relation to Labor Inspection Office, enter the Labor Insurance number specified in your copy.

※ Make sure to enter the reverse side.

12 'Seal/Stamp'

Affix the seal/stamp of the place of business (corporation seal/stamp), or, write a signature by business operator's own hand.

- However, if there is no seal/stamp, or, the operator uses a post stamp that contains the name of the place of business or the name of the operator, it is not necessarily to affix a seal/stamp of the place of business. As well, if a post seal/stamp is not available, a private seal is acceptable.

22. 事業所印影 事業主(代理人)印影 改印欄(事業所)

登 録 印

印 印

23. 最寄りの駅又はバス停から事業所への道順

労働保険事務組合記載欄

所在地 _____

名 称 _____

代表者氏名 _____ 印

委託開始 平成 年 月 日

2. Procedures to be taken when location and name of place of business, address and name of business operator and type of business changed

(1) Labor Insurance Relation

- Document to be submitted.....'**Notification for Changes to Name and Location of Place of Business covered by the Labor Insurance'**
- Due date of submission.....Within 10 days from the following day of the day on which the change was made.
- Place to be submitted.....As shown in ① and ② below.
 - ① Places of business with unitary processing covered by Labor Insurance shall submit documents at Labor Standard Inspection Office.
 - ② Places of business with dual processing covered by the Labor Insurance shall submit Employment Insurance related documents at Public Employment Security Office, and the Industrial Accident Insurance related documents at Labor Standard Inspection Office.

(2) Employment Insurance Relation

- Document to be submitted.....'**Notification for Changes to Place of Business covered by the Employment Insurance'**
- Due date of submission.....Within 10 days from the following day of the day on which the change was made.
- Place to be submitted.....Public Employment Security Office having jurisdiction over the location of the place of business.
- Materials to bring.....As shown ①~② below.
 - ① Copy of 'Notification for Changes to Name and Location of Place of Business covered by the Labor Insurance, etc.'
 - ② Certificate of Registered Information, Business License, or documents (copies) submitted to other administrative organs, etc., confirming the fact of the change.

Regarding a corporation body, **in a case where only a name of the corporate representative was changed, notification is not necessary.**

Reminders when place of business was relocated

- ◎ Relocation within the same prefecture
 - ① covered undertakings with unitary processing

Firstly, submit 'Notification for Changes to Name and Location of Place of Business covered by the Labor Insurance' at Labor Standards Inspection Office having jurisdiction over the new location, then, with attaching a copy of aforementioned notification, submit 'Notification for Changes to Place of Business covered by Employment Insurance' at the Public Employment Security Office having jurisdiction over the new location.
 - ② covered undertakings with dual processing

Submit 'Notification for Changes to Name and Location of Place of Business covered by the Labor Insurance' and a 'Notification for Changes to Place of Business covered by the Employment Insurance' at the Labor Standards Inspection Office having jurisdiction over the new location.
- ◎ If a place of business moves to a location out of the current prefecture, please consult with Labor Bureau.

Entry Example of Notification for Changes to Name and Location of Place of Business covered by the Labor Insurance

'Place of Business after Changes'

- Enter the changed matters only.
- For <カナ (kana)>, use only katakana and ' - ', replace alphabets with katakana and make it easy to read by dividing suitably.
- For <(漢字) kanji>, enter correctly by using kanji, hiragana, katakana and alphabet.

⑧ 'Type of Business'

- Write specifically because in a case where type of business changed, insurance rate may change.

提出用

労働保険 名称、所在地等変更届
下記のとおり届事項に変更があったので届けます。

平成28年 4 月 11 日

福岡中央労働基準監督署長 殿
公共職業安定所長

種別 **31604**

〒	〒	府 県	所 属 管 轄 (1)	基 幹 番 号	枝 番 号
		40101010000			000

郵便番号 **812-4011** 住所市・区・部名 **フクオカシ**

① 住所 (カナ)
 住所 (つづき) 町村名 **チュウオウクタ イミヨウ**
 住所 (つづき) 丁目・番地 **2-1-36**
 住所 (つづき) ビル・マンション名称 **シンニホンビル**

② 住所 (漢字)
 住所市・区・部名 **福岡市**
 住所 (つづき) 町村名 **中央区大名**
 住所 (つづき) 丁目・番地 **2-1-36**
 住所 (つづき) ビル・マンション名称 **新日本ビル**

③ 名称・氏名 (カナ)
 名称・氏名 **ル○○コ ウシツ**
 名称・氏名 (つづき) **ル○○コ**
 名称・氏名 (つづき) **ウシツ**
 電話番号 **092-434-9801**

④ 名称・氏名 (漢字)
 名称・氏名 **ル○○号室**
 名称・氏名 (つづき) **ル○○号室**
 名称・氏名 (つづき) **ル○○号室**

届出完了予定年月日 (元号：平成は7) **28-04-01**

変更後の労働保険番号
 府 県 所 属 管 轄 (1) 基 幹 番 号 枝 番 号
 40101010000 - 000

変更後の元籍労働保険番号
 府 県 所 属 管 轄 (1) 基 幹 番 号 枝 番 号
 40101010000 - 000

変更後の事業所番号 **00000000000000000000**

※ 保険関係区分 **00** 事務所区分 **00** 管 轄 (2) **00**

※ 業 種 **00** 産業分類 **00** 特殊コード **00** 労務管理理由コード **00**

※ データ指示コード **00** ※ 再入力区分 **00**

※ 修正項目 (英数・カナ) **00000000000000000000**

※ 修正項目 (漢字) **00000000000000000000**

事業主 **福岡市中央区大名2-1-36**
 住所 **新日本ビル○○号室**

株式会社 労働局
 氏名 **代表取締役 労働大助** (印)
(法人のときはその名称及び代表者の氏名)

(28.3)

① 事業主 住所又は所在地 氏名又は名称	住所又は所在地 氏名又は名称
② 事業 所在地 名称	所在地 名称
③ 事業 住所 名称・氏名	住所 名称・氏名
④ 事業の種類	
⑤ 事業予定期間 年 月 日 から 年 月 日まで	
⑥ 事業主 住所又は所在地 氏名又は名称	住所又は所在地 氏名又は名称
⑦ 事業 所在地 名称	所在地 名称
⑧ 事業の種類	
⑨ 変更理由	移転のため

Entry Example for Notification for Changes to Place of Business covered by the Employment Insurance

雇用保険事業主事業所各種変更届

(必ず第2面の注意事項を読んでから記載してください。)

※ 事業所番号

帳票種別 1 2 0 0 3

※1. 変更区分 2. 変更年月日 4-280620 (元 年 月 日)

3. 事業所番号 4900-123456-7 4. 設置年月日 4-270606 (3 昭和 4 平成 元 年 月 日)

●下記の5~11欄については、変更がある事項のみ記載してください。

5. 法人番号 (個人事業の場合は記入不要です。) 1234567891011

6. 事業所の名称 (カタカナ) カブシキガイシャ コヨウホケン
事業所の名称 (続き) (カタカナ) コヨウホケン タチカワシデン

7. 事業所の名称 (漢字) 株式会社
事業所の名称 (続き) (漢字) 雇用保険 立川支店

8. 郵便番号 190-8509 10. 事業所の電話番号 (項目ごとにそれぞれ左詰めで記入してください。)

9. 事業所の所在地 (漢字) 市・区・郡及び町村名 立川市 緑町
事業所の所在地 (漢字) 丁目・番地 4-2
事業所の所在地 (漢字) ビル、マンション名等

11. 労働保険番号 50112345678000

※ 公共職業安定所 記載欄 12. 設置区分 (1 当然 (2 任意) 13. 事業所区分 (1 個別 (2 委託) 14. 産業分類

2 'Date of Change' 3 'Place of Business Number' 4 'Date of Establishment'
 • All columns must be filled. Do not omit '0'(zero).

5 'Corporation number (Not necessary to enter for individual business)
 • Corporation number (Enter the 13-digit number issued by National Tax Agency.)

6 and 7 'Name of Place of Business', 8 'Postal code', 9 'Address of place of business', 10 'Telephone number of place of business'
 • Enter changed matters only. When the location of place of business has changed, enter the complete address.

11 'Labor Insurance number'
 • Enter when labor insurance number has changed due to relocation of the place, change of business type, etc. However, if a place of business has relocated from other Public Employment Security Office jurisdiction area, enter the number even the number has not changed.

16 'Overview of content of business after the change'
 • If the content of business has changed, write the new content specifically.

15. 変更事業主	(フリガナ) トウキョウトチヨダクカスミガセキ 住所 (東京都千代田区) 東京都千代田区 東京千代田区霞が関1-2-2	(フリガナ) カブシキガイシャ コヨウホケン 変更前の事業所の名称 (フリガナ) トシマクヒガイシャ	(フリガナ) カブシキガイシャ コヨウホケン イケブクロシデン 18. 変更前の事業所の名称 (フリガナ) トシマクヒガイシャ 19. 変更前の事業所の所在地 豊島区東池袋3-5-13
20. 事業の開始年月日	27年 6月 6日	24. 社会保険加入状況	健康保険 国民年金 労災保険
21. 事業の廃止年月日	平成 年 月 日	25. 雇用保険被保険者数	一般 30人 日雇 人
22. 常時使用労働者数	30人	26. 賃金締切日	20日
23. 雇用保険担当課名	管理課 庶務係	26. 賃金支払日	⑤ 翌月 25日

備考

※ Make sure to enter the reverse side

27. 事業所印影 事業主(代理人)印影 改印欄 (事業所・事業主) 改印欄 (事業所・事業主) 改印欄 (事業所・事業主)

28. 最寄りの駅又はバス停から事業所への道順

労働保険事務 所在地 名称 代表者氏名 委託開始 委託解除

27 'Registered Seal/Stamp' 28 'Nearest station, or ...'
 • Affix a seal/stamp, and write.
 • Make sure to write and affix a seal/stamp in the column of business operator, too.

3. Procedures to be taken when terminating or suspending business, or all

(1) Labor Insurance Relation

- Document to be submitted **'Application for Final Labor Insurance Premium (Payment Note)'**
- Due date of submission Within 50 days from the following day of the day on which the business has been terminated.
- Place to be submitted As shown in ① and below.
 - ① Place of business with unitary processing covered by the Labor Insurance
Submit an Application (Payment Note) printed in black and red at Labor Bureau, Labor Standard Inspection Office or financial institution, and make a payment.
 - ② Places of business with dual procedure covered by the Labor Insurance

Regarding the Employment Insurance, submit an Application printed in lilac and red (Payment Note) at Labor Bureau or financial institution; for the Industrial Accident Insurance, submit an Application (Payment Note) printed in black and red at Labor Bureau, Labor Standard Inspection Office or financial institution, and make a payment.

(2) Employment Insurance Relation

- Document to be submitted **'Notification for Discontinuance of Place of Business covered by the Employment Insurance'**
- Due date of submission Within 10 days from the following day of the day on which the place has been terminated
- Place to be submitted Public Employment Security Office having jurisdiction over the location of the place of business.
- Materials to bring Certificate of Registered Information, Transcript of Closure, Roster of Workers, Attendance book, etc. confirming the fact of the termination of business.
- Other procedures Prepare and submit a Notification for Loss of Employment Insurance Qualification and a Certificate of Separation from Employment together with the discontinuance notification.

Also, if your business applies to any of the followings, submit a notification for discontinuance.

- ① Business has been continuing but there is no worker left (the number of employed workers has turned to '0' (zero)), while there is no possibility to employ a worker who will be insured person.
- ② Business is suspended, and there is no possibility to resume.

Entry Example of Application for Final Labor Insurance Premium

⑤ 'The number of insured persons covered by Employment Insurance'
 ⑥ 'The number of older workers applicable to exemption'
 Enter one-month-averaged number of insured persons.

⑧ 'Basic amount for premium calculation'
 Enter the total amount of wages payable to workers employed in the period from the beginning of business year (April. 1st) to the date of business discontinuation, etc.

⑩ 'Estimated premium which already has been reported.'
 Enter the figure shown in (ホ) of column ⑭ in a copy of Application for Estimated Insurance Premium already has been submitted.

式第6号 (第24条、第25条、第33条関係) (甲) (1) (表面)

労働保険 概算・増加概算・確定保険料 申告書
 石綿健康被害救済法 一般提出金

標準
 字体 0123456789
第3片「記入に当たっての注意事項」をよく読んでから記入して下さい。
 O・C・R等への記入は上記の「標準字体」でお願ひします。

提出用
 平成28年 4月 18日
 あて先 〒102-3456
 千代田区九段南1-2-1
 東京労働局
 労働保険特別会計歳入徴収官殿

⑦ 区分
 算定期間 平成27年 4月 1日 から 平成28年 3月 31日 まで

⑦ 区分	⑧ 保険料・一般提出金算定基礎額	⑨ 保険料一般拠出率	⑩ 確定保険料・一般拠出金額 (⑧ × ⑨)
労働保険料 (イ)	17.00	1000分の (イ)	823875
労働保険料 (ロ)	56765	1000分の (ロ)	198677
雇用保険法適用者分 (イ)	54151	1000分の (イ)	
雇用保険法適用者分 (ロ)	7840	1000分の (ロ)	105840
雇用保険法適用者分 (ハ)	46311	1000分の (ハ)	625198
一般提出金 (イ)	56765	1000分の (イ)	1135

⑪ 区分
 算定期間 平成28年 4月 1日 から 平成29年 3月 31日 まで

⑪ 区分	⑫ 保険料算定基礎額の見込額	⑬ 保険料率	⑭ 概算・増加概算保険料額 (⑫ × ⑬)
労働保険料 (イ)	14.50	1000分の (イ)	708098
労働保険料 (ロ)	56765	1000分の (ロ)	198677
雇用保険法適用者分 (イ)	54151	1000分の (イ)	
雇用保険法適用者分 (ロ)	7840	1000分の (ロ)	509421
雇用保険法適用者分 (ハ)	46311	1000分の (ハ)	11.00

⑮ 申告済概算保険料額 784,984円
 ⑯ 申告済概算保険料額 784,984円

⑰ 延納の申請 納付回数 3回

⑬ 'Corporation number'
 Corporation number (Enter the 13-digit number issued by National Tax Agency).
 Individual business operator must fill up all 13-columns with 13 0s (zero).

⑱ 差引額 還付額

⑱ 差引額 (イ)	⑲ 還付額 (ロ)
38,891円	

⑳ 期別納付額

期別	(イ) 概算保険料額 (⑮の(イ) + ⑯)	(ロ) 労働保険料充当額 (⑮の(ロ) - ⑯)	(ハ) 第2期納付額 (⑰ - ⑱)	(ニ) 一般拠出金充当額 (⑮の(イ) - ⑯)	(ホ) 一般拠出金額 (⑮の(ロ) - ⑯) (⑳)	(ヘ) 今期納付額 (㉑ + ㉒)
第2期	236,032円		236,032円		1,135円	276,060円
第3期	236,032円		236,032円			

㉑ 加入している労働保険 ㉒ 労働保険 ㉓ 雇用保険 ㉔ 特掲事業 ㉕ 該当する ㉖ 該当しない

㉗ 所在地 (イ) 所在地 (ロ) 名称

㉘ 事業又は作業の種類 卸売業・小売業

㉙ 郵便番号 100-0123 電話番号 (03) 9876-4321

㉚ 住所 (イ) 住所 (ロ) 名称 (ハ) 氏名 東京都千代田区霞が関 4-5-6 株式会社 雇用 代表取締役 雇用太郎

㉛ 保険関係成立年月日 平成16年11月1日

㉜ 事業廃止等理由 (1) 廃止 (2) 委託 (3) 個別 (4) 労働者なし (5) その他

4. Procedures to be taken when intending to handle affairs collectively regarding report/payment of Labor Insurance premium

Concerning the Labor Insurance, branches and business places that belong to one company handle report and payment affairs separately, however, continuing undertakings satisfying certain conditions can take these separate labor insurance-premium-related affairs collectively at one designated place of business (designated undertaking).

- Document to be submitted ·····' **Application for Collective Application for Labor Insurance by Continuing Undertaking**

(a set of 3 pieces)

- Due date of submission ····· Every time promptly when a place of business is going to file applications.
- Place to be submitted ····· Labor Standard Inspection Office (covered undertaking with unitary processing) or Public Employment Security Office (covered undertaking with dual processing) having jurisdiction over the place of business (head office, etc.) which wishes to be designated.

※ **Attention: Even if collective application by continuing undertaking was approved, the unit of place of business for handling notification procedure regarding insured persons under the Employment Insurance etc. does not change.**

Approval criteria for collective procedure taken by
continuing undertakings

- ① An operator of undertaking (designated undertaking) hoping to be designated is the same with an operator of undertaking (collected undertaking) of which undertaking is lumped together with the designated undertaking.
- ② Each undertaking shall be continuing undertaking
- ③ Each undertaking that applies to any one of the followings.
 - ∩ covered undertakings with dual procedure, of which Industrial Accident Insurance Relation has been established.
 - covered undertakings with dual procedure, of which Labor Insurance Relation has been established.
 - ∪ covered undertakings with unitary procedure, of which Industrial Accident Insurance and Employment Insurance Relations have been established.
- ④ Each undertaking's 'Type of Business' specified in 'Labor Insurance Premium Rate Table' is the same.

As well, 'Type of Business' of the undertakings above-mentioned in □ of ③ must be the same.
- ⑤ Regarding designated undertaking, details of the number of employed workers and wages payable to the workers of collected undertakings are properly managed.
- ⑥ Being capable of handling the Labor-Insurance-related affairs smoothly.
- ⑦ Regarding each undertaking, report and payment have been properly carried out.

5. When having plant manager, branch manager or representative handle procedures that should be taken by business operator, or, when dismissing representative

• Documents to be submitted ···· **'Notification for Appointment or Dismissal of Representative for Affairs, etc. for Insured Persons under the Employment Insurance'**

- ① covered undertaking with unitary processing Use a form printed in green.
- ② covered undertaking with dual processing Use a form printed in brown.
- ③ Submission form is a set of 5 sheets.
- ④ This form allows to collectively fill in both, 'Notification for Appointment or Dismissal of Representative for Labor Insurance' and 'Notification for Appointment or Dismissal of Representative for Industrial Accident Compensation Insurance'. If you do not need to file one of the notifications, cross out the unnecessary notification title with horizontal line.

• Due date of submission

····· Every time promptly when appointing or dismissing representative

• Place to be submitted

····· Submit 'Notification for Appointment or Dismissal of Representative for Procedural Work, etc. for Insured Persons under the Employment Insurance' at the Public Employment Security Office having jurisdiction over the location of the place of business.

Submit 'Notification for Appointment or Dismissal of Representative for Labor Insurance' and 'Notification for Appointment or Dismissal of Representative for Industrial Accident Compensation Insurance' at Labor Standard Inspection Office having jurisdiction over the location of the place of business.

Entry Example of Notification for Appointment or Dismissal of Representative for Affairs, etc. for Insured Persons under the

雇用保険被保険者関係届出事務等
代理人選任・解任届 副

1. 労働保険番号	府県	所掌	管轄	基幹番号	枝番号	2. 雇用保険事業所番号	4900-123456-7
	50112345678000						
事項	区分	選任代理人			解任代理人		
3. 職名		支店長			支店長		
4. 氏名		労働 小次郎			適用 優子		
5. 生年月日		明大 58年 6月 20日			明大 52年 10月 25日		
6. 代理事項		雇用保険被保険者関係届出に関する事務一切			雇用保険被保険者関係に関する事務一切		
7. 選任又は解任の年月日		平成 28年 8月 1日			平成 28年 7月 31日		
8. 選任代理人 が使用する 印鑑	9. 選任又は解任に係る 事業場	所在地		立川市錦町1-9-21			
		名称		株式会社 雇用保険 立川支店			
雇用保険法施行規則第145条の規定により上記のとおり届けます。							
平成 28年 8月 4日							
立川公共職業安定所長 殿							
事業主				住所 東京都千代田区霞が関1-2-2 記名押印又は署名			
				氏名 株式会社 雇用保険 代表取締役 雇用太郎 印 (法人のときはその名称及び代表者の氏名)			

社会 保険 労 務 士 記 載 欄	作成年月日・ 提出代行者・ 事務代理者の表示	氏 名	電 話 番 号
		印	

【 注 意 】

- 1 記載すべき事項のない欄には斜線を引き、事項を選択する場合には該当事項を○で囲むこと。
- 2 6欄には、事業主の行うべき労働保険に関する事務の全部について処理される場合には、その旨を、事業主の行うべき事務の一部について処理される場合には、その範囲を具体的に記載すること。
- 3 選任代理人の職名、氏名、代理事項又は印鑑に変更があったときは、その旨を届け出ること。
- 4 社会保険労務士記載欄は、この届書を社会保険労務士が作成した場合のみ記載すること。
- 5 この様式は、労働保険代理人選任・解任届、労働者災害補償保険代理人選任・解任届及び雇用保険被保険者関係届出事務等代理人選任・解任届を一括して記載できるようになっているので、届書を作成する必要がない届名は、横線を引き抹消すること。

6. Procedures to be taken when new facility is not qualified as insurance-covered place of business

In principal, affairs regarding the Employment Insurance must be taken by each place of businesses, however, if places or facilities (branch offices, business offices, local branch offices, etc.) where services provided by workers satisfy the following conditions as well as not being acknowledged as independent places or facilities, immediately upper main office (head office, branch, etc.) may collectively carry out all affairs regarding insured persons under the Employment Insurance by submitting and obtaining an approval by filing a document below.

- Document to be submitted.....'**Application for Non-Applicability Approval as Place of Business covered by the Employment Insurance'**(a set of 4 sheets)
- Due date of submission.....Every time promptly when intending to apply
- Place to be submitted.....Public Employment Security Office having jurisdiction over the location of facility subject to non-applicability approval.

In principal, facilities which have obtained approval for grouping continuing undertakings are excluded from non-applicability.

Approval criteria for non-applicability to insurance covered place of business

- ① Not having independency in directing and supervising personal affairs, accounting and management (or operation), calculating wages, making payment, etc.
- ② Affairs of social insurances including the Health Insurance or the Labor Insurance are taken collectively by main place of business.
- ③ Roster of workers, wage ledger, etc. are set up in main place of business.

Entry Example of Application for Non-Applicability Approval as Place of Business covered by the Employment Insurance

雇用保険 事業所非該当承認申請書（安定所用）

1. 事業所非該当承認対象施設

①名称	株式会社雇用 土浦支店	⑦労働保険料の徴収の取扱い	労働保険の保険料の徴収等に関する法律施行規則上の事業場とされているか いる <input checked="" type="radio"/> いない <input type="radio"/>
②所在地	〒300-0051 土浦市真鍋1-18-19 電話 (029)822-5124	⑧労働保険番号	府県 所管 管轄 基幹番号 枝番号
③施設の設置年月日	平成28年 4月 1日	⑨社会保険の取扱い	健康保険法及び厚生年金保険の事業所とされているか いる <input checked="" type="radio"/> いない <input type="radio"/>
④事業の種類	保険業	⑩各種帳簿の備付状況	労働者名簿 ・ 賃金台帳 ・ <input checked="" type="radio"/> 出勤簿
⑤従業員数	3 (うち被保険者数 3)	⑪管轄公共職業安定所	土浦 公共職業安定所
⑥事業所番号		⑫雇用保険事務処理能力の有無	有 <input type="radio"/> 無 <input checked="" type="radio"/>
⑬申請理由	当該施設は、営業社員のみであり、人事、経理上の独立性がないため		

⑦⑨⑩⑫
・ Circle applicable ones.

2. 事業所

⑭事業所番号	4900-001234-0	⑮従業員数	(うち被保険者数 120)
⑯名称	株式会社雇用 水戸支店	⑰適用年月日	平成16年 4月 1日
⑰所在地	〒310-8509 水戸市水府町1573-1 電話 (029)231-6221	⑱管轄公共職業安定所	水戸 公共職業安定所
⑲事業の種類	保険業	⑳備考	

上記1の施設は、一の事業所として認められませんので承認されたく申請します。

平成 18 年 4 月 7 日
公共職業安定所長殿

事業主（又は代理人）

住所 東京都千代田区霞が関1-2-2

記名押印又は自筆による署名

氏名 株式会社雇用 代表取締役 雇用公一

(注) 社会保険労務士記載欄は、この届書を社会保険労務士が作成した場合のみ記入する。

社会保険労務士記載欄	作成年月日・提出代行者の表示	氏名	電話番号
		印	印

2. 'Place of business'

・ Enter the information about the facility that carries out affairs related to the facility written in section 1.

⑮ 'The number of employees'

・ Do not include the number written in column ⑤.

⑰ 'Date when became applicable to covered undertaking'

・ Enter the date when the business became applicable to covered undertaking under the Labor Insurance.

7. Materials given when submitting notifications related to place of business

(1) When Notification for Establishment of Place of Business and other Notifications related to various changes are submitted

Public Employment Security Office provides a form (A4 size) on which information printed as shown below. Please keep it with caution.

‘Labor Insurance Number’ and ‘Number for place of business covered by the Employment Insurance’ indicated on the form are as follows:

① Labor Insurance Number (14 digits)

Labor Insurance Number, 14-digit, is assigned for each place of business covered by the insurance. It is used when submitting Labor Insurance related documents including report and payment of insurance premium.

xx x xx xxxxxx xxx

(Prefecture) (Administration) (Jurisdiction) (Base Number) (Branch Number)

② Number for place of business covered by the Employment Insurance

Number for place of business covered by the Employment Insurance is assigned for each place of business covered by the Employment Insurance, which is given when submitting Notification for Establishment of Place of Business covered by the Employment Insurance. This 11-digit number is used when business operator submits notifications related to Employment Insurance Relation.

xxxx - xxxxxxx - x

(Number given by Public Employment Security Office) (Serial number assigned for each Employment Security Office) (check digit)

雇用保険 適用事業所設置届 <small>事業主控</small> 事業主事業所各種変更届 <small>事業主</small>	
1. 事業所番号 <small>+</small>	2. 管轄区分 <small>+</small>
4900-123456-7	1
3. 変更年月日 <small>+</small>	
4. 事業所の名称 <small>+</small>	
カフ ^カ シキカ ^イ イシヤ コヨウホケン カミシヤクシ ^イ イシテン <small>+</small>	
株式会社 雇用保険 池袋支店 <small>+</small>	
5. 郵便番号 <small>+</small>	
170-8409	

6. 事業所の所在地..
豊島区東池袋3-5-13

7. 事業所の電話番号..
0339878609

8. 設置年月日..
280608

9. 設置区分..
1 (1 当番)

10. 事業所区分..
1 (1 業種)

11. 産業分類..
67

12. 労働保険番号..
50112345678000

(2) When submitting Notification for Discontinuance of Place of Business covered by the Employment Insurance

Public Employment Security Office provides a form (A4 size) on which information described below is printed. Please keep it with caution.

雇用保険適用事業所廃止届事業主控

1. 事業所番号
4900-123456-7

2. 管轄区分
1

3. 事業所の名称
カブシキカイシャ コヨウホケン カミシヤクシイデン
株式会社 雇用保険 池袋支店

4. 事業所の所在地
豊島区東池袋3-5-13

5. 事業所の電話番号
0339878609

6. 廃止年月日
281216

7. 廃止区分
1

8. 統合先事業所の事業所番号
-

9. 統合先管轄区分
-

10. 備 考

Q & A About procedures regarding insurance-covered place of businesses

Q. Procedures that should be taken when starting a business

I am going to establish a food production company with employing one worker, so, I would like to know about procedures to taken to newly enroll in the insurance.

A. When a company employs even one worker, the Labor Insurance (Employment Insurance + Industrial Accident Insurance) is applied to the company. Because your company falls under the category of covered undertaking with unitary procedure, at first, you must submit a 'Notification for Establishment of Labor Insurance Relation' at Labor Standard Inspection Office having jurisdiction over your place of business within 10 days from the day on which you started the business.

After taking the procedure mentioned above, submit 'Notification for Establishment of Place of Business covered by the Employment Insurance' and 'Notification for Acquisition of the Employment Insurance Qualification' attaching a copy of 'Notification for Establishment of Labor Insurance Relation' with a receipt stamp affixed and other confirmation document, etc. at the Public Employment Security Office having jurisdiction over the location of your place of business.

Please note that report and payment procedure for Labor Insurance premium must be taken separately.

Q. Procedures when changing name and location of a place of business

We are going to change the name of our company, and ,at the same time, we are going to move the company from ○○ city to ○○ city in the same prefecture, so, please let us know about procedures to be taken for the changes.

A. When changing name or location of a place of business, you need to submit a 'Notification for Changes to Name and Location of Place of Business covered by the Labor Insurance, etc.' at Labor Standard Inspection Office or Public Employment Security Office within the jurisdiction, and also submit a 'Notification for Changes to Place of Business covered by the Employment Insurance, etc.' at the Public Employment Security Office having jurisdiction over the location of the place of business.

Regarding the specific case of this time:

- covered undertakings with unitary procedure.....

At first, submit 'Notification for Changes to Name and Location of Place of Business covered by the Labor Insurance, etc. 'at the Labor Standard Inspection Office having jurisdiction over the new location. After that, submit 'Notification for Changes to Place of Business covered by the Employment Insurance, etc.' at the Public Employment Security Office having jurisdiction over the new location

attaching a copy of 'Notification for Changes to Name and Location of Place of Business covered by the Labor Insurance, etc.' and other confirmation documents.

- covered undertakings with dual procedure

At first, submit 'Notification for Change to Name and Location of Place of Business covered by the Labor Insurance, etc.' at the Public Employment Security Office having jurisdiction over the new location. After that, submit a copy of 'Notification for Changes to Place of Business covered by Employment Insurance, etc.' at the Public Employment Security Office having jurisdiction over the new location, attaching a copy of 'Notification for Changes to Name and Location of Place of Business covered by the Labor Insurance, etc.' and other confirmation documents.

Q. When having reported incorrect information about the date of establishment (discontinuation) of place of business.
Among documents I submitted recently, I mistakenly entered the date of place of business establishment. Is there any possible procedure to revise it?

A. Yes, revision is possible.

About the procedure to be taken to correct the error, please consult with the Public Employment Security Office where you submitted the notification.

Chapter 4 About Insured Persons

1. Scope of insured persons

In principle, workers employed by operator of covered undertakings fall under the position of insured persons regardless of his/her will.

However, this shall not apply to workers corresponding to the ones described in section 3, 'Persons who are not qualified as insured persons (exclusion from coverage)', of this chapter.

2. Type of insured persons

Insured persons are categorized into 4 types as described below.

However, the term, Continuously Insured Elderly Persons, described in item (2) will be changed to Elderly Insured Persons from January 1, 2017. (Particular procedure is not necessary.)

(1) Generally Insured Persons

The term Generally Insured Persons means all insured persons other than Continuously Insured Elderly Persons, Specially Insured Persons in Short Term Employment, and Insured Day Workers as explained about below.

(2) Continuously Insured Elderly Persons

Continuously Insured Elderly Persons means insured persons who had been employed by covered undertaking operated by same operator as insured persons from the day before the day on which they reached 65 years of age, and continuously has been employed on the days after the day on which they reached 65 years of age.

(3) Specially Insured Persons in Short Term Employment

Specially Insured Persons in Short Term Employment means persons employed seasonally excluding those listed in the followings.

- a. Persons who are employed within a fixed period no longer than 4 months.
- b. Persons whose prescribed working hours are less than 30 hours

The term 'Persons Employed Seasonally' in this case means persons who are employed in seasonal work within fixed period, or persons who employed or

separated from employment seasonally.

When specially insured persons in short term employment (hereinafter referred to as 'specially insured persons') has been employed continuously for one year or longer by a same covered undertaking operator, the persons shall be no longer be specially insured persons, accordingly they fall under the position of Generally Insured persons (less than 65 years of age) or Continuously Insured Elderly Persons (65 years of age or older). However, even in this case, persons who were 65 years of age or older when they were employed are not insured persons.

In principal, if persons who have been employed successively within less than one year of employment period by a same covered place of business with repeating cycle of being employed, and separated again and again in extremely short period and receiving special lump sum payment each time, they shall be treated as Generally Insured Persons thereafter.

(4) Insured Day Workers under the Labor Insurance

Persons who are employed day by day, or within a fixed period no longer than 30 days. (For more detail, refer to page 190)

3 Persons who are not eligible to become insured persons (exclusion from coverage)

- (1) **Persons who are employed after the day on which they reached 65 years of age.** (Excluding persons who fall under Specially insured Persons and Insured Day Workers)

※ From January 1, 2017, 65 years of age or older employees who are currently excluded from the Employment Insurance coverage will be included in the scope of the Employment Insurance coverage. (Note that collection of insurance premium until 2019 fiscal year will be exempted.)

※ About age counting method under the Employment Insurance system, refer to page 37.

※ In principal, marines whose date of birth applies to a date listed in the left column of the table below is not qualified as insured person under the Employment Insurance if he/she was employed after the day on which they reached upper age limit listed in the right column.

Date of Birth	Upper age limit of coverage
Persons born earlier than April 1	60 years of age
Persons born between April 2, 1950 and April 1, 1951	61 years of age
Persons born between April 2, 1951 and April 1, 1952	62 years of age
Person born between April 2, 1952 and April 1, 1953	63 years of age
Person born between April 2, 1953 and April 1, 1954	64 years of age

(2) **Persons whose prescribed weekly working hours are less than 20 hours**

'Prescribed weekly working hours' is the hours a person should work in an ordinary week in accordance with the rules of employment, employment agreement, etc. The ordinary week in this case means a week without special holiday such as national holiday, substitute holiday, year-end and new year holiday, summer vacation.

In a case where prescribed weekly working hours changes periodically in short term, the averaged working hours in one cycle of prescribed hours are considered to be a prescribed weekly working hours

Prescribed weekly working hours vary depending on prescription periods:

A case where working hours are prescribed for more than one week, averaged working hours of each week shall be 'prescribed weekly working hours': a case where working hours are prescribed for one month, the hours obtained by dividing the prescribed monthly working hours by 52 over 12 shall be 'prescribed weekly working hours': a case where working hours are prescribed for one year, the hours obtained by dividing prescribed yearly working hours by 52 shall be 'prescribed weekly working hours'.

(3) **Persons who are not expected to be employed continuously by covered undertaking operated by same operator for 31 or more days.**

For specific example case of 'Employment expected to be for 31 or more days', please refer to page 35 and 36.

- (4) Persons who are employed seasonally as well as applying to the following a or b
- a. Persons who are employed within a fixed period of not longer than 4 months
 - b. Persons whose prescribed weekly working hours are less than 30 hours
- (5) Students or pupils of schools prescribed in Article 1 of Scholl Education Act, specialized training colleges prescribed in Article 124 of the said Act or private miscellaneous schools prescribed in 134 of the said Act (Refer to Page 39)
- (6) Mariners who are employed to work on fishing boat other than specified fishing boat. (Excluding persons who are employed throughout a year as mariners) (Refer to page 40)
- (7) If persons who had been employed by undertakings under the national, prefectural

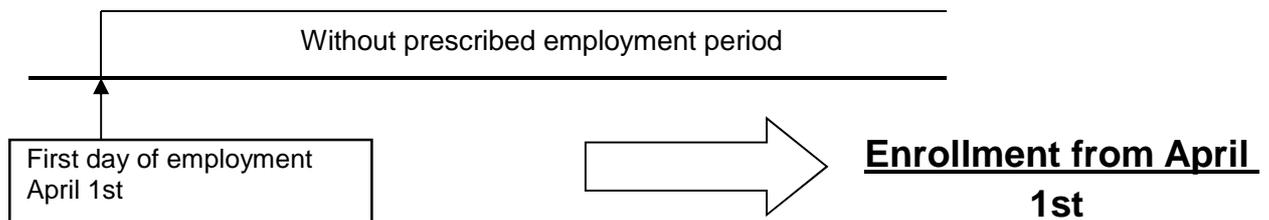
or municipal governments separated from employment, the contents of salaries that they are supposed to receive based on other laws and regulations, ordinances and rules, etc. found to exceed the level of job applicant benefits and employment promotion benefits. They are not qualified as insured persons.

4. Specific example of 'Employment expected to continue for 31 or more days'

[Employment after April 1, 2010]

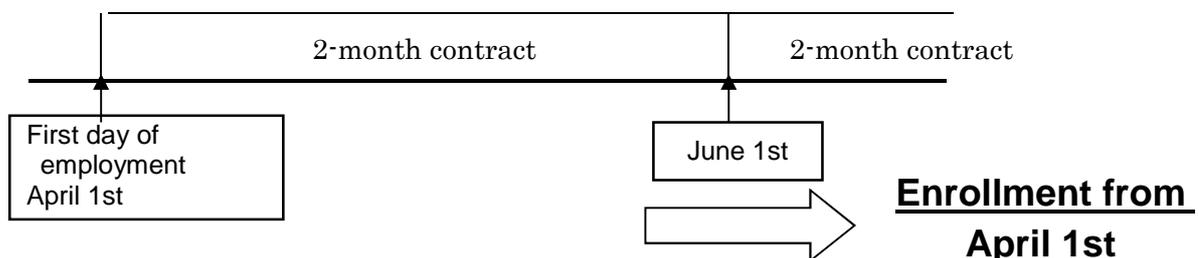
1 Employment without employment period prescribed

⇒ From the beginning of the employment, it can be judged the person is expected to be employed for 31 or more days.



2 Employment with prescription of 31 days and longer employment period

⇒ From the first of employment, it can be judged the person is expected to be employed for 31 or more days.

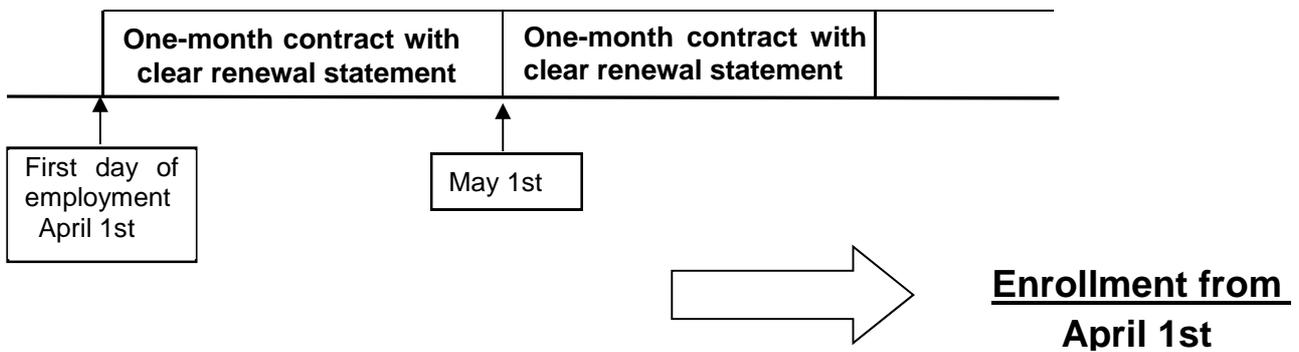


3 Employment with less than 31 days of employment prescription

(1) Employment contract with clear statement of renewal

⇒ If the contract specifies one month employment period, the possibility of 31 or more days employment depends on the month, a long month or short month, however, because of the clear statement of renewal in the contract, it can be judged that the person is expected to be employed for 31 or more days from the beginning of the employment.

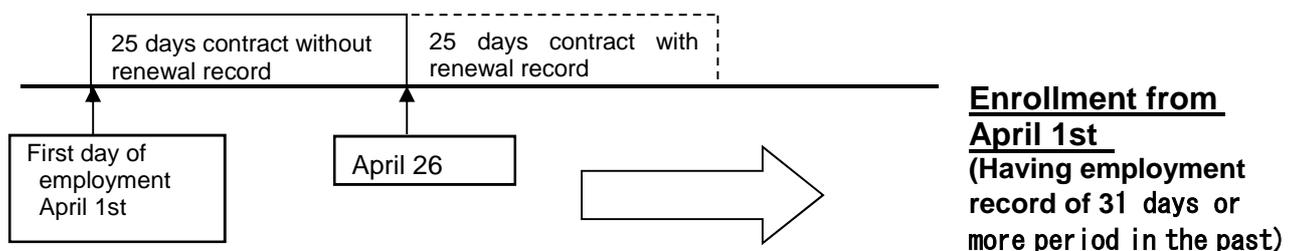
※ If one-month contract is set for a long month, 31 or more days employment can be expected, therefore, the person must enroll in the insurance on the first day of the employment regardless of existence of clear renewal statement.



(2) Employment contract without clear renewal statement

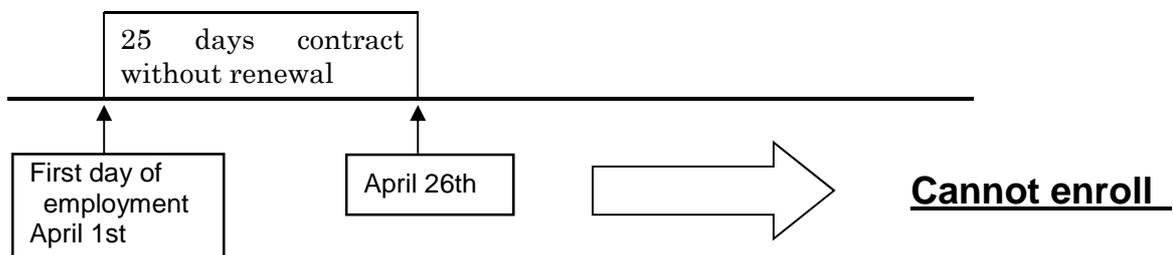
⇒ In a case of 25 days period contract without clear renewal statement, it cannot be judged that the person is expected to be employed for 31 or more days just from the content of the contract.

However, if a person employed under a similar contract has a record of 31 days or more employment based on renewal contract, etc., it can be judged that he/she is expected to be employed for 31 or more days.



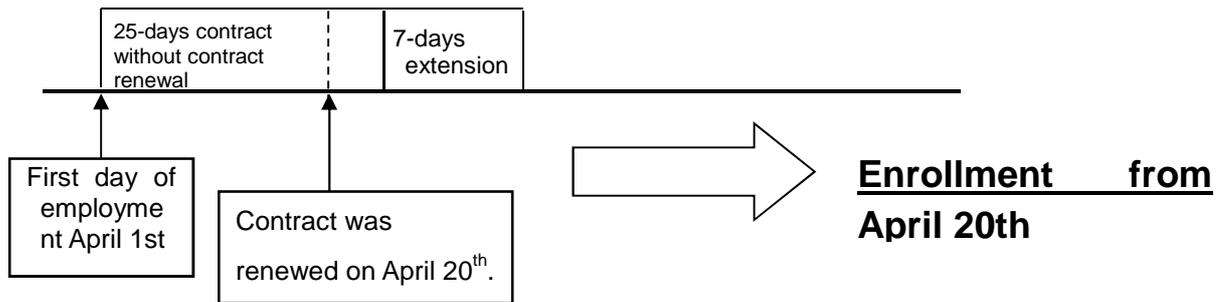
(3) Employment contract with clear statement that the period will never be renewed.

⇒ Adding to the 25 days contract period, the contract clearly states that the period never will be renewed, therefore, it can be judged that the person is not be expected to be employed for 31 or more days.



(4) A case where a person was not be expected to be employed 31 or more days at the time of employment, but after he/she was employed, he/she became to be expected to be employed continuously for 31 or more days from first day of the employment.

⇒ Due to the initial 25 days-contract period without clear renewal statement, it was judged that the person was not expected to be employed for 31 or more days and did not apply to the Employment Insurance coverage qualification. However, when he/she became to be expected to be employed for 31 or more days during the contract period, he/she must enroll on the day when the fact occurred.



○ Q & A about matters related to insured persons

Q How to count ages in the Employment Insurance?

Among our workers, there is a person who is going to reach 65 years of age on this October 12th. I learned that persons of 65 years of age or older is not qualified to the Employment Insurance enrollment. Please teach me necessary procedures and reminders to keep in mind in this case.

A. Age counting method under the Employment Insurance system

One day before the day corresponding to date of birth (birthday) is treated that a person reached a western style of calculating age.

In this case, the person is treated as he/she reached 65 years of age on the day (October 11th) before his/her date of birth.

Therefore, in principle, a person who newly employed on a day after the day on which he /she reached 65 years of age is not qualified to be insured, however, if the person has been employed continuously from the day before he/she reached 65 years of age by a same place of business, he shall be treated as an insured person (= continuously insured elderly person). Particular procedural works is not necessary.

Concerning the labor insurance premium, because of his/her 64 years of age on the first day of the insurance fiscal year (April 1st), the insurance premium equivalent to the employment insurance premium is exempted from April. (Refer

to page 91)

Please Note that from January 1, 2017, employees of 65 years of age or older who are excluded from the Employment Insurance coverage currently become applicable to the Employment Insurance coverage. (Insurance premium will be exempted until 2019)

Q Is it necessary to enroll in the Employment Insurance for part time workers or so-called arbeit workers?

In our company, only regular workers have enrolled in the Employment Insurance. We do not think that it is necessary for part time workers or so-called arbeit workers to enroll in the insurance, and, they are not willing to enroll.

Is it necessary for part time workers or arbeit workers to enroll in the Insurance?

Enrollment requirements for the Employment Insurance are as described below.

Employees who satisfy the requirements must enroll in the Insurance regardless of their title, part-time workers or arbeit workers, as well as operators' or workers' will. will of the operator and workers. (Excluding temporary voluntary covered undertakings. Refer to page 4)

- ① Prescribed weekly working hours are 20 or more hours.
- ② Being expected to be employed for 31 or more days.

Q Is it necessary to enroll in the Employment Insurance for workers under the trial employment contract?

We are going to adopt the trial contract system for employees who were introduced from Hello Work. Is it necessary to enroll in the Employment Insurance for them?

A. Workers who are expected to be employed 31 or more days must enroll in.

When one-month contract is set for a long month, 31 or more days employment can be expected, therefore, the workers must enroll in on the first day of the employment regardless of existence of contract renewal. In case of the short month contract, if workers are expected to be employed 31 or more days, they must enroll in.

※ For trial employment system, please contact your local Public Employment Security Office.

Specific examples regarding insured persons

Category	Persons who are qualified as insured persons	Persons who are not qualified as insured persons
<p>Short time workers (Part time worker)</p> <p>Dispatched workers</p>	<p>As same with regular workers, a person who satisfies two requirements below is qualified as insured person.</p> <p>① Prescribed weekly working hours are 20 or more hours</p> <p>② Expected to be employed for 31 or more days</p>	<p>A person who does not satisfy one of ① or ② is not qualified as insured person.</p>
<p>Students/pupils</p>	<p>Regular students who satisfy conditions described below are qualified as insured persons.</p> <p>① Those who have Certificate of Expected Graduation who found employment and will work for the same place of business consecutively after graduation.</p> <p>② Those who are on a leave of absence from school (in this case, documents confirming the fact is needed),</p> <p>③ Those who enrolled in graduate school, etc. (with maintaining employment relation) upon order or approval from business</p>	<p>Students/pupils other than ones who are receiving correspondent education, taking night course of college or high school or part-time course (excluding ones who apply to ①, ②, ③, ④ in the left column) are not qualified as insured persons even they are engaged in covered undertakings.</p>

	<p>operator.</p> <p>④ Those who are enrolled in schools that do not require certain number of attendance days, and who are recognized as being capable of working with other workers engaged in the same kind of work in the said undertaking (in this case, documents confirming the fact is needed).</p>	
<p>Director of corporation, Employee and auditor of general partnership company, etc., officer of corporative association or foundation, etc.</p>	<p>In principal, an officer of corporation is not qualified as insured persons.</p> <p>However, only in a case where if a person who is in a position of employee of corporation as department manager, branch manager or plant manager (= person who concurrently serves for double positions, manager (officer) and also employee, which have nature of workers and clear employer-employee relation, he/she is qualified as insured person. (In this case, Rules of Employment, Certificate of Registered Information, Wage Ledger and other employment contract related documents are required.).</p>	<p>A representative (chairperson, representative of directors, representative partner, etc.) of corporation and general partnership company, etc. (hereinafter referred to as corporation, etc.) mentioned in the category column on the left does not become insured person.</p> <p>As well, officer of corporation, etc. (director, executive officer, auditor) does not become insurer.</p>

<p>Those who are employed by 2 or more covered undertakings.</p>	<p>For example, a person becomes insured person in a place of business where he/she receives wages indispensable for maintaining the livelihood.</p>	<p>In a place of business where a person receives secondary wages, he/she is not qualified as insured person.</p>
<p>Those who are in trial period</p>	<p>Even a person who has been in a trial period before formal employment decision, as far as employer-employee relation has been established and the said employment satisfies insurance coverage requirements, he/she is</p>	
<p>Absentees for long period</p>	<p>Even if a person has not been received wage payments, as far as the employment relation has been maintained, the person is qualified as insured person.</p>	
<p>Domestic workers</p>		<p>In principle, domestic workers are not qualified as insured persons.</p>
<p>Foreign workers</p>	<p>A foreigner who resides in Japan and working legally is qualified as insured person regardless of nationality (including stateless person). In a case where a foreigner who was accepted as a technical intern and engaged in activities for acquiring skill,</p>	<p>A foreign public official or a foreigner who has been proven to be covered by unemployment compensation system of his/her state is not qualified as insured person. Among foreign technical interns, a foreigner who</p>

	<p>etc., he/she is qualified as insured person because he/she is under the employment relationship with the recipient business operator.</p>	<p>received trainings which are not specified in the employment contract at the time of arrival of Japan (including classroom study and observing trip but excluding trainings during the training period including machine operation training or safety and health education at plant production lines etc., where products are manufactured) is not qualified as insured person because he/she is not under the employment relation with the accepted business operator during the said training period.</p>
<p>Relative living together with business operator</p>	<p>Only those who satisfy all of conditions below are qualified as insured persons.</p> <p>① Person who is clearly carrying out works in accordance with direction and order from business operator</p> <p>② Person's employment situation is same with other workers at said place of business, and his/her wages has been paid accordingly.</p> <p>Specifically, A case where starting/closing time, rest time, holiday, vacation, and</p>	<p>In principle, a relative who lives together with an individual business operator (including a corporation practically recognized similar to an individual business owned by representative) is not qualified as insured person.</p> <p>However, only if a relative satisfies conditions mentioned in ①, ② and ③ on the left, he/she is qualified as insured person.</p>

	<p>determination, calculation and payment method, closing account and payment day of wages are prescribed in the rules of employment or in any other equivariant thereto, and, aforementioned matters are managed equally to other workers.</p> <p>③ A person who is not in a position sharing interests with business operator (director, etc.). (In this case, relevant documents including Certificate of Registered Information, Attendance book of other workers may be required to submit.)</p>	
Person working outside Japan	<p>Even if a person is working outside Japan due to business trip, transfer to overseas branch, or temporary transfer to overseas subsidiary, as far as the employment relation with the company in Japan, which ordered transfer, is maintained, he/she is qualified as insurer.</p>	<p>A person employed locally overseas is not qualified as insured person</p>
Mariner	<p>A person employed by a vessel owner is qualified as insured person during he/she has been employed</p>	<p>A mariner who is employed to be on vessels other than specific vessels (excluding marines who are</p>

	<p>regardless of areas where the vessel on which /he/she is onboard navigating.</p> <p>Mariner is qualified within the period prescribed in the employment contract (boarding contract) which contains the provision prescribing that he/she provides services on particular vessel specified in the Mariners Act, but he/she also is qualified continuously during the period even he/she is under contract (contract as reserved mariner) which does not contain the provision prescribing that he/she provides services on board.</p>	<p>employed throughout the year) is not qualified as insurer.</p>
Public officials		<p>When wages payable at the time of separation from employment to a person employed by undertaking of the state, prefectures, municipalities or equivalent to those exceed the content of unemployment benefits, he/she is not qualified as insured person.</p>
Sales representative, sales agent or sales person of life insurance company, etc.	<p>In a case where a person provides work under directions and orders from business operator for the content of duties and manner</p>	<p>If clear employment relation does not exist, it is out of insurance qualification.</p>

	<p>of service discipline and the salary is calculated based on it, for which there is clear employment relation existing, the person is qualified as insured person.</p>	
<p>Stay-at-home-employees ※Persons who are exempted from going to work at the place of business on all or majority of working days, and, always working at own address</p>	<p>When provisions of rules of employment imposed to a person is same with the ones applied to employees working at the place of business (excluding provisions that do not apply to home employee due to its nature), and following requirements are met by the person, he/she is qualified as insured person.</p> <ul style="list-style-type: none"> ① Direction and supervision system is clear. ② Binding hours are clear. ③ Working hours of each day including starting and closing time are manageable. ④ Reward is calculated based on hours or time that a person spent for working. ⑤ Work is not based on contract or delegation. <p>(In this case, documents including rules of employment and wage regulations are needed.)</p>	<p>A person who falls under this category is not qualified as insured person unless they satisfy all of five requirements mentioned on the left.</p>

Chapter 5 Procedures for Insured Persons

In principle, workers employed by place of business covered by the Employment Insurance become insured persons regardless of their names including regular workers, semi-regular workers, part-time workers and so-called arbeit workers. These workers acquire insurance qualification from the first day on which the workers are employed by the place of business covered by the insurance, and lose the qualification from the following day of the day on which he/she is separated from the employment.

In principle, procedures related to these insured persons are all handled at Public Employment Security Office having jurisdiction over the area where the covered place of business located.

1 When newly employed a worker who is eligible to become insured person

- Document to be submitted **'Notification for Acquisition of the Employment Insurance Qualification'** or **'Notification for Acquisition of the Employment Insurance Qualification (collective-entry type)'** (A case of newly acquiring more than one numbers for insured persons on a same day as well as acquiring certain scale of insurance qualification)
- Due date of submission By the 10th of the month following the month containing the day on which the worker was employed.
- Place to be submitted Public Employment Security Office having jurisdiction over the location of the place of business

- **When filing a Notification for Acquisition of the Employment Insurance Qualification' as a business operator for the first time**
- ② **When a 'Notification for Acquisition of the Employment Insurance Qualification' is submitted after the due date (see above)**
- ③ When having the history of wrongful benefit receiving due to notification by the business operator
- ④ Delinquency of Labor Insurance premium payment
- ⑤ There is extreme inconsistency in the Notification
- ⑥ The business operator who submits the Notification has the record of committing serious violation involved in the Employment Insurance Act and other labor-related law

- ※ In cases that apply from ① to ⑥, additional documents including wage ledger, roster of workers, attendance book (time card, etc.) and other social insurances qualification documents, clarifying the fact of the employment and the date of the employment, are required. If the worker is under the fixed-term contract, written documents including rules of employment and employment contract, etc. confirming the working condition are need to be attached.
- ※ In a case where the notification involves **a person who is in positions of both director and employee, or, a relative who lives together with the business operator,** or a person who is a home employee, **documents confirming the employment relation are need to be submitted.**
- ※ When a notification is submitted thorough Public Consultant on Social and Labor Insurance or Labor Insurance Affairs Association, documents need to be attached only when the notification applies to any one of the following conditions.
 - ① Submission is considerably late (for 6 months in principle) in the due date.
 - ② The content of notification needs to be confirmed at Public Employment Security Office.

2 'Number for Insured person'

- Enter the number indicated in the Number for Insured Person. (Do not omit 0 (zero).)
- In a case where the Certificate of Employment Insurance was issued before July 6, 1981, enter lower 10 digits only. • If a number has not been issued, do not enter.

3 'Acquisition Category'

- In a case where a Certificate of Employment Insurance has not been issued the person, and a case where 7 or more years have passed from the day on which a person ceased to be an insured person, choose 'New Acquisition'.
- If a Certificate of Employment Insurance has not been issued for the person, choose 'Reacquisition'.

4 'Name of Insured Person'

- If a person for whom a Certificate of Employment Insurance has been issued, enter the exactly same name described in the Certificate. Write by using katakana with leaving a blank between a surname and a first name.

5 'Name after change'

- If the name described in the Certificate of Employment Insurance differs from the current name, enter the new name.
- Write by using katakana with leaving a blank between a surname and a first name. If you enter the new name in column C, it is not necessary to submit a 'Notification for Change' to Name again.

7 'Date of Birth'

- Fill up all of the seven frames. (If any of day, month, or year is one digit, add 0 (zero) to make each of them double digit.)

8 'Number for Place of Business'

- Do not omit '0' (zero). Fill up all of the eleven frames.'

10 'Wage'

- The monthly wage amount to be entered is: the wage payable monthly (total amount payable) out of the wage prescribed at the time of employment, which does not include bonuses and other incidental wages. Enter in one-thousand-yen unit (round off less than one thousand yen.).

11 'Date of Qualification Acquisition'

- In principle, enter the employment day. (The first day when employment relation established) **(the first day when the person entered in the employment relation)**
- Because workers in trial period or training period, etc. are insured, enter the first day on which he/she engaged in the work as trial or training period, etc.

12 'Employment Status'

- Enter '2' for registration type of dispatching worker: '3' for part-time worker (prescribed weekly working hours are less than 30 hours): '4' for fixed-term worker (excluding registration type of dispatching worker and part-time worker): '6' for mariner.
- Enter '7' (others) for regular type dispatching worker.

Columns from 17 to 22 need to be entered only if the insured person is a foreigner.

- If you employ a foreigner whose residence status is 'diplomat' or 'official, or, foreign workers other than special permanent resident, by entering in these items, you can report Employment Status of Foreign Nationals.
- To determine whether the person is as insured person or not, refer to page 39 - 45.

Entry Example of Notification for Acquisition of Employment Insurance Qualification (collective-entry type)

【Notification for Acquisition of Employment Insurance Qualification Letter of General Registration (collective-entry type)】

雇用保険被保険者資格取得届(連記式)総括票 0123456789

(必ず第2面の注意事項を読んでから記載してください。)

4 'Reason of becoming insured person'

・ Enter the applicable number.

2. 事業所番号
4900-000111-0

1. 取得区分
1 (1 新規取得)

3 'Date of Qualification Acquisition'

・ In principle, enter the employment day. (The first day when the person entered in employment relation)

・ Because workers in trial period or training period, etc. are insured person, enter the first day on which he/she engaged in the work as trial or training period, etc.

3. 資格取得年月日
4-280601
元号 年 月 日

4. 被保険者となったことの原因
2 (1 新規(新規) 2 新規(その他) 3 雇用(学卒) 4 その他)

5. 雇用形態
7 (1 日雇 2 派遣 3 ハートタイム 4 有期契約 5 季節的雇用 6 船員 7 その他)

6. 職種
03 (01~11) 第2面参照

※7. 取得時被保険者種類
1 (1 一般 2 短期常態 3 季節)

8. 契約期間の定め 2 1 有 契約期間 平成 0000 から 平成 0000 まで
年 月 日 年 月 日
 2 無 契約更新条項の有無 1 (1 有 2 無)

9 'Prescribed weekly working hours'

・ Enter regardless of type of insured person.

9. 1週間の所定労働時間 4000
時間 分

10. 事業所名 株式会社 雇用保険

11. 届出被保険者数 30 人 個人別票枚数 1 枚

雇用保険法施行規則第6条第1項の規定により上記のとおり届けます。 平成 28 年 6 月 10 日
 住 所 東京都千代田区霞が関1-2-2
 事業主 氏 名 株式会社 雇用保険 代表取締役 雇用太郎 記名押印又は署名 公共職業安定所長 殿
 電話番号 03-5253-1111

社会保険 労務士 記載欄	所属年月日・提出代行書・事後代表者の署名	氏 名	電 話 番 号
		印	

11 'The number of noticed insured persons'

'The number of letters of individual registration'

・ Enter the number of insured persons and the number of letters for individual registration pertaining to the notification.

5'Employment Status

・ Enter '2' for registration type of dispatching worker: '3' for part-time worker (prescribed weekly working hours are less than 30 hours): '4' for fixed-term worker (excluding registration type of dispatching worker and part-time worker): '6' for mariner. Enter '7' (others) for regular type dispatching worker.

6 'type of job'

Refer to page 197 for reference before entering.

[Notification for Acquisition of Employment Insurance Qualification (collective-entry type) Letter of Individual Registration]

雇用保険被保険者資格取得届(連記式)個人別票

標準
字体

1 'Number for Place of Business'

・ Enter the number same with the number entered in column 2 in the letter of general registration.

2, 18, 34 'Individual Number'

・ Enter the individual number of insured person.

1. 事業所番号
62 4900-000111-0

8~13欄、24~29欄、40~45欄は、被保険者が外国人の場合のみ記入してください。

3, 19, 35 'Name of insured person (katakana)'

・ Write a full name by using katakana with leaving a blank between a surname and a first name.

被保険者氏名 2. 個人番号 5. 生年月日 (元号 2 大正 3 昭和 4 平成)
適用 大輔 123456789101 3-610214
3. 被保険者氏名 (カタカナ) 4. 性別 7. 就職経路
テキヨウ タイスイケ 1 (1 男) 1 (1 安所紹介
2 自己就職
3 民間紹介
4 把握していない)

8. 被保険者氏名 (ローマ字) (アルファベット大文字で記入してください。)
被保険者氏名 (続き (ローマ字))
9. 国籍・地域 () 10. 在留資格 () 11. 在留期間 () まで
12. 資格外活動許可の有無 (1 有 (2 無)

13. 派遣・請負就労区分 (1 派遣・請負労働者として主として当該事業所以外で就労する場合 (2 1に該当しない場合) ※ 14. 送信不要表示 (不要の場合「1」を記入) 15. 番号複数取得チェック (不要の場合「1」を記入) 16. 国籍・地域コード (9欄に対応するコード) 17. 在留資格コード (10欄に対応するコード) を記入

5, 21, 37 'Date of birth'

・ Choose the number of applicable Japanese era name, and, if any of day, month, year is one digit, add 0 (zero) to the one-digit figure to make each of them double-digit.

Enter in columns from 8 to 13, 24 to 29, 40 to 45 only if the insured person is a foreigner.

被保険者氏名 18. 個人番号 21. 生年月日 (元号 2 大正 3 昭和 4 平成)
給付 公一 234567891011 3-590101
19. 被保険者氏名 (カタカナ) 20. 性別 23. 就職経路
キユウフ コウイチ 1 (1 男) 2 (1 安所紹介
2 自己就職
3 民間紹介
4 把握していない)

24. 被保険者氏名 (ローマ字) (アルファベット大文字で記入してください。)
被保険者氏名 (続き (ローマ字))
25. 国籍・地域 () 26. 在留資格 () 27. 在留期間 () まで
28. 資格外活動許可の有無 (1 有 (2 無)

29. 派遣・請負就労区分 (1 派遣・請負労働者として主として当該事業所以外で就労する場合 (2 1に該当しない場合) ※ 30. 送信不要表示 (不要の場合「1」を記入) 31. 番号複数取得チェック (不要の場合「1」を記入) 32. 国籍・地域コード (25欄に対応するコード) 33. 在留資格コード (26欄に対応するコード) を記入

6, 22, 38 'Wage'

・ Enter the payment status and monthly wage amount at the exact date of qualification acquisition written in column ③ in the letter of general registration

被保険者氏名 34. 個人番号 37. 生年月日 (元号 2 大正 3 昭和 4 平成)
企画 泰樹 345678910112 4-040809
35. 被保険者氏名 (カタカナ) 36. 性別 39. 就職経路
キカク タイキ 2 (1 男) 4 (1 安所紹介
2 自己就職
3 民間紹介
4 把握していない)

40. 被保険者氏名 (ローマ字) (アルファベット大文字で記入してください。)
被保険者氏名 (続き (ローマ字))
41. 国籍・地域 () 42. 在留資格 () 43. 在留期間 () まで
44. 資格外活動許可の有無 (1 有 (2 無)

45. 派遣・請負就労区分 (1 派遣・請負労働者として主として当該事業所以外で就労する場合 (2 1に該当しない場合) ※ 46. 送信不要表示 (不要の場合「1」を記入) 47. 番号複数取得チェック (不要の場合「1」を記入) 48. 国籍・地域コード (41欄に対応するコード) 49. 在留資格コード (42欄に対応するコード) を記入

2016. 4

※'Notification for Acquisition of Employment Insurance Qualification (collective-entry type) Letter of General Registration' and 'Notification for Acquisition of Employment Insurance Qualification (collective-entry type) Letter of Individual Registration' shall be used together.

2. When a person has ceased to be insured due to separation from employment, etc.

(1) When a person does not wish to have Separation Notice issued.

- Document to be submitted **'Notification for Loss of Employment Insurance Qualification'**
- Due date of submission Within 10 days from the following day of the day on which the person ceased to be insured person
- Place to be submitted Public Employment Security Office having jurisdiction over the area where the place of business located
- Documents to bring roster of workers, wage ledger, attendance book (time-card), contract of employment, etc.

(2) When a person wishes to have Separation Notice issued. (person who is 59 or more years of age needs to receive issuance of Separation Notice regardless of his/her will)

- Documents to be submitted **'Notification for Loss of Employment Insurance Qualification', 'Certificate of Separation from Employment for Insured Person' (a set of 3 sheets)**
- Due date of submission Within 10 days from the following day of the day on which the person ceased to be insured person
- Place to be submitted Public Employment Security Office having jurisdiction over the area where the place of business located
- Documents to bring roster of workers, attendance book (time-card), wage ledger, copies of writ of appointment and other social insurance notifications, and documents confirming reason of separation from employment (rules of employment, minutes of officers' meeting, etc.)

Reminder concerning issuance of separation notice

If a notification by business operator is delayed or neglected, Separation Notice issuance for a person who separated from employment will be delayed, which causes serious disadvantage for the person him/herself when receiving employment insurance benefits.

Please be sure to submit by due date.

Please submit 'Notification for Loss of Qualification' even if an insured person meets any one of the cases described below.

- ① A person has ceased to meet requirements to be qualified as insured person.
- ② An insured person was assigned to be an officer of corporation (excluding the case where Public Employment Security Office approved that the person holds double status as officer and employee.).
- ③ An officer with double status, officer and employee, who had been treated as an insurance qualifier has lost his/her status of employee.
- ④ An insured person was sent on loan to other place of business.
- ⑤ An insured person has died.

⑦離職理由欄…事業主の方は、離職者の主たる離職理由が該当する理由を1つ選択し、左の事業主記入欄の□の中に入れて記入の上、下の具体的な事情記載欄に具体的な事情を記載してください。

【離職理由は所定給付日数・給付制限の有無に影響を与える場合があります、適正に記載してください。】

事業主記入欄	離職理由	※離職区分
<input type="checkbox"/>	1 事業所の倒産等によるもの	1 A
<input type="checkbox"/>	(1) 倒産手続開始、手形取引停止による離職	
<input type="checkbox"/>	(2) 事業所の廃止又は事業活動停止後事業再開の見込みがないため離職	1 B
<input type="checkbox"/>	2 定年によるもの	
<input type="checkbox"/>	定年による離職(定年 歳)	
	定年後の継続雇用 { を希望していた(以下のaからcまでのいずれかを1つ選択してください) を希望していなかった	2 A
	a 就業規則に定める解雇事由又は退職事由(年齢に係るものを除く。以下同じ。)に該当したため (解雇事由又は退職事由と同一の事由として就業規則又は労使協定に定める「継続雇用しないことができる事由」に該当して離職した場合も含む。)	2 B
	b 平成25年3月31日以前に労使協定により定めた継続雇用制度の対象となる高齢者に係る基準に該当しなかったため	2 C
	c その他(具体的理由:)	
<input type="checkbox"/>	3 労働契約期間満了等によるもの	
<input type="checkbox"/>	(1) 採用又は定年後の再雇用時等にあらかじめ定められた雇用期限到来による離職	2 D
<input type="checkbox"/>	(2) 労働契約期間満了による離職	
	① 下記の以外の労働者	2 E
	(1回の契約期間 箇月、通算契約期間 箇月、契約更新回数 回)	
	(契約を更新又は延長することの確約・合意の有・無(更新又は延長しない旨の明示の有・無))	3 A
	(直前の契約更新時に雇止め通知の有・無)	
	労働者から契約の更新又は延長 { を希望する旨の申出があった を希望しない旨の申出があった の希望に関する申出はなかった	3 B
	② 一般労働者派遣事業に雇用される派遣労働者のうち常時雇用される労働者以外の者	3 C
	(1回の契約期間 箇月、通算契約期間 箇月、契約更新回数 回)	
	(契約を更新又は延長することの確約・合意の有・無(更新又は延長しない旨の明示の有・無))	3 D
	労働者から契約の更新又は延長 { を希望する旨の申出があった を希望しない旨の申出があった の希望に関する申出はなかった	4 D
	a 労働者が適用基準に該当する派遣就業の指示を拒否したことによる場合	
	b 事業主が適用基準に該当する派遣就業の指示を行わなかったことによる場合(指示した派遣就業が取りやめになったことによる場合を含む。)	5 E
	(aに該当する場合は、更に下記の5のうち、該当する主たる離職理由を更に1つ選択し、○印を記入してください。該当するものがない場合は下記の6に○印を記入した上、具体的な理由を記載してください。)	
<input type="checkbox"/>	(3) 早期退職優遇制度、選択定年制度等により離職	
<input type="checkbox"/>	(4) 移籍出向	
<input type="checkbox"/>	4 事業主からの働きかけによるもの	
<input type="checkbox"/>	(1) 解雇(重責解雇を除く。)	
<input type="checkbox"/>	(2) 重責解雇(労働者の責めに帰すべき重大な理由による解雇)	
<input type="checkbox"/>	(3) 希望退職の募集又は退職勧奨	
<input type="checkbox"/>	① 事業の縮小又は一部休廃止に伴う人員整理を行うためのもの	
<input type="checkbox"/>	② その他(理由を具体的に)	
<input type="checkbox"/>	5 労働者の判断によるもの	
<input type="checkbox"/>	(1) 職場における事情による離職	
<input type="checkbox"/>	① 労働条件に係る問題(賃金低下、賃金遅配、時間外労働、採用条件との相違等)があったと労働者が判断したため	
<input type="checkbox"/>	② 就業環境に係る重大な問題(故意の排斥、嫌がらせ等)があったと労働者が判断したため	
<input type="checkbox"/>	③ 事業所での大規模な人員整理があったことを考慮した離職	
<input type="checkbox"/>	④ 職種転換等に適應することが困難であったため(教育訓練の有・無)	
<input type="checkbox"/>	⑤ 事業所移転により通勤困難となった(なる)ため(旧(新)所在地:)	
<input type="checkbox"/>	⑥ その他(理由を具体的に)	
<input type="checkbox"/>	(2) 労働者の個人的な事情による離職(一身上の都合、転職希望等)	
<input type="checkbox"/>	6 その他(1-5のいずれにも該当しない場合) (理由を具体的に)	

具体的な事情記載欄(事業主用)

⑩離職者本人の判断(○で囲むこと)
 事業主が○を付けた離職理由に異議 有り・無し
 記名押印又は自筆による署名(離職者氏名) ⑪

Column ⑩
 Upon confirmation of the reason for the separation from employment, which is entered in column ⑦ by the person separated from employment, have the person circle the applicable item above, obtain the separated person's signature as well as a seal affixed, or, a signature written by the person's own hand.

Entry example of Certificate of Separation From Employment for Insured Person (left part of the form)

様式第5号

雇用保険被保険者離職証明書（安定所提出用）

① 被保険者番号	4900-102030-4	③ フリガナ	テキョウ ユウコ	④ 離職年月日	平成 28 10 17
② 事業所番号	4900-987654-3	離職者氏名	適用 優子	年月日	
⑤ 名称	株式会社 雇用保険 池袋支店		⑥ 離職者の〒	〒359-0042	
事業所所在地	豊島区東池袋3-5-13		離職者の住所又は居所	埼玉県所沢市並木6-1-3	
電話番号	03-3987-8609			電話番号 (04) 2992-8609	
この証明書の記載は、事実と相違ないことを証明します。			※離職票交付 平成 年 月 日 (交付番号 番)		離職票印
住所	東京都千代田区霞が関1-2-2				
事業主氏名	株式会社 雇用保険 代表取締役 雇用太郎				
離職の日以前の賃金支払状況等					
⑧ 被保険者期間算定対象期間	⑨ ⑩の期間における賃金支払基礎日数	⑩ 賃金支払対象期間	⑪ ⑩の基礎日数	⑫ 賃金額	
⑨ 一般被保険者等	⑨ 短期雇用特別被保険者			⑬ 備考	
離職日の翌日	10月8日			計	
9月18日~離職日	離職月 30日	10月1日~離職日	17日	157,000	
8月18日~9月17日	月 31日	9月1日~9月30日	30日	250,000	
7月18日~8月17日	月 31日	8月1日~8月31日	31日	250,000	
6月18日~7月17日	月 30日	7月1日~7月31日	31日	250,000	
5月18日~6月17日	月 31日	6月1日~6月30日	30日	250,000	
4月18日~5月17日	月 30日	5月1日~5月31日	31日	250,000	
3月18日~4月17日	月 31日	4月1日~4月30日	30日	250,000	
2月18日~3月17日	月 29日	月 日~月 日	日		
1月18日~2月17日	月 31日	月 日~月 日	日		
12月18日~1月17日	月 31日	月 日~月 日	日		
11月18日~12月17日	月 30日	月 日~月 日	日		
10月18日~11月17日	月 31日	月 日~月 日	日		
月 日~月 日	月 日	月 日~月 日	日		
⑭ 賃金に関する特記事項	⑮ この証明書の記載内容(⑫欄を除く)は相違ないと認めます。(記名押印又は自筆による署名) (離職者氏名) 適用 優子				

① 'Number for insured person'
② 'Number for place of business'
・ Transcribe correctly from the Notice of Qualification Acquisition Confirmation, etc.

⑬ 'Remarks'
・ Please write matters that serve as references.
For example, unpaid wage, absence from work, change of closing date for wage payment

⑮ 'Name and seal'
・ Upon confirmation of entry content by the person separated from employment, obtain the separated person's signature as well as a seal affixed..
If the name and a seal cannot be obtained, write the reason thereof, and affix the seal of business operator

⑧ 'Applicable period for insured period calculation'

A General insured persons, etc. • • • General insured persons or continuously insured elderly persons

- a. In the column of 'The day following the day of separation from employment', enter the day following the day written in column ④.
- b. In the column of "month, day" on the left side, enter the day corresponding to 'the day following the day of separation from employment' in each month dating back from the month in which the separation day is contained. For the month(s) which does not contain the corresponding day, enter the last day of the month(s).
- c. In the columns of "month, day" on the right side, enter the day which corresponds to the ' day of separation from employment'. For month(s) that does not contain the corresponding day, enter the last day of the month or the day before the last day.
- d. Periods that should be entered for column ⑨ is for two years (twelve-four lines) prior to the day of separation from employment (for continuously insured elderly persons, the period is one year), if the number of eleven or more basis days that must be entered column ⑨, exceeds twelve or more lines (for continuously insured elderly persons, six or more lines), entry for the earlier months may be omitted.

In some cases, if an employee was unable to receive payment of wages for 30 days or more due to sickness, injury, etc., he/she may enter 4 years of period at maximum prior to the day of separation from employment.

If one sheet is not enough to enter all information, use another sheet as 'complementary sheet'.

B Specially Insured Persons in Short-term Employment

Enter calendar months dating back consecutively from the month of separation from employment.

⑨ 'The number of basis days for wage payment' within the period written in ⑧'

Enter the number of basis days for wage payment within the period described in ⑧. (Include paid leaves, and count half day as one day.)

⑩ 'Period for wage payment'

- Enter from the day following the day of wage payment to the closing date of wage payment.
- Enter the period within two-year before the day of separation from employment. However, if there are 6 or more lines of 11 or more basis days in perfect month (e.g. from January 21st to February 20th), entry for the earlier months may be omitted.
In some cases, when a worker is a mariner and his/her prescribed wage largely fluctuates depending on whether he/she is onboard or off-board, etc., entering 12 or more lines with 11 or more basis days in perfect months is required for column ⑩.

⑪ 'The number of basis days for ⑩'

- Enter the number of days within the period entered in column ⑩. (Include paid leaves, and count half a day as one day.)

⑫ 'Amount of wage'

Column A...Cases where wage is prescribed monthly or weekly. ◦

Column B...Enter if the wage differs by day, month or the amount of work done.

If there are two types of wage payment, monthly and daily, enter A or B separately, and enter the total amount of A and B in the column " (total).

⑬ 'Remarks regarding wages'

- Among wages other than the ones paid regularly in a monthly, if the wage is paid within three-months period (hereinafter referred to as special wages), enter the day of special wage payment, name of the wage and paid amount within the period written in column ⑧. When there is nothing to enter, draw a diagonal line.
※ For interpretation of wages, refer to page 83.

Entry example of Certificate of Separation from Employment for Insured Person (left part of the form) Entry example (1)
A case where all entry items cannot be written on one sheet of Certificate

雇用保険被保険者離職証明書(安定所提出用)

続紙あり

④ 離職 年月日	平成	28	年	8	月	31	日
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離職の日以前の賃金支払状況等								
⑧ 被保険者期間算定対象期間		⑨ ⑧の期間 における 賃金支払 基礎日数	⑩ 賃金支払対象期間	⑪ ⑩の 基礎 日数	⑫ 賃金額			⑬ 備考
① 一般被保険者等 離職日の翌日	② 短期 雇用特例 被保険者 離職月				④	⑤	計	
8月1日 ~ 離職日	9月1日	20日	8月1日 ~ 離職日	20日	/	80,000		/
7月1日 ~ 7月31日	月	20日	7月1日 ~ 7月31日	20日		80,000		
6月1日 ~ 6月30日	月	20日	6月1日 ~ 6月30日	20日		80,000		
5月1日 ~ 5月31日	月	22日	5月1日 ~ 5月31日	22日		88,000		
4月1日 ~ 4月30日	月	21日	4月1日 ~ 4月30日	21日		84,000		
3月1日 ~ 3月31日	月	22日	3月1日 ~ 3月31日	22日		88,000		
2月1日 ~ 2月29日	月	11日	~	日				
1月1日 ~ 1月31日	月	18日	~	日				
12月1日 ~ 12月31日	月	20日	~	日				
11月1日 ~ 11月30日	月	9日	~	日				
10月1日 ~ 10月31日	月	8日	~	日				
9月1日 ~ 9月30日	月	20日	~	日				
8月1日 ~ 8月31日	月	16日	~	日				

Complementar

離職の日以前の賃金支払状況等								
⑧ 被保険者期間算定対象期間		⑨ ⑧の期間 における 賃金支払 基礎日数	⑩ 賃金支払対象期間	⑪ ⑩の 基礎 日数	⑫ 賃金額			⑬ 備考
① 一般被保険者等 離職日の翌日	② 短期 雇用特例 被保険者 離職月				④	⑤	計	
7月1日 ~ 7月31日	月	18日	~	日				/
6月1日 ~ 6月30日	月	19日	~	日				
~	月	日	~	日				
~	月	日	~	日				

[Explanation of the example]

12 or more months (column ⑧ A) with 11 or more basis days for wage payment

If there are more than twelve months containing 11 or more basis days, one sheet is not enough to enter all applicable months. In this case, two sheets of one set certificate is needed.

Write 'complementary sheet' on the second form.

When certificate used as 'complementary sheet', columns that should be entered is column from ① to ④, column for business operator confirmation, and column from ⑧ to ⑭.

[Points that should note when entering]

Five days a week and five hours a day of work 800 yen of hourly wage

**Entry example of Certificate of Separation from Employment
for Insured Person ((left part of the form) Entry example (2)
A case where the closing date of wage payment was changed**

④ 離職 年月日	平成	28	年 8	月 8	日 5
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離職の日以前の賃金支払状況等								
⑧ 被保険者期間算定対象期間		⑨ ⑧の期間 における 賃金支払 基礎日数	⑩ 賃金支払対象期間	⑪ ⑩の 基礎 日数	⑫ 賃金額			⑬ 備考
① 一般被保険者等 離職日の翌日	② 8月6日				③ 短期 雇用特例 被保険者 離職月	④ (A)	⑤ (B)	
7月6日 ~ 離職日		21日	8月1日 ~ 離職日	4日		37,000		
6月6日 ~ 7月5日		17日	7月1日 ~ 7月31日	20日		185,000		
5月6日 ~ 6月5日		17日	6月1日 ~ 6月30日	18日		166,500		
4月6日 ~ 5月5日		21日	5月21日 ~ 5月31日	8日		74,000	賃金締切日変更	
3月6日 ~ 4月5日		21日	4月21日 ~ 5月20日	22日		203,500		
2月6日 ~ 3月5日		18日	3月21日 ~ 4月20日	16日		148,000		
1月6日 ~ 2月5日		21日	2月21日 ~ 3月20日	22日		203,500		
12月6日 ~ 1月5日		16日	1月21日 ~ 2月20日	20日		185,000		
11月6日 ~ 12月5日		17日	~	日				
10月6日 ~ 11月5日		17日	~	日				
9月6日 ~ 10月5日		21日	~	日				
8月6日 ~ 9月5日		21日	~	日				
~		日	~	日				

[Explanation of the example]

A case where after closing wage account on May 20th, the next closing day that shall be 20th of the next month was advanced to the final day of month after the current month.

[Points for entry]

Indication in column ⑬, each column of ⑩,⑪,⑫

[Reference]

Daily wage worker....8,000 yen of daily payment, with overtime pay

Column ⑫ Because the main wage is calculated based on daily wages, enter the total amount of wages.in column B.

**Entry example of Certificate of Separation from Employment
for Insured Person ((left part of the form) Example (3)
A case where the form of wage payment was changed**

④ 離職 年月日	平成	28	10	25
----------------	----	----	----	----

離職の日以前の賃金支払状況等									
⑧ 被保険者期間算定対象期間		⑨ ⑧の期間 における 賃金支払 基礎日数	⑩ 賃金支払対象期間	⑪ ⑩の 基礎 日数	⑫ 賃金額			⑬ 備考	
① 一般被保険者等	② 短期 雇用特例 被保険者				③	④	⑤		⑥
離職日の翌日	10月26日	離職月	9月26日 ~ 離職日	21日	18,000	197,000	215,000		
9月26日 ~ 離職日		21日	9月26日 ~ 離職日	21日	18,000	197,000	215,000		
8月26日 ~ 9月25日		21日	8月26日 ~ 9月25日	21日	18,000	197,000	215,000		
7月26日 ~ 8月25日		22日	7月26日 ~ 8月25日	22日	18,000	207,500	225,500	月給制に切替	
6月26日 ~ 7月25日		30日	6月26日 ~ 7月25日	30日	228,000		228,000		
5月26日 ~ 6月25日		31日	5月26日 ~ 6月25日	31日	228,000		228,000		
4月26日 ~ 5月25日		30日	4月26日 ~ 5月25日	30日	228,000		228,000		
3月26日 ~ 4月25日		31日	~	日					
2月26日 ~ 3月25日		29日	~	日					
1月26日 ~ 2月25日		31日	~	日					
12月26日 ~ 1月25日		31日	~	日					
11月26日 ~ 12月25日		30日	~	日					
10月26日 ~ 11月25日		31日	~	日					
~		日	~	日					

[Explanation of the example]

A case where the form of wage payment was changed from monthly to daily from the payment for August.

[Points for entry]

Column ⑨,⑪ and total amount of A and B in column ⑫

In column ⑬ corresponding to the month in which form of wage changed, enter the changed form of wage.

[Reference]

The wage payment form changed from monthly to daily from July 26th.

(Before the change) monthly payment worker...210,000 yen of monthly payment, 8,000 yen of commuting allowance, 10,000 yen of family allowance

(After the change) daily wage worker 9,000 yen of daily wage, 8,000 yen of commuting allowance, 10,000 yen of family allowance, with overtime payment (from July 26th)

**Entry example of Certificate of Separation from Employment
for Insured Person ((left part of the form) Entry example (4)
A case where the day corresponding to the day following the
day of separation from employment is not contained in
each month**

④ 離職 年月日	平成	28	年	10	月	30	日
----------------	----	----	---	----	---	----	---

離職の日以前の賃金支払状況等									
⑧ 被保険者期間算定対象期間		⑨ 短期 雇用特例 被保険者	⑩ ⑧の期間 における 賃金支払 基礎日数	⑩ 賃金支払対象期間	⑪ ⑩の 基礎 日数	⑫ 賃金額			⑬ 備考
A 一般被保険者等						A	B	計	
離職日の翌日	10月31日	離職月	20日	10月21日 ~ 離職日	6日		47,850		
9月30日 ~ 離職日		離職月	20日	10月21日 ~ 離職日	6日		47,850		
8月31日 ~ 9月29日		月	22日	9月21日 ~ 10月20日	21日		167,475		
7月31日 ~ 8月30日		月	21日	8月21日 ~ 9月20日	24日		191,400		
6月30日 ~ 7月30日		月	25日	7月21日 ~ 8月20日	18日		143,550		
5月31日 ~ 6月29日		月	21日	6月21日 ~ 7月20日	24日		191,400		
4月30日 ~ 5月30日		月	19日	5月21日 ~ 6月20日	21日		167,475		
3月31日 ~ 4月29日		月	21日	4月21日 ~ 5月20日	18日		143,550		
2月29日 ~ 3月30日		月	21日	~	日				
1月31日 ~ 2月28日		月	19日	~	日				
12月31日 ~ 1月30日		月	17日	~	日				
11月30日 ~ 12月30日		月	22日	~	日				
10月31日 ~ 11月29日		月	24日	~	日				
~		月	日	~	日				

[Explanation for the example]

A case where the day corresponding to the day following day of separation from employment does not exist in each month

[Points for entry]

A in column ⑧ and column ⑨

'The day corresponding to the day following day of separation from employment (exact day of losing insurance qualification' must be entered in the column for 'day, moth' which is on the left side of A in column ⑧, however, for months that do not contain the corresponding day, enter the final day of the month.

Therefore, every case of separation from employment on 30th of long month applies to this case.

[Reference]

Daily wage worker 6,000 yen of daily wage, 100 yen of daily allowance for special work, with overtime payment

The number of basis days for wage payment in column ⑨ and ⑪ include days of paid leave.

(e.g. 24 days of basis days from June 21st to July 20th = 23 days of actual working days + 1 day of paid leave)

For column ⑫, because the wages were not paid monthly, enter the total amount of daily wages.

**Entry example of Certificate of Separation from Employment
for Insured Person ((left part of the form) Entry example (5)
When the wage of daily wage with monthly payment worker
was reduced due to absence from work**

④ 離職 年月日	平成	28	9	30
----------------	----	----	---	----

離職の日以前の賃金支払状況等									
⑧ 被保険者期間算定対象期間		⑨ ⑧の期間 における 賃金支払 基礎日数	⑩ 賃金支払対象期間	⑪ ⑩の 基礎 日数	⑫ 賃金額			⑬ 備考	
①A 一般被保険者等 離職日の翌日	10月1日				①B 短期 雇用特例 被保険者 離職月	9月1日 ~ 離職日	30日		⑫ A
9月1日 ~ 離職日	10月1日	離職月	30日	9月1日 ~ 離職日	30日	250,000			
8月1日 ~ 8月31日		月	31日	8月1日 ~ 8月31日	31日	250,000			
7月1日 ~ 7月31日		月	26日	7月1日 ~ 7月31日	26日	209,677			5日間欠勤
6月1日 ~ 6月30日		月	30日	6月1日 ~ 6月30日	30日	250,000			
5月1日 ~ 5月31日		月	31日	5月1日 ~ 5月31日	31日	250,000			
4月1日 ~ 4月30日		月	30日	4月1日 ~ 4月30日	30日	250,000			
3月1日 ~ 3月31日		月	31日	~	日				
2月1日 ~ 2月29日		月	29日	~	日				
1月1日 ~ 1月31日		月	31日	~	日				
12月1日 ~ 12月31日		月	31日	~	日				
11月1日 ~ 11月30日		月	30日	~	日				
10月1日 ~ 10月31日		月	31日	~	日				
~		月	日	~	日				

[Explanation for the example]

In a case where under the monthly salary system that the payment of the base salary is set intends for entire month, a person was absent from the work, as a result, his/her wage for the absent day was reduced.

Because the person was absent from work for five days from July 20th to July 24th, his/her wage was reduced according to the number of absent days based on the rules of employment of the place of business. In this case, the number of basis days shall be reduced, too.

[Points for entry]

Because there are five days of absence in July, enter the number of days by excluding the five days from the number of days on which the person was supposed to work for the month, and enter the reduced amount of wage in column ⑫..

[Reference]

Daily wage with monthly payment worker...250,000 yen of monthly payment

**Entry example of Certificate of Separation from Employment
for Insured Person ((left part of the form) Entry example (6)
When the wage of daily wage with monthly payment worker
was reduced due to absence from work**

④ 離職 年月日	平成	28	10	31
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離職の日以前の賃金支払状況等								
⑧ 被保険者期間算定対象期間		⑨ ⑧の期間 における 賃金支払 基礎日数	⑩ 賃金支払対象期間	⑪ ⑩の 基礎 日数	⑫ 賃金額			⑬ 備考
① A 一般被保険者等 離職日の翌日	11月1日				② B 短期 雇用特例 被保険者 離職月	③	④ A	
10月1日	~ 離職日	離職月	21 日	10月26日 ~ 離職日	5 日	31,250		
9月1日	~ 9月30日	月	19 日	9月26日 ~ 10月25日	19 日	160,000		
8月1日	~ 8月31日	月	18 日	8月26日 ~ 9月25日	19 日	143,750		8/26欠勤
7月1日	~ 7月31日	月	22 日	7月26日 ~ 8月25日	20 日	137,500		8/24,8/25欠勤
6月1日	~ 6月30日	月	22 日	6月26日 ~ 7月25日	20 日	160,000		
5月1日	~ 5月31日	月	18 日	5月26日 ~ 6月25日	23 日	160,000		
4月1日	~ 4月30日	月	21 日	4月26日 ~ 5月25日	17 日	160,000		
3月1日	~ 3月31日	月	22 日	~	日			
2月1日	~ 2月29日	月	20 日	~	日			
1月1日	~ 1月31日	月	20 日	~	日			
12月1日	~ 12月31日	月	19 日	~	日			
11月1日	~ 11月30日	月	18 日	~	日			
~	~	月	日	~	日			

[Explanation for the example]

Monthly payment system, in which the days on which workers are not required to work, such as Saturday, Sunday or holiday, etc. are excluded from the basic monthly wage payment. Due to the person's absence from work for three days from August 24th to August 26th, his/her wage was reduced according to the rules of employment of the place of business, as a result, the number of basis days shall be reduced.

[Points for entry]

In column ⑨ and ⑪, enter the number of days excluding Saturdays, Sundays, holidays and the number of absent days. For column ⑫, enter the reduced amount of wage.

[Reference]

Daily wage with monthly payment worker ...150,000 yen of monthly payment, 10,000 yen of allowance for perfect attendance

**Entry example of Certificate of Separation from Employment
for Insured Person ((left part of the form) Entry example (7)
A case where a worker was unable to receive wage payment
for 30 or more days due to sickness**

④ 離職 年月日	平成	28	10	20
----------------	----	----	----	----

離職の日以前の賃金支払状況等									
⑧ 被保険者期間算定対象期間		⑨ 短期 雇用特例 被保険者	⑩の期間 における 賃金支払 基礎日数	⑩ 賃金支払対象期間	⑪ ⑩の 基礎 日数	⑫ 賃金額			⑬ 備考
①A 一般被保険者等	離職日の翌日					①A	①B	計	
	10月20日	離職月	7日	9月21日 ~ 離職日	7日		39,200		自.28.1.18~
H27 12月21日 ~	H28 1月20日	月	18日	H27 12月21日 ~ H28 1月20日	18日		100,800		至.28.9.24の
	12月20日	月	20日	11月21日 ~ 12月20日	20日		112,000		251日間
	11月20日	月	17日	10月21日 ~ 11月20日	17日		95,200		交通事故による
	10月20日	月	21日	9月21日 ~ 10月20日	21日		117,600		傷病のため欠勤
	9月20日	月	18日	8月21日 ~ 9月20日	18日		100,800		賃金支払なし
	8月20日	月	22日	7月21日 ~ 8月20日	22日		123,200		
	7月20日	月	21日	~	日				
	6月20日	月	22日	~	日				
	5月20日	月	20日	~	日				
	4月20日	月	22日	~	日				
	3月20日	月	18日	~	日				
	2月20日	月	20日	~	日				

[Explanation for the example]

A case where a worker was continuously unable to receive payment of wages for 30 or more days due to sickness

[Points for entry]

Entry of column ⑬. Columns from ⑧ to ⑫, For the period without wage payment, entry is not necessary.).

If the worker was continuously unable to receive payment of wages for 30 or more days due to sickness, enter the period in which he/she was unable to receive wage payment, the number of unpaid days and the name of the sickness that caused the absence.

※Attach medical certificate (copy can be accepted) issued by doctor or other document certifying the fact.

[Reference]

Daily wage worker

During two years or one year before the day of separation from employment, if the worker was continuously unable to receive payment of wages for 30 or more days due to ①sickness, ②injury, ③temporal closing of place of business, ④childbirth and ⑤overseas assignment ordered by business operator, etc. (*note), the period to which unpaid days are added (four years at maximum) shall be entered in columns from ⑧ to ⑫, as shown in the example above.

※Note: In some cases, if the unpaid period due to the same reason was suspended and the unpaid period was less than 30 days, the number of days in the suspended period may be added. Please confirm with Public Employment Security Office for this matter.

**Entry example of Certificate of Separation from Employment
for Insured Person ((left part of the form) Entry example (8)
When allowance for absence from work was paid**

④ 離職 年月日	平成	28	10	31
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離職の日以前の賃金支払状況等								
⑧ 被保険者期間算定対象期間		⑨ ⑧の期間における賃金支払基礎日数	⑩ 賃金支払対象期間	⑪ ⑩の基礎日数	⑫ 賃金額			⑬ 備考
① A 一般被保険者等 離職日の翌日	② B 短期雇用特例被保険者 11月1日				③ A	③ B	計	
10月1日 ~ 離職日	離職月	20日	10月1日 ~ 離職日	20日		120,000		
9月1日 ~ 9月30日	月	17日	9月1日 ~ 9月30日	17日		102,000		
8月1日 ~ 8月31日	月	19日	8月1日 ~ 8月31日	19日		102,000		休業5日 18,000円
7月1日 ~ 7月31日	月	22日	7月1日 ~ 7月31日	22日		132,000		
6月1日 ~ 6月30日	月	21日	6月1日 ~ 6月30日	21日		118,800		休業3日 10,800円
5月1日 ~ 5月31日	月	20日	5月1日 ~ 5月31日	20日		120,000		
4月1日 ~ 4月30日	月	20日	~	日				
3月1日 ~ 3月31日	月	22日	~	日				
2月1日 ~ 2月29日	月	18日	~	日				
1月1日 ~ 1月31日	月	18日	~	日				
12月1日 ~ 12月31日	月	21日	~	日				
11月1日 ~ 11月30日	月	20日	~	日				雇調金
~	月	日	~	日				28.7.24~28.9.26

[Explanation for the example]

The business was suspended due to the circumstances of business operator, and the allowance for absence from work was paid in accordance with the Article 26 of Labor Standards Act.

[Points for entry]

Indicate 'absence from work', and enter the number of absent days and the amount of allowance in column ⑬.

If the business operator received the Employment Adjustment Subsidiary within the period written in column ⑩, indicate 'adjustment subsidy' in a blank space of column ⑬ as well as the date (day, Month and year) on which the grant decision for the subsidiary was made.

In a case where the worker was temporarily absent during a part of a day and the allowance for the absence was granted, if the wage excluding the allowance for the absence is more than 60% of average wage, it is not necessary to indicate the number of absence days. (The amount of wage of the day is equal to the wage + allowance.). If the wage excluding the allowance for the absence was less than 60% of his/her average wage, count the day as one absence day, and in column ⑬, enter the amount of the allowance granted on the day + wage.

When a person is not monthly paid worker, or monthly paid worker but his/her duty is not set for the whole one month has only specified holidays prescribed in the rules of employment, etc. within the period between the day on which allowance was paid and the day on which the next allowance was paid, describe the holidays as specified holidays within the period of absence from work.

[Reference]

Daily wage worker 6,000 yen of daily wage

Allowance for absence from work (the Article 26 of Labor Standards Act)

Received employment adjustment subsidiary twice 2 times of decision date for the grant, July 24' 2016 and September 26, 2016

In a case where the reason that caused absence from work attributable to the employer, the employer must pay more than 60% of the worker's average wage as allowance to the worker during the period of absence from work.

**Entry example of Certificate of Separation from Employment for Insured Person ((left part of the form) Entry example (9)
Case of Specially Insured Persons in Short-term Employment**

④ 離職 年月日	平成	28	年	11	月	20	日
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離職の日以前の賃金支払状況等									
⑧ 被保険者期間算定対象期間		⑨ ⑧の期間 における 賃金支払 基礎日数	⑩ 賃金支払対象期間	⑪ ⑩の 基礎 日数	⑫ 賃金額			⑬ 備考	
① 一般被保険者等 離職日の翌日	② 短期 雇用特例 被保険者 月 日				③ 離職月	④ 離職日	⑤ 基礎日数		⑥ 賃金額
~	離職日	離職月	13日	11月1日 ~ 離職日	13日		143,000		
~		10月	20日	10月1日 ~ 10月31日	20日		220,000		
~		9月	21日	9月1日 ~ 9月30日	21日		231,000		
~		8月	21日	8月1日 ~ 8月31日	21日		231,000		
~		7月	21日	7月1日 ~ 7月31日	21日		231,000		
~		6月	18日	6月1日 ~ 6月30日	18日		198,000		
~		5月	13日	5月1日 ~ 5月31日	13日		143,000		
~		月	日	~	日				
~		月	日	~	日				
~		月	日	~	日				
~		月	日	~	日				
~		月	日	~	日				
~		月	日	~	日				

[Explanation for the example]

Case of retirement of specially insured person in short-term employment (insurance acquisition date: May 10, 2016)

[Points for entry]

Column ⑨

Different from general insured persons, enter the number of basis days for wage payment according to calendar months.

[Reference]

Daily wage worker 11,000 yen of daily wage

The requirement for:

6 or more months with 11 or more basis days for wage payment for one year prior to the day of separation from employment are required to obtain Special Lump Sum Payment Recipient Qualificat

Entry example of Certificate of Separation from Employment for Insured Person (right part of the form)

⑦ 離職理由欄…事業主の方は、離職者の主たる離職理由が該当する理由を1つ選択し、左の事業主記入欄の□の中に○印を記す。具体的な事情記載欄に具体的な事情を記載してください。

【離職理由は所定給付日数・給付制限の有無に影響を与える場合があります。適正に記載してください。】

事業主記入欄	離職理由
<input type="checkbox"/>	1 事業所の倒産等によるもの
<input type="checkbox"/>	(1) 倒産手続開始、手形取引停止による離職
<input type="checkbox"/>	(2) 事業所の廃止又は事業活動停止後事業再開の見込みがないため離職
<input checked="" type="checkbox"/>	2 定年によるもの
<input type="checkbox"/>	定年による離職（定年60歳）
<input type="checkbox"/>	定年後の継続雇用（を希望していた（以下のaからcまでのいずれかを1つ選択してください）を希望してなかった）
<input type="checkbox"/>	a 就業規則に定める解雇事由又は退職事由（年齢に係るものを除く。以下同じ。）に該当したため（解雇事由又は退職事由と同一の事由として就業規則又は労使協定に定める「継続雇用しないことができる事由に該当して離職した場合も含む）
<input type="checkbox"/>	b 平成25年3月31日以前に労使協定により定められた継続雇用制度の対象となる高齢者に係る基準に該当しなかったため
<input type="checkbox"/>	c その他（具体的な理由）
<input type="checkbox"/>	3 労働契約期間満了等によるもの
<input type="checkbox"/>	(1) 採用又は定年後の再雇用時等にあらかじめ定められた雇用期限到来による離職
<input type="checkbox"/>	(2) 労働契約期間満了による離職
<input type="checkbox"/>	① 下記②以外の労働者
<input type="checkbox"/>	(1回の契約期間 箇月、通算契約期間 箇月、契約更新回数 回)
<input type="checkbox"/>	（契約を更新又は延長することの確約・合意の有・無（更新又は延長しない旨の明示の有・無）（直前の契約更新時に雇止め通知の有・無）
<input type="checkbox"/>	労働者から契約の更新又は延長 {を希望する旨の申出があったを希望しない旨の申出があったの希望に関する申出はなかった
<input type="checkbox"/>	② 一般労働者派遣事業に雇用される派遣労働者のうち常時雇用される労働者以外の者
<input type="checkbox"/>	(1回の契約期間 箇月、通算契約期間 箇月、契約更新回数 回)
<input type="checkbox"/>	（契約を更新又は延長することの確約・合意の有・無（更新又は延長しない旨の明示の有・無）
<input type="checkbox"/>	労働者から契約の更新又は延長 {を希望する旨の申出があったを希望しない旨の申出があったの希望に関する申出はなかった
<input type="checkbox"/>	a 労働者が適用基準に該当する派遣就業の指示を拒否したことによる場合
<input type="checkbox"/>	b 事業主が適用基準に該当する派遣就業の指示を行わなかったことによる場合（指示した派遣業が取りやめになったことによる場合を含む。）
<input type="checkbox"/>	（aに該当する場合は、更に下記の5のうち、該当する主たる離職理由を更に1つ選択し、○印を記入してください。該当するものがない場合は下記の6に○印を記入した上、具体的な理由を記入してください。）
<input type="checkbox"/>	(3) 早期退職優遇制度、選択定年制度等により離職
<input type="checkbox"/>	(4) 移籍意向
<input type="checkbox"/>	4 事業主からの働きかけによるもの
<input type="checkbox"/>	(1) 解雇（重責解雇を除く。）
<input type="checkbox"/>	(2) 重責解雇（労働者の責めに帰すべき重大な理由による解雇）
<input type="checkbox"/>	(3) 希望退職の募集又は退職勧奨
<input type="checkbox"/>	① 事業の縮小又は一部休廃止に伴う人員整理を行うためのもの
<input type="checkbox"/>	② その他（理由を具体的に）
<input type="checkbox"/>	5 労働者の判断によるもの
<input type="checkbox"/>	(1) 職場における事情による離職
<input type="checkbox"/>	① 労働条件に係る問題（賃金低下、賃金遅配、時間外労働、採用条件との相違等）があったと労働者が判断したため
<input type="checkbox"/>	② 就業環境に係る重大な問題（故意の排斥、嫌がらせ等）があったと労働者が判断したため
<input type="checkbox"/>	③ 事業所での大規模な人員整理があったことを考慮した離職
<input type="checkbox"/>	④ 職種転換等に適合することが困難であったため（教育訓練の有・無）
<input type="checkbox"/>	⑤ 事業所移転により通勤困難となった（なる）ため（旧(新)所在地）
<input type="checkbox"/>	⑥ その他（理由を具体的に）
<input type="checkbox"/>	(2) 労働者の個人的な事情による離職（一身上の都合、転職希望等）
<input type="checkbox"/>	6 その他（1～5のいずれにも該当しない場合）
<input type="checkbox"/>	（理由を具体的に）

具体的な事情記載欄（事業主用） 就業規則第25条による定年退職

⑧ 離職者本人の判断（○で囲むこと）
 事業主が○を付けた離職理由に異議 有り・無し
 記名押印又は自筆による署名（離職者氏名） 道明大輔

⑦ 'Reason of Separation from Employment', Entry column by business operator'

Choose one number from 1 to 5 as a main reason of separation from employment, and enter ○ (circle) in a corresponding □. If there is a description space for chosen 'reason of separation' (e.g. retirement age □ years of age), fill the blank with appropriate content, and, for the items for choice (e.g. Yes or No to availability of education training), circle the applicable item.

If there is no applicable reason of separation among items from 1 to 5, enter ○ (circle) in the □ of 6 'other reason (Not apply any of items from 1 to 5), and indicate detailed circumstances in 'Column for specific circumstances' (Entry column by business operator)'

'Column for Specific circumstances (Entry column by business operator)'

Enter the specific circumstances clarifying the reason and the process that led to the separation from employment as detailed as possible. If the reason of separation applies to 5 (2) 'Separation from work due to worker's personal circumstances', enter the specific circumstances that led to the separation from employment within a scope of information obtained from the person separated from employment.

⑩ Determination by a person separated from employment him/herself

Make sure to have the person separated from employment confirm the 'reason of separation from employment' entered by the business operator, and make him/her circle 'Yes or No to objection to the reason of separation from employment' and obtain the person's signature as well as a seal affixed, or, a signature written by the person's own hand by the day of separation from employment. At this time, it is acceptable that even the left side entry columns of the certificate are incomplete due to unfinished wage calculation processing, etc. If the name and seal or signature by own hand cannot be obtained due to compelling reasons such as returning home, etc., enter the reason of the non-availability in column ⑩, and affix the seal of business operator.

Contents of each item described in the columns for Reasons of Separation from Employment (column 7)

The contents of each item described in the columns for Reasons of Separation from Employment (column 7) are conveniently categorized in purpose of understanding the context of the reason claimed by business operator in order to determine the reason of separation from employment, which are different from the determination criteria for specific recipient qualification, etc.

Because Public Employment Security Office makes final determination for the reason of separation from employment, there are some cases that the finally determined result is not the same with the reason corresponding to the ○ (circle)-marked one in the □ of column ⑦. Regarding the determination criteria for specific recipient qualification, please refer to the leaflet distributed at Public Employment Security Office.

1. item 1 'Separation due to bankruptcy of place of business'

① 1(1) 'Separation from employment due to commencement of bankruptcy proceedings and suspension of transactions by bills'

Example of applicable cases: Due to petition to the Court for bankruptcy, commencement of rehabilitation proceedings, commencement of reorganization proceedings, commencement of arrangement or special liquidation proceedings or suspension of transaction by bills, or, the place of business is in a state of bankruptcy or being under the long period of business suspension order issued by supervising authority. Considering those circumstances of the workplace, the person separated from employment. However, if the person was dismissed due to bankruptcy, etc., it applies to 'Dismissal' described in (1) of 4.

[Documents to bring] Documents clarifying the fact that petition for bankruptcy proceedings was accepted by the Court, or alike.

② 1(2) 'Separation from employment due to a closure of place of business or improbability of resuming the business after discontinuance of business activities'

Example of applicable cases: Due to a closure of the place of business, but even legal bankruptcy proceedings (the proceedings mentioned in ① above) have not been taken, business activities is virtually halted, and, as a result of a decision of dissolution made at shareholders meeting, there is no probability of resuming the business. So, the place of business is in the state of discontinuance, forcing the person separate from employment.

[Documents to bring] In a case of dissolution decision, the minutes (copy) of the meeting in which the decision was made, or alike

2. item 2 'Separation due to retirement age'

① 2 'Separation from employment due to retirement age'

Example of applicable case: Person separated from employment because of retirement age prescribed in rules of employment, etc.

Please note that in a case where the person had been continuously employed after the retirement according to the fixed term employment contract and separated from the employment due to the expiration of the term, the reason of reparation applies to ① or ② of 3 described below.

3. item 3 'Separation due to expiration of the term prescribed in labor contract, etc.'

① 3 (1) 'Separation from employment due to expiration of the employment term limit prescribed at the time of employment or re-employment after the retirement'

Example of applicable case: Although a labor contract is based on one year unit, the employment term limit (e.g. three years) was separately prescribed in advance, so, because the employment term reached the upper limit, the person separated from employment. For example, it was

prescribed in advance that after retirement, the person will be re-employed by renewing a yearly contract by his/her 65 years of age, and, because the person reached 65 years of age, he/she separated from employment

② **3 (2) 'Separation from employment due to expiration of the term prescribed in labor contract'**

Example of applicable case of expiration of the term prescribed in labor contract: A person, who had been employed under the one-year-period labor contract, separated from the employment because the contract term was expired. (excluding the case described in 3(1), meaning 'separation from employment due to expiration of re-employment contract term after retirement, which was specified in advance')

As a reminder for entering a reason of separation of person except the constantly employed worker among workers employed by general worker dispatch business, the term 'dispatch work' described in item ② includes the case that a person employed as dispatched worker is engaged in undertaking carried out by contract. The term 'dispatch work applicable to coverage standard' means that the prescribed weekly working hours for the work are 20 or more hours.

[Documents to bring] Labor contract, written notice of employment, written notice of contract renewal, etc.

③ **3 (3)'Separation from employment using early retirement program or optional retirement program'**

Examples of applicable case: A person separated from employment by applying for early retirement program or optional retirement program which has constantly been existing in the places of business as a common system; a person separated from employment due to customary retirement practice by particular reason in the company, etc.

[Documents to bring] Documents clarifying the content of the retirement program

④ **3(4) 'Separation due to transfer of permanent domicile'**

Example of applicable case: A loaned worker employed by a covered undertaking terminated the employment relation with the operator of the undertaking.

[Documents to bring] Documents clarifying the fact of transfer of permanent domicile

4 4 'Separation due to pressure from business operator'

① **4 (1) 'Dismissal (excluding heavy responsibility dismissal), and) and 'Heavy responsibility dismissal (dismissal due to significant cause imputable to the worker' of (2))'**

Example of applicable case: A dismissal by business operator, including dismissal due to significant cause imputable to the worker' which means that a worker was dismissed due to violation of provision of Penal Code, destruction of facilities or appliances by intention or gross negligence, acts of discrediting the place of business or serious violation of rules of employment, etc.

[Documents to bring] Advance notice of dismissal, Certificate of retirement, Rules of Employment, etc.

① **4 (3) 'Request for voluntary retirement or encouragement of retirement'**

Example of applicable case: A person separated from employment responding to temporal recruitment of voluntary retirement by business operator (or by a person in charge of human resources) in purpose of personnel reduction associated with industrial adjustment, etc.

[Documents to bring] In case of response to voluntary retirement recruitment, outline (copy) of request for voluntary retirement, documents clarifying the fact that the person applied for the request.

5 5 (1) 'Separation due to circumstances in workplace' described in (1) of item, 'Separation the column of determined by worker him/herself'

Example of applicable case: a worker separated from employment considering the circumstances of the workplace (place of business).

① 5 (1) ① 'A worker determined that there are problems related to working conditions (wage decline, delayed payment of wages, overtime work, work condition differences from the condition presented at the time of employment, etc.)'

Example of applicable case: A person separated from employment due to one or any of following conditions: wage decline, delayed payment of wages (e.g. 2 or more months period of delay for certain percentage of wage), continuous payment of allowance for absence from work associated with discontinuance of business, serious problems related to labor conditions such as excessive overtime work (including the case that actual labor conditions are significantly different from the conditions presented at the time of employment), or, violations of laws, which may cause danger or health hazard occurrence in the work place; despite of warnings from administrative organs, no improvement measure was taken.

[Documents to bring] Labor Contract, pay slip, notice of wage reduction, a bank book indicating the date of salary transfer, document showing overtime work such as time card(copy), etc.

① 5 (1) ② 'The worker determined that there was serious problem related to working environment (intentional exclusion, harassment, etc.)'

Example of applicable case: Due to intentional exclusion, serious ill-treatment, harassment (including sexual harassment), etc. by superior(s) or colleague(s), the worker separated from employment.

[Documents to bring] In a case of ill-treatments targeting a particular individual including personnel relocation or change of payroll system, etc., letter of appointment for relocation(copy) and Labor Contract, etc. are required.

② 5 (1) ③ 'Separation from Employment consideration a large scale of personnel reduction in the place of business'

Example of applicable case: A place of business was forced to execute business downsizing (including planned downsizing) leading to personnel reduction by which one-third of workers in the place of business separated from employment, and, as a result, the business operator must submit notifications for many persons separated from employment (30 or more workers are planned to separate)at Public Employment Security Office, so, considering such a circumstance, the person separated from employment.

③ 5 (1) ④ 'Unable to adopt to the job changed'

Examples of applicable case: A worker was transferred to other type of job from the job that he/she had been engaged in for long time, without receiving enough educational training from business operator, and unable to adopt to the new type of job; although the job type and working place are specified in the labor contract, the worker was transferred to other type of job, or transferred to the distant place by order, but, he/she was unable to adopt to the transfer, which resulted in his/her separation from employment.

[Documents to bring] Labor Contract at the time of employment, letter of appointment for job change, transfer to other department or location (copy), etc.

④ 5 (1) ⑤ 'It became (will become) difficult to commute due to relocation of place of business'

Applicable case: It became (will become) difficult for a worker to commute due to the relocation of the place of business.

[Documents to bring] Notice of Relocation of Place of Business, materials clarifying the relocated destination and timetable of commuting route of the person

6. 'Separation due to worker's personal circumstances (personal reason or wanting to change job, etc. 'described in 5 of (2), 'Determination by worker him/herself'

Example of applicable case: A worker separated from employment due to typical personal reason: poor physical condition forcing the worker unable to carry out duties: sudden change of family circumstances such as pregnancy, childbirth, childcare, taking care of family member: voluntary change of job, etc. Circumstances of workplace are excluded.

[Documents to bring]

letter of resignation (copy), etc. confirming the content of circumstances.

7. Item 6, 'Other reasons (separation from employment due to reasons not corresponding to any of items from 1 to 6'

Separation from employment not corresponding to any of items from 1 to 6 mentioned above.

[Documents to bring] Materials confirming the content

4. When insured person was transferred

Transfer means that the working place of the insured person changes to other place that is run by the same business operator of the previous working place. Business trip or temporal stay does not apply to the term, transfer.

- Document to be submitted **'Notification for Transfer of Insured Person under Employment Insurance'**
- Due date of submission Within 10 days from the day following the day on which the fact occurred
- Place to be submitted The Public Employment Security Office having jurisdiction over the location of the place of business where the insured person was transferred to
- Documents to bring 'Notification for Loss of Employment Insurance Qualification/Change to Name of Insured Person, which already have issued for the place of business that the person belonged to before the transfer'

Entry example of Notification for Transfer of Insured Person under the Employment Insurance

様式第10号 雇用保険被保険者転勤届

(必ず裏2面の注意事項を讀んでから記入してください。)

届出種別
13106

1. 被保険者番号 9900-123456-0 2. 生年月日 3-5-9-02-19 (2019年2月19日)

3. 被保険者氏名 フリガナ(カタカナ) 労働 小 太郎 4. 被保険者氏名(ローマ字) (アルファベット大文字で記入してください。)

労働 小 太郎 5. 資格取得年月日 4-1-8-04-01 (2004年4月1日)

6. 事業所番号 4947-123456-7 7. 転勤前の事業所番号 4900-00001111-0

8. 転勤年月日 4-2-8-07-01

9. 転勤前事業所名称・所在地 [株式会社 雇用保険 東京都千代田区霞が関1-2-2]

10. 備考

雇用保険法施行規則第13条第1項の規定により上記のとおり届けます。 平成 28 年 7 月 6 日

住 所 東京都豊島区上池袋3-4-5

事業主 氏 名 株式会社 雇用保険 代表取締役 労働太郎 記名押印又は署名 印

電話番号 03-5253-1111 池袋 公共職業安定所長 殿

11. 会社印

12. 届出者

2016. 4

5. When insured person changed name

This notification must be submitted when an insured person changed his/her name. Please use the form for 'Notification for Loss of Employment Insurance Qualification/ Change to Name of Insured Person' that was given by the Public Employment Security Office when the person acquired the insurance qualification.

- Document to be submitted.....' **Notification for Change to Name of Insured Person**'
- Due date of submission.....Every time Promptly when a name was changed.
- Place to be submitted.....The public Employment Security Office having jurisdiction over the location of the place of business

Entry example of Notification for Change to Name of Insured Person

様式第4号 (第1面) 雇用保険被保険者 資格喪失届 氏名変更届

標準字体 0 1 2 3 4 5 6 7 8 9 (必ず第2面の注意事項を読んでから記載してください。)

※ 帳票種別 1 3 1 0 2: 氏名変更届 3: 資格喪失届

1. 被保険者番号 4800-001364-8 2. 事業所番号 4801-613813-1 3. 資格取得年月日 4-240621

4. 離職年月日 4-1-1 5. 喪失原因 1 離職以外の理由 2 3以外の離職 3 事業主の都合による離職 (1有 2無) 6. 離職票交付希望 (1有 2無) 7. 1週間の所定労働時間 8. 補充採用予定の有無 (空白 無 1有)

9. 新氏名 フリガナ (カタカナ) 職相 優子 ショ 7 ヲ ユ コ

10. 個人番号 11. 喪失時被保険者種類 (3 季節) 12. 市区・町村コード (17欄に対応するコードを記入) 13. 在留資格コード (18欄に対応するコードを記入)

被保険者氏名	性別	生年月日	取得時被保険者種類	転勤年月日	管轄安定所番号	雇用形態
沖野 功	女	3-521025	一般		48010	
資格取得年月日現在の1週間の所定労働時間			事業所名称		株式会社 雇用保険 池袋支店	
被保険者の住所又は居所						
被保険者でなくなったことの原因又は氏名変更年月日			平成28年5月20日			

雇用保険法施行規則第7条第1項・第14条第1項の規定により、上記のとおり届けます。

住 所 東京都千代田区霞が関1-2-2 平成28年5月23日

事業主氏名 株式会社 雇用保険 代表取締役 雇用太郎 記名押印又は署名 印

電話番号 03-5253-1111 池袋公共職業安定所長 殿

※

所長	次長	課長	係長	係	操作者	社会保険 労務士 記載欄	作成年月日、提出代行等、事務代理者の表示	氏 名	電話番号
								印	

2016. 1

6, When insured person ceased to be continuously employed exchange official stipulated in paragraph 1 of article 21 in the 'Act on Personnel Exchange Between the Government Sector and Private Enterprises'

This notification must be submitted when an insured person no longer be a continuously employed exchange official.

- Document to be submitted.....'Notification for Termination of Continuous Employment Personnel Exchange'
- Due date of submission.....Within 10 days after the day on which the person ceased be a continuously employed exchange official
- Place to be submitted.....The Public Employment Security Office having jurisdiction over the location of the place of business
- Documents to bring...① and ② described below
 - ① Materials clarifying the fact that the person ceased to be a continuously employed exchange official
 - ② Materials clarifying the period in which the person was in a position of continuously employed exchange official

Entry example of Notification for Termination of Continuous Employment Personnel Exchange

様式第9号の2 **雇用継続交流採用終了届**

帳票種別
12109

1. 事業所番号
4900-0000111-0

2. 被保険者番号
9900-123456-0

3. 姓(漢字) 労働 4. 名(漢字) 小太郎

5. フリガナ(カタカナ)
ロウトウ ヨタロウ

6. 生年月日
3-590219 (2大正 3昭和 4平成)

7. 資格取得年月日
4-180401 (3昭和 4平成)

8. 雇用継続交流採用開始年月日
4-210401

9. 雇用継続交流採用終了年月日
4-280331

10. 出向先官署コード
13

※ 11. 交流採用記録取消

(一)の用紙は、このまま機械で処理しますので、汚さないようにしてください。

01...内閣官署	02...内閣法制局
03...人事院	04...内閣府(高内庁及び国家公安委員会を除く)
05...宮内庁	06...国家公安委員会
07...防衛省	08...総務省
09...法務省	10...外務省
11...財務省	12...文部科学省
13...厚生労働省	14...農林水産省
15...経済産業省	16...国土交通省
17...環境省	18...会計検査院
99...その他	

雇用保険法施行規則第12条の2の規定により、上記のとおり届けます。

平成28年 4月 4日

飯田橋 公共職業安定所長 殿

事業所名(所在地) 株式会社 雇用保険
東京都千代田区霞が関1-2-2

電話番号 03-5253-1111 記名押印又は署名
事業主氏名 株式会社 雇用保険
代表取締役 雇用太郎 印

7. Documents given when submitting notifications related to insured persons

(1) When submitting Notification for Acquisition of Qualification, Change to Name and Transfer

Public Employment Security Office gives 'Letter of Confirmation Notice for Acquisition of the Employment Insurance Qualification, etc. (for insured person), Certificate of Employment Insurance/ Letter of Confirmation Notice for Acquisition of the Employment Insurance Qualification, etc. (notice for business operator) and Notification for Loss of Employment Insurance Qualification (1 sheet with perforation) on which the name of insured person and the place of business's number, etc. are printed by the Hello Work system.

Some of the forms mentioned above must be given to the insured person directly. Explain to the person to keep them carefully and hand it to the insured person him/herself.

様式第4号 (第1面) 雇用保険被保険者 資格喪失届 氏名変更届

標準字体 0 1 2 3 4 5 6 7 8 9 (必ず第2面の注意事項を読んでから記載してください。)

※ 届出種別
 1: 氏名変更届
 2: 資格喪失届

1. 被保険者番号 4900-102030-4
 2. 事業所番号 4900-987654-3
 3. 資格取得年月日 4-280620

4. 喪失年月日
 5. 喪失原因
 6. 雇止め交付時期
 7. 通勤の予定労働時間
 8. 補充採用予定の有無

9. 新氏名 フリガナ [カタカナ]
 10. 個人番号

11. 業種・地域コード
 12. 労働時間コード
 13. 労働時間コード

被保険者氏名	性別	生年月日	取得時被保険者種別	通勤年月日	労働安定所番号	雇用形態
テキヨウ ユウコ	女	3-521025	一般			

業務所番号1桁目の1番目の桁は労働時間
 事業所名称 株式会社 雇用保険 池袋支店

被保険者の住所又は居所
 被保険者でなくなったこと
 の原因又は氏名変更年月日

雇用保険法施行規則第7条第1項・第14条第1項の規定により、上記のとおり届けます。

平成 年 月 日
 住所
 事業主氏名
 電話番号
 公共職業安定所長 殿

所長	次長	課長	係長	係	操作者	社会保険 労務士 総務課	氏名	電話番号
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様式第5号 雇用保険被保険者資格取得等確認通知書 (事業主通知用)

確認(受領) 通知年月日 雇用保険被保険者資格取得等に基づき、下記のとおり確認(通知)します。

H280624
 被保険者番号 4900-102030-4
 事業所番号 4900-987654-3
 労働区分 0
 資格取得年月日 H280620

被保険者氏名 テキヨウ ユウコ
 性別 2 (女)
 生年月日(元号-西暦) 3 521025 (平成 2005)
 取得時被保険者種別 1 (一般)
 通勤年月日

事業所名称 株式会社 雇用保険 池袋支店

様式第7号 雇用保険被保険者証

被保険者番号 4900-102030-4
 被保険者氏名 テキヨウ ユウコ
 生年月日(元号-西暦) 3 521025 (平成 2005)

通知(受領) 通知年月日 資格取得年月日 被保険者種別
 H280624 H280620 1 (一般)

事業所名称 株式会社雇用保険池袋支店 通勤年月日

○ Q & A About procedures related to insured persons

Q What procedures must be taken for temporally transferring employee?

Company A decided to loan an employee to our affiliated company B. Company A will pay three fourth of his/her wage, and company B will pay the rest, one fourth. In this case, under which company shall he/she be insured?

A. In a case where a worker is loaned to other place of business so that he /she has employment relationships with more than one business operators, the worker shall be insured under single employment relationship from which he/she receives main wage payment that is necessary to maintain his/her living. (refer to page 39)

Accordingly, company A that pays three fourth of the wage is a principle business operator so that it shall be the company that treat the loaned worker continuously as an insured person. Please note that if the worker separated from employment, wages paid by company A shall the wages to be entered in the Separation Notice (wages paid by company B should not be entered).

[Reference] How to treat the Employment Insurance concerning loaning workers

Loaning personnel is classified into two types according to the form of loaning.

- Transfer of permanent domicile

This type applies to a case where a worker terminated the employment relationship with the assignor business operator, meaning he/she shall be treated as 'separated from the employment and be re-employed by the assignee business operator'.

- Being on loan while retaining employment relationship

This is a case where a worker is working at the assignee company while retaining the employment relationship with the assignor company, meaning a worker has employment relationships with the assignor company and the assignee company.

Please note that as far as the Employment Insurance is concerned, the worker is qualified as an insured person only under the principle employment relationship from which he/she receives main wage payment that is necessary to maintain his/her living.

Accordingly, in principle, if the worker's wage is paid by the assignor company, the worker is qualified as insured person under the assignor company, while if his/her wage is paid by the assignee company, in principle, the worker is qualified as insured person under the assignee

Please be careful when being sent on loan while retaining the same employment relationship at 65 or older years of age.

- ① If a worker was sent on loan at 65 years of age or older, the worker shall be treated as insured person under the employment relationship with the assignor company, so, as far as wage payment is concerned, we request that assignor company to handle the wage payment collectively as much as possible.

○ Q & A about procedures related to insured persons

Q How to determine the date of acquisition of the Employment Insurance qualification?

We employed two persons as of April 1, but this year, the employment day was Sunday, so, their actual first day of coming to work was April 2.

In this case, how shall the date of acquisition of qualification should to be treated?

A. In this case, the acquisition day shall be April 1.

In column ⑨ 'The date when the person became an insured person' of the Notification for Acquisition, enter the date of the first working day described in the contract between the business operator and the worker (including trial period or training period). Please keep it in mind because in cases involving trial period, training period, holiday or national holiday is included, errors are easy to occur.

Q. Qualification of insured persons who are working abroad

We decided to open a branch office in San Francisco in America. At the moment, we are going to dispatch three members from the head office, and hire one person locally. Please tell how shall we treat the Employment Insurance Qualification for persons working in a place of business overseas.

A. Even in a case where a worker is working abroad under the order from business operator, as far as the employment relationship between the covered undertaking and the worker is maintained, he/she shall be continuously treated as an insured person. (refer to page 39-45)

Therefore, in this case, three workers who are scheduled to be transferred shall be treated as insured persons as they are, however, the person who will be employed locally is not qualified as insured person.

Q How to check the Employment Insurance enrollment status.

What should we do to confirm the existence of procedural omissions for Notification for Acquisition of Employment Insurance Qualification for workers being employed?

A Registry called 'Registry of Insured Persons by Place of Business' on which names and acquisition dates of qualification of insured persons under the place of business is available.

For the information of requesting method for the registry, please contact the Public Employment Security Office having jurisdiction over the location of the place of business. Also, representatives of Public Consultants on Social and Labor Insurance are eligible for the request.

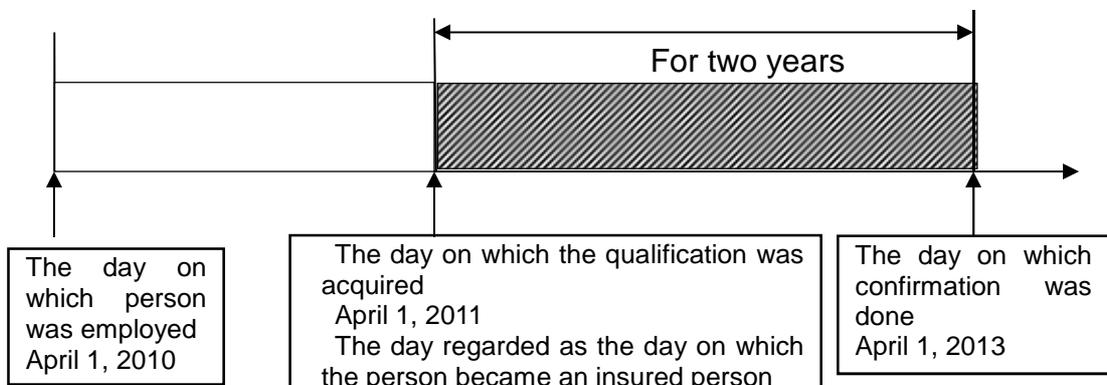
Please note that it may take a certain amount of time to obtain the 'Registry of Insured Persons by Place of Business' after the request.

Q What to do when there are procedural omissions related to the Employment Insurance?

If it was found that there are procedural omissions related to employed workers, is it possible to take procedures of Notification for Acquisition of Employment Insurance Qualification retroactively?

A. When a business operator employed a new worker, the operator must submit Notification for Acquisition of the Employment Insurance Qualification by 10th of the month following the month in which the day when the worker became an insured person is included. If this procedure has not been taken for some reason, the confirmation will be done back in the past. In a case where the day on which the person concerned became qualified as insured person was earlier than two years from the day on which it was confirmed that the person had become qualified as insured person, the acquisition day shall be the day earlier than two years from the confirmation day. (Article 14 of Employment Insurance Act)

For example, regarding the person who was employed April 1, 2010, it was found that the Notification for Qualification Acquisition had not been submitted, and the confirmation that the person had become qualified as insured person was done on April 1, 2013. In this case, the person shall be regarded as he/she became qualified as insured person on the day earlier than two years from the confirmation day, meaning on April 1, 2011.



※ **Retroactive employment insurance coverage exceeding two years**

For a person who has been regarded as not enrolled in the Employment Insurance because business operator did not submit the Notification for Acquisition of Employment Insurance Qualification, retroactive coverage under the Employment Insurance is possible for two years of period from the day on which the person was confirmed to be qualified as insured person, as shown above.

After October 1, 2010, in a case where it was confirmed by documents such as wage ledger or pay slip, etc. that the worker's employment insurance premium had been deducted by business operator, the insurance coverage for the worker is retroactively valid for more than two years. So, if there are persons who apply to this case, please consult with the local Public Employment Security Office.

Q What is Certificate of Employment Insurance?

An employee told that he had a Certificate of Employment Insurance which was issued at the previous company, but a Certificate of Employment Insurance for the employee was issued for the current company, too. In this case, is there any point we should note?

A. The Certificate of Employment Insurance is used for determining the total coverage period and the type of insured person in purpose of granting unemployment benefit, etc. fairly. On the certificate, specific number is assigned for each insured person, and, if the person changed his/her job, the number is used for the new place of business.

For this reason, we would like to ask business operators to pay attention to the history of previous job of the newly employed worker, and confirm, and confirm whether he/she already has Certificate of Employment Insurance issued or not.

In a specific case like this, after confirming the insured person's number, if it is found that the number assigned for his/her previous company is different from the number assigned for the current company, it may cause disadvantages to the insured person. Therefore, the business operator must unify the numbers promptly.

If the insured person has lost his/her Certificate of Employment Insurance, reissuance of a Certificate is possible by submitting the form on the appendix, 'Application for the Reissuance of a Certificate of the Employment Insurance.

If there are any question about the Certificate of Employment Insurance or the number assigned for insured person, please feel free to contact the Public Employment Security Office nearby.

Q Necessity of submission of Certificate of Separation from Employment

A worker who had been working in my company retired in two months. I think that the worker is not qualified to receive the employment insurance benefits, but I wonder whether a submission of Certificate of Separation from Employment for him is necessary

A. In principle, yes. The submission is necessary.

In accordance with the revision of the Employment Insurance Act in 2007, periods required for acquiring the recipient qualification of employment insurance benefits differ depending on reasons of separation from employment, and, the reasons for separation from employment is determined by the latest reasons of separation. As a result, even a certificate for very short term employment may largely effect on the insured person's recipient qualification procedure.

Further, even a Separation Notice that clearly seems not apply to the benefit-recipient qualification may become valid to acquire recipient qualification by combining other notices. Therefore, in principle, a Certificate of Separation from Employment must be submitted.

Please note that if a person separated from employment, whose recipient qualification of employment insurance benefits is going to be determined, did not receive the issuance of necessary separation certificate, the Public Employment Security Office might ask the business operator for submission of a Certificate.

Chapter 6 About Wages

1. Definition of wages used under the Employment Insurance Act

Wages, salaries, allowances, bonuses and every other payment to workers by employers as remuneration for labors, regardless of the name, apply to the term, wages,

Which:

(1) 'Payments that business operators paid to workers'

(2) 'Payments paid as remuneration for labors'

conform two requirements above.

(1) Payments that employees do not obtain through business operator, such as tips that employees receive directly from customers, do not apply to the 'payments that business operators paid to workers', and not regarded as wages.

(2) 'Payments paid as remuneration for labors' are:

① Payments not having a nature of reimbursement of actual expenses

② Payments that are not either optional or beneficial: prescribed in collective agreement, rules of employment, remuneration agreement, labor contract: obliged to pay for business operators due to established practice of place of business, etc.

2. Wages used for calculation of the Labor Insurance premium

All 'Wages used in the Employment Insurance' mentioned in item 1 above shall be the subject to the calculation.

3. Wages subject to the description of Certificate of Separation from Employment

Wages obtained by subtracting wages described in (1) and (2) below from 'Wages used in the Employment Insurance Act' mentioned item 1 above are the 'Wages subject to descriptions of Certificate of Separation from Employment', namely, wages paid as regular monthly earnings apply to the wages used for the calculation.

(1) 'Wages paid temporarily'

Generally, 'temporally paid wages' are paid based on temporal reasons and the reasons occur temporally, namely, wages paid rarely and uncertainly. is rare or uncertain.

(2) 'Wages paid every period exceeding three months'

Wages paid regularly every month are excluded from 'wages paid every period exceeding three months', which means that among wages others than regular wage paid each month, wages paid less than three times a year apply to this type of wages.

Accordingly, wages paid four or more times in a year based on remuneration agreement or rules of employment do not apply to 'wages paid every period exceeding three months'.

Specific calculation method is as follows.

- ① Calculation of payment frequency is done by wage by wage basis of which natures are recognized as the same, regardless of the name of wages.

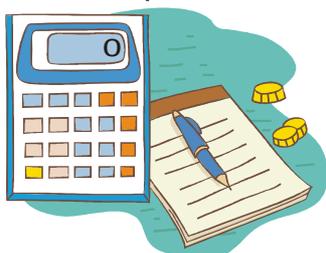
Therefore, if wages are paid as two-time bonuses and two-time accounts settlement allowances, the payments are generally recognized as having the same nature, so, the calculation shall be done by aggregating the payments as four-time payments in a year.

- ② In a case where if the prescription in a rule, etc. states that wages to be paid every period exceeding three months, but, actually, the wages were divided due to business operator's convenience, the divided payments shall be put together to calculate as one-time payment.

4. Payments in kind included in the scope of wages

The scope of wages paid by materials other than currency includes benefits, such as meals, clothing, residence and other benefits specified by Public Employment Security Office.

In principle, benefits of which prices are collected are not recognized as wages, however, if the collected amount is lower than one-third of the actual price, the difference between the amount equivalent to one-third of actual expense and the collected amount shall be a wage, while if the collected amount exceeds one-third of actual expense, it shall not be a payment in kind.



5. Specific examples of payments interpreted as wages, and payments not interpreted as wages

Payments used as basic amount for labor insurance premium calculation (interpreted as wages)		
Payments included in basic amount for calculation of daily wages (wages that shall be described in the Certificate of Separation from Employment, etc.)		Payments excluded from basic amount for calculation of daily wages (wages that shall not be included in the description in the Certificate of Separation from Employment, etc.)
Basic wages such as basic salary and fixed salary, etc.	Allowance for absence from work (Article 26 of Labor Standards Act), Salary for the paid leave day Retroactively raised wage	'Wages paid temporarily' (The occurrence of the reason of payment is temporal or uncertain.) Payments including allowances paid each time when business profit was made, which are called goodwill reward (oiribukuro) or performance reward, etc.
Allowance for overtime work, midnight work, holiday work, night duty, day duty, etc.		
Dependence allowance, family allowance, etc.	Benefits of meal, clothing, residence	'Wages paid in exceeding three months period' Bonuses paid less than three times a year
Commutation allowance (commuter's pass)	Bonuses paid four or more times in a year	
Housing allowance, allowance for commodity price increase	Unpaid wage that was paid after separation from employment	
Allowance for unaccompanied duty, allowance for working place	Tips paid thorough business operator's hand	
Allowance for good attendance, allowance for non-absence	Income tax which business operator is obliged to pay under the labor agreement, etc. Amount of worker's share of social insurance premium, etc.	
Allowance for skill, allowance for ranking position (shokkai)		
Allowance for special work, incentive pay		
Allowance for special holiday during transfer, allowance for examination (excluding wages having nature of reimbursement of actual expenses	Salary paid by business operator after completion of injury and disease allowance payment, and salary paid during the waiting period (three days) for injury and disease allowance (payment	

Prepaid retirement benefits (payments equal to entire or part of the payment of retirement benefits, which was paid in advance by adding to salary while in employment)	specified in labor agreement, etc.)	
---	-------------------------------------	--

Payments not used as basic amount for labor insurance premium calculation (not interpreted as wages)		
Payments having nature of reimbursement of actual expenses	Payments paid as a favor	Others
Travelling expense, allowance assignment	Special payments for disaster, consolatory present of money for medical treatment, consolatory present of money for injury and disease	Compensation for absence from employment (Article 76 of the Labor Standards Act: payable by business operator based on compensation liability without fault, which is not recognized as remuneration for labor)
Transfer charge	Congratulatory money for marriage, condolence money for passing away, congratulatory money for childbirth (money paid for personal circumstance good and or bad.)	
Allowance for bedding apparatus, tools		
Vehicle rental expense	Special payments paid on national holidays or anniversary of company foundation (not specified in labor agreement, which was paid as a favor)	Allowance for advance notice for dismissal
	Allowance for overseas assignment (the amount corresponding to the salary that payable to worker during his/her service in Japan shall be the wage.)	Allowance for childbirth, allowance for injury and disease (the amount paid by business operator, which added to allowance for injury and disease is recognized as payment in favor.)
	Midnight meal happened to be provided at the time of overtime work	Retirement benefits (Amount paid at the time of retirement due to retirement), insurance premium
	Salary (including increased salary) decided after separation from employment	Life insurance premium entirely payable by company
		Incentive payment for property accumulation savings, etc., payable by business operator

Chapter 7 Structure of the Labor Insurance Premium

1. Type of insurance premium

'Labor Insurance Premium' consisted of premium of the Industrial Accident Insurance and the Employment Insurance, which is classified in five types.

(1) General insurance premium

Ordinary premium calculated based on total amount of wages paid by business operator to worker.

(2) Class 1 special enrollment insurance premiums

Premium concerning small and medium sized employers, etc. who were approved as insured persons of the Industrial Accident Insurance special enrollment.

(3) Class 2 special enrollment insurance premiums

Premium concerning one masters, etc. who were approved as insured persons of the Industrial Accident Insurance special enrollment.

(4) Class 3 special enrollment insurance premiums

Premiums concerning workers dispatched overseas who were approved as insured persons of the Industrial Accident Insurance special enrollment.

(5) Stamp insurance premiums

Premium concerning daily work insured persons of the Employment Insurance paid by employment insurance stamp

2. Calculation method of insurance premium rate and labor insurance premium

(1) Employment Insurance premium rate

① Employment insurance premium rate after April 1, 2016

		保険料率	事業主の負担分	労働者の負担分	備 考
特掲事業	農林水産・清酒製造業の事業所	$\frac{13}{1000}$	$\frac{8}{1000}$	$\frac{5}{1000}$	●事業主の負担分のうち、 $\frac{3}{1000}$ (建設業は $\frac{4}{1000}$)は雇用保険二事業の費用に充てられます。
	建設業の事業所	$\frac{14}{1000}$	$\frac{9}{1000}$	$\frac{5}{1000}$	
上記以外の業種の事業所		$\frac{11}{1000}$	$\frac{7}{1000}$	$\frac{4}{1000}$	

② Employment insurance premium rate in fiscal year of 2015

		保険料率	事業主の負担分	労働者の負担分	備 考
特掲事業	農林水産・清酒製造業の事業所	$\frac{15.5}{1000}$	$\frac{9.5}{1000}$	$\frac{6}{1000}$	●事業主の負担分のうち、 $\frac{3.5}{1000}$ (建設業は $\frac{4.5}{1000}$)は雇用保険二事業の費用に充てられます。
	建設業の事業所	$\frac{16.5}{1000}$	$\frac{10.5}{1000}$	$\frac{6}{1000}$	
上記以外の業種の事業所		$\frac{13.5}{1000}$	$\frac{8.5}{1000}$	$\frac{5}{1000}$	

※ If there is a revision of the employment insurance premium rate for after April 1, 2017, it will be posted on the homepage of Ministry of Health, Labor and welfare.

(2) Industrial accident insurance premium rate (refer to page 199)

Premium rates are determined by type of business considering the accident frequency rate related to employment injuries and commuting injuries as well as expenses spent for benefits for follow-up medical examination, etc. Th rare is determined within the scope from 0.25 percent to 8.8 percent.

(3) Calculation method of general insurance premium

In principle, general insurance premium is calculated by multiplying insurance rate (labor insurance premium rate and employment insurance rate) by total amount of wages payable by business operator to workers who are engaged in the operator's business.

Please note that in a case where the insurance relationship is established for only one of the Labor Insurance or the Employment Insurance, the premium is calculated by multiplying only one of labor insurance rate or employment insurance rate.

① Insurance relation is established for both the Labor Insurance and the Employment Insurance

A. Total amount of wages for Labor Insurance is the same with the total amount of wages for Employment Insurance.

[General insurance premium] = [total amount of wages] x [labor insurance rate + employment insurance rate]

B. Total amount of wages for Labor Insurance is different from total amount of wages for Employment Insurance

(A) There is not older worker within the scope of exemption.

[General insurance premium] = [total amount of wages x labor insurance rate] + [total amount of wages of insured person x employment insurance rate]

(B) There is older worker within the scope of exemption.

[General insurance premium] = [total amount of wages x labor insurance rate] + [(total amount of wages of insured person – total amount of wages of older worker within the scope of exemption) x employment insurance rate]

② Insurance relation is established only for the Labor Insurance

[General insurance premium] = [total amount of wages] x [labor insurance rate]

③ Insurance relation is established only for the Employment Insurance

(A) There is not older worker within the scope of exemption.

[General insurance premium] = [total amount of wages of insured person] x [employment insurance rate]

(B) There is older worker within the scope of exemption.

[General insurance premium] = [total amount wages of insured person – total amount of wages of older worker within the scope of exemption] x [employment insurance rate]

(4) Calculation of special enrollment insurance premium

The Class 1 special enrollment insurance premium }
The Class 2 special enrollment insurance premium }
The Class 3 special enrollment insurance premium }

= total amount of basic amount for insurance premium calculation x

{ The Class 1 special enrollment insurance premium rate
The Class 2 special enrollment insurance premium rate
The Class 3 special enrollment insurance premium rate

(5) Stamp Insurance premium for Employment Insurance

Followings are per day amounts for one daily worker under the Employment Insurance coverage.

① Workers with 11,300 or more yen of daily wage 176 yen

(Class 1 special enrollment insurance stamp)

② Workers with from 8,200 or more yen to 11,300 or more yen of daily wage

146 yen (Class 2 special enrollment insurance stamp)

③ Workers with less than 8,200 yen of daily wage 96 yen (Class 3 special enrollment insurance stamp)

3, About general contributions

The payment based on the Act on Asbestos Health Damage Relief (enforced from March 27, 2006)', which shall be reported and paid together with reporting final insurance premium of the Labor Insurance.

Every business operator under the Industrial Accident Insurance coverage is required to report and pay the general contributions.

General contribution rate is the same for all types of business, 0.002 percent.

Please note that business operator must bear total amount of general contributions, and, postponement of payment (installment payments) cannot be accepted.

4. Report and payment of estimated insurance premium (case of general insurance

Continuing undertakings (undertakings without fixed term) are required to calculate general premiums for each insurance year (from April 1st to March 31st of next year),

and report and pay as estimated insurance premium.

Regarding businesses for which insurance relationship was established in the middle of insurance year, the calculation shall be done based on estimated amount of wage payment within the period from the date of relation establishment to the final day of the insurance year (March 31st), and report and pay within 50 days from the day on which the relation was established.

5. Report of final insurance premium

Amount of final insurance premiums shall be calculated based on total amount of wages (including unpaid wages decided to pay) paid by the final day of every insurance year (if insurance relationship dissolved due to discontinuation of business, etc., calculation is based on the payment by the day of the dissolution), and, report and pay within 40 days from June 1st of next insurance year (in a case where insurance relation vanished in the middle of insurance year, the due date is within 50 days from the day of the dissolution).

Reporting final insurance premium is necessary for liquidation of the estimated insurance premiums, so, if the estimated amount of insurance premium is short on the final insurance premium, pay the shortfall, on contrary, if the estimated amount of insurance premium exceeds the final insurance premium, the exceeding amount will be refunded to business operator, or allocated for estimated insurance premium of next fiscal year.

6. Update of fiscal year and procedures for payment

Filing of return/payment of final insurance premium for previous fiscal year and report and payment of estimated insurance premium for new fiscal year are printed on the same form, and procedures for both can be taken simultaneously.

This procedure is called 'procedure for update of fiscal year' under the Labor Insurance. It is required to prepare 'Declaration of Estimated and Final Insurance Premium' and 'payment note', and, regarding businesses of which Administration is '1' (colors of the form are black and red), the declaration and the payment note shall be submitted at the Bank of Japan (head office, branch offices, agencies, revenue agencies) or prefectural Labor Bureau, judicial Labor Standards Inspection Office, and pay the premium during the period from June 1st to July 10th: regarding businesses of which Administration is '3' (the colors of the form are lilac and red), the declaration and payment note shall be submitted at the Bank of Japan (head office, branch offices, agencies, revenue agencies) or prefectural Labor Bureau, and pay the premium during the period aforementioned.

7. Postponement of payment for estimated premium (installment payments)

In cases where the amount of estimated premium payable is 400,000 or more yen (when insurance relation is established only for one of the Labor Insurance or Employment Insurance, 200,000 or more yen), or, procedural works are **entrusted to Labor Insurance Affairs Association**, Postponement of the premium is acceptable upon application.

Due date of payments in a case of postponement are as follows:

The first term July 1st The second term October 31st

The third term January 31st

※If the due date is Saturday, Sunday or National holiday, the following day of the original due date shall be the due date.

For details of postponement frequency for newly established insurance relation, or, postponement for definite term of undertakings, please contact judicial Labor Standards Inspection Office.

8. Share of insurance premium payment

(1) Share of payment by insured person

When a business operator deducts insurance premium from an insured person, the amount deductible is calculated by multiplying the employment insurance rate (the share payable by insured person) on page 66 by total wage amount of the insured person.

When fractions of less than 1 yen is generated in the calculated amount payable by insured person, the fraction shall be handled as follows:

- ① In case of withholding on the share payable by insured person, if the fraction of amount of insured person's share is 0.5 or less yen, round off the fraction; if the fraction is 0.501 or more yen, round up the fraction.
- ② When an insured person pays the his/her share to the business operator in cash, if the fraction of the amount of insured person's share is 0.5 or less yen, round off the fraction; if the fraction is 0.5 or more yen, round up the fraction.
- ③ This shall not apply when there are special provisions due to customary treatment, etc.

(2) Share of payment by business operator

The share which a business operator must pay is the remaining amount obtained by

deducting total amount of insured person's share from the reported and paid amount of premium. For details of share of insurance premium when employing insured day worker, please refer to pages from 190 - 192.

(3) Exemption of insurance premium for older workers

For insured person who is full sixty-four years or older as of the first day of insurance year (April 1st), excluding specially insured person in short term employment and insured day worker, share of employment insurance premium payable by both insured person and business operator is exempted.

Please note that regarding insured mariner who was born before April 1, 1954, transitional measures upon the integration of Mariners Insurance (section in charge of unemployment) and Employment Insurance have been taken.

9. Imposition of supplementary charges, etc.

When failed to report and pay insurance premium by specified due date, the government make accreditation decision for the insurance premium to impose supplementary charge and delinquent charge, and in some cases, executes seizure of property. Accordingly, please make sure to report and pay insurance premium appropriately within the prescribed due date.

Chapter 8 About Labor Insurance Affairs Association

1. Definition of the Labor Insurance Affairs Association

For many operators of micro, small and medium-sized businesses, who cannot afford to have the specialist in charge, affairs related to the Labor Insurance involving procedures for the Labor Insurance enrollment and insured persons under the Employment Insurance, etc. are burden.

For this reason, a system consisting of business operators' organizations that were approved by Minister of Health, Labor and Welfare as Labor Insurance Affairs Association is established to carry out procedures for labor insurance premium payments and other various kinds of Labor Insurance related notifications on behalf of business operators upon accepting entrustment from business operators.

2. Benefits of entrustment to the Labor Insurance Affairs Association

- (1) Lighten the burden of affairs handled by business operators themselves
- (2) Insurance premium payment can be divided into three times payment regardless of the amount of premium.
- (3) Business operators as well as family-member workers are entitled to enroll in the Labor Insurance specially.

3. Business operators who are entitled to entrust to the Labor Insurance Affairs

Business operators who have following numbers of constantly working employees in entire company are entitled to entrust to the Association.

- | | |
|---|---------------------------------|
| ① Financial, Insurance, Real Estate, Retail, Restaurant business... | Fifty or less employees |
| ② Wholesale, Service business... | One hundred or less employees |
| ③ Businesses other than above... | Three hundred or less employees |

4. Scope of affairs that can be entrusted to the Labor Insurance Affairs Association

- (1) Affairs related to submission of notification for establishment of insurance relation, notification for establishment of place of business involved in the Employment Insurance, etc.
- (2) Affairs related to report/payment of the labor insurance premium, etc.
- (3) Affairs related to application for special enrollment, changes, application for withdrawal, etc. involved in the Industrial Accident Insurance, etc.
- (4) Affairs related to notifications for place of businesses and insured persons involved in the Employment Insurance
- (5) Other affairs for application/notification/report involved in application and collection

related to the Labor Insurance

Please note that affairs related to stamp insurance premiums, benefits of the Labor Insurance and the Employment Insurance, services for the stabilization of employment and the development of ability are excluded from affairs to be handled by Labor Insurance Affairs Association

5. Commissions for the Labor Insurance Affairs Association

Commissions are specified by rules established for each association.

6. Procedures of entrustment to the Labor Insurance Affairs Association

Business operators who are going to entrust the Labor Insurance affairs, please submit 'Entrustment Letter for the Labor Insurance Affairs, etc.' to the Labor Insurance Affairs Association.

Chapter 9. Procedures for receiving Continuous Employment Benefits (Continuous Employment Benefits for the Elderly· Childcare Leave Benefits· Family Care Leave Benefits)

1 We wholeheartedly ask for co-operation of all of business operators!

Please provide your cooperation so that the procedures for confirmation of the recipient qualification and application for payment concerning Continuous Employment Benefits may be in principle **performed via the business operator who employs the insured.**

※ Precautions at the time of performing notification and application for payment

The time of notification and application for payment concerning Continuous Employment Benefits is prescribed by the Enforcement Regulations of Employment Insurance Act. When you can't come to the Public Employment Security Office by the prescribed time of application for payment, etc., please be sure to inform the Office of its effect.

2 Please be sure to deliver the following Notification and Application Form to the said person !

The Public Employment Security Office, after making a payment decision on the Continuous Employment Benefits and processing thereof by computer, delivers

「Payment Decision Notice」 and **「Payment Application Form for next time」**.

These documents are very important documents which are required for ① informing the person himself (herself) of payment amount, ② informing the period subject to payment and the deadline of payment application for next time, and ③ for procedures of co-generation adjustment with pension, in the case of Continuous Employment Benefits for the Elderly, and therefore **please deliver the said documents to the person himself (herself).**

3 Aren't there any errors and omissions in description of wages, etc.?

Payment Amount of Continuous Employment Benefits shall be in principle decided according to its decrease by making a comparison between wages at the time reached 60-year old (the start time of leave) and wages paid in the month (the period) subject to payment , and accordingly, after decision of payment for benefits, if there are any errors in description of wages and any partial inclusion omission thereof, etc. in the certificate of monthly wage and the payment application which were already submitted, such benefit money shall be paid anew based on such corrected amount. So, **there may be cases where the benefit amount already paid must be collected.**

Further, as it is required to process correctly also if there is any failure to declare the Return-to-work date (Family care leave end date) when a worker returns to work during the period subject to payment in Childcare Leave Benefits and Family Care Leave Benefits, **there may be cases where the benefit money already paid must be collected, as described above.**

Since this procedure to collect the benefit money not only becomes complicated but also requires to collect a large amount of benefits at one time, in some cases, it causes a considerable burden and disadvantage to business operators and the insured persons.

When performing procedures on Continuous Employment Benefits, please pay your sufficient attention to these points, and if there are any unclear points, please inquire about them to the Public Employment Security Office which exercises jurisdiction over business offices.

Chapter 10 Continuous Employment Benefits for the Elderly

1. What is continuous employment benefits for the elderly?

Amid the aging population, this system was established with an objective to help and promote continued employment of older persons of ages between 60 and 65 for who have desire and ability to work, and was enforced from April 1, 1995. (Employment Insurance Law Article 61 to Article 61-3)

Insured persons of ages from 60 years old to less than 65 are, in principle, able to receive up to 15% of the monthly payment by requesting payment to the public employment security office when the insured person is working with payment of less than 75% of the payment received at the age of 60.

There are two types of continuous employment benefits for the elderly.

1. For those who are not receiving employment insurance (basic allowance, etc.):

“Basic continuous employment benefits for the elderly”

and

2. For those who were re-employed while receiving employment insurance (basic allowance, etc.):

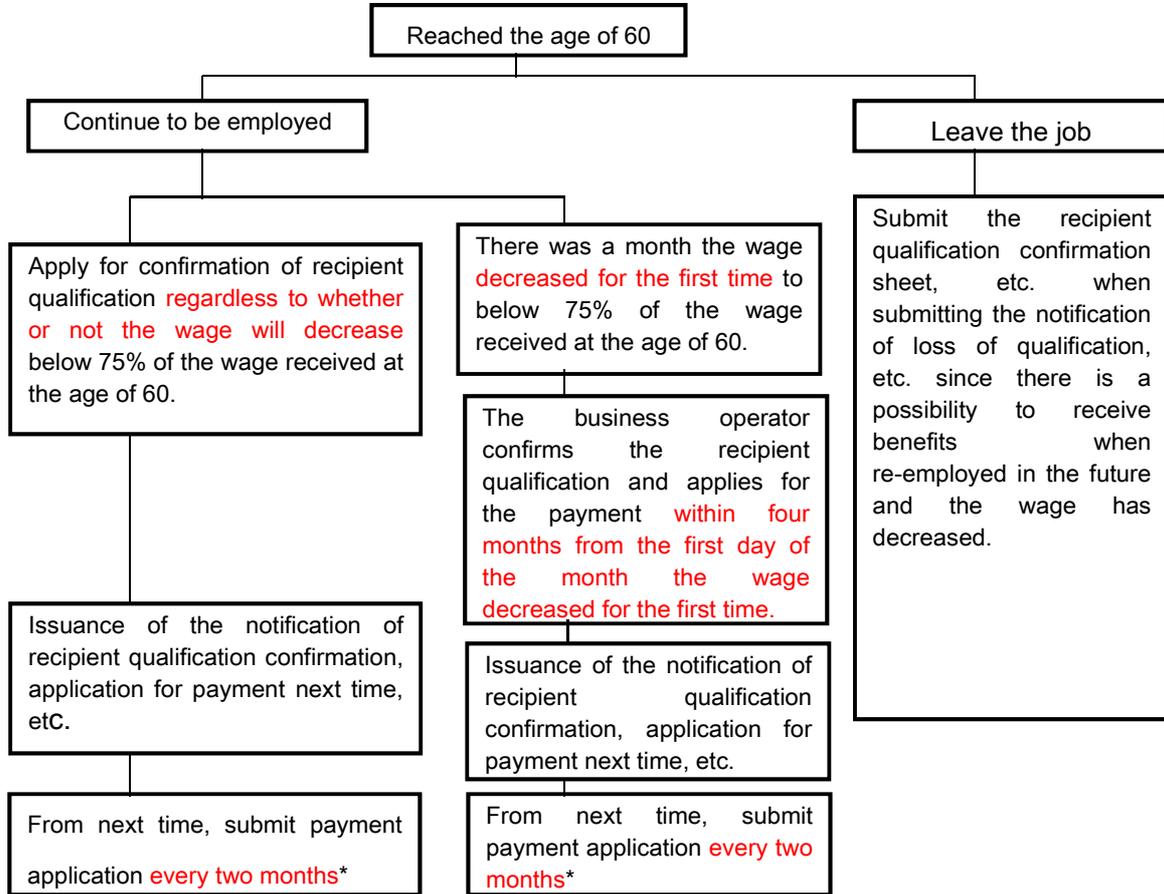
“Re-employment benefits for the elderly”



2. Basic flow of continuous employment benefits for the elderly

(1) Basic continuous employment benefits for the elderly (The chart below shows the flow of procedure handled through the business operator.)

◎ When the person was insured by employment insurance for 5 years at the time the person is 60 years of age



*The person whose wage did not decrease below 75% of the wage at the age of 60 is not qualified to receive benefits.

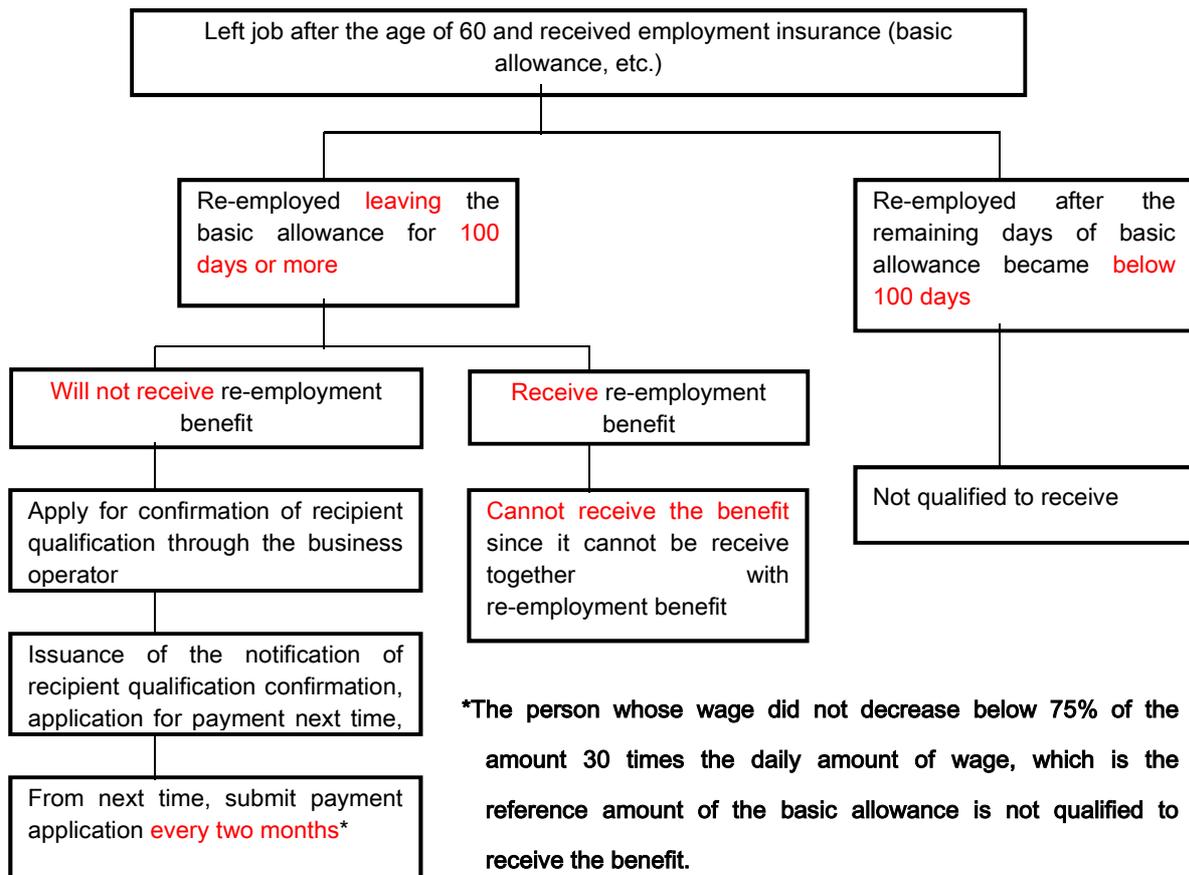
Pattern of payment application month

◎ When applying in the odd-numbered month

	March	April	May	June	July
Application (For January) (For February)			Application (For March) (For April)		Application (For May) (For June)

The pattern of payment application is: after two months, apply within one month.

(2) Re-employment benefits for the elderly (The chart below shows the flow of procedure handled through the business operator.)



Re-employment benefits for the elderly and benefit adjustment of the re-employment benefit

Note
 The re-employment benefits for the elderly and the re-employment benefit cannot be received together.
 Therefore, the insured person has to select either one of them. Once it is selected and payment is decided, the selection cannot be canceled or changed.
 We ask the business operators to sufficiently understand the characteristics described below and help the insured person to make decision carefully.

Re-employment benefits for the elderly	Re-employment benefit
Paid during the span of one year or two years (Paid wage × Maximum 15%)	Payment in a lump sum (Daily amount of basic allowance × Remaining number of days × 50% or 60%)
Benefit value changes with the fluctuation of wage	Not affected by the fluctuation of wage after re-employment
Benefit is adjusted with pension	Benefit will not be adjusted with pension

3. Basic continuous employment benefits for the elderly

(1) Recipient qualification ----

(i) When the person is insured on the day reaching the age of 60

The recipient qualifications for the person who is insured on the day reaching the age of 60 (this means “the day before the birthday turning 60 years old”) are described below.

(a) The person is a generally insured person of the age between 60 to below 65.

(b) The “period as an insured person” is 5 years or more in total.

* The “period as an insured person” can be counted when the period from the next day of leaving the job to the day before the re-employed day is 1 year or less and no payment of job applicant benefits or employment promotion benefit was received during this period.

When the employed insured person reaches the age of 60 and wants to receive this benefit, request for recipient qualification procedure and payment application procedure at the Public Employment Security Office that has jurisdiction over the place of business.

When both requirements described above are satisfied, recipient qualification for the basic continuous employment benefits for the elderly will be confirmed.

The insured person who received confirmation of the recipient qualification and whose amount of wage of each month from the age of 60 decreased below 75% compared to the **monthly amount of wage (with maximum amount)** registered at the Public Employment Security Office can receive the basic continuous employment benefits for the elderly.

* The “monthly amount of wage” is;

In principle, the amount of 30 days of daily amount of wage calculated by the total wage paid during 6 months of complete wage month at the time reaching the age of 60 divided by 180.

The “complete wage month” is the month with certain number of days on which the wage payment is based on during one month segmented by the wage closing date, in which specifically speaking, the month with 11 days or more of such day.

Note that there are maximum amount and minimum amount with the monthly amount of wage. The amount will be the maximum amount when the calculated amount exceeds the maximum and the minimum amount when it is below the minimum.

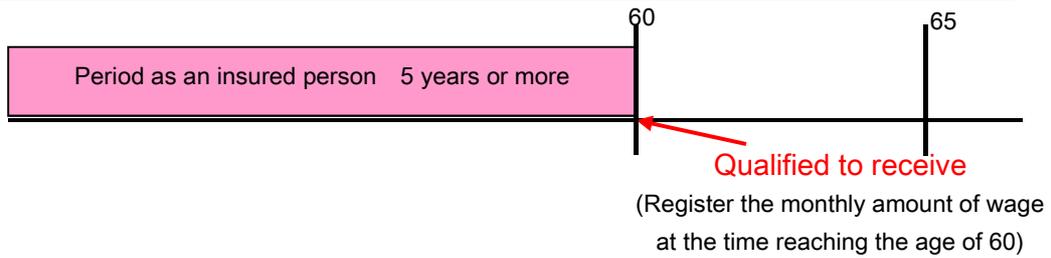
The maximum amount and minimum amount of monthly amount of wage as of Aug. 1, 2016

Maximum amount 445,800 yen* (447,600 yen until Jul. 31, 2016)

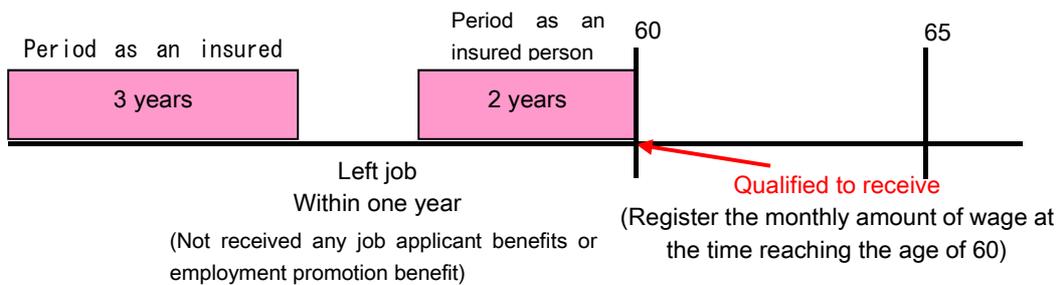
Minimum amount 68,700 yen* (69,000 yen until Jul. 31, 2016)

*Maximum amount and minimum amount may be changed every year on Aug. 1st.

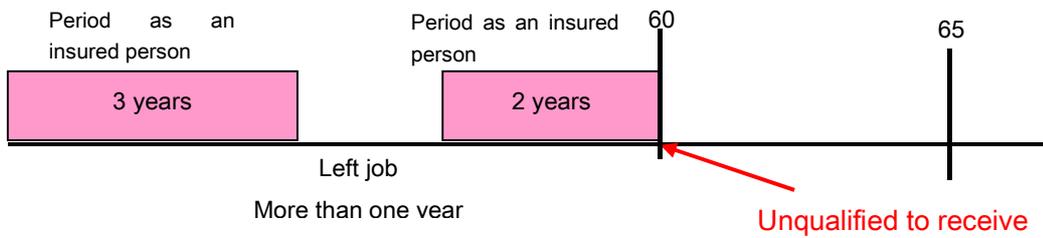
Example 1 When the recipient qualification is satisfied at the time reaching the age of 60



Example 2 When the recipient qualification is satisfied at the time reaching the age of 60



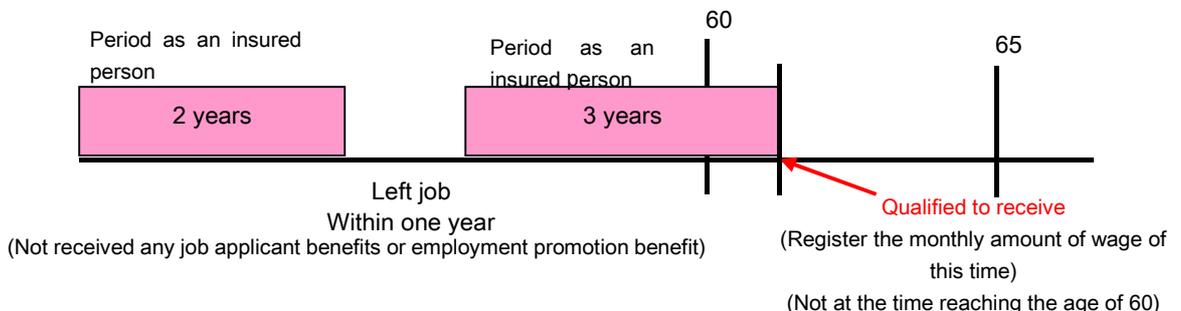
Example 3 When the recipient qualification is not satisfied at the time reaching the age of 60



Even when the recipient qualification was not confirmed because the period as an insured person was below 5 years in total at the time reaching the age of 60, the recipient qualification can be confirmed by reapplying for the procedure when the period as an insured person reaches 5 years in total.

In this case, the monthly amount of wage (with maximum amount) at the time the recipient qualification is satisfied (when the period as an insured person reaches 5 years in total) will be registered.

Example 4 When the recipient qualification is satisfied after reaching the age of 60



(ii) When the person was not insured on the day reaching the age of 60 but became insured later by re-employment

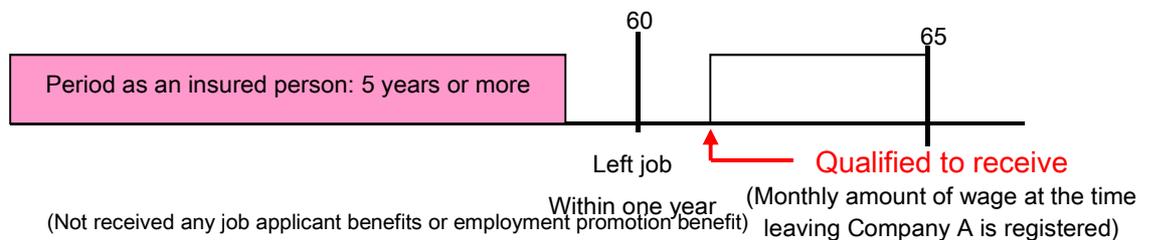
In this case as well, the person can receive confirmation of the recipient qualification for the basic continuous employment benefits for the elderly.

- (a) The period as an insured person is 5 years or more when leaving the job before reaching the age of 60.
- (b) The day before the day re-employed after reaching the age of 60 is within one year from the following day of the day leaving the job before reaching the age of 60 (within the extension period when the period of the continuous employment benefits for the elderly is extended). (Refer to p. 118.)
- (c) The person did not receive any job applicant benefits or employment promotion benefit during the period of (b).

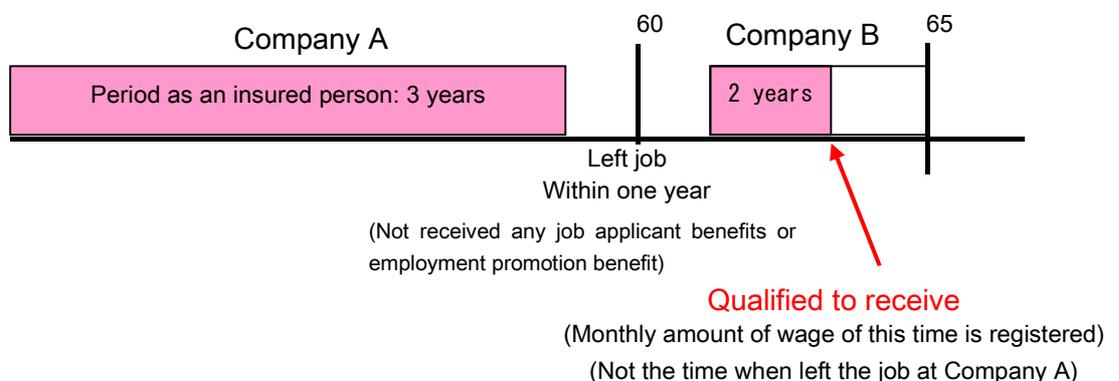
When the recipient qualification confirmation is requested at the Public Employment Security Office that has jurisdiction over the place of business and when the recipient qualification is confirmed, **the monthly amount of wage (with maximum amount) at the time the person left the job before reaching the age of 60 will be registered.**

In addition, even when the recipient qualification is not satisfied at the time of re-employment, the person can request again for the recipient qualification confirmation when the period as an insured person becomes 5 years in total. **(In this case, the monthly amount of wage (with maximum amount) at the time the recipient qualification is satisfied will be registered.)**

Example 1 When satisfying the recipient qualification at the time of re-employment



Example 2 When satisfying the recipient qualification after the time of re-employment



(2) Requirements to receive payment -----

The person is eligible to receive the payment when requirements described below are satisfied each month (**a calendar month in which is limited to the month the person was insured from the first day to the last day of said month**) the person was employed as a generally insured person during the period subject to payment (hereinafter referred to as the **“month subject to payment”**).

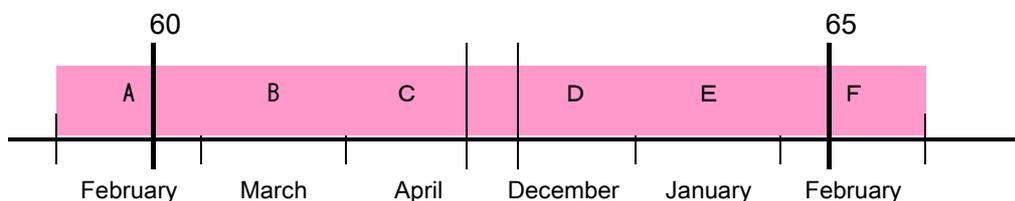
- (a) The person was insured from the first day to the last day of the month subject to payment
- (b) The wage paid during the month subject to payment decreased below 75% of the monthly amount of wage at the time the person reached the age of 60, etc.
- (c) The amount of wage paid during the month subject to payment is below the **payment amount limit** (= 339,560 yen, refer to p. 104).
- (d) After application, the calculated amount of basic benefits is exceeding the **minimum amount** (= 1,832 yen, refer to p. 104).
- (e) The person was not eligible to receive the childcare leave benefits or the family care leave benefits for the whole period of the month subject to payment.

(3) The period subject to payment -----

The period subject to payment of the basic continuous employment benefits for the elderly is as described below.

- (a) Period between the month of the day reaching the age of 60 and the month of the day reaching the age of 65
- (b) From the day of the month when recipient qualification is satisfied when the recipient qualification was not satisfied when reaching the age of 60
- (c) For the person not insured when reaching the age of 60, from the month of the day when the qualification for the insured person is newly achieved or of the day when the recipient qualification was satisfied

Example The birthday is February 20th



Comment: For example, when the birthdate is February 20 and the period as an insured person at the time reaching the age of 60 is 5 years or more in total, A to F of the Example is the period subject to payment. (The requirement to receive payment will be judged for each month from A to F.)

(4) The payment amount -----

- (i) The payment amount will be decided using the calculation formula described below according to the **wage decrease rate** [**Paid wage amount (including the deemed amount of wages) / Monthly amount of wage at the time reaching the age of 60 × 100**].

Please note that the amount may be reduced or the person may be unable to receive payment because of the **payment amount limit** and **minimum amount**.

When the **wage decrease rate** is A;

(a) Wage decrease rate is 61% or less
Payment amount = Wage amount actually paid × 15%

(b) Wage decrease rate [A] is above 61% and below 75%
Payment rate [B] $\frac{(-183A + 13,725)}{280A} \times 100$
Payment amount = Wage amount actually paid × B [Payment rate]%

(c) Wage decrease rate is 75% or more
Payment amount = Will not be paid

(Rounding)
For the “wage decrease rate” and “payment rate”, round off to two decimal places. For the “payment amount”, round down to the nearest integer.

Payment amount limit and minimum amount

Payment amount limit: 339,560 yen* (341,015 yen until Jul. 31, 2016)

When the total of the amount of wage paid in the month subject to payment and the basic continuous employment benefits for the elderly exceeds the payment amount limit, the exceeded amount will be reduced for the payment.

Minimum amount: 1,832 yen* (1,840 yen until Jul. 31, 2016)

It will not be paid when the amount of payment of the basic continuous employment benefits for the elderly does not exceed the minimum amount.

*The payment amount limit and the minimum amount may be changed every year on August 1st

[Example of payment calculation]

The monthly amount of wage when reached the age of 60 is 300,000 yen and;

(i) Wages paid during the months subject to payment is 180,000 yen

Decrease rate is 60% ($180,000 / 300,000 \times 100$)

Payment amount = 180,000 × 15% = 27,000 yen

(ii) Wages paid during the months subject to payment is 200,000 yen

Decrease rate is 66.67% ($200,000 / 300,000 \times 100$)

Payment rate is 8.17% ($(-183 \times 66.67 + 13,725)100 / (280 \times 66.67)$)

Payment amount = 200,000 × 8.17 / 100 = 16,340 yen

(iii) Wages paid during the months subject to payment is 240,000 yen

No payment because the decrease rate is 80% ($240,000 / 300,000 \times 100$).

(ii) “Amount of wage paid”

The “amount of wage paid each month” of the continuous employment benefits for the elderly is the **“amount of wage actually paid”** in relevant month. However, when there was any reduced amount in that amount of wage, the decrease rate may be determined by adding the reduced amount to the amount of wage (this is called “deemed amount of wage”).

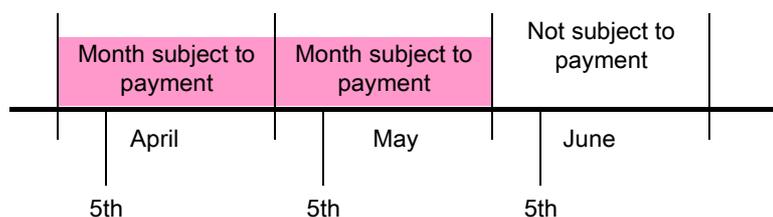
(a) “Amount of wage actually paid”

To determine the payment promptly for the continuous employment benefits for the elderly, the amount of wage paid each month is examined not according to the period subject to wage payment but **based on the “wage payment date”**.

Therefore, as an example, the **“amount of wage paid in May”** in the case described below is the **wage paid on May 5th**. (Because although the wage paid on May 5th was for the month of April, the actual payment was in May.)

Note that when a person leaves job at the end of May as described below, the wage paid on June 5th will not be subject to payment of the continuous employment benefits for the elderly.

Example [Wage closing date on the end of the month Paid on the 5th next month Left job at the end of May]



(c) Deemed amount of wage

There are reasons of decrease of wage paid each month that are not appropriate for receiving payment of employment insurance such as when the insured person or the business operator is responsible of the decrease, and when benefits are received from another social insurance.

When wage was reduced due to such reasons, **the reduced amount will be deemed paid when determining the wage decrease rate.**

This is called the **“deemed amount of wage”**.

Reasons of calculating the amount of wage are described below.

- 1) Due to a cause imputable to the insured person, absence because of personal reasons (including ceremonial occasions and other personal matters)
- 2) Sickness or injury
- 3) Suspension of business (irrespective of reason and period of suspension)
- 4) Labor disputes such as strike, labor slowdown, and closing of place of business
- 5) Pregnancy, childbirth, and childcare (f) Family care

[Note]

- (i) The “wage actually paid each month” is the wage paid each month during the period subject to payment. Any wage paid outside the period subject to payment is outside the scope.
- (ii) The “deemed amount of wage” is used to calculate for determining the decrease rate of wage. The **payment amount is calculated by multiplying the “actual amount of wage paid” by the payment rate.**

(b) Commutation allowance, etc. for several month paid in a lump sum

Please note that commutation allowance, etc. that are supposed to be paid each month but actually paid in a lump sum covering for several months just for the convenience of payment procedure, etc. will be specially handled by **appropriating** the amount obtained by dividing the amount of commutation allowance by the number of subject months **to each month that follows the month of payment**. (However, any fraction will be added to the amount of last month.)

Please also note that **commutation allowance, etc. for several months that are paid in a lump sum before the first period subject to payment will not be included in the following months subject to payment.**

Example 1 [When 10,000 yen of commutation allowance for April to June is paid in March]

Example 2 [When 10,000 yen of commutation allowance for April to June is paid in April]

Example 1	3,333 yen	3,333 yen	3,334 yen	×
Example 2		3,333 yen	3,333 yen	3,334 yen
	March	April	May	June

<<Case example 1>>

When the monthly amount of wage is 300,000 yen, actual amount of wage paid each month is 180,000 yen, and reduction of wage due to absence is 30,000 yen.

→ Since there is a reduction of wage due to absence, the deemed amount of wage is 180,000 yen + 30,000 yen = 210,000 yen to determine the wage decrease rate.

The decrease rate is 210,000 yen / 300,000 yen = 70.00% and the payment rate is 4.67%. thus the **payment amount is 180,000 yen × 4.67% = 8,406 yen.**

Not the deemed wage but the actual amount of wage paid.

<<Case example 2>>

When the monthly amount of wage is 300,000 yen, actual amount of wage paid each month is 180,000 yen, and reduction of wage due to absence is 50,000 yen.

→ Since there is a reduction of wage due to absence, the deemed amount of wage is 180,000 yen + 50,000 yen = 230,000 yen to determine the wage decrease rate.

The decrease rate is 230,000 yen / 300,000 yen = 76.67%.

Although the actual amount of wage paid will decrease to below 75%, the decrease rate is calculated with the normal wage without deducting the absence in which it will not be below 75% in this case and the **payment cannot** be received.

<<Case example 3>>

When the monthly amount of wage is 300,000 yen, actual amount of wage paid each month is 150,000 yen, and reduction of wage due to absence is 30,000 yen.

→ Since there is a reduction of wage due to absence, the deemed amount of wage is 150,000 yen + 30,000 yen = 180,000 yen to determine the wage decrease rate.

The decrease rate is 180,000 yen / 300,000 yen = 60.00%.

Since the decrease rate is less than 61%, the **payment amount is 150,000 yen × 15% = 22,500 yen.**

(5) Confirmation of recipient qualification and payment application -----

(i) When the person was insured on the day reaching the age of 60

Documents to submit --- **“Wage certificate of insured person of employment insurance at the time reaching 60 years of age, etc.”** (= Wage certificate)
“Sheet for recipient qualification confirmation of the continuous employment benefits for the elderly; (First time) Application to receive payment of the continuous employment benefits for the elderly” (= Recipient qualification confirmation sheet)

Submission due date --- Within 4 months from the first day of the month subject to payment applying to receive the first payment

Location to submit --- The Public Employment Security Office that have jurisdiction over the place of business

Items to bring ---

- Wage ledger, attendance record (time card), roster of workers, employment agreement, etc.
- Copy of a document to confirm the age of the insured person (driver’s license, Certificate of Items Stated in Resident Register, or any other document that can confirm the age from a certificate issued by an official institution based on the Certificate of Items Stated in Resident Register)

(a) Submission of “wage certificate” and confirmation of recipient qualification

When the insured person is applying for the first payment, submission of a **“wage certificate”** and **“recipient qualification confirmation sheet”** to the Public Employment Security Office that has jurisdiction over the place of business is required.

After that, when the person is qualified to receive the basic continuous employment benefits for the elderly, the **“Notification of confirmation of recipient qualification of the continuous employment benefits for the elderly”** (= Confirmation notification), or, when the person is not qualified to receive, the **“Notification of denial of receiving the continuous employment benefits for the elderly”** (= Denial notification) will be issued.

(b) Notification to the insured person

1) When the recipient qualification is confirmed

The “monthly amount of wage” and “75% of the monthly amount of wage” at the time reaching the age of 60 will be printed on the “Confirmation notification” issued from the Public Employment Security Office. (However, when the recipient qualification was denied at the time reaching the age of 60 and the recipient qualification was satisfied later, the “monthly amount of wage” when reaching the age of 60 will be the time when the recipient qualification was confirmed.)

Make sure to issue this “Confirmation notification” to the insured

person and notify that the continuous employment benefits for the elderly can be received when the wage amount paid to the insured person decreases below the “75% of the monthly amount of wage” printed in the “Confirmation notification”.

2) When the recipient qualification is denied

Make sure to issue the “Denial notification” issued by the Public Employment Security Office **to the insured person**, and notify that **the recipient qualification can be confirmed again when the requirement of “period as an insured person is 5 years” is satisfied.**

The date the insured person is estimated to satisfy the recipient qualification when the person continues to be employed and the period lacking to satisfy the 5-year requirement are described in the “Notification details” of the “Denial notification”.

(c) Designation of the payment application month next time

The “Notification of the designation of the application date next time for the payment of continuous employment benefits for the elderly (for notification to the business operator)” attached to the “Confirmation notification” designates the month to apply next time and will be notified to the business operator.

There is no need to apply for payment when it is obvious that the requirement to receive payment will not be satisfied for the next payment application month. However, contact the Public Employment Security Office when it is uncertain whether the payment application will be satisfied or not.

(ii) When the person is not insured on the day reaching the age of 60 but later became an insured person by re-employment

Documents to submit --- **“Letter of resignation of the person insured by employment insurance”** for the job resigned right before the employment (**“Certificate of qualified recipient of employment insurance”** if determined to be qualified to receive employment insurance) **“Sheet for recipient qualification confirmation of the continuous employment benefits for the elderly; (First time) Application to receive payment of the continuous employment benefits for the elderly”** (hereinafter referred to as the **“Recipient qualification confirmation sheet”**)

Submission due date --- With the **“Notification of acquisition of a person insured by employment insurance”** promptly after the day the person is employed as an insured person

Location to submit --- Public Employment Security Office that has jurisdiction over the place of business

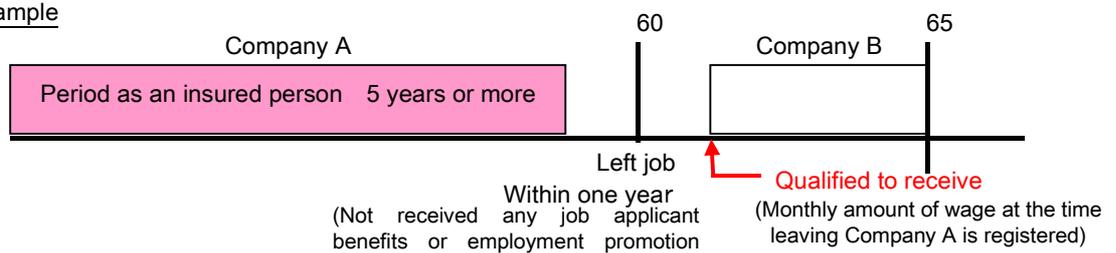
Items to bring ---

- Wage ledger, attendance record (time card), roster of workers, employment agreement, etc.
- Copy of a document to confirm the age of the insured person (driver’s license, Certificate of Items Stated in Resident Register, or any other document that can confirm the age from a certificate issued by an official institution based on the Certificate of Items Stated in Resident Register)

When the person is not insured at the time reaching the age of 60 due to loss of qualification of insured person, submit the **“letter of resignation”** when the person is re-employed within one year from the day of the loss without receiving payment of employment insurance (basic allowance, etc.), or submit the **“Certificate of qualified recipient of employment insurance”** when the person was determined to be qualified to receive employment insurance.

Based on submitted documents, the qualification to receive the continuous employment benefits for the elderly will be confirmed (or denied) and further application process will be informed.

Example



(iii) Payment application from the second time onward

Payment of the continuous employment benefits for the elderly can be received when the amount of wage paid is **the month decreased to “below 75% of monthly amount of wage”** printed in the “Notification of confirmation of recipient qualification” or the “Notification of decision of payment of continuous employment benefits for the elderly”.

Documents to submit --- “Application to receive payment of the continuous employment benefits for the elderly” (hereinafter referred to as the “Payment application”)

Submission due date --- Designated payment application month

Location to submit --- Public Employment Security Office that has jurisdiction over the place of business

Items to bring ---

- Copy of a document to show payment application contents (wage ledger, attendance record(time card), roster of workers etc.)

(iv) Payment application timing

The payment application needs to be handled **every two month in principle**.

The month will be designated as either “odd number type” or “even number type” beforehand by the Chief of the Public Employment Security Office. (It will be printed in the “Notification of the designation of the application date next time”.)

In addition, although the first payment application can be handled within 4 month from the first day of the month subject to payment, for places of business that have designated type of payment application month, please handle the first payment application in the designated month (odd number type or even number type) within the payment application period (within 4 months) as much as possible.

The “payment application month” ---

The payment application month, which is the month type designated by the Chief of the Public Employment Security Office, will be the type of payment application month of the place of business. This month type cannot be changed unless there are exceptional circumstances.

The odd number type is when the designated month is January, March, May, July, September, or November, and the even number type is February, April, June, August, October, or December.

Example Even number type

February	March	April	May	June	July
----------	-------	-------	-----	------	------

Subject to payment → Payment application

Subject to payment → Payment application

(v) When only confirming the recipient qualification and registering the wage beforehand

When an employed worker reaches the age of 60, confirmation of recipient qualification and procedure for wage registration can be handled beforehand by submitting the “wage certificate” and “recipient qualification confirmation sheet” before the first application of payment in conditions described below.

There are **advantageous** described below by handling the confirmation of recipient qualification and wage registration beforehand. **Your cooperation is appreciated in submitting them beforehand as much as possible.**

Advantages

- Able to confirm the recipient qualification and know the monthly amount of wage beforehand.
- The office processing for the first payment application will be smooth.
- Omission of payment application can be prevented.

(6) Payment application result -----

“**Notification of decision of payment of continuous employment benefits for the elderly**” with description of acceptance/denial of payment and the payment amount, and the “**Application for payment of continuous employment benefits for the elderly**” used for the payment application next time will be issued after the payment application. **Make sure that they are issued for the insured person.**

(7) Bank transfer of benefits -----

After about one week after the payment determination date (printed in the Notification date determined for payment), the benefits decided to be paid will be transferred to the bank account of an ordinary deposit under the name of the applicant of a financial institution specified by the applicant.

In addition, the name of the transferring person will be “コウセイロウドウシヨウ シヨクギヨウアンテイキヨク”(Public Employment Security Office, Ministry of Health, Labour and Welfare) (the name of the transferring person may not completely show at certain financial institutions).

4 Re-employment benefits for the elderly

(1) Recipient qualification -----

- (a) The person is a generally insured person of the age between 60 to below 65.
- (b) Employed for a job stable to be securely stay employed for over one year.
- (c) Received payment of employment insurance such as basic allowance before being re-employed, re-employed during the payment period, and the remaining number of payment days is 100 days or more.
- (d) The period as an insured person is 5 years or more in total at the time leaving the most previous job.
- (e) Not receiving any re-employment allowance for the re-employment.

Apply for the confirmation of recipient qualification at the Public Employment Security Office that has jurisdiction over the place of business when requirements described above are satisfied.

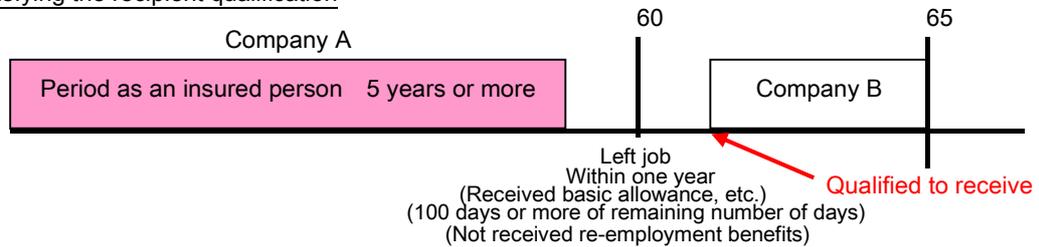
Through this procedure, the recipient qualification is confirmed at the Public Employment Security Office and at the same time, the “**amount equivalent to the daily wage amount that is based on to calculate the basic allowance of employment insurance received before re-employment × 30**” is registered as the “**amount of monthly wage for re-employment benefits for the elderly**”.

By comparing the monthly amount of wage for the re-employment benefits for the elderly with the amount of wage paid each month after re-employment, the requirement to receive payment is determined and the payment amount is decided.

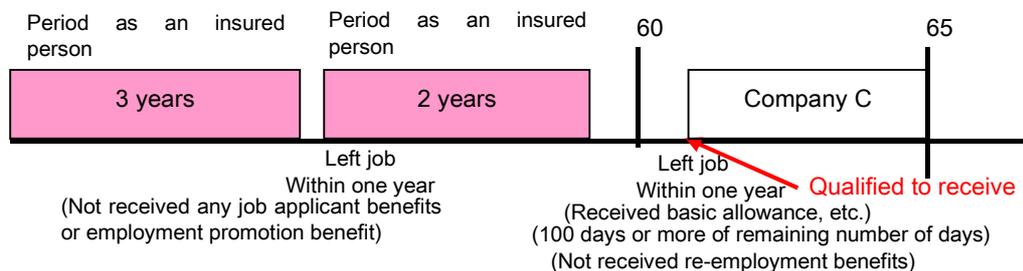
When the recipient qualification is not satisfied -----

When the recipient qualification is not satisfied, the qualification to receive the payment will not be obtained after re-employment without satisfying the term as an insured person of 5 years or more.

Example 1 When re-employed with 100 days or more of duration of benefits remaining and satisfying the recipient qualification



Example 2 When left job before the age of 60 and re-employed with 100 days or more of duration of benefits remaining



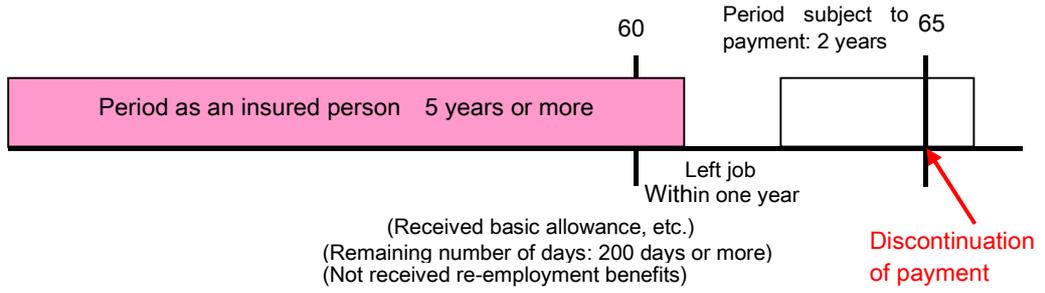
(2) Requirement to receive payment -----

Same as the basic continuous employment benefits for the elderly. (Refer to p, 78)

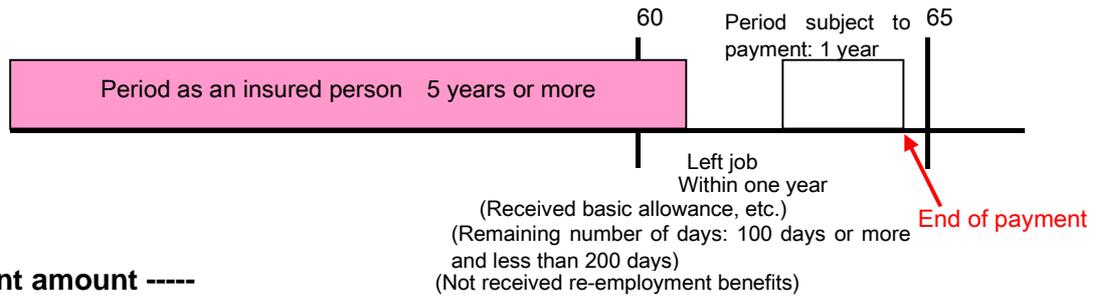
(3) The period subject to payment -----

- (a) When the remaining number of basic allowance days of employment insurance is 200 days or more, from the following day of the day the person became the relevant insured person to the month on which two years have elapsed.
- (b) When the remaining number of basic allowance days of employment insurance is 100 days or more and less than 200 days, from the following day of the day the person became the relevant insured person to the month on which one year has elapsed.
- (c) When reached the age of 65 before the elapse of two years or one year in (a) and (b), the month of the day reaching the age of 65 regardless of the period subject to payment.

Example 1 When the remaining number of payment days is 200 days or more



Example 2 When remaining number of payment days is 100 days or more and less than 200 days



(4) Payment amount -----

Same as the basic continuous employment benefits for the elderly. (Refer to p. 104.)

(5) Confirmation of recipient qualification -----

Documents to submit --- “Sheet for recipient qualification confirmation of the continuous employment benefits for the elderly; (First time) “Application for payment of the continuous employment benefits for the elderly” (hereinafter referred to as the “Recipient qualification confirmation sheet”)

Submission due date --- With the “Notification of acquisition of qualification for a person insured by employment insurance” promptly after the day the person is employed as an insured person

Location to submit --- Public Employment Security Office that has jurisdiction over the place of business

Items to bring ---

- Wage ledger, attendance record (time card), roster of workers, employment agreement, etc.

*A document to confirm the age of the insured person is not required.

When a person of the age 60 or more who has received basic allowance, etc. of employment insurance is re-employed, promptly submit the “Notification of acquisition of qualification for a person insured by employment insurance” with the **“Recipient qualification confirmation sheet”** to the Public Employment Security Office that has jurisdiction over the place of business.

However, when a person who applied for the confirmation of recipient qualification of the continuous employment benefits for the elderly at the former place of business left the job and was re-employed without receiving the basic allowance of employment insurance, there is no need to submit the recipient qualification confirmation sheet.

(i) Confirmation of recipient qualification

When the person is qualified to receive the re-employment benefits for the elderly, the **“Notification of confirmation of recipient qualification”**, or when the person is not qualified to receive, the **“recipient qualification Denial notification”** will be issued.

In this “Notification of confirmation of recipient qualification”, the amount of 30 days of daily amount of wage for the basic allowance of employment insurance received before re-employment and its 75% amount are printed as the “monthly amount of wage” and “75% of monthly amount of wage” respectively. Furthermore, the “term of payment” according to the remaining number of payment days will

also be printed.

The recipient qualification will not be satisfied later when the recipient qualification is denied.

(ii) Notification to the insured person and designation of the payment application month next time

Same as the basic continuous employment benefits for the elderly. (Refer to p. 108 to 109.)

(6) Payment application -----

Same as the basic continuous employment benefits for the elderly. (Refer to p. 108 to 111.)

(7) Results of payment application -----

Same as the basic continuous employment benefits for the elderly. (Refer to p. 111.)

(8) Bank transfer of benefits -----

Same as the basic continuous employment benefits for the elderly. (Refer to p. 111)

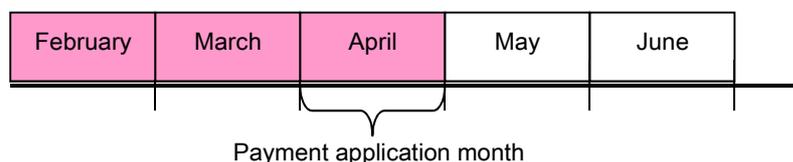
5 When a person loses qualification as insured person due to leaving job, etc.

(1) Procedure for application of payment for the month subject to payment right before losing the qualification of insured person

When an insured person receiving continuous employment benefits for the elderly loses the qualification of insured person, submit the “Notification of loss of qualification as insured person of employment insurance” and “Application for payment” since payment can be applied even before the month of payment application.

Please note the **any month that has a day or more not employed as an insured person will not be the month subject to payment.**

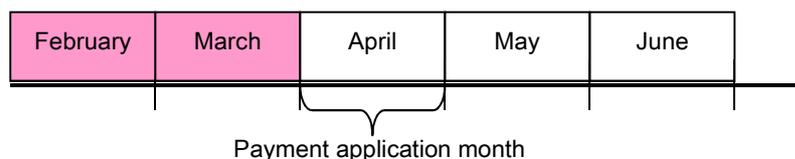
Example 1 When left job of even-number type place of business in end of April



→ Submit the application document for February and March in the payment application month of April.

In addition, when left job at the end of April, submit the “Notification of loss of qualification as insured person of employment insurance” and the Application for payment for April. (There is no need to wait until June, which is the application payment month.)

Example 2 When left job at the place of business of even-number type on April 25



→ Although the application document for February and March are submitted in the payment application month of April, April is not the month subject to payment since the person left job during the month of April.

However, when acquiring the qualification of the insured person from April 26th due to reasons such as move of residence, request the business operator of the new employment to submit the Application for payment since it will be the month subject to payment. (At this time, describe the former place of business and the amount of wage paid in April in the remarks column of the Application for payment, and request to receive a confirmation stamp.)

(2) Application of extension of the continuous employment benefits for the elderly

Although the term of payment for the basic continuous employment benefits for the elderly is until the month of reaching the age of 65, the payment of the continuous employment benefits for the elderly cannot be received when a person is re-employed after losing the qualification as an insured person and has a blank of term as an insured person exceeding one year.

However, the person can extend the term of loss of qualification receive payment even when exceeding one year due to reasons described below.

Note that separate letter of proxy will be necessary when submitting through a proxy.

- (a) When there are 30 days or more the person cannot work continuously due to reasons such as sickness and injury (maximum for 3 years)
- (b) When the person who is at the age of 60 or more who left job due to reasons such as retirement does not want to have a stable employment for a certain period (maximum 1 year)

Documents to submit --- "Application of extension of benefit period / period subject to educational training benefits / continuous employment benefits for the elderly" (The form can be obtained at the Public Employment Security Office.)

Submission due date --- **For the reason (a)** --- Within one month from the day following the day of which the person became unavailable to work for 30 days or more

For the reason (b) --- Within two months from the day following the day the person left job

Location to submit --- Public Employment Security Office that has jurisdiction over the location of the address of the person

Items to bring ---

For the reason (a), a document that proves the relevant reason to approve the benefit period

6 Adjustment for joint payment of pension and continuous employment benefits for the elderly

For the period receiving the payment of the continuous employment benefits for the elderly while receiving the payment of the old-age employees' pension of special payment (old-age pension for active employees), the payment of the pension may be partially stopped according to the benefit value of the continuous employment benefits for the elderly.

Please inquire the nearest pension office for details of the benefit adjustment.

7 What to do under such circumstance

(1) When the person receiving benefits has passed away

A member of the surviving family who depended on relevant person's income can apply for payment up to the previous month of the month of the day relevant person has passed away.

This is called, the **unpaid continuous employment benefits for the elderly**.

The request must be made **within 6 months from the following day of the day relevant person has passed away**.

Please inquire the Public Employment Security Office that has jurisdiction over the place of business.

(2) Wrongful conduct

When a person was not qualified to receive the continuous employment benefits for the elderly but **received or tried to receive (whether the person actually received or not) the payment of the continuous employment benefits for the elderly by means of wrongful conduct, relevant person will be punished for wrongful receipt of benefit**.

In such a case, relevant person must pay the amount **three times** the amount of **wrongful receipt of benefit in which should relevant person neglect to pay said amount, relevant person's property may be seized. Please carefully confirm the details of the application for payment before submitting.**

Furthermore, the business operator will receive the punishment, etc. jointly with relevant person in cases where the business operator submits false application for payment or implements other deceptive conduct.

We appreciate the understanding and cooperation of the business operator for the system of the continuous employment benefits for the elderly.

Entry example of the sheet for recipient qualification confirmation of the continuous employment benefits for the elderly

高齢雇用継続給付受給資格確認票・(初回) 高齢雇用継続給付支給申請書

(必ず第2面の注意書きをよく読んでから記入してください。)

帳票種別 13300

1. 個人番号 135792468101

2. 被保険者番号 4800-123456-7

3. 資格取得年月日 3-6-10401 (3 昭和 4 平成)

4. 事業所番号 4900-000111-0

5. 給付金の種類 1 (1 基本給付金 2 再就職給付金)

6. 支給対象年月その1 4-2806 7. 6欄の支給対象年月に支払われた賃金額 233333 8. 賃金の減額があった日数 0

9. みなし賃金額

10. 支給対象年月その2 4-2807 11. 10欄の支給対象年月に支払われた賃金額 203333 12. 賃金の減額があった日数 2

13. みなし賃金額

14. 支給対象年月その3 4- 15. 14欄の支給対象年月に支払われた賃金額 16. 賃金の減額があった日数

17. みなし賃金額

18. 賃金月額 (区分一日額又は総額) 19. 登録区分 20. 基本手当の受給資格 21. 定年等修正賃金登録年月日

22. 受給資格確認年月日 23. 支給申請月 (1 奇数月 2 偶数月) 24. 次回 (初回) 支給申請年月日 25. 支払区分

26. 金融機関・店舗コード 口座番号 27. 未支給区分 (空欄 未支給以外 1 未支給)

※公共職業安定所記載欄

(この用紙は、このまま機械で処理しますので、汚さないようにしてください。)

2 "No. of insured person" Enter the number of the insured person described in the certificate of the insured person.

1 "Individual Number" Enter the Individual Number the insured person.

4 "No. of place of business" Enter the number of relevant place of business.

3 "Qualification acquisition date" Enter the date when qualified as an insured person at relevant place of business.

"Name of place of business (Address, phone No.), Name of the business operator" Provide proof that the entry is accurate.

"Name of applicant" Enter the name of the insured person and affix seal or signature (must be entered and affixed by the person).

28. 通勤手当 3か月分 10,000円 (6月30日支払) 29. 30.

上記の記載事実に誤りのないことを証明します。
 事業所名 (所在地・電話番号) 株式会社 雇用保険 東京都千代田区霞が関1-2-2
 平成 28 年 8 月 15 日 事業主氏名 株式会社 雇用保険 代表取締役 雇用太郎 印
 上記のとおり高齢雇用継続給付の受給資格の確認を申請します。
 雇用保険法施行規則第101条の5・第101条の7の規定により、上記のとおり高齢雇用継続給付の支給を申請します。
 平成 28 年 8 月 15 日 飯田橋 公共職業安定所長 殿 申請者氏名 フリガナ 給付 公二
 フリガナ 給付 公二

払渡希望金融機関	フリガナ	キュウフシンヨウキンコ イダバシ	金融機関コード	9 8 9 0	店舗コード	2 9 7	金融機関による
	名称	給付信用金庫 飯田橋	本店 (支店)				
	銀行等 (ゆうちょ銀行以外)	口座番号 (普通)	6543210				
	ゆうちょ銀行	記号番号 (総合)					

◆ 金融機関へのお願い
 雇用保険の失業等給付を受給者の金融機関口座へ迅速かつ正確に振り込むため、次のことについて御協力をお願いします。
 1. 上記の記載事項のうち「申請者氏名」欄、「名称」欄及び「銀行等 (ゆうちょ銀行以外)」の「口座番号」欄 (「ゆうちょ銀行」の「記号番号」欄) を確認した上、「金融機関による確認印」欄に金融機関確認印を押印してください。
 2. 金融機関コード及び店舗コードを記入してください (ゆうちょ銀行の場合を除く。)

賃金締切日	20日	賃金支払日(当月)	翌月	日	賃金形態(月給)	時間給	日
所定労働日数	6欄	20	日	10欄	20	日	14欄
通勤手当(有)	(毎月<3か月>6か月)						

※ 資格確認の可否 可 否
 年齢確認書類 住・免・()
 資格確認年月日 平成 年 月 日
 通知年月日 平成 年 月 日

社会保険 労務士 記載欄	作成年月日・届出代行者・事務代理者の表示	氏 名	電話番号	※ 所 長	次 長	課 長	係 長	係	操作者
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"Notice of specification of preferred financial institution to receive payment"
 Enter the name and the store name of the preferred financial institution to receive the payment of the continuous employment benefits for the elderly in the "Name" column.
 Enter the bank account and code number of the bank note under the name of the insured person in the "Bank account and code No." column.
 Please receive the confirmation seal of the financial institution entered in the "Name" column in principle for the confirmation seal column of the financial institution,
 *Please consult with the Security Office when using a newly established store or a small-scale branch office of a financial institution since certain financial institutions may not be registered in the computer.

Entry example of the wage certificate of insured person of employment insurance at the time reaching 60 years of age, etc. (No. 1)

雇用保険被保険者六十歳到達時等賃金証明書(安定所提出用)

① 被保険者番号	4800-123457-1	フリガナ	キュウ カゴウ
② 事業所番号	4900-000111-0	60歳に達した者の氏名	給付 三郎
④ 名称	株式会社 雇用保険	⑤ 60歳に達した者の	〒288-0043
事業所所在地	千葉県 四代田区霞が関 1-2-2	住所又は居所	銚子市東芝町 5-9
電話番号	03-5253-1111	電話番号(0479)	22-7406
⑥ 60歳に達した日等の年月日	平成 28 年 1 月 10 日	⑦ 60歳に達した者の生年月日	昭和 31 年 1 月 11 日
この証明書の記載は、事実と相違ないことを証明します。			⑧ 自筆による署名 60歳に達した者は
住所	東京都 四代田区霞が関 1-2-2		
事業主氏名	株式会社 雇用保険 代表取締役 雇用太郎		
60歳に達した日等以前の賃金支払状況等			
⑨ 60歳に達した日等に離職したとみなした場合は被保険者期間算定対象期間	⑩ ⑪の期間における賃金支払基礎日数	⑫ 賃金支払対象期間	⑬ 賃金額
60歳に達した日等の年月日	⑪ 基礎日数	⑫ 賃金額	⑬ 備 考
12月11日 - 60歳に達した日等	31日	12月26日 - 60歳に達した日等	16日 170,000
11月11日 - 12月10日	30日	11月26日 - 12月25日	30日 330,000
10月11日 - 11月10日	31日	10月26日 - 11月25日	31日 330,000
9月11日 - 10月10日	30日	9月26日 - 10月25日	30日 330,000
8月11日 - 9月10日	31日	8月26日 - 9月25日	31日 330,000
7月11日 - 8月10日	31日	7月26日 - 8月25日	31日 330,000
月 日 - 月 日	日	6月26日 - 7月25日	30日 330,000
月 日 - 月 日	日	月 日 - 月 日	日
月 日 - 月 日	日	月 日 - 月 日	日
月 日 - 月 日	日	月 日 - 月 日	日
月 日 - 月 日	日	月 日 - 月 日	日
月 日 - 月 日	日	月 日 - 月 日	日
⑭ 賃金に関する特記事項	六十歳到達時等賃金証明書受理 平成 年 月 日 (受理番号 番)		
※ 公共職業安定所記載欄			

(注) 高年齢雇用継続給付金に係る手続は電子申請による申請も可能です。その際、当該手続について、社会保険労務士が電子申請により当該申請書の提出に関する手続を事業主に代わって行う場合には、当該社会保険労務士が当該事業主の提出代行者であることを証明することができるものを当該申請書の提出と併せて送付することをもって、本証明書に係る当該事業主の電子署名に代えることができます。

㉔ "Date when reached the age of 60"

- Enter the date of the day before the 60th birthday of the insured person, or the date satisfying 5 years of the period as an insured person after reaching the age of 60.

2nd sheet, "Confirmation seal or signature of the person who reached the age of 60"

- After confirming with the insured person that entered details are accurate, affix the seal of the insured person or enter signature of the insured person.

㉕ "Period subject to calculation of the period of insured person when deemed resigned on the day reaching the age of 60, etc."

- Enter the date following the day of column ㉔ for the "Following day of the date reaching the age of 60, etc."
- **In principle**, entry of 6 lines or more from the latest period is required for the period subject to calculation of the period of insured person with 11 days or more of the number of basis days of wage payment during one year from the date when reaching the age of 60, etc.

㉖ "Number of basis days of wage payment during the period of ㉕"

- Enter the number of days that is based on for wage payment during the period of column ㉕.
- Days subject to paid vacation and days subject to leave payment are included.

㉗ "Period subject to wage payment"

- In the top line, enter the period from the date of the following day of the wage closing day right before reaching the age of 60 to the date reaching the age of 60, etc. For following lines, enter the period of the date of the following day of the wage closing day to the wage closing day of six or more preceding periods.

㉘ "Number of basis days of ㉗"

- Enter number of days that is based on for wage payment during the period of column ㉗.
- Days subject to paid vacation and days subject to leave payment are included.

㉙ "Wage amount"

- Column A is for monthly base wage and column B for daily base wage. When employed based on daily wage but is receiving wage on monthly basis (family allowance, etc.), enter such wage amount in column A and enter the total amount in the Total column
- The Total column can be omitted when entry in column A or B is sufficient. In such a case, draw a diagonal line in the empty column.

㉚ "Remarks"

- Enter reference information for columns ㉔ to ㉙.
- <Example>
 - When there is unpaid wage
 - When not going to receive wage for 30 days or more due to sickness or injury
 - When received leave payment in the past

㉛ "Special notes related to wage"

- Enter the wage that is paid for each term of three month or less (special wage).
- Draw a diagonal line if not applicable.

Entry example of the wage certificate of insured person of employment insurance at the time reaching 60 years of age, etc. (No. 2)

雇用保険被保険者六十歳到達時等賃金証明書(安定所提出用)

① 被保険者番号	4900-102047-1	③ フリガナ	カンザン ヨウケロウ
② 事業所番号	4900-000147-1	60歳に達した者の氏名	監察 陽一郎
④ 名称	株式会社雇用保険那覇支店	⑤ 60歳に達した者の	〒905-0021
事業所所在地	那覇市おもろまち1-3-25	した者の	名護市東江4-3-12
電話番号	098-866-8609	住所又は居所	電話番号 0980 52-2810
⑥ 60歳に達した日等の年月日	平成 28 年 1 月 31 日	⑦ 60歳に達した者の生年月日	昭和 29 年 12 月 21 日
この証明書の記載は、事実と相違ないことを証明します。			⑧ 自筆による署名 (60歳に達した者)
住所	東京都千代田区霞が関1-2-2		
事業主	氏名 株式会社雇用保険代表取締役 藤岡大郎		
60歳に達した日等以前の賃金支払状況等			
⑨ 60歳に達した日等に継続したとみなした場合は被保険者期間算定対象期間	⑩ ⑪の期間における賃金支払基礎日数	⑫ 賃金支払対象期間	⑬ ⑭の基礎日数
60歳に達した日等の翌日 2月1日	60歳に達した日等 31日	1月26日~ 60歳に達した日等	6日
1月1日~	31日	12月26日~1月25日	31日
12月1日~12月31日	31日	11月26日~12月25日	30日
11月1日~11月30日	30日	10月26日~11月25日	31日
10月1日~10月31日	31日	9月26日~10月25日	30日
9月1日~9月30日	30日	8月26日~9月25日	31日
8月1日~8月31日	31日	7月26日~8月25日	31日
月 日 ~ 月 日	日	月 日 ~ 月 日	日
月 日 ~ 月 日	日	月 日 ~ 月 日	日
月 日 ~ 月 日	日	月 日 ~ 月 日	日
月 日 ~ 月 日	日	月 日 ~ 月 日	日
月 日 ~ 月 日	日	月 日 ~ 月 日	日
⑭ 賃金に関する特記事項	六十歳到達時等賃金証明書受理 平成 年 月 日 (受理番号 番)		
※ 公共職業安定所記載欄			

(注) 高年齢雇用継続給付金に係る手続は電子申請による申請も可能です。その際、当該手続について、社会保険労務士が電子申請により当該申請書の提出に関する手続を事業主に代わって行う場合には、当該社会保険労務士が当該事業主の提出代行者であることを証明することができるものを当該申請書の提出と併せて送付することをもって、本証明書に係る当該事業主の電子署名に代えることができます。

社会保険 労務士 記載欄	作成年月日・提出代行者・事務代理者の表示	氏 名	電 話 番 号

※	所長	次長	課長	係長	係

㉔ "Period subject to calculation of the period of insured person when deemed resigned on the day reaching the age of 60, etc."

- Enter the date following the day of column ㉔ for the "Following day of the date reaching the age of 60, etc."
- **In principle**, entry of 6 lines or more from the latest period is required for the period subject to calculation of the period of insured person with 11 days or more of the number of basis days of wage payment during one year from the date when reaching the age of 60, etc.

2nd sheet, "Confirmation seal or signature of the person who reached the age of 60"

- After confirming with the insured person that entered details are accurate, affix the seal of the insured person or enter signature of the insured person.

㉕ "Date when reached the age of 60"

- Enter the date of the day before the 60th birthday of the insured person, or the date satisfying 5 years of the period as an insured person after reaching the age of 60.

㉖ "Number of basis days of wage payment during the period of ㉕"

- Enter the number of days that is based on for wage payment during the period of column ㉕.
- Days subject to paid vacation and days subject to leave payment are included.

㉗ "Period subject to wage payment"

- In the top line, enter the period from the date of the following day of the wage closing day right before reaching the age of 60 to the date reaching the age of 60, etc. For following lines, enter the period of the date of the following day of the wage closing day to the wage closing day of six or more preceding periods.

㉘ "Number of basis days of ㉗"

- Enter number of days that is based on for wage payment during the period of column ㉗.
- Days subject to paid vacation and days subject to leave payment are included.

㉙ "Wage amount"

- Column A is for monthly base wage and column B for daily base wage. When employed based on daily wage but is receiving wage on monthly basis (family allowance, etc.), enter such wage amount in column A and enter the total amount in the Total column
- The Total column can be omitted when entry in column A or B is sufficient. In such a case, draw a diagonal line in the empty column.

㉚ "Remarks"

- Enter reference information for columns ㉔ to ㉙.
- <Example>
- When there is unpaid wage
 - When not going to receive wage for 30 days or more due to sickness or injury
 - When received leave payment in the past

㉛ "Special notes related to wage"

- Enter the wage that is paid for each term of three month or less (special wage).
- Draw a diagonal line if not applicable.

Notification of the designation of the application date next time for the payment of continuous employment benefits for the elderly (for notification to the business operator)
 Notification of confirmation/denial of recipient qualification of the continuous employment benefits for the elderly”
 Notification of decision of payment of continuous employment benefits for the elderly

<キリトリ>

高齢雇用継続給付次回支給申請日指定通知書（事業主通知用）

事業所番号	4900-987654-3	事業所名略称	カブシキガイシャ コヨウホケン タチカワシテン	資格取得年月日
被保険者番号	4900-234567-8	氏名	キュウフ ジロウ	200201
支給申請月	給付金の種類	次回支給対象年月	次回支給申請期間	次回支給申請年月日
偶数月型	1	2712-2801	280201-280228	

管轄公共職業安定所の所在地・電話番号
 交付平成 年 月 日



<キリトリ>

高齢雇用継続給付受給資格確認/否認申請書
 高齢雇用継続給付支給/不支給決定通知書（被保険者通知用）
 高齢雇用継続給付次回支給申請日指定通知書

被保険者番号	氏名	性別	生年月日	受給資格確認年月日
4900-234567-8	キュウフ ジロウ	男	3-291221	271222
資格取得年月日	事業所番号	支給期間	2712-3/12	
賞金月額	賞金月額の75% (支給限度額)	支払方法	232,500	

通知内容	先般記	受給資格を
	1. 一般記	と、受給資格を
	2. の給受初初	審査しました。
	3. 提出と付給初	を通知 × × 月 × × 日 (× × 歳)
4. 出お金資支	を × × 年 × × 月 × × 日、平成 × × 年 × × 月	

"Payment Method"
 ・ Please make sure that the account number is designated as the payee

管轄公共職業安定所の所在地・電話番号
 交付平成 年 月 日



"75 % of monthly amount of wage (Payment amount limit)"
 ・ Month with amount of wage paid below this amount is subject to the payment.
 *The value may change with the revision of the payment amount limit of the continuous employment benefits for the elderly when reviewed on August 1st every year.

When confirmation of recipient qualification is applied and,
 (i) Recipient qualification is confirmed
 Months subject to payment, application month, etc. are printed as shown in the example.
 (ii) When period as an insured person is less than 5 years in total and recipient qualification is not confirmed
 Date estimated to satisfy the recipient qualification is printed.
 The amount of payment will be printed when payment application is submitted

Entry example of application to receive payment of the continuous employment benefits for the elderly

1 "No. of the insured person" to "Payment application month"

When confirmation of recipient qualification and registration of monthly amount of wage are requested before the first payment application or the payment application is submitted before, the payment application with numbers printed by the Hello Work system will be provided.

5, 9, 13 "Number of days with reduction of wage"

Enter number of days all or part of wage could not be received due to misconduct, sickness, injury, suspension of business, etc. during the month subject to payment of columns 3, 7, and 11. In this case, enter the wage amount subject to reduction during the month subject to payment of columns 3, 7, and 11 in columns 18, 19, and 20 respectively (rear page of the application).

高齢雇用継続給付支給申請書

(必ず第2面の注意書きをよく読んでから記入してください。)

帳票種別 12301	氏名 カンサツ クニオ	給付金の種類 <input type="checkbox"/> (1) 基本給付金 <input checked="" type="checkbox"/> (2) 再就職給付金	事業所番号 4900-000147-1	管轄区分 <input type="checkbox"/>
1. 被保険者番号 4900-102047-1	2. 資格取得年月日 190201	要件該当日 231220	支給対象年月 平成 2804 2805	
支給申請月 平成 280601 280630	前回処理年月日 280411	賃金月額7.5% (旧8.5%) 232,500	賃金月額6.1% (旧6.4%) 189,100	
賃金支払状況>				
3. 支給対象年月その1 4-2804	4. 3欄の支給対象年月に支払われた賃金額 200000	5. 賃金の減額があった日数 0	6. みなし賃金額 0	
7. 支給対象年月その2 4-2805	8. 7欄の支給対象年月に支払われた賃金額 180000	9. 賃金の減額があった日数 2	10. みなし賃金額 0	
11. 支給対象年月その3 4-0000	12. 11欄の支給対象年月に支払われた賃金額 0	13. 賃金の減額があった日数 0	14. みなし賃金額 0	
15. 未支給区分 <input type="checkbox"/> (空欄 未支給以外) <input type="checkbox"/> (1) 未支給	16. 出力区分 <input type="checkbox"/> (即時出力の場合は「1」を入力)	17. 次回支給申請年月日 4-0000		
上記の記載事実誤りがないことを証明します。 平成 28 年 6 月 10 日				
株式会社 雇用保険 那覇支店 事業所名 (所在地・電話番号) 那覇市おもろまち1-3-25 098-866-8609 事業主氏名 株式会社 雇用保険 代表取締役 雇用太郎				
雇用保険法施行規則第101条の5・第101条の7の規定により、上記のとおり高齢雇用継続給付の支給を申請します。 平成 28 年 6 月 10 日				
那覇 公共職業安定所長 殿 申請者氏名 監察 邦夫				

3, 7, 11 "Year and month subject to payment"

Enter the month subject to payment.

4, 8, 12 "Amount of wage paid during the month subject to payment of 3 columns"

Enter the amount of wage paid during the month subject to payment of columns 3, 7, and 11. When not sure to include in the wage, enter the amount and title in columns 18, 19, and 20 respectively (rear page of the application).

Written on the reverse side.

その他賃金に関する特記事項

18.	19. 2日欠勤、20,000円減額	20.
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社会保険 労務士 記載欄	作成年月日・提出代行者・事務代理者の表示	氏名	電話番号
		田	

備考	賃金締切日 20日 賃金支払日 当月 25日
	賃金形態 月給・日給・時間給
	所定労働日数 3日 20日 7日 20日 11日
	通勤手当 有 (毎月・3か月・6か月) ・無

※	所長	次長	課長	係長	係	操作者
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"Name of the place of business (address and phone No.), name of the business operator"

Please certify the contents are correct and true

"Name of application"

Name and seal or signature entered or affixed by the insured person.

"Remarks" (rear page of the application)

Enter the wage closing day, payment day, wage form, normal working hours of each month subject to payment, and commutation allowance in the remarks column.

Entre required items and affix confirmation seal, etc. when conditions below are applicable.

- When left job at former place of business and re-employed without any blank day, etc., enter the wage amount of the previous place of business and affix a certification seal of the business operator of relevant business in the remarks column.
- When wages are paid from both the assignor and assignee, enter the total amount in the payment application, enter the wage amount of employment relationship not in scope of qualification of insured person, and affix a certification seal of the business operator of relevant business in the remarks column.

Entry example of the application of extension of benefit period / period subject to educational training benefits / continuous employment benefits for the elderly

Circle the category of applying extension in "2 Category of applying extension".

受給期間・教育訓練給付適用対象期間・高年齢雇用継続給付延長申請書

1 申請者 氏名	継続 和隆		生年月日	大正 昭和 平成 28年 5月 11日	性別	男・女
住所又は居	〒404-0042 甲州市塩山上於曾1777-1 (電話 0533-33-8609)					
2 申請する延長の種類	受給期間・教育訓練給付適用対象期間・高年齢雇用継続給付					
3 離職年月日	平成 28年 3月 31日	4 被保険者となった年月日	昭和 平成 51年 4月 1日			
5 被保険者番号	4900-123456-7					
6 支給番号						
7 この申請書を提出する理由	<input checked="" type="checkbox"/> 妊娠、出産、育児、疾病、負傷等により職業に就く(対象教育訓練の受講を開始する)ことができないため <input type="checkbox"/> 定年等の理由により離職し、一定期間求職の申込みをしないことを希望するため 具体的理由 病気による入院のため					
8 職業に就く(対象教育訓練の受講を開始する)ことができない期間又は求職の申込みをしない期間	平成 28年 4月 1日から 平成 29年 3月 31日まで	※ 処理欄	平成 年 月 日から 平成 年 月 日まで			
※ 延長後の受給(教育訓練給付適用対象)期間満了年月日	平成 年 月 日					
9 7のイの理由が疾病又は負傷の場合	傷病の名称	田潰瘍 診療機関の名称・診療担当者 厚生労働病院 院長 厚生一久				

雇用保険法施行規則第31条第1項・第31条の3第1項の規定により受給期間の延長、教育訓練給付に係る適用対象期間の延長、高年齢雇用継続給付の次回の支給申請可能な支給対象月に係る延長を上記のとおり申請します。

平成28年 5月 9日

申請者氏名 継続 和隆 印

塩山 公共職業安定所長 殿
地方運輸局長

For the name of applicant, enter name and affix a seal or signature of the applicant.

○ Q&A for the continuous employment benefits for the elderly

Q. What is the day reaching the age of 60?

I am going to turn 60 on Oct. 12th this year. Is the day reaching the age of 60 my 60th birthday?

A. Calculation of age based on the Employment Insurance Law follows the principle in the “provisions of law about calculating age” in which the age reaches at 12 AM of the day before the day corresponding to birthday.

Therefore, the day reaching the age of 60 is the “day before the 60th birthday” and in this case that would be on “October 11th”.

Q. Is joint payment with re-employment benefits allowed?

Can I receive both re-employment benefits for the elderly and re-employment benefits?

A. No. (Article 61-2 (4) of the Employment Insurance Law)

When payment requirements of both the re-employment benefits for the elderly and re-employment benefits are satisfied for the same employment, those two benefits cannot be received, thus, either one benefit needs to be selected. Please select one carefully.

Q. Can I receive the payment of basic benefits?

I resigned from Company A due to the retirement age of 60 and was re-employed at Company B. Can I receive basic benefits even in such a case?

A. Since the person is re-employed at Company B on the following day without receiving payment of an employment insurance (basic allowance, etc.), the basic benefits can be received.

In addition, even when payment of an employment insurance (basic allowance, etc.) is received, the re-employment benefits for the elderly can be received when the person is employed with 100 days or more of prescribed number of benefit days remaining. However, please note that it cannot be received jointly with the re-employment benefit.

Q. Can I receive basic benefits?

I left job at Company A while receiving basic benefits and was re-employed at Company B after a year and a half without receiving the employment insurance (basic allowance, etc.)

Can I receive basic benefits at Company B since I did not receive any payment of employment insurance (basic allowance, etc.)?

A. No.

Please note that even when re-employed without receiving any payment of an employment insurance (basic allowance, etc.), basic benefits cannot be received when

the blank period between the date left the job at Company A (= date of separation from employment of the loss of qualification notification) and the employed date at Company B (= date when became an insured person of notification of acquisition of qualification) exceeds one year.

○ Q&A for the continuous employment benefits for the elderly

Q. How do I calculate the total period as an insured person?

I was previously employed for 8 years in Company A.

I left Company A and after one month, I was employed in Company B without receiving the payment of the employment insurance. In this case, is the period employed at Company A included in the calculation of 5 years of the period as an insured person?

A. When the qualification as insured person acquired again before the corresponding date of the following year calculated from the following day of the day left the job, the period employed as an insured person of both employment can be added not limited to the period employed continually for applicable business of one business owner.

Therefore, the period as an insured person at Company A can be added in this case.

However, please note that when payment of an employment insurance (including basic allowance, re-employment benefit, etc.) or special lump sum payment is received, the period as an insured person before leaving the job related to the recipient qualification, etc. of these benefits will not be added.

Q. What is the maximum limit for the registration of the monthly amount of wage?

We have an employee who will turn 60 years old and we are considering to register the wage when reaching the age of 60.

The employee is currently receiving the wage of 600,000 yen. Will the registration be of 600,000 yen?

A. There is maximum limit of monthly amount of wage, which is 445,800 yen (as of Aug, 1, 2016). Amount above this amount cannot be registered.

Therefore, the maximum amount will be registered in this case. Please be aware of this point when explaining to the insured person.

Q. What is required when employing a person over 60 years of age?

We are going to hire a male employee full time. Do we need to submit any document in this case?

A. When employing a person of age between 60 to 65, it is assumed that the person is subject to receiving the basic continuous employment benefits for the elderly or re-employment benefits for the elderly.

Therefore, please confirm whether application of benefit payment is submitted or not and when the person requests for application, make sure to notify at the counter of the Public Employment Security Office when submitting the "Notification of acquisition of qualification for a person insured by employment insurance".

○ Q&A of the continuous employment benefits for the elderly

Q. What is the deemed amount of wage?

When calculating the deemed amount of wage, is the “number of days with reduction of wage” (columns 5, 9, and 13 of the payment application) the number of days within the month subject to payment? Or is it the number of days in the period subject to wage payment that is used as a basis to calculate the wage amount?

A. It is the number of days within the period subject to wage payment that is based to calculate the deemed amount of wage.

Q. What is the deemed amount of wage?

Are days closed because of rain for construction workers employed based on daily wage subject to the deemed amount of wage?

A. When normal workday is closed because of rain, it is under “suspension of business” in which that day is the “day with wage reduction” for calculation of the deemed amount of wage.

Q. What is the deemed amount of wage?

The working hours change drastically by the amount of work and number of customers for workers working based on time wage at service industry, retail businesses, etc. When working hours are reduced because of off-season, can it be included in the reduction of wage because of “suspension of business”?

A. It cannot be counted as “suspension of business”.

When the regular working hours are reduced, the wage is not calculated by the deemed amount of wage but by the amount of wage actually paid.

Q. Is registration of wage at the age of 60 required?

Employees of our company maintain their wage until retirement even when continued to be employed after the age of 60.

Even in such a case, do we need to register the wage at the age of 60?

A. The registration is not mandatory since the amendment of enforcement regulation of the Employment Insurance Law in January 2004.

However, there are increasing cases where a person after reaching the age of 60 is applicable to receive the continuous employment benefits for the elderly or qualified to receive payment due to change of employment of an insured person.

In addition, even in this case, we are requesting business operators of an insured person at the time reaching the age of 60 to register wage up to the point of 60 years of age.

Therefore, please submit the registration at the time the insured person reaches the age of 60 to avoid any omission.

There are advantages described below of submitting the registration of the age of 60 beforehand,

- (i) Confirm recipient qualification and know the monthly amount of wage beforehand
 - (ii) Paper work for the first payment application will be smooth
 - (iii) Omission of payment application can be prevented
- Thank you for your cooperation in the registration procedure.

○ Q&A of the continuous employment benefits for the elderly

Q. Can the continuous employment benefits for the elderly be received together with other continuous employment benefits?

Can the continuous employment benefits for the elderly be received with the childcare leave benefits or the family care leave benefits?

A. A full month (from the beginning to the end of the month) subject to the childcare leave benefits or the family care leave benefits is not subject to payment month of the continuous employment benefits for the elderly.

However, it is subject to payment month of the continuous employment benefits for the elderly when part of a month is subject to the childcare leave benefits or the family care leave benefits.

Q. Where to make application?

The Public Employment Security Office under jurisdiction of my address and of the place of business I work is different. Which one shall I go for the application?

A. The application of payment of the continuous employment benefits for the elderly is submitted to the Public Employment Security Office that has jurisdiction over the place of business, which is the same as for the childcare leave benefits and the family care leave benefits.

For the extension of the continuous employment benefits for the elderly, submit application at the Public Employment Security Office that has jurisdiction over the location of the applicant address.

Q. Is it subject to taxation?

Are continuous employment benefits for the elderly (basic benefits and re-employment benefit) subject to taxation?

A. No. (Article 12 of Employment Insurance Law)

○ Quick reference of “Payment rate” and “Payment amount”

“Quick reference of payment rate” Please use for payment rate calculation

Wage decrease rate	Payment rate	Wage decrease rate	Payment rate
75% or more	0.00%	67.5%	7.26%
74.5%	0.44%	67.0%	7.80%
74.0%	0.88%	66.5%	8.35%
73.5%	1.33%	66.0%	8.91%
73.0%	1.79%	65.5%	9.48%
72.5%	2.25%	65.0%	10.05%
72.0%	2.72%	64.5%	10.64%
71.5%	3.20%	64.0%	11.23%
71.0%	3.68%	63.5%	11.84%
70.5%	4.17%	63.0%	12.45%
70.0%	4.67%	62.5%	13.07%
69.5%	5.17%	62.0%	13.70%
69.0%	5.68%	61.5%	14.35%
68.5%	6.20%	61% or less	15.00%
68.0%	6.73%		

“Quick reference of payment amount” (As of Aug, 1, 2016)

Monthly wage after age of 60	Monthly amount of wage when reaching the age of 60, etc. (Daily amount of wage x For 30 days)						
	445,800 yen or more	400,000	350,000	300,000	250,000	200,000	150,000
350,000	0	0	0	0	0	0	0
340,000	0	0	0	0	0	0	0
330,000	2,871	0	0	0	0	0	0
320,000	9,376	0	0	0	0	0	0
310,000	15,903	0	0	0	0	0	0
300,000	22,470	0	0	0	0	0	0
290,000	29,000	6,525	0	0	0	0	0
280,000	35,504	13,076	0	0	0	0	0
270,000	40,500	19,602	0	0	0	0	0
260,000	39,000	26,130	0	0	0	0	0
250,000	37,500	32,675	8,175	0	0	0	0
240,000	36,000	36,000	14,712	0	0	0	0
230,000	34,500	34,500	21,252	0	0	0	0
220,000	33,000	33,000	27,764	3,278	0	0	0
210,000	31,500	31,500	31,500	9,807	0	0	0
200,000	30,000	30,000	30,000	16,340	0	0	0

190,000	28,500	28,500	28,500	22,876	0	0	0
180,000	27,000	27,000	27,000	27,000	4,896	0	0
170,000	25,500	25,500	25,500	25,500	11,441	0	0
160,000	24,000	24,000	24,000	24,000	17,968	0	0

Chapter 11 Child Care Leave Benefits

1 What is Child Care Leave benefits?

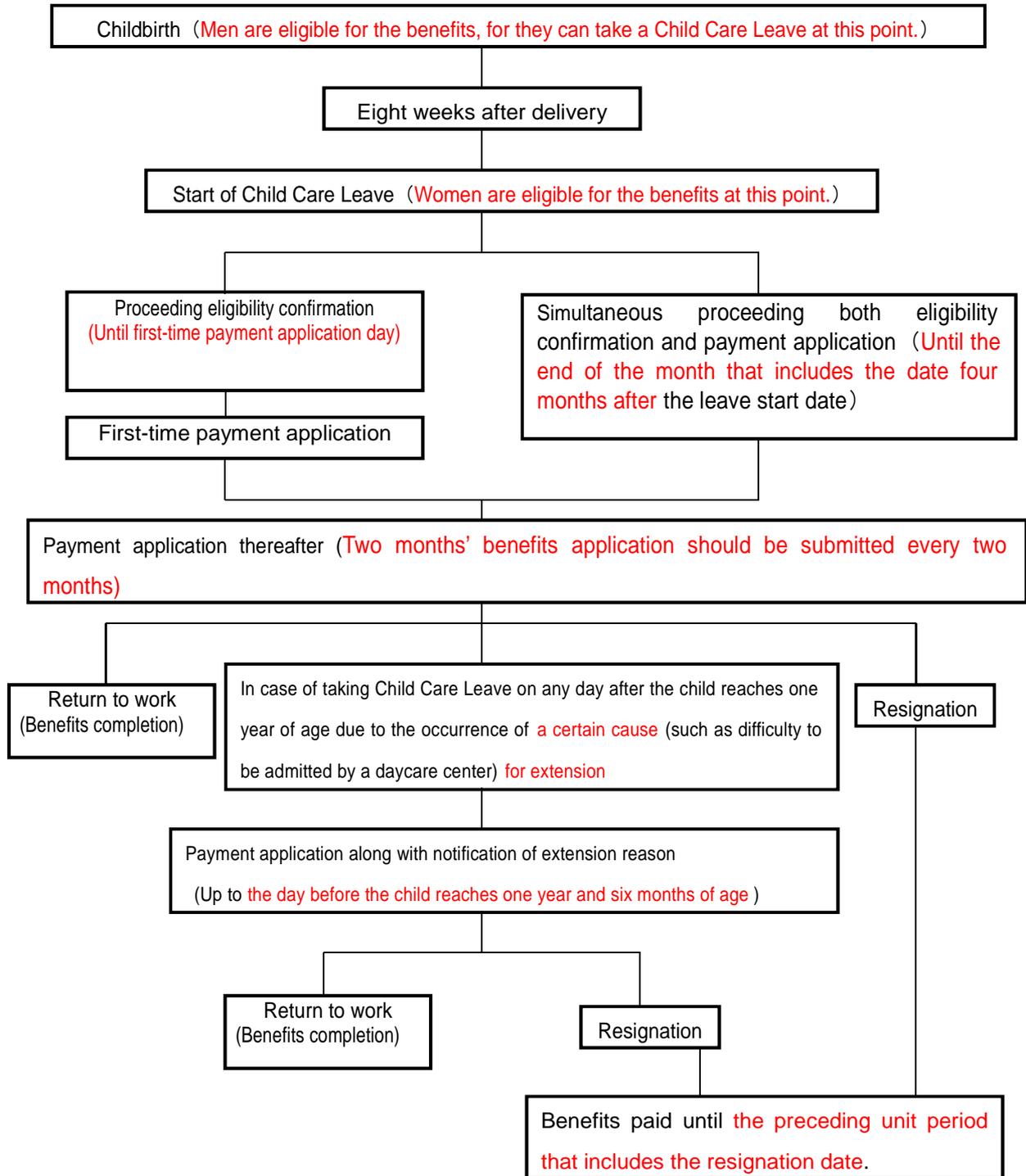
The Child Care Leave benefits have established in order to continue workers' careers in child care aiming at encouraging workers to take a Child Care Leave as well as supporting and promoting return to the workplace smoothly, when the birth rate has been falling and the advance of women into the workplace has been continuing. These benefits took effect on April 1, 1995. (Employment Insurance Act Article 61-4 and 61-5)

Specifically, these benefits are provided by applying at public employment agency when insured person take Child Care Leave to nurture a child under one year of age (or fourteen months, or one and a half years of age, depending on the certain requirements), if the wage during the leave decreases to less than 80 % of the one just before the leave.



2 Child Care Leave Benefits Flow Chart

(The following chart shows the procedures via business operators)



* If resignation is predetermined (planned) prior to taking leaves, the applicant is ineligible for the benefits.

The same applies if the applicant plans to resign during the Child Care Leave.

3 About Child Care Leave Benefits

(1) Recipient Qualification

Generally insured person who look after an infant under one year of age (or one year and two months of age if both parents takes “additional leave for mom and dad, or one year and six months of age when the infant cannot be enrolled in a daycare center) who fall under all of the following conditions can carry out the procedure of eligibility confirmation for Child Care Leave benefits at the Public Employment Security Office governing the location of the place of business.

1. The applicant should be a generally insured person who takes Child Care Leave to look after the infant under one year of age. (*)

(1) The term “Child Care Leave” here has to be **acquired subject to return to work, the case resignation is predetermined (planned) during the leave is exempt from payment.**

(2) Either male or female can apply for the benefits.

(3) Both biological child and adopted child are covered by these benefits.

(4) **Temporary workers** also can apply for these benefits.

* Once returned to work, Child Care Leave benefits will basically not be applied for the same child. (refer to page 158)

2. The applicant must have worked for two years with 12 or more months which include 11 or more payment basic days in total before the starting date of Child Care Leave.

(1) The starting date of Child Care Leave refers day 58 after the birth if the applicant is a woman.

If the applicant is a man, he can start his Child Care Leave from the birth.

(2) In total means that **the day after the leave should be within a year from the day before re-employment**, and the applicant can sum up **when the basic benefits or the recipient qualification for special lump sum payment are undetermined.**

A temp worker (a worker employed for a fixed period) has to correspond to the above mentioned 1 and 2, in addition the following (1) and (2) at the start of the leave.

(1) The applicant has worked for the same employer for over a year.

(2) The applicant is expected to be employed by the same employer after the child’s first birthday (the day before the birthday) (Except that the employment contract will terminate until the child becomes two years old, and it will clearly not be renewed.)

The insured person who confirmed the benefits qualification can receive the Child Care Leave benefits when the applicant **meets the requirements**, in case of receiving **less than 80 % of wages during the Child Care Leave** compared to **the one at the start of the Child Care Leave.**

* “Monthly wage at commencement of leave”

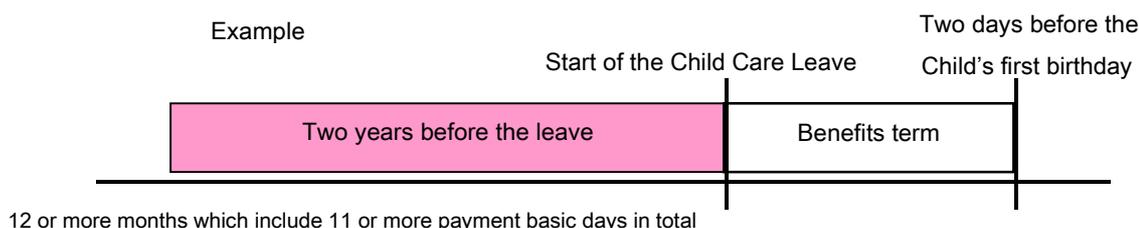
Basically, “daily wage amount” is calculated by dividing six months’ wages before the Child Care Leave (when the applicant acquired the maternity leave, basically before said leave) by 180. Also, monthly wage is calculated by multiplying daily wage amount by duration.

Also, note that there are following upper and lower limit amount. If the calculated amount exceeds the upper limit, the upper limit amount, likewise, the calculated amount is below the lower limit, the lower limit amount should be the monthly wage amount.

Upper limit amount ¥ 424,500 * (until July 31, 2016 ¥ 426,300)

Lower limit amount ¥ 68,700 * (until July 31, 2016 ¥ 69,000)

* Both upper and lower limit amount may be changed on August 1 every year.



Cases for period extension until 18 months 【Refer to page 115 for detailed procedures】

1. In case that although the parents apply for a public daycare center*¹, **the said child is on a wait list to enroll after the child's first birthday*².**

*¹ The term “daycare center” means the ones prescribed in Article 39 of Child Welfare Act, it doesn't include so-called unauthorized Child care facility.

*² **If certain requirements are met, when the Child Care Leave Scheduled end date is after the child's first birthday, the said scheduled end date should be applied.**

2. In case that the spouse who is supposed to normally take care of the said child after his/her first birthday falls into any of the followings.

- when passing away
- when taking care of the said child becomes difficult due to injury, sickness, or physical or mental disability
- when living apart from the said child due to divorce or various reasons
- when being expected to give birth within 6 weeks (or within 14 weeks in the case of multiple fetuses) or within 8 weeks after childbirth (period for requesting maternity leave and during the maternity leave period)

(2) Requirements of provision of benefits

If each period that starts from the leave start date and that is divided by one month meets all the following requirements (this is referred to as “**payment unit period**”), the applicant will be eligible for the benefits (this is referred to as “**benefits period**”).

1. The applicant has to be insured during the whole payment unit period.
2. During the payment unit period, the applicant is found to be at work for not exceeding 10 days.

*** If the applicant works for more than 10 days in a payment unit period, he/she is found to be at work less than 80 hours.**

(As for the payment unit period of less than one months due to end of the Child Care Leave, this period is subject to a benefits period if the applicant is found to be at work for not exceeding 10 days, and took a whole-day Child Care Leave for one or more day. In this whole-day leave, any day except for working days such as Sundays or holidays are included.)

3. The amount of wages during the payment unit period* has to be less than 80% of wages at the commencement of leave.

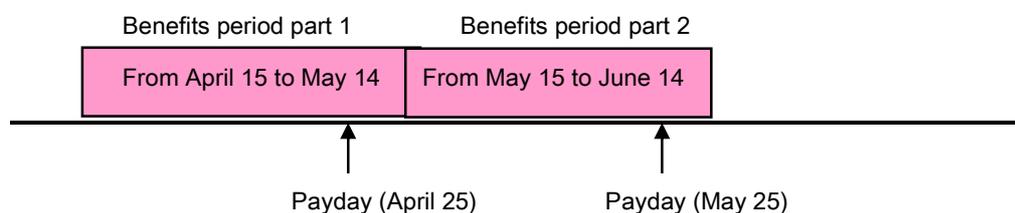
* “The amount of wages during the payment unit period” here means “**a payday is included during the period**”.

However, only the amounts of wages that are clearly covered during the Child Care Leave are included in principle, wages covered for outside the Child Care Leave period or for imprecise period are excluded.

In case that the business establishment expressly states that wages are not paid during the Child Care Leave in its rules of employment, labor agreement, and wage regulations, payed wages can be expressed 0 yen. (However, the business establishment must submit the relevant documents.)

Example

Closing day of pay roll: 20th Payday: 25th Start of leave: April 15



(Salary for the period from March 21 to April 20)

(Salary for the period from April 21 to May 20)

Explanation: Please note that **only wages covering the Child Care Leave period are included** in “the benefits period part 1” because wages payed on April 25 included salary and allowances for the period from March 21 to April 14.

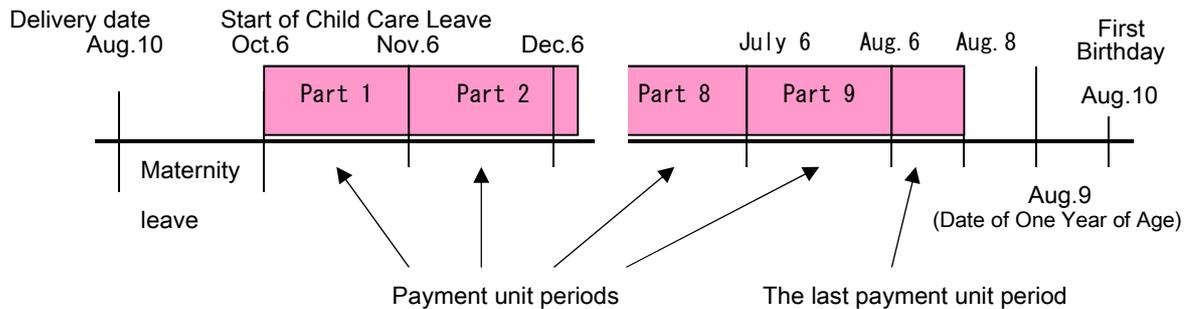
(3) Benefits period

The Child Care Leave benefits period is as follows.

- 1 The period is from Child Care Leave start date to the day before that the said child reaches one year of age (**until two days before the first birthday**).
 If certain requirements are met, until the day before the child reaches one year and two months of age (refer to page 115), and if another requirements (refer to page 108) are met, until the day before the child reaches one year and six months of age.
- 2 The period is until Child Care Leave end date, if the leave terminates before the child reaches one year of age (or one year and two months in a certain case, or one year and six months of age in special situations)

Example

When an insured female took the Child Care Leave following the maternity leave until Date of One Year of Age.



Explanation: In the above case the benefits period ends on the day before the child reaches one year of age (on two days before the first birthday). The period until August 8 is eligible for the benefits.

As for the last payment unit period (from August 6 to August 8), if the applicant is found to be at work for less than 10 days, and took a whole-day Child Care Leave for one or more day, this period is subject to a benefits period.

(4) Benefits payment amounts

1. A case of not being paid during the leave

1. In the case that the payment unit period lasts for a month (except for the last payment unit period)

Benefits amount = daily wage before the start of the leave × number of days(30 days*1) × 50% (*2)

2. In the case of the last payment unit period (including the leave end day due to return to work)

Benefits amount = daily wage before the start of the leave × number of days (number of calendar days *1) × 50% (*2)

Benefits amount = daily wage before the start of the leave × number of days (30 days) × 30%

*1 Explanation for number of days

a. For the payment unit period not including the leave end day: 30 days

b. For the payment unit period including the leave end day: number of calendar days (number of days from the first day of the last payment unit period to the leave end date)

*2 Explanation for benefits rate

Benefits rate has raised from 40% to 50% for the time being.

Until number of days reaches 180 in total, benefits rate is 67%.

2. A case of being paid during the leave

1. In the case that paid wage is less than 30% (13%) of monthly wage before the start of the leave

Benefits amount = daily wage before the start of the leave × number of days × 50% (*2)

2. In the case that paid wage is between more than 30% (13%) and less than 80% of monthly wage before the start of the leave

Benefits amount= daily wage before the start of the leave × the balance between the equivalent amount for 80% of number of days and the wage

3. In the case that the paid wage is more than 80% of monthly wage before the start of the leave

Benefits amount = No benefits will be made.

Please note that according to the following **upper limit amount**, benefits amount may be decreased or not be paid.

Upper limit of benefits amount as of August 1, 2016

Upper limit of benefits amount (benefits rate 67%) ¥ 284,415 * (until July 31, 2016 ¥ 285,621)

Upper limit of benefits amount (benefits rate 50%) ¥ 212,250* (until July 31, 2016 ¥ 213,150)

* Benefits amount and lower limit amount may be changed on August 1 every year.

[Calculation example 1]

Daily wage before the start of the leave is ¥ 7,000 (equivalent to monthly wage ¥ 210,000).

a. A case of not being paid during the leave

(less than 30% of monthly wage)

-> **payment amount = 7,000 × 30days × 50% = ¥ 105,000**

b. A case that ¥ 150,000 is paid as wage

(more than 30% and less than 80% of monthly wage)

80% of monthly wage before the start of the leave = 7,000×30×80%= ¥ 168,000

-> **payment amount = 168,000 - 150,000 = ¥ 18,000**

c. A case that ¥ 170,000 is paid as wage (more than 80% of monthly wage)

-> **No benefits will be made.**

[Calculation example 2]

Daily wage is ¥ 150,000 (equivalent to monthly wage ¥ 450,000).

The upper limit amount for monthly wage (¥ 424,500 as of August 1, 2016) is set. Due to this limit, the daily wage before the start of the leave is deemed to be ¥ 14,150.

(the monthly wage should be ¥ 424,500.)

a. A case of not being paid during the leave

(less than 30% of monthly wage)

-> **payment amount = ¥ 14,150 × 30days × 50% = ¥ 212,250**

(payment limit amount: benefits rate 50%)

b. A case that ¥ 300,000 is paid as wage

(more than 30% and less than 80% of monthly wage)

80% of monthly wage before the start of the leave = 14,150×30×80%= ¥ 339,600

-> **payment amount = 339,600 - 300,000 = ¥ 39,600**

c. A case that ¥ 360,000 is paid as wage (more than 80% of monthly wage)

-> **No benefits will be made.**

(5) Eligibility confirmation

When an employed insured person starts the Child Care Leave, the applicant has to go through the following procedure.

Notification form: “Certificate of monthly wage of employment insurance beneficiary as at commencement of leave (Child care)” (hereinafter called “Certificate of monthly wage”)
“Confirmation sheet for Child Care Leave recipient qualification / (first time) payment application for Child Care Leave benefits” (hereinafter called “Confirmation sheet for recipient qualification”)

Deadline: In case of proceeding only eligibility confirmation, **until first-time payment application day**. In case of proceeding first-time application simultaneously, **until the end of the month that includes the date four months after the leave start date**.

Submit to: the Public Employment Security Office governing the location of the place of business

What to bring:

- (1) In case of proceeding only eligibility confirm
Documents that prove the applicant is looking after the child and confirm the description contents (such as a maternal and child health handbook)
- (2) In case of proceeding first-time application simultaneously, in addition to the above-mentioned documents
Wage Ledger, attendance book (time card), Roster of Workers, employment agreement, etc.

1. Submission of “Certificate of monthly wage”

When an insured person started the Child Care Leave in order to look after the child under the age of one (in certain cases, one year and two months), he/she must submit **“Certificate of monthly wage”** until first-time payment application day to the Public Employment Security Office governing the location of the place of business.

However, in case of proceeding both eligibility confirmation and first-time application simultaneously, the applicant has to submit it **until the end of the month that includes the date four months after the leave start date**.

2. Confirmation of payment eligibility and its notification

Please submit **“Confirmation sheet for recipient qualification”** along with the certification of monthly wage mentioned in 1. above.

This will issue **“Confirmation sheet for Child Care Leave recipient qualification”** (= confirmation notification) and **“payment application for Child Care Leave benefits”** to be used next time.

In the event of being ineligible for the benefits, **“Notification for inapplicability of Child Care Leave benefits”** (hereinafter called **“Inapplicability notification”**) will be issued.

Be sure to hand over these notifications (along with the payment application, if eligibility is confirmed) **to the insured person**.

3. Designating the day for next payment application

“Child Care Leave benefits notification for the next payment designation (for employer)” is to notify the date to designate the next payment application, and will be notified to the employer.

(6) Payment application

When an employed insured person confirmed the benefits eligibility, in accordance with the following procedure, the Child Care Leave benefits shall be paid.

Notification form: “Child Care Leave benefits payment application” (hereinafter called “payment application”)

Deadline: **Until the end of the month that includes four months from the first day of the benefits term.** (The deadline is printed on the “Notification for the next payment designation (for employer)”).

Submit to: the Public Employment Security Office governing the location of the place of business

What to bring: Wage Ledger, attendance book (time card), Roster of Workers, employment agreement, etc.

1. In case of receiving the Child Care Leave benefits

The Child Care Leave benefits are paid when “payment requirements” are met for each payment unit period (refer to page 137).

However, even if it’s obvious that the benefits will not be paid, submit the application form as “Notification for specifying next payment application period”. This will provide the applicant a designation of the next payment period and payment applicant period.

2. When to apply the payment

The payment application should be submitted **every two months in principle.**

Note that the application deadline is set **until the end of the month that includes four months from the first day of the benefits term** (The deadline is printed on the “Notification for the next payment designation (for employer)”).

(7) Requesting extension

If any events that requires extension (refer to page 136) occurs, submit the following documents along with the regular attachments (Wage Ledger and attendance record, etc.).

Also, fill in the necessary information in the space 14((payment period extension reason – period), and in the space 19 for the first application sheet).

a. In case that the said child is on a wait list to enroll daycare center*1:

certification*2 issued by municipality

*1 The term “daycare center” means the ones prescribed in Article 39 of Child Welfare Act, it doesn't include so-called unauthorized Child care facility.

*2 Certification which proves application to daycare center and the said child is not enrolled to any facility on the following day when the child reaches one year of age (first birthday) is needed.

b. In case of spouse's death who was supposed to look after the child:

a copy of the residence certificate and maternal and child health handbook

c. In case of spouse's sickness or injury, etc. : medical certificate

d. In case of living apart from the spouse:

a copy of the residence certificate and maternal and child health handbook

e. In case of expecting a birth or after childbirth:

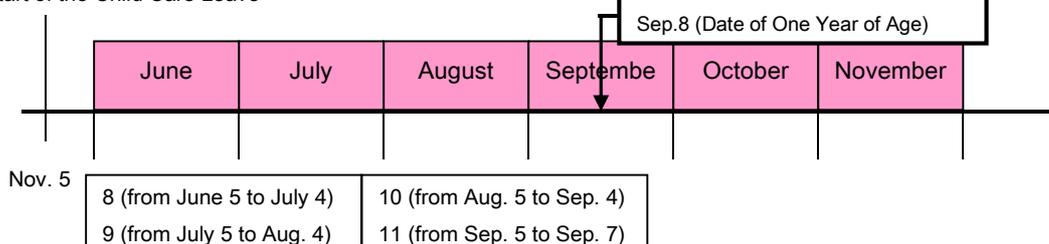
maternal and child health handbook regarding the said period

Example of extension 1

○Child delivery date: September 9 ○Start day of the leave: November 5

○Extension reason: the child is on a wait list to enroll daycare center

Start of the Child Care Leave



Payment period 7 (May 5 to June 4) -> Apply from June 5 to Aug. 31

Payment period 8 (June 5 to July 4) -> Apply from Aug. 5 to Oct. 31

Payment period 9 (July 5 to Aug. 4) -> Apply from Aug. 5 to Oct. 31

Payment period 10 (Aug. 5 to Sep. 4) -> Apply from Sep. 8 to Dec. 31

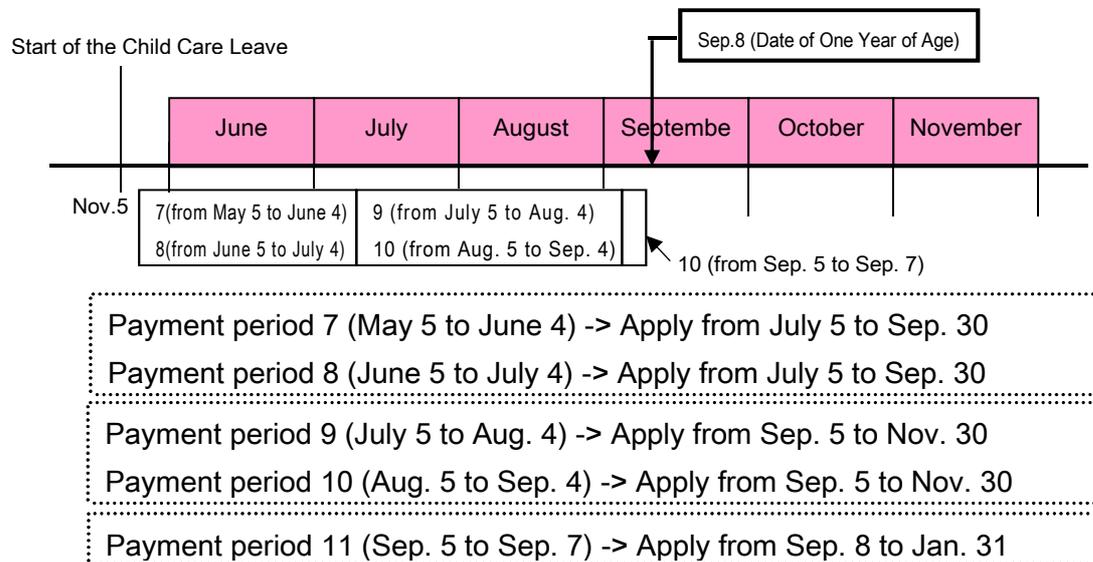
Payment period 11 (Sep. 5 to Sep. 7) -> Apply from Sep. 8 to Dec. 31

Explanation

- a. During payment period 7, extension cannot be applied for.
- b. During payment period 8 and 9, if the payment is applied after September 8 (Date of One Year of Age), extension can be applied for. The applicant has to bring necessary documents for confirmation.
- c. During payment period 10 and 11, extension can be applied for with bringing necessary documents for confirmation.

Example of extension 2

- Child delivery date: September 9 ○ Start day of the leave: November 5
- Extension reason: the child is on a wait list to enroll daycare center



Explanation

- a. During payment period 7 and 8, extension cannot be applied for.
- b. During payment period 9 and 10, if the payment is applied after September 8 (Date of One Year of Age), extension can be applied for. The applicant has to bring necessary documents for confirmation.
- c. During payment period 11, extension can be applied for with bringing necessary documents for confirmation.

As illustrated in example 1 and 2, the applicant has to bring necessary documents for confirmation upon extension application such as the following case 1 or 2.

1. When applying payment for the preceding period which to be extended (Only the case of application after Date of One Year of Age).
2. When applying payment in the extended period that includes Date of One Year of Age).

*** Please note that the period won't be extended without extension application.**

(8) Cases for period extension until one year and two months of age

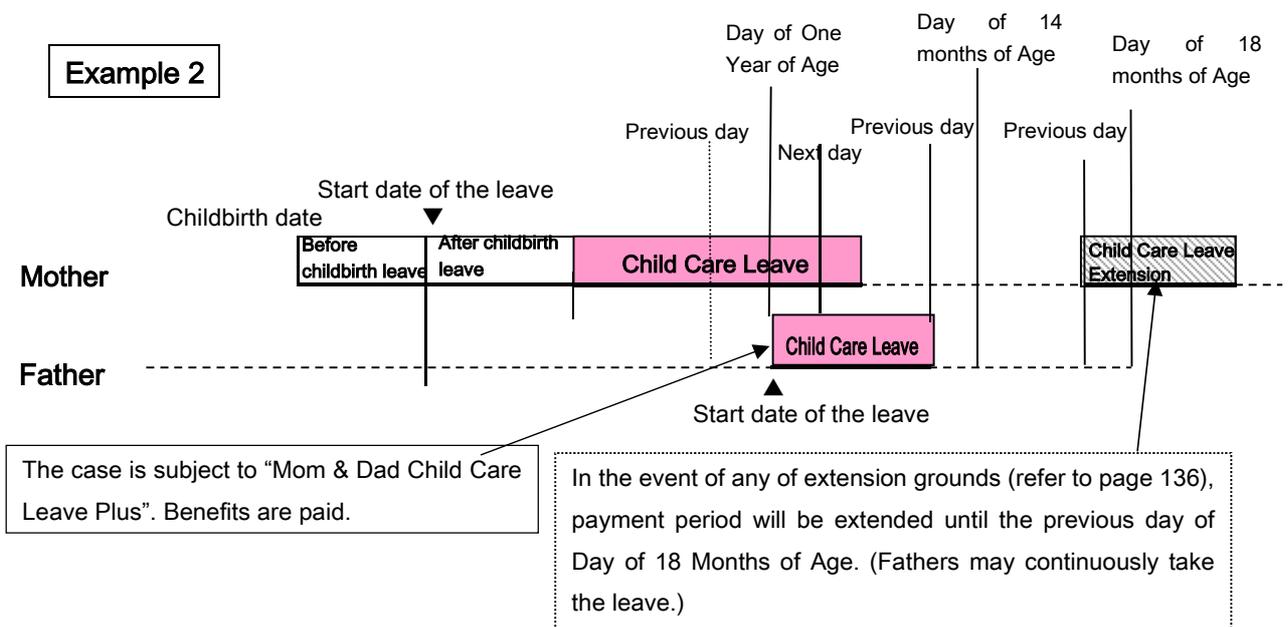
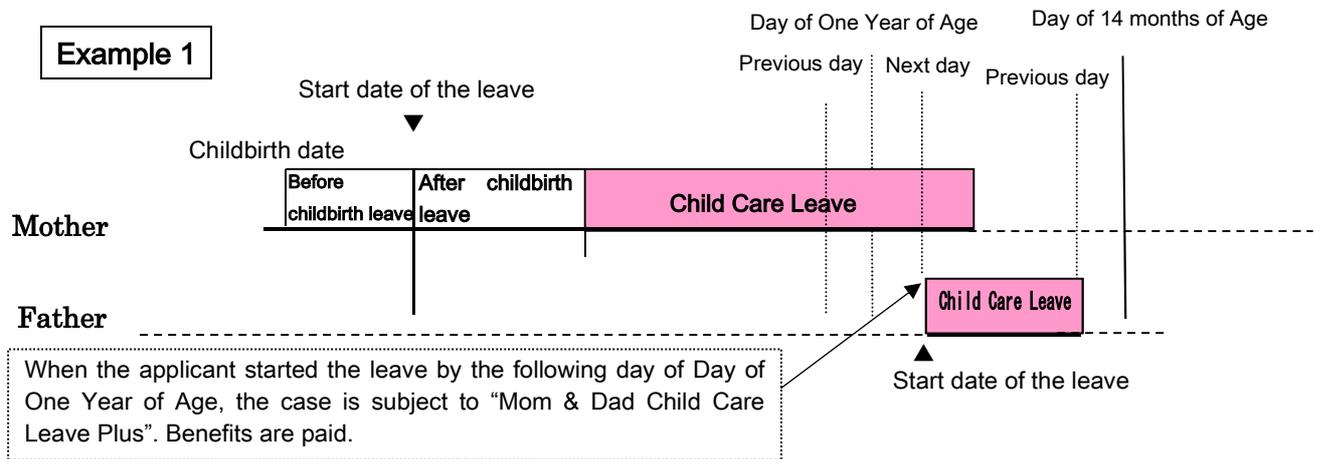
In case of taking Child Care Leave using “extending leave period if both parents take Child Care Leave (Mom & Dad Child Care Leave Plus)”, cases which fall under all of the following (1) to (3), the Child Care Leave benefits will be paid up to one year until the previous date the child reaches 14 months.

- (1) Start date of the leave is before the following Date of One Year of Age.
- (2) Start date of the leave is after the first date of spouse’s leave (including a person who is in a common-law marriage, hereinafter the same shall apply).
- (3) The spouse took the leave before Date of One Year of Age.

* Spouse’s leave mentioned in the above (2) and (3) includes the cases that the said spouses who are public officials (governmental or local) take the leave

* In case of fathers, the upper limit of the benefits is up to one year.

In case of mothers, the period that includes childbirth date (the final day of before childbirth leave), after childbirth leave, and the upper limit of the benefits is up to one year.



How to apply for the extension

Until payment application for the payment unit period that include Day of One Year of Age, in principle, write down **whether the spouse takes the Child Care Leave or not**, and **the insured number of spouse's employment insurance (if he/she is insured)** on the following (1) or (2) of the payment application sheet.

- (1) For the first application, space 19 of "Confirmation sheet for Child Care Leave recipient qualification / (first time) payment application for Child Care Leave benefits"(refer to pages 152 and 153)
- (2) From the second application onwards, space 14 of "Child Care Leave benefits payment application" (refer to pages 154 and 155)

Attached documents

In addition to the documents for confirmation on eligibility confirmation and payment application (refer to pages 141 and 142), please submit the following documents.

(1) Documents that verifies being insured spouse

- a. **Copy of the residence certificate listing the whole household**
- b. Certificate issued by a welfare commissioner (when the partner is in a de fact relationship with said applicant.)

(2) Documents that verifies insured spouse's leave

- a. Copy of spouse's Child Care Leave notice
- b. (In the absence of the copy) Spouse's explanation material (in any format) that verifies spouse's leave

* In case that spouse's insured number of employment insurance is on the payment application sheet, and the fact whether the spouse is paid Child Care Leave benefits or not, the applicant doesn't need to submit the preceding 2. document.

(9) Results of payment application

After submitting payment application, "**Notice of Child Care Leave Benefits Payment and Payment Decision**" which states decision for payment and the amount of the benefits and "**Child Care Leave benefits payment application**" are issued, **be sure to give them to insured person**. (When the said documents are issued by mail, employer has to receive the said notice from the insured person.)

(10) Bank transfer of benefits

After a week later of payment decision date (printed on the payment decision notice), the benefits will be transferred into the designated bank account.

The benefits will be paid under the name of "KOUSEIROUDOUSYOU SHOKUGYOUANTEIKYOK U".

(11) Resignation during payment period

In principle, **the benefits will not be paid in the payment unit period that includes the retirement day**. The payment unit period terminates the preceding unit period.

However, the retirement day is the same day as the end of the payment unit period, benefits will be paid.

When the applicant change jobs and continuously takes Child Care Leave during the payment unit period without any blank day, he/she can be paid if the new employer applies for the payment.

Example

June	July	August	September	October
1 (May 15 to June 14)	2 (June 15 to July 14)	3 (July 15 to Aug. 14)	4 (Aug. 15 to Sep. 14)	5 (Sep. 15 to Oct. 14)
			6 (Oct. 15 to Nov. 14)	

Example 1 In case of resignation on Aug. 31

For period 4 (Aug. 15 to Sep. 14), benefits are not paid.

However, the preceding period 3 (July 15 to Aug. 14) is paid period. The said person submits "Notice of Loss of Status of Employment Insured Person", in addition to payment application sheet for period 3 (July 15 to Aug. 14).

Example 2 In case of resignation on Sep. 14

For period 4 (Aug. 15 to Sep. 14), benefits are paid.

The applicant submits payment application sheet for period 4 (Aug. 15 to Sep. 14) in addition to "Notice of Loss of Status of Employment Insured Person"

4 Cases when another procedure is needed

(1) When the applicant dead during payment period

The survivor who depends on income for livelihood can apply for the payment for the preceding payment unit period before the one which includes the date of death. This is called **Unpaid Child Care Leave Benefits**.

This application has to be done **within 6 months from the day following the date of death**.

For more details, please contact the Public Employment Security Office governing the location of the place of business.

(2) When the applicant submitted dishonest application

Despite the fact that the applicant is not eligible for Child Care Leave benefits, **in the case where he/she received Child Care Leave benefits by dishonest means or was going to receive it (regardless whether the person received benefits or not), said person shall be punished for illegal receipt.**

In such case, said person must pay **three times** as much as illegal receipt, also if said person defaults on payment, his/her properties might be seized. Before submitting the application sheet, please double-check its contents.

In addition, in cases where employer submitted false application, they shall be punished jointly and severally with the said applicant against employer.

5 Example of filling in payment application sheet and example of notification

Certificate of monthly wage of employment insurance beneficiary as at commencement of leave (Example)

雇用保険被保険者 休業開始時賃金月額証明書 (安定所提出用) (育児・介護)
 所定労働時間短縮開始時賃金証明書

① 被保険者番号	4900-102030-4	フリガナ	テヤマ ユキコ	④ 休業等を開始した日の年 月 日	平成 28 年 11 月 5 日
② 事業所番号	4900-000111-0	休業等を開始した者の氏名	適用 優子	年 月 日	
⑤ 名称	株式会社雇用保険立川支店	⑤ 休業等を開始した者の住所又は居所	〒359-0092 所沢市並木6-1-3	電話番号 (04) 2992 - 8609	
事業所所在地	立川市錦町1-9-21				
電話番号	092-525-8609				
この証明書の記載は、事実と相違ないことを証明します。					自筆による署名 左者の証明又は 休業等を開始し
事業主	住所 東京都千代田区霞が関1-2-2 氏名 株式会社雇用保険代表取締役 雇用太郎				
休業等を開始した日以前の賃金支払状況等					
⑦ 休業等を開始した日の前日に離職したとみなした場合の被保険者期間算定対象期間	⑧ 用おにる支給日 ⑨ 開ける支給日	⑩ 賃金支払対象期間	⑪ 基礎日数	⑫ 賃金額	⑬ 備考
休業等を開始した日 11月5日	0日	10月2日～休業を開始した日の前日	0日	0	
10月5日～休業を開始した日の前日	0日	10月2日～休業を開始した日の前日	0日	0	自28.7.30 至28.11.4 98日間出産のため賃金支払なし
7月5日～8月4日	25日	7月2日～8月20日	9日	90,000	
6月5日～7月4日	30日	6月2日～7月20日	30日	300,000	
5月5日～6月4日	31日	5月2日～6月20日	31日	300,000	
4月5日～5月4日	30日	4月2日～5月20日	30日	300,000	
3月5日～4月4日	31日	3月2日～4月20日	31日	300,000	
2月5日～3月4日	28日	2月2日～3月20日	28日	300,000	
1月5日～2月4日	31日	1月2日～2月20日	31日	300,000	
12月5日～1月4日	31日	月 日～月 日	日		
11月5日～12月4日	30日	月 日～月 日	日		
10月5日～11月4日	31日	月 日～月 日	日		
9月5日～10月4日	30日	月 日～月 日	日		
8月5日～9月4日	31日	月 日～月 日	日		
月 日～月 日	日	月 日～月 日	日		
月 日～月 日	日	月 日～月 日	日		
月 日～月 日	日	月 日～月 日	日		
⑭ 賃金に関する特記事項					休業開始時賃金月額証明書 受理 所定労働時間短縮開始時賃金証明書 平成 年 月 日 (受理番号)
⑮ (休業開始時における)雇用期間	⑯ 定めなし	口 定めあり → 平成 年 月 日まで (休業開始日を含めて 年 月 日)			
※ 社会保険 労働士 記載欄	作成年月日・提出代行者・事務代理者の表示	氏 名	電話番号	賃金月額 証明書等 受理印	※ 所長 次長 課長 係長 係

[Explanation on example]

- Child Care Leave start date: November 5, 2016 (Childbirth date: September 9, 2016)
- Closing day of payroll: 20th of every month

(4) Start date of the leave

- Fill in the date when the insured person started Child Care Leave to look after the child under one year of age.

(7) Applicable period of insurance in case of being deemed to resign on the previous day of start date of the leave

- Fill in the start date as filled in space (4) in space "Start date of leave".
- Months for two years in which the number of days on which the applicant's wage payment is based is 11 or more are entered. In case where applicable period of insurance with 11 or more days is entered over the last 12 months, further entries can be omitted.

(8) Days for wage payment based during the period entered in space (7)

- Fill in the number of days for wage payment based during the period entered in space (7).
- Days include paid leave and other leaves.

(9) Applicable period for wage payment

- Fill in the period from the following of the latest closing day of pay roll to previous day of start date of the leave. After that, fill in the periods from following of closing day of payroll to next one for two years. In case where applicable period of wage payment with 11 or more days (before the period which includes before childbirth leave) is entered over the last 6 months, further entries can be omitted.

(10) Days for space (9)'s based

- Fill in the number of days based during the period entered in space (9).
- Days include paid leave and other leaves.

(11) Amount of wage

- Fill monthly wage in space A and daily wage in space B. Monthly allowance (family allowance, etc.) for daily basis worker is filled in space A, enter the total amount in total column.
- When wage data is entered only in either space A or space B, entry into the total column can be omitted. In that case, draw a diagonal line over the blank space.

(12) Remarks

- If there is any remarks regarding space (7) to (11), fill in comments.
Example: Cases such as unpaid wage
- Cases of unpaid continuously for 30 days or more due to childbirth or injury.
- Records of past leave benefits

(13) Special notes on wage

- Fill in periodical wage (special wage) within three months
- Draw a diagonal line over the blank space.

Seal or autograph signature by the applicant on the second sheet

- Having the applicant check the contents, set his/her seal or write his/her autograph signature.

1 Insured number

- Copy the insured number from the insured certificate.

3 Establishment number

- Fill in the assigned establishment number.

4 Start date of Child Care Leave

- Enter the date when insured person started Child Care Leave. However, this space can be omitted when an insured female took Child Care Leave following maternity leave as provided in Labor Standards Act.

5 Delivery date

- Enter delivery date of the said child

6 Individual number

- Enter the insured person's individual number.

8 Address of insured person, 9 Phone number of insured person

- Fill in zip code, address, and phone number of insured person.

10, 14, 18 Payment unit period

- Enter the first and the last days of each payment unit period.

11, 15, 19 Days worked, 12, 16, 20 Hours worked

- Enter the number of days worked and hours worked during the payment unit period mentioned in space 10, 14 and 18.

13, 17, 21 Amount of paid wage

- Enter the amount of paid wage during the payment unit period mentioned in spaces 10, 14 and 18.

- Enter only wages for the Child Care Leave period.

22 Date of return to work

- Fill in the date of return to work when Child Care Leave was terminated before the end of payment period stated on "Notice of Child Care Leave Benefits Payment and Payment Decision".

Name of business establishment (address, phone number) and Employer's name, Applicant's name

- Insured person in principle places signature and seal or write his/her autograph signature, and the employer verifies the contents.

Designation note of bank account to be transferred

- Fill in the names of financial institution and its branch to which the benefits are transferred in "name" space.

- Fill in insured person's bank account and symbol and number in "account number and symbol and number" space.

- Receive the financial institution's seal, in principle, at the one of branches which was designated in "Name" space in "confirmation seal by financial institution" space

* When the applicant designates some financial institutions such as recently opened branch offices or small branch offices, please check with the bureau in advance.

Remarks

- In the case of the followings, fill in the necessities and affix a seal of approval.

Enter the end day of payroll, payday, and commuting allowance.

- When the insured applies for previous three or four months' application at the same time as the first payment application, put the payment period, the number of full day leave and the amount of paid wage in the remarks.

- When the insured changes jobs without any blank day, in addition to putting the wage amount paid by the previous company in the remarks, receive the certification seal from the said previous employer.

- When the insured receive wages from both assignor and assignee, put the total amount in the payment application sheet, enter the wage amount based on employment relationship which doesn't include insured qualification in remarks, and put the certification seal of the said employer.

Child Care Leave benefits payment application (subsequent application) (Example)

[Notes]

In case where the insured only confirmed Child Care Leave eligibility, he/she has to submit this form as his/her first-time payment application sheet.

育児休業給付金支給申請書

(必ず第2面の注意書きをよく読んでから記入してください。)

(この用紙は、このまま機械で処理しますので、汚さないようにしてください。)

支給申請期間	氏名	1. 被保険者番号		
	テキヨウ ユウコ	4900-102030-4		
2. 資格取得年月日	3. 育児休業開始年月日	支給単位期間その1 (初日-末日)	支給単位期間その2 (初日-末日)	
200401	281105	290105-290204	290205-290304	
事業所番号	管轄区分	支給終了年月日	出産年月日	前回処理年月日
4900-000111-0	0			
4. 支給単位期間その1 (初日)	(末日)	5. 就業日数	6. 就業時間	7. 支払われた賃金額
平成 290105-0204		0		
8. 支給単位期間その2 (初日)	(末日)	9. 就業日数	10. 就業時間	11. 支払われた賃金額
平成 290205-0304		0		
12. 最終支給単位期間 (初日)	(末日)	13. 就業日数	14. 就業時間	15. 支払われた賃金額
平成				
16. 職場復帰年月日	17. 支給対象となる期間の延長事由一期間	<small>1 保険所における保険が変更されないこと 2 養育を予定していた配偶者の死亡 3 養育を予定していた配偶者の失踪・失踪等 4 養育を予定していた配偶者との離婚の解消等による別居 5 養育を予定していた配偶者の産前産後休業等</small>		
平成				
配偶者	18. 育休取得	19. 配偶者の被保険者番号	※ 次回支給申請年月日 延長等 20. 職場復帰給付金支給申請年月日 21. 否認 22. 未支給区分	
			平成 年 月 日 (空欄 未支給以外 未支給)	
上記の記載事実に誤りがないことを証明します。		東京都千代田区霞が関1-2-2		
平成 29 年 3 月 13 日		事業所名 (所在地・電話番号) 株式会社 雇用保険 03-5253-1111		
		事業主氏名 雇用 太郎 印		
平成 29 年 3 月 13 日		申請者氏名 適用 優子 印		
飯田橋 公共職業安定所長 殿				

その他資金に関する特記事項

23.	24.
社会保険 労務士 記載欄	氏名 電話番号 印
所長 次長 課長 係長 係 操作者	資金締切日 20日 資金支払日 当月・翌月 25日 通勤手当 (有) (毎月・3か月・6か月) ・無

These spaces are provided on the reverse side.

4, 8, 12 Payment unit period

- Enter the first and the last days of each payment unit period.

5, 9, 13 Days worked, 6, 10, 14 Hours worked

- Enter the number of days worked and hours worked during the payment unit period entered in spaces 4, 8 and 12.

7, 11, 15 Amount of paid wage

- Enter the amount of paid wage (excluding special wages and periodical wage more than three months) during the payment period mentioned in spaces 4, 8 and 12. As for allowances which cannot be judged whether they are contained in wages or not, enter the amount and their name in spaces 23 and 24.

16 Date of return to work

- Fill in the date of return to work when Child Care Leave was terminated before the end of payment period stated on "Notice of Child Care Leave Benefits Payment and Payment Decision".

Name of business establishment (address, phone number) and Employer's name, Applicant's name

- Insured person in principle places signature and seal or write his/her autograph signature, and the employer verifies the contents.

Remarks (Back side of the application sheet)

- In the case of the followings, fill in the necessities and affix a seal of approval.

Enter the end day of payroll, payday, and commuting allowance.

- When the insured applies for previous three or four months' application at the same time as the first payment application, put the payment period, the number of full day leave and the amount of paid wage in the remarks.
- When the insured changes jobs without any blank day, in addition to putting the wage amount paid by the previous company in the remarks, receive the certification seal from the said previous employer.
- When the insured receive wages from both assignor and assignee, put the total amount in the payment application sheet, enter the wage amount based on employment relationship which doesn't include insured qualification in remarks, and put the certification seal of the said employer.

○ Common questions and answers for Child Care Leave benefits

Q In case of that resignation is scheduled

One of my staff will resign due to pregnancy/childbirth. Our company regulation allows staff to take Child Care Leave before the resignation; in this case, the said staff can be paid

A No, he/she can't.

Child Care Leave benefits are subject to return to work after the Child Care Leave.

For this reason, if originally resignation is planned, the case is not applicable for the Child Care Leave benefits. It is the same if resignation is planned during the Child Care Leave.

Note that despite the fact that the applicant is not eligible for Child Care Leave benefits, in the case where he/she received Child Care Leave benefits by dishonest means or was going to receive it (regardless whether the person received benefits or not), said person shall be punished for illegal receipt. The applicants and personnel at business establishments' understanding and cooperation are greatly appreciated.

Q Start date of Child Care Leave

When is the start date of Child Care Leave in Child Care Leave benefits?

A For female applicants, the leave starts after the following day of afterbirth leave period (8 weeks after childbirth).

For male applicants, the leave starts from the day of spouse's delivery date.

Q Taxation

Is Child Care Leave benefits subject to taxation?

A No, the benefits are not subject to taxation. (Employment Insurance Act Article12)

Q Social insurance premium

Does the applicant need to pay social insurance premium?

A Regarding social insurance premium (health insurance and Employee's pension), the applicant during the leave period and employers' shares are exempted from payment. For more details, please contact the local pension office.

○ Common questions and answers for Child Care Leave benefits

Q Eligibility

One of our staff (with indefinite term) will take the Child Care Leave 10 months after joining us. Is the said staff can take the leave though his/her employment insurance enrollment period is less than 12 months?

A He/she has potential to receive the benefits.

One of the Child Care Leave benefits' payment requirements is "The applicant must have worked for two years with 12 or more months which include 11 or more payment basic days in total before the starting date of Child Care Leave." In certain cases, there is a possibility that the payment requirement is met because the insured period at the previous company can be added up to the current one.

For more details, please contact the Public Employment Security Office governing the location of the place of business.

However, note that when the said staff is employed with fixed-term contract, his/her enrollment period is less than one year. In that case, he/she is unqualified.

Q Child Care Leave benefits for the second child

While receiving the benefits for the first child, I'm expecting my second baby. In this case, how are the benefits calculated?

A When you will be confirmed payment eligibility for the second child, it is possible to receive the benefits for the second child.

However, since the Child Care Leave for the first child will terminate on the previous day of state date of maternity leave for the second child, the Child Care Leave benefits for the first child will be paid until the previous date of start date of maternity leave for the second child.

Q Extension of Child Care Leave benefits

Our company regulations allow employers to take Child Care Leave until the child becomes three years of age at longest.

One of our staff offered three years' Child Care Leave, if it is accepted, until when he/she can receive the benefits?

A The benefits will be paid until two days before the child's first birthday.

The purpose of the benefits are paid until 18 months at longest is when the insured is unable to return to work because of certain reasons (such as the said child is on a waiting list to enroll daycare center) by the time the said child reaches one year of age (in certain case 14 months of age).

○ Common questions and answers for Child Care Leave benefits

Q Work during benefits period

Due to the busy season, I was asked to help work for a few days. In this case, can I still receive the benefits?

A If it's special or temporal work and the said person goes back to his/her leave after the work, the work is not deemed to return to work, in addition, if the work as special or temporal during the leave meets the payment requirement, the benefits will be paid. In such a case, when he/she applies for the payment, be sure to enter the amount paid into the space "paid amount of wage" on the payment application sheet.

Note that during the payment unit period, the applicant has to be found to be at work for not exceeding 10 days (in case of exceeding 10 days in a payment unit period, working hours have to be less than 80 hours) .

For more details, please contact the Public Employment Security Office governing the location of the place of business.

Q Second Child Care Leave

One of our staff who returned to work after receiving Child Care Leave benefits for three months applied the leave for the said child again, and we allowed it.

In this case, is it possible to receive the second benefits for the same child?

A Except the following reasons, the second Child Care Leave benefits will not be paid for the same child.

- (1) The reason the first Child Care Leave terminated is to have taken maternity leave or Child Care Leave for another child, but in case where the applicant does not live with the said child because of its dead or being adopted.
- (2) The reason the first Child Care Leave terminated is to have taken family care leave, but in case where the applicant does not take care of the said family because of the said family's death, divorce, annulment of marriage, dissolution, etc.
- (3) In the case that the spouse (including a de fact relationship with said applicant; the same shall apply hereinafter) is dead.
- (4) In the case that the spouse becomes difficult to look after the said child due to injury or sickness, etc.
- (5) In the case that the spouse does not live with the said child due to dissolution of marriage.
- (6) In the case that the said child needs to be taken care for more than two weeks due to injury, sickness, or physical or mental disability.
- (7) In the case that although the parents apply for a public daycare center, the said child is on a wait list to enroll for the time being.
- (8) In the case that the leave was taken during the exemption period* of maternity leave.
- (9) When the case falls under extension reasons, certain requirements are met such as the case that spouse takes Child Care Leave on One Year of Age, and insured person's start date of the leave is the following day of One Year of Age.

* When father of the child takes Child Care Leave within 8 weeks period of spouse's childbirth.

[Sample format]

Application for Child Care Leave

Attn: Personnel Director

[Date of Application] Heisei (Y) (M) (D)
 [Applicant's Name] Department Section
 Name

In accordance with Article ○ of the regulations on Child care and family care, I apply for the Child Care Leave as follows:

1 Child's information of pertaining to the leave	(1) Name	
	(2) Date of birth	
	(3) Relationship with the principal	
	(4) In case of adoption, date of making adoption	Heisei (Y) (M) (D)
2 Information about mother of the (unborn) child who is pursuant to space 1.	(1) Name (2) Expected date of birth (3) Relationship with the principal	
3 Term of leave	From Heisei (Y) (M) (D) to (Y) (M) (D) (Scheduled date of return to work Heisei (Y) (M) (D))	
4 Situations pertaining to application	(1) Do you apply for the Child Care Leave in case the leave is until One Year of Age one month ahead of scheduled start date of leave, or in case that the leave is until over One Year of Age two weeks ahead?	Yes/ No → Reason for late application { }
	(2) Have you ever withdrawn Child Care Leave application pursuant to space 1's child?	No/ Yes → Reason for second application { }
	(3) Have you taken the Child Care Leave for pursuant to space 1? * No registration is needed in case where the said child is over One Year of Age.	No/ Yes Reason for second leave { }
	(4) Fill in this space when you apply for the leave while applicant's spouse also takes the leave over One Year of Age (pursuant to Article 2 paragraph 2 of the regulations.	Spouse's (scheduled) start date of leave Heisei (Y) (M) (D)
	(5) Describe the reason if the case is not the same as stated (4).	Reason leave is necessary { }
	(6) Circle the applicable item, although the applicant doesn't take the leave, the said person applies for the leaver over One Year of Age.	Spouse is taking leave/ isn't taking leave.

(Note) When a fixed-term employee applies in provision in Clause 1, Article ○ of the regulations on Child care and family care, the applicant fills in only space 3.

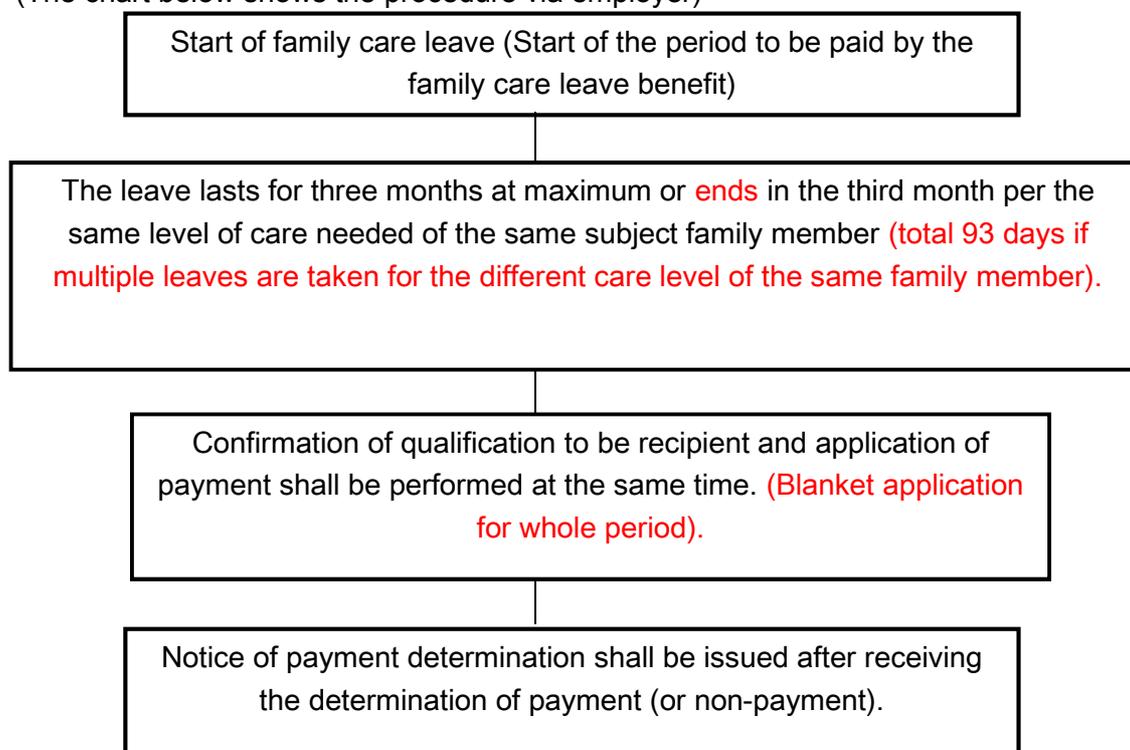
Chapter 12 Family Care Leave Benefit

1 Family Care Leave Benefit

The family care benefit is paid to the insured persons who took leave for caring family members including spouse, father, mother, child, etc. if a certain requirement has been met (e.g., The wage during the family care leave is reduced to 80% or less of those at the start of the leave, etc.) by the application for payment.

2 Basic flow of family care leave payment

(The chart below shows the procedure via employer)



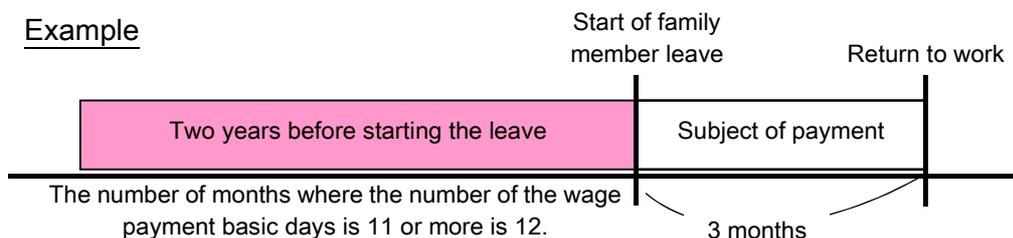
3 Family care leave benefit

(1) Qualification to be recipient:

- a General insured person aged less than 65 who takes “family care leave” for caring family members. *(The person who started the family care leave after 65 years old is not paid)
- (a) “Family care leave” used here is the leave taken on the premise of return to work.
The leave of a person who is fixed (planned) to retire on the day of acquisition of the leave is not covered by the payment.
- (b) **Temporary employees** are also paid.
- * In general, the second family care leave taken by the same level of care needed of the same subject family member after returning to work is not eligible for the payment of the family care leave.
- B The total number of the eligible month **where the number of the basic wage payment days is 11 or more is 12 or more** during two years before starting the family care leave.
- (a) The number of the month can be accumulated if the following day of the separation from work is within one year from the previous day of the reemployment and the qualification of receiving the basic allowance or the special lump sum due to the separation has not been determined.

The temporary employees (employed with the term limited) must meet the above A and B as well as both (a) and (b) below:

- (a) The employment has continued one year or longer under the same employer.
- (b) The employee is promised to be employed continuously for 93 days or longer from the scheduled date to start the family care leave under the same employer. (If the labor contract period ends within one year and it is apparent that the labor contract will not be updated, the employer is not “promised to be employed”.)



Family care leave covered

The family care leave benefit is paid only once for **the family care leave taken per the same level of care needed of the same subject family member for 3 month at maximum** concerning the family care leave satisfying the following (1) and (2).

- (1) The leave for caring a family member *2 who requires constant nursing care (Providing necessary accommodations for everyday life such as ambulation, excretion, meal, etc.) due to physical or mental disorder for two weeks or longer*1.

*1 “Two weeks or longer” here does not stand for the period of the subject family care leave but the period of the constant nursing required by the subject family member.

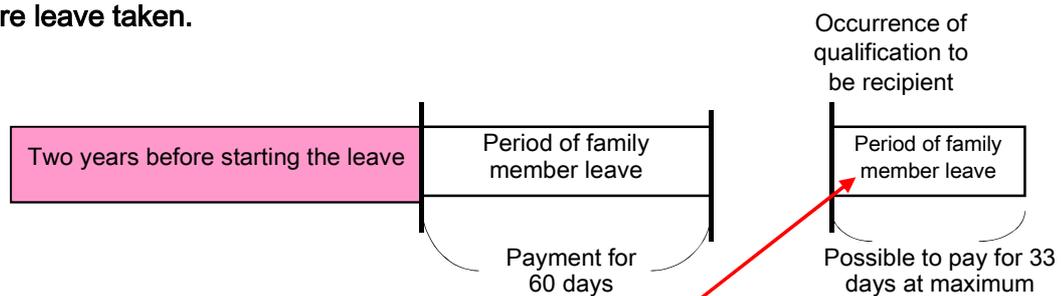
*2 Spouse of the common insured person (including the person who is in the same status as the marriage relationship that is de facto), father and mother (including adoptive parents), children (including adopted children) father and mother of the spouse, grandfather and mother of the insured person who lives with and provides for them, brothers and sisters and grandchildren.

- (2) The leave applied for to the employer clearly mentioning the first and last day of the period by the common insured person at the age less than 65 and taken by the insured person by this application.

Family care leave covered

Multiple payments are possible if all the following requirements are satisfied for the same subject family member:

- (1) (For the same subject family member) **The leave is not for caring the same level of care needed.**
- (2) (For the same subject family member) The leave is **not taken after 93 days** that are addition of the days from starting the leave to the day ending the leave per the family care leave taken.



The number of months where the number of the wage payment basic days is 11 or more is 12.

Family member leave for the different status of care needed of the same subject member

(2) Requirements of payment:

If each period that starts from the leave start date and that is divided by one month meets all the following requirements (this is referred to as “**payment unit period**”), the applicant will be eligible for the benefits (this is referred to as “**benefits period**”).

- A The person has a qualification of the care insured continuously from the first day to the last day of the payment unit period.**
- B The number of days in which the person is recognized to work in the payment unit period is 10 or less.**
(About the payment unit period for less than one month, the requirements will be satisfied if the number of days in which the person is recognized to work is 10 or less and the number of the whole day leave due to the family care is 1 or more. The whole day leave includes the days other than the prescribed working day of the office such as Sunday and holiday.)
- C. The amount of wage paid in the payment unit period is 80% or less of the monthly wage at the start of the leave.**

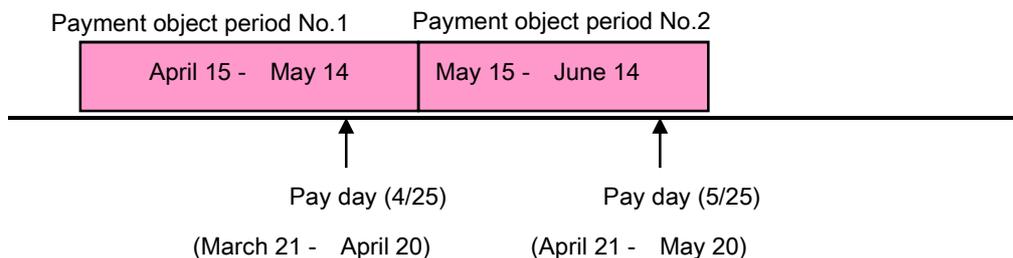
* “The amount of wage paid in the payment unit period”

The amount of wage paid in the payment unit period is the wage whose “**pay day is occurred during the period**”. However, the wage that covers the period other than the family care leave and the wage whose target period is unclear are not included. In principle, the wage only includes that clearly cover the family care leave period.

If the family care leave not paid for the family care leave period is clearly mentioned by the working rules, labor agreement and wage regulations, whole amount of paid wage could be considered as 0 yen. (However, the documents that clearly show the non-payment shall be submitted.)

Example

Example: Closing day for wage calculation: 20th, pay day: 25th, and the star day of the leave: April 15



Note: The wage paid on April 25 includes the allowance and benefit from March 21 to April 14. Therefore, **the only wages that clearly cover the family care leave period shall be added up** to “payment object period No.1”.

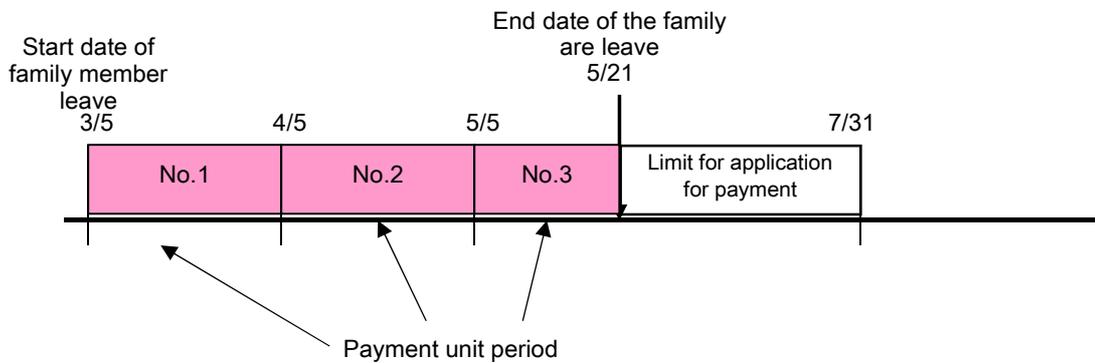
(3) Payment object period

The payment object period of the family care leave benefit is as follows:

- a The benefit is paid **for three month at maximum** based on the unit of the period divided by one month from the star day of the family care leave. However, the benefit is paid to the period up to 93 days if multiple leaves were taken for different statuses of care needed for the same subject family member.
- B Until the end date of the family care leave if the person finished the family care leave and return to work within three months.

Example

Start date of the family care leave: March 5 End day of the family care leave: May 21



Note: In the case shown above, the insured person returned to work within three months after starting the family care leave, the period until the end date of the family care leave (May 21) is paid.

About the last payment unit period (May 5 to May 21), the insured person will be paid if the number of days in which the person is recognized to work is 10 or less and the number of the whole day leave due to the family care is 1 or more.

The family care leave can be applied for until "the end of the month to which a day 2 months after the following date of the end date of the subject family care leave belongs". Therefore, the limit of the application for payment is July 31.

(4) Allowance:

(1) The wage is not paid during the leave:

a. When the payment unit period is one month (excluding the last payment unit period)
Allowance= daily payment amount at the start of the leave x number of days of payment (30 days *¹) x67% (40%*²)

b The last payment unit period (including the end of leave due to return to work, etc.):
Allowance= daily payment amount at the start of the leave x number of days of payment (number of calendar days *¹) x67% (40%*²)

*¹ Payment day
○ The payment unit period not including the end date the leave.....30 days
○ The payment unit period including the end date of the leave.....Number of calendar days (number of days from the first day of the last payment unit period)

*² The beneficial rate applied to a person who started the family care leave before August 1, 2016.

(2) The wage is paid by the employer during the leave:

a Paid wage is less than 13% (40%*)of the monthly payment at the start of leave.
Allowance= daily payment amount at the start of the leave x number of days of payment (30 days *¹) x67% (40%*²)

b Paid wage is less than 13% (40%*)of the monthly payment at the start of leave.
Allowance= Wage minus the daily payment amount at the start of the leave x number of days of payment x80%

c Paid wage is more than 80% of the monthly payment at the start of leave.
Allowance=None

* A person who started the family care leave before August 1, 2016.

The monthly payment at the start of leave has the maximum and minimum amount. (See p.108) Some amounts of benefits are reduced or not paid at all depending on the maximum payment shown below:

The maximum payment amount as of August 1,
Maximum payment: 312,555 yen * (170,520 yen until July 31, 2016)
* Maximum and minimum payment may be changed on August 1 every year.
The maximum payment of the payment unit period where a person started the family care leave before August 1, 2016 and the first day is August 1 is 169,800 yen..

Example: daily wage at the start of leave is 7,000 yen (monthly wage is 210,000yen).

(1) The wage is not paid during the payment unit period (13% or less):

→ Allowance = 7,000 yen×30 days×67% = **140,700 yen**

(2) Wage of 150,000 yen was paid during the payment unit period (From 13% to 80%)

→ 80% of the monthly wage at the start of the leave = 7,000 yen×30×80% = 168,000 yen

Allowance = 168,000 yen-150,000 yen = **18000 yen**

(3) Wage of 150000 yen was paid during the payment unit period (From 13% to 80%)

→ Not paid

(5) Confirmation of and application for the qualification for receiving the benefit

The following procedures are required for an insured person you employ to receive the payment of the family care

Notification form: “Certification of monthly wage at start of leave by person covered by employment insurance (family care)”

“Application for benefit of family care leave”

Deadline:

(1) Certification of monthly wage amount

By the day when the insured person submits the “Application for benefit of family care leave” If the insured person submits the “Application for benefit of family care leave” via the employee the person can submit it at the same time with the application for payment (by the deadline of the application for payment).

(2) Application for benefit of family care leave

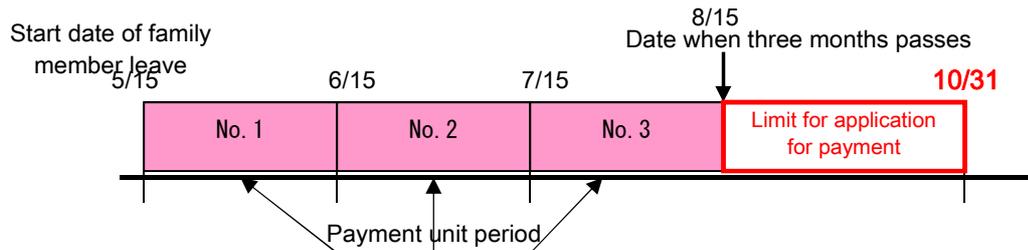
By the end of the month to which the day two months after the following day of the end date of the family care leave (the day three months after the start date of the family care leave if the family care leave lasts three months or longer).

Submit to: public employment security office that has jurisdiction over the location of the office.

What to bring:

- Payroll book, attendance book (time card), roster of workers, contract of employment, etc.
- Application for family care leave submitted to the employer by the insured person.
- Copy of documents that show the name, gender, birthday and relationship of the cared family member (certificate of family register, etc.)
- Copy of documents that show the insured person supports the cared family member (insurance card, etc.).

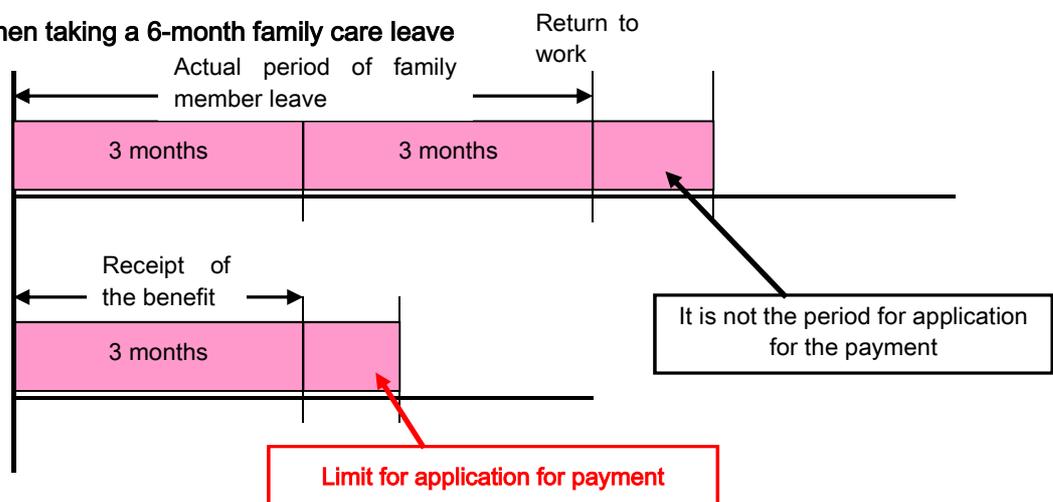
It is required to apply for payment for the entire object payment periods (three months at maximum) all at once.



It is required to apply for the payment **by the end of the month to which the day two months after the following day of the end date of the family care leave** (the day three months after the start date of the family care leave if the family care leave lasts three months or longer).

Caution!

Example: When taking a 6-month family care leave



Caution: Please, be very careful of the deadline of the application for payment if the family care leave is taken continuously even after the family care leave has ended.

(6) Result of application for payment

“Notice of determination for family care leave benefit” mentioning whether the benefit is paid or not and the amount of the benefit will be issued after applying for the payment.

Be sure to deliver it to the insured person.

(7) Transfer of the benefit into bank account

The benefit decided to be paid will be transferred to the ordinary bank account (postal saving account) of the insured person in the financial institution specified by the applicant about one week after the date of determination of payment (printed on the notice of determination for payment)

The name of transferor is “コウセイロウドウシヨウ シヨクギヨウアンテイキョク”(The name may be terminated for some financial institutions)

4 Special situations

(1) The insured person died while he/she was receiving the benefit.

Bereaved families who shared living expenses with the insured person until the previous month (date) (previous object payment period) of the month when the insured person died can apply for the payment.

This is called “**unpaid family care benefit**”.

This benefit must be applied for **within six months from the previous day of the death**.

Contact the Public Employment Security Offices that exercises jurisdiction over the office for details.

(2) When the applicant submitted dishonest application

Despite the fact that the applicant is not eligible for Family Care Leave benefits, **in the case where he/she received Child Care Leave benefits by dishonest means or was going to receive it (regardless whether the person received benefits or not), said person shall be punished for illegal receipt.**

In such case, said person must pay **three times** as much as illegal receipt, also if said person defaults on payment, his/her properties might be seized. Before submitting the application sheet, please double-check its contents.

In addition, in cases where employer submitted false application, they shall be punished jointly and severally with the said applicant against employer.



5 Example of filling in payment application sheet and example of notification

Certificate of monthly wage of employment insurance beneficiary as at commencement of leave (Example)

雇用保険被保険者 休業開始時賃金月額証明書 (安定所提出用) (育児・介護)
 所定労働時間短縮開始時賃金証明書

① 被保険者番号	4947-000111-0	③ フリガナ	コトエリカ	④ 休業等を開始した日の年 月 日	平成28 5 1
② 事業所番号	4900-102030-8	休業等を開始した者の氏名	厚生 絵里香	開始した日の年 月 日	
⑤ 名称	株式会社雇用保険名古屋支店		⑥ 休業等を開始した者の	〒900-8601 那覇市お333 1-3-25	
事業所所在地	名古屋市中区4-3-12		住所又は居所	電話番号(098) 866-8609	
電話番号	0980-82-2327				
この証明書の記載は、事実と相違ないことを証明します。					
事業主	住所	氏名		白字に署名し、 捺印し、 休業等を開始し	
	東京都代田区霞が関1-2-2	株式会社雇用保険代表取締役 雇用次郎			
休業等を開始した日以前の賃金支払状況等					
⑦ 休業等を開始した日の前日に離職したとみなした場合の被保険者期間算定対象期間	⑧ ⑨の間の賃金支払日数	⑩ 賃金支払対象期間	⑪ ⑫の基礎日数	⑬ 賃金額	⑭ 備考
休業等を開始した日 5月/日					
4月1日～休業等を開始した日の前日	30日	4月26日～休業等を開始した日の前日	5日	24,000	/
3月1日～3月31日	31日	3月26日～4月25日	31日	230,000	
2月1日～2月28日	28日	2月26日～3月25日	28日	230,000	
1月1日～1月31日	31日	1月26日～2月25日	31日	230,000	
12月1日～12月31日	31日	12月26日～1月25日	31日	230,000	
11月1日～11月30日	30日	11月26日～12月25日	30日	230,000	
10月1日～10月31日	31日	10月26日～11月25日	31日	230,000	
9月1日～9月30日	30日	月 日～月 日	日		
8月1日～8月31日	31日	月 日～月 日	日		
7月1日～7月31日	31日	月 日～月 日	日		
6月1日～6月30日	30日	月 日～月 日	日		
5月1日～5月31日	31日	月 日～月 日	日		
月 日～月 日	日	月 日～月 日	日		
月 日～月 日	日	月 日～月 日	日		
月 日～月 日	日	月 日～月 日	日		
月 日～月 日	日	月 日～月 日	日		
⑮ 賃金に関する特記事項				休業開始時賃金月額証明書 受理 所定労働時間短縮開始時賃金証明書 平成 年 月 日 (受理番号)	
⑯ (休業開始時における)雇用期間	イ 定めなし □ 定めあり → 平成 年 月 日まで (休業開始日を含めて 年 月)				
※ 公共職業安定所記載欄					
雇用保険法施行規則第14条の4第1項の規定により被保険者の育児又は介護のための休業又は所定労働時間短縮開始時の賃金の届出を行う場合は、当該賃金の支払の状況を明らかにする書類を添えて下さい。					
本手続は電子申請による申請も可能です。なお、本手続について、電子申請により行う場合には、被保険者が休業開始時賃金月額証明書/所定労働時間短縮開始時賃金証明書の内容について確認したことを証明することができるものを本休業開始時賃金月額証明書/所定労働時間短縮開始時賃金証明書の提出と併せて送信することをもって、当該被保険者の電子署名に代えることができます。また、本手続について、社会保険労務士が電子申請により本届書の提出に関する手続を事業主に代わって行う場合には、当該社会保険労務士が当該事業主の提出代行者であることを証明することができるものを本届書の提出と併せて送信することをもって、当該事業主の電子署名に代えることができます。					
社会保険労務士記載欄	作成年月日・提出代行者・事務代理者の表示	氏名	電話番号	賃金月額証明書等受領印	※ 所長 次長 課長 係長 係

[Example]

- Family care leave starts on May 1, 2016.
- Wage closing day is 25th every month

(4) Start date of the leave

*Fill in the date when the insured person started the leave for caring the subject family member

(7) Applicable period of insurance in case of being deemed to resign on the previous day of start date of the leave

- Fill in the start date as filled in space (4) in space "Start date of leave".
- Months for two years in which the number of days on which the applicant's wage payment is based is 11 or more are entered. In case where applicable period of insurance with 11 or more days is entered over the last 12 months, further entries can be omitted.

(8) Days for wage payment based during the period entered in space (7)

- Fill in the number of days for wage payment based during the period entered in space (7).
- Days include paid leave and other leaves.

(9) Applicable period for wage payment

- Fill in the period from the following of the latest closing day of pay roll to previous day of start date of the leave. After that, fill in the periods from following of closing day of payroll to next one for two years. In case where applicable period of wage payment with 11 or more days (before the period which includes before childbirth leave) is entered over the last 6 months, further entries can be omitted.

(10) Days for space (9)'s based

- Fill in the number of days based during the period entered in space (9).
- Days include paid leave and other leaves.

(11) Amount of wage

- Fill monthly wage in space A and daily wage in space B. Monthly allowance (family allowance, etc.) for daily basis worker is filled in space A, enter the total amount in total column.
- When wage data is entered only in either space A or space B, entry into the total column can be omitted. In that case, draw a diagonal line over the blank space.

(12) Remarks

- If there is any remarks regarding space (7) to (11), fill in comments.
Example: Cases such as unpaid wage
- Cases of unpaid continuously for 30 days or more due to childbirth or injury.
- Records of past leave benefits

(13) Special notes on wage

- Fill in periodical wage (special wage) within three months
- Draw a diagonal line over the blank space.

Seal or autograph signature by the applicant on the second sheet

- Having the applicant check the contents, set his/her seal or write his/her autograph signature.

1 "Individual number"

*Fill in the individual number of the insured person.

15, 18, 21 "Payment object period"

*Fill in the start and end date of each payment object period.

16, 19, 22 "Number of whole day leaves"

*Fill in the number of days when the insured person takes whole day leave in the payment object period entered in the fields 15, 18 and 21 (Sunday and holidays, etc. that are not prescribed working days are included).

17, 20, 23 "Amount of paid wage"

*Fill in the amount of the wage paid in the payment object entered in the fields 15, 18 and 21.
* Exclude the amount of wage for the period other than the family care leave from the wage.

24 "End date of the family care leave"

*Fill in this field if the family care leave is less than three months.

25 "Grounds for termination"

*Fill in a code for the grounds of termination in the field 24 if the field 24, the end date of the family care leave was filled in.

"Name (address and phone number) of office and name of employee"

*Verify that the entries are correct.

"Name of applicant"

*The insured person shall name and seal or put hand-written signature in the field.

"Payee notification"

*Fill in the name of the financial institution and branch name to send the family care leave benefit in the "name" field.

* Fill in the account name and number of the bankbook of the insured person in the "Account number and sign".

*In principle, receive a confirmation seal from the financial institution entered in the "name" field in the confirmation seal field by financial institution.

* Some financial institutes such as newly established branches or small-sized branches may not be registered. Consult the Public Employment Security Offices before use.

"Remarks"

Enter the wage calculation closing day, pay day and communication allowance in the "Remarks".

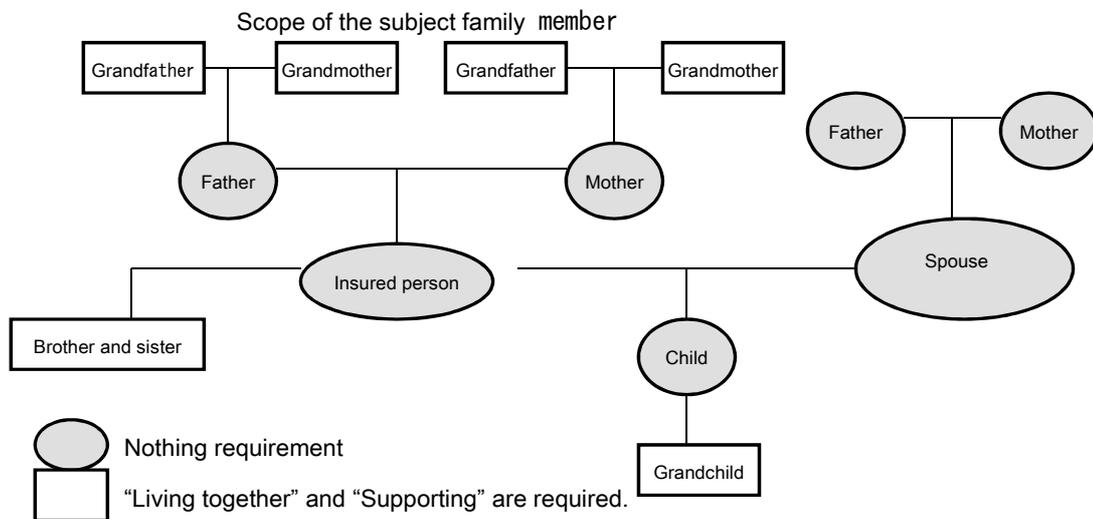
○ Q&A about family care leave benefit

Q What is the subject family member?

If the subject family member is “grandfather or grandmother”, “brother or sister “or “grandchild”, they shall live with the insured person and be supported by the insured person. What is the status of “live with” and “support”?

A “Live with” stands for the insured person living in the same household, staying at the family member who lives apart for care, or taking charge of the family member who lives apart.

“Support” stands for that the insured person helps the subject family member to gain his/her livelihood through economic assistance. It has the same meaning as “dependent” in the “dependent relatives” in Article 2 of the Income Tax Act.



Q What is “the status where constant nursing care for two or more weeks”?

My father will require nursing care for about three months. If I care him for the first ten days, after that, he can be hospitalized to receive care. So, I want to take just ten days’ family care leave.

It is said that the family care leave is a leave for a subject family member that requires constant nursing care for more than two weeks. Is it impossible to obtain a family care leave and receive the family care leave benefit with just 10 days?

A It is not required that the period of the family care leave shall be two weeks or longer.

“Two weeks” mentioned here is not the period covered by the family care leave but the period in which your father requires the constant nursing care. It is probable that your father is cared in hospital or by other caregiver and sometimes, the insured person does not have to take the family care leave.

Therefore, it is possible to take the family care leave just for ten days and receive the family care leave benefit.

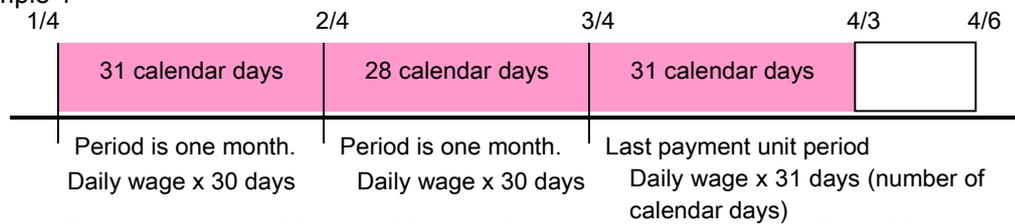
○ Q&A about family care leave benefit

Q Number of the family care benefit

If I take the family care leave for 93 days, what is the number of days covered by the benefit?

A See below:

Example 1

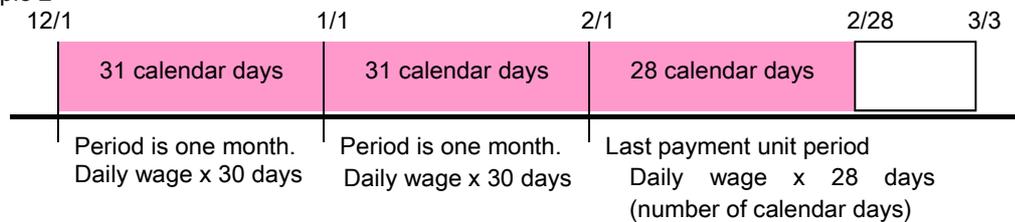


> Paid amount is $(30\text{days}+30\text{days}+31\text{days}) \times \text{daily wage} \times 67\%(40\% * 1)$.

* Benefit is granted for the remaining two days unless the subject family member is in the same status of care needed.

*1 A person who started the family care leave before August 1, 2016.

Example 2



> Paid amount is $(30 \text{ days}+30 \text{ days}+28 \text{ days}) \times \text{daily wage} \times 67\%(40\% * 1)$.

* Benefit is not granted for the remaining five days if the subject family member is in the same status of care needed.

*1 A person who started the family care leave before August 1, 2016.

Q Age to receive the family care leave benefit

If the insured person became 65 years old during the period covered by the family care leave benefit, is the payment terminated?

A If the insured person started the family care leave after 65 years old, he/she will not be paid. However, if he/she started before 65 years old, he/she can receive the benefit for the entire payment period until the subject family care leave finishes.

[Reference format]

Application for family care leave

To: Chief of personnel administration

[Date of application] MM-DD-YY

[Applicant]

Name

I apply for the family care leave based on the rules for childcare, family care leave, etc. (Article xx) as shown below:

1 Status of family members concerning the leave	(1) Name	
	(2) Relationship to the insured person	
	(3) If the family member is grandfather, grandmother, brother, sister or grandchild, the status of living together and support	I live together and support the family member Yes / No
	(4) Reason to require the care	
2 Period of leave	From MM-DD-YY to MM-DD-YY (Date to return to work MM-DD-YY)	
3 Status of application	(1) Applied for two weeks before the date to start the leave	Yes No > Reason of delay to apply []
	(2) I have taken a family care leave on the same status of care needed of the family member 1.	Yes No > From MM-DD-YY to MM-DD-YY Reason to take leave again []
	(3) I have revoked a family care leave on the same status of care needed of the family member 1.	Yes No > Reason to apply for again []
	(4) Number of days of family care leave and reduction of work hours due to care	

Note: The temporary employee shall only enter 2 if he/she applies for based on article 2, (1) of "Rules for Childcare, family care leave, etc."

Chapter 1 3 Benefits for Unemployment etc.

Benefits for Unemployment, when workers are unemployed and any events that their continuous employment becomes difficult have caused, means the benefits to stabilize their lives and employment as well as providing them with necessary benefits.

The Benefits for Unemployment etc. are classified broadly into four categories such as Job Applicant Benefits, Employment Promotion Benefits, Educational Training Benefits and Continuous Employment Benefits.

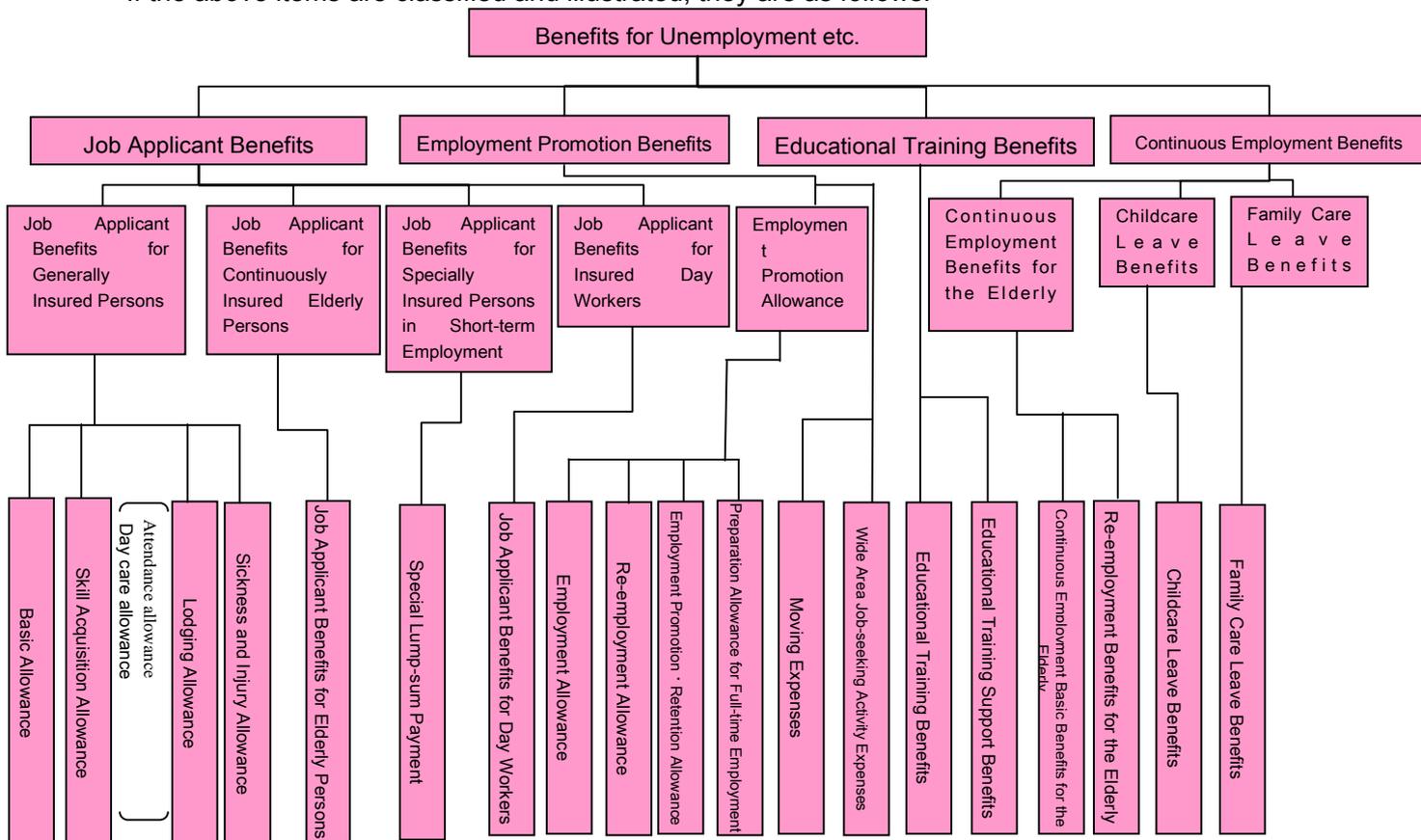
The Job Applicant Benefits mean, when the insured persons have separated from their employment and are in their unemployed state, mean the benefits with so-called unemployment compensation functions to pay as the purpose of facilitating their job seeking activities as well as stabilizing the unemployed persons' lives.

The Employment Promotion Benefits mean the benefits primarily aimed at assisting and promoting the unemployed persons' re-employment.

The Educational Training Benefits mean the benefits aimed at supporting workers' efforts for independent-minded ability development and stabilizing and promoting their employment stability and re-employment

Continuous Employment Benefits mean the benefits aimed at assisting and promoting smooth continuation of workers' vocational lives

If the above items are classified and illustrated, they are as follows:



1 Job Applicant Benefits

(1) General Job Applicant Benefits

【Basic Allowance】

A. Recipient Qualification and Period of the Insured person

As for Basic allowance, a generally insured person is eligible to receive such allowance, when being under the state where he/she has separated from his/her employment and may not be employed in despite of having his/her will and ability to work, and when the period of the insured person has been a total period of 12 months or more during two years before the day of separation from employment (for a specific qualified recipient or specific reason unemployed person (refer to page 182 to183), it is possible even if the period of the insured person is 6 months or more in total during one year before the day of separation from employment.).

Period of the insured person means

The month when the number of days becoming a basis for payment of wages in the period divided every one month dated back from the day of separation from employment in the period enrolled in the Employment Insurance has contained there are eleven days or more shall be counted as one month.

B. Benefit period

Benefit period shall be in principle for one year counting from the day following the day of separation from employment. (During the period, a basic allowance shall be paid with the limit of the prescribed benefit number of days which is stated hereinafter.)

Provided, however, that it shall be admitted for a person who may not work right now due to the following events to extend such benefit period.

Furthermore, when becoming the subject to payment for Continuous Employment Benefits for the Elderly and Educational Training Benefits, an application for extension of eligible period shall be required concurrently.

(a) If there are any days when it is unable to work for 30 days or more continuously due to the reasons of pregnancy, childbirth, illness, injury, childcare and certain volunteer, etc., those number of days may be added to a benefit period. Provided, however, that the number of days which may be added to the benefit period shall be **up to three years.**

→ Procedures for extension of benefit period shall be applied for to the Public Employment Security Office where exercise jurisdiction over the person's domicile or address, attaching the separation notice to the application for extension of benefit period, **within one month counting from the day following the date when such state lapsed 30 days**, after separation from employment.

Furthermore, when the person himself (herself) may not appear at the Security Office , procedures thereof may be also performed by its representative or by mail

correspondence. If its representative performs such procedures, please note that a letter of attorney thereof is required.

(b) If either compulsory retiree, etc. desires not to file an application for job seeking for a certain period, such desired number of days may be added to the benefit period. Provided, however, the number of days which may be added to such benefit period shall be **up to one year**.

→ Procedures for extension of benefit period shall be applied for by the person himself/herself to the Public Employment Security Office where exercise jurisdiction over the person's domicile or address, attaching the separation notice to the application for extension of the benefit period, **within two months counting from the day following the day of separation from employment**.

C. Benefit percentage and Daily amount

A daily amount of basic allowance is an amount which may be obtained by multiplying 45% ~ 80% for one day which averaged the wages for 6 months in principle before separation from employment, and as shown in the following table, the maximum amount is set forth by the minimum amount and age classification.

《Minimum amount》 (as of Aug. 1, 2016)

Wage daily	Basic allowance daily
2,290 yen	1,832 yen

《Maximum amount》 (as of Aug. 1, 2016)

Age classification	Wage daily	Basic allowance daily
~ 30 age or less	12,740 yen	6,370 yen
30 age or older ~ 45 age or less	14,150 yen	7,075 yen
45 age or older ~ 60 age or less	15,550 yen	7,775 yen
60 age or older ~ 65 age or less	14,860 yen	6,687 yen

D. Prescribed number of days for

Benefits

The benefit number of days for the qualified recipients shall be granted as described in the following tables pursuant to the period having been an insured person and the reasons of separation from employment, etc.

① General qualified recipient for benefits (compulsory retirement & personal reasons, etc.)

	Less than 10 years	10 year or more ~ Less than 20 years	20 years or more
less than 65 years old	90 days	120 days	150 days

② Persons with Difficulty in Employment as Disabled Persons, etc.

	Less than 1 year	1 year or more
Less than 45 years old	150 days	300 days
45 years old or more ~ less than 65 years old	150 days	360 days

③ Specific qualified recipients (Persons who were forced to separate from employment because there is no time to afford to prepare for re-employment due to bankruptcy and dismissal, etc.): refer to page 182.

Some specific-reason unemployed persons (×) (Persons who separated from employment due to the reasons, etc. which the labor contract with fixed term was not renewed.): refer to page 183-1.

※A specific-reason unemployed persons become a subject thereof for such persons as the retirement date will be applicable until March 31, 2017.

Period having been the insured age	Less than 1 year	1 year or more ~ less than 5 years	5 year or more ~ less than 10 years	10year or more ~ Less than 20 years	20 years or more
less than 30 years old	90 days	90 days	120 days	180 days	-
30 years old or more ~ less than 35years old		90 days	180 days	210 days	240 days
35 years old or more ~ less than 45 years old		90 days	180 days	240 days	270 days
45 years old or more ~ less than 60years old		180 days	240 days	270 days	330 days
60 years old or more ~ less than 65 years old		150 days	180 days	210 days	240 days

【Skill Acquisition Allowance】

During the period when a qualified recipient is attending at public job training, etc. by the attendance instructions of chief of the Security Office, such recipient is entitled to receive Skill Acquisition Allowance (Attendance Allowance, Day Care Allowance) and Lodging Allowance beside Basic Allowance.

【Sickness and Injury Allowance】

When a qualified recipient has become in the state being unable to work due to his/ her sickness and injury continuously for more than fifteen days after appearing and making application for employment at the Security Office after separation from employment, the sickness and injury allowance with the amount equivalent to a daily amount of Basic Allowance shall be paid to the said qualified recipient within the range of prescribed number of days for benefits.

- ⊙ Specific qualified recipients (Persons who were forced to separate from employment because there is no time to afford to prepare for re-employment due to bankruptcy and dismissal, etc.) specifically refer to persons falling under the following types.

1 Persons who separated from employment due to “Insolvency” etc.

- ① Persons who separated from employment due to insolvency (allegation of each insolvency proceedings of bankruptcy, civil rehabilitation, corporate reorganization, etc. or suspension of transaction of bills and notes, etc.)
- ② Persons who separated from employment because of making a notification in the case of large fluctuation in employment in the business establishment (more than 30 of workers are scheduled to separate from employment for one month) and persons who separated from employment on the grounds that persons exceeding 1/3 of the insured persons to be employed by the business operator separated from employment
- ③ Persons who separated from employment due to abolition of the business establishment (including the case that there is no probability of its resumption after discontinuance of business activities)
- ④ Persons who separated from employment because it became difficult to commute due to relocation of business establishment

2 Persons who separated from employment due to “Dismissal”

- ① Persons who separated from employment due to dismissal(except for dismissal due to any material reasons attributable to self-blame)
- ② Persons who separated from employment due to the events that the working conditions specified in concluding the labor contract significantly differ from its facts
- ③ Persons who separated from employment due to the events, etc. that there were continuously more than two months when the amount exceeding 1/3 of wages (excluding the retirement allowance) was not paid by the date of payment, or that there were three months during 6 months immediately before separation from employment
- ④ Persons who separated from employment due to the events that their wages were decreased (or it came to decrease) to less than 85% compared to the wages paid to such workers (it is limited to the case which could not foresee the fact of such decrease)
- ⑤ Persons who separated from employment due to the events which overtime works such as exceed 45 hours continuously for 3 months, 100 hours on a month or 80 hours on monthly average for 2 ~ 6 months, during the period of 6 months immediately before their separation from employment were performed, or due to the events that notwithstanding the fact that has been pointed out by the governmental agency of the effect that the business operator might cause any risks or any health problems under such circumstances, any necessary measures for preventing such risks or health problems have not been taken in such business establishment
- ⑥ Persons who separated from employment on the grounds that the business operator does not make necessary consideration for continuation of such worker's vocational life on the occasion of conversion etc. of a worker's job category
- ⑦ Persons who separated from employment on the grounds that such labor contract has not been renewed under the circumstances which may be continuously employed for more than 3 years by renewal of labor contract with a fixed term
- ⑧ Persons who separated from employment on the grounds that in the case where such labor contract has been specified to renew on the occasion of concluding of the labor contract with a fixed term, such labor contract results in not being renewed (persons falling under the above ⑦ is excluded)
- ⑨ Persons who separated from employment because of having been affected by the intentional exclusion or remarkable inhospitality or harassment by their superiors' and associates' etc. and the same is also in the case that the business operator has not taken necessary measures for employment management thereof, despite grasping the fact of sexual harassment in a workplace
- ⑩ Persons who separated from employment because of having been encouraged to retire directly or indirectly by the business operator (The persons who applied for “The Early Retirement Incentive Plan” which has permanently established from the past and separated from employment shall not be applicable to this.)
- ⑪ Persons who separated from employment on the grounds that the period of absence from work caused by reasons attributable to the employer's responsibility in the business establishment resulted continuously in more than three months
- ⑫ Persons who separated from employment on the grounds that the operations of the business establishment have violated applicable laws and regulations.

◎ Specific reason Unemployed person specifically refers to the persons falling under any of the following types.

- 1 Persons who separated from employment on the grounds that the term of the labor contract with a fixed term expires and such labor contract is not renewed (Even though those persons desire such renewal, it is limited to the case that such desired renewal has not reached an agreement.) (Except for the cases falling under 2- ⑦ and ⑧ of “the Specific Qualified Recipient ” of page 151) (※).
(※) In the labor contract, the renewal provision of the contract sometimes specifies “there is a case to renew the contract”, but this case is applicable to the standard not necessarily to guarantee a definite promise for any renewal of the contract.
- 2 Persons who separated from employment for personal reasons with the following adequate causes
 - ① Persons who separated from employment due to lack of physical capacity, physical or mental disabilities, disease, injury, decline of visual power, decline of hearing ability, tactile decline, etc.
 - ② Persons who separated from employment and received extension measures for recipient qualification period of Article 20-1 of Employment Insurance Act, due to pregnancy, childbirth, childcare, etc.
 - ③ Persons who separated from employment because of their family circumstances changed suddenly as in the case where it was forced to separate from employment due to death, disease, injury, etc. of father or mother, or for support of father or mother, or as in the case where it was forced to separate from employment due to disease or injuries, etc. of their family member who needs nursing care of the said person continuously
 - ④ Persons who separated from employment because of becoming difficult to live apart from their spouse or family which should support
 - ⑤ Persons who separated from employment due to the events that the commuting became impossible or difficult by the following reasons.
 - i) Change of the address associated with their marriage
 - ii) Utilization of childcare center and other equivalent facilities associated with childcare, or requests of childcare services to one’s family or relatives, etc.
 - iii) Relocation of a business establishment to the place where the commuting is difficult
 - iv) It was forced to relocate their address or domicile against their own will
 - v) Abolition of railways, railroads, buses and other means of transportation, or change, etc. of operational times
 - vi) Avoidance of separate life style associated with job-transfer or temporary transfer under an order of the business operator
 - vii) Avoidance of separate life style of spouse associated with job-transfer or temporary transfer or re-employment under an order of the business operator
 - ⑥ Otherwise, Persons, etc. who separated from employment in response to recruitment of voluntary retirement at employment adjustment, etc. by corporate reorganization not falling under “Specific Qualified Recipient for Benefits” 2-⑩ in page 152

(2) Job Applicant Benefits for the Elderly (Lump sum)

This Lump Sum, in the case where a continuously insured elderly person has separated from employment and has been in the state that is unable to work in despite of possessing his (her) will and ability to work, and additionally the insured person period remains more than 6 months during one year before the day of separation from employment, the lump sum shall be paid as the Job Applicant Benefits for Elderly Persons as substitute for a Basic Allowance thereof. (Moreover, payment of the Job Applicant Benefits for Elderly Persons of the continuously insured elderly person to persons who are employed as a mariner shall be treated by changing the wording of a phrase of “65 years of age ” to 60- ~ 64 years of age according to the date of birth, based on the transitional measures associated with integration of the Mariners Insurance into the Employment Insurance as of January 1, 2010.)

Insured eligible person period	less than one year	one year and over
Amount of Job Applicant Benefits for the Elderly	for 30 days	for 50 days

(3) Job Applicant Benefits for Specially Insured Persons in Short-term Employment (Special Lump Sum)

The Special Lump Sum, when a Specially Insured Person in Short-term Employment has separated from employment and has been in the state that is unable to work in despite of possessing his (her) will and ability to work, and additionally the insured person period remained more than 6 months during one year before the day of separation from employment (for the time being, if the number of days when became a basis for payment of wages in one calendar month there are more than 11 days, such month shall be calculated as one month) benefit amount equivalent to 30 days of Basic Allowance (for the time being, for 40 days) shall be paid .

(4) Job Applicant Benefits for Day Workers

A Requirements for receiving Benefits

Job Applicant Benefits for Day Workers, when more than 26 stamps are attached for two months before the month to when the unemployed days belong, and when the insured day worker was unemployed, the person applies for employment by appearing at the Public Employment Security Office and are certified on the unemployed days, and accordingly benefits for the number of days of certified unemployment shall be paid.

However, benefits for the first one day when the insured day worker has not been employed in each week shall not be paid.

B Daily Amount

When more than 26 stamps are attached for previous 2 months, according to the situation attached by class, benefits shall be determined as follows:

【The 1st class 7,500 yen】

【The 2nd class 6,200 yen】

【The 3rd class 4,100 yen】

Attached number of stamp	Benefit number of days
26 stamps ~ 31 stamps	13 days
32 stamps ~ 35 stamps	14 days
36 stamps ~ 39 stamps	15 days
40 stamps ~ 43 stamps	16 days
More than 44 stamps	17 days

C Benefit number of days

Benefit number of days shall be calculated as shown in the right table based on number of stamps attached for previous 2 months (Determination of benefit number of days shall not be affected by class).

2 Employment Promotion Benefits

(1) Employment Allowance

When a qualified recipient has gained employment (a short period of time of employment, etc.) which is not an object of payment of re-employment allowance, while remaining more than 1/3 and more than 45 days of the prescribed number of days of benefits, the qualified recipient shall be paid an amount equivalent (but, there is an upper limit) to 30 % of daily amount of Basic Allowance, based on certain requirements, for the days when he/she is engaged in such employment.

(2) Re-employment Allowance

When a qualified recipient has gained a stable employment (It is recognized that it is surely and continuously employed beyond one year), while remaining more than 1/3 of the prescribed benefit number of days, based on certain requirements, Daily Amounts of Basic Allowance (however, there is an upper limit) x the remaining number of payment days of prescribed benefit number of days x 50% or 60% (if the remaining number of payment days is more than 2/3 of the prescribed benefit number of days, “60% of “the remaining number of payment days” and if it is more than 1/3 ~ less than 2/3 of the prescribed benefit number of days, “50% of “ the remaining number of payment days”) shall be paid as a lump sum.

(3) Employment Promotion and Retention Allowance

When a person who received Re-employment Allowance has been employed at the place of re-employment for more than 6 months, and which wages is lower than the wages before separation from employment, making 40% of the remaining number of payment days of Basic Allowance as the upper limit, the allowance for 6 months of the decreased wages shall be paid.

(4) Preparation Allowance for Full-time Employment

When qualified recipients having difficulties in getting employment such as persons with disabilities, object persons aged 45 or over for Re-Employment Assistance Plan based on Employment Measures Act, etc. and persons (who have not been employed for more than 5 years by the same business operator) who it is recognized to be extremely difficult to get a stable vocation among persons aged or younger on employment date, have obtained a stable vocation through introduction of Job-placement Office or Private Job Placement Service Business, based on certain requirements, the Daily Amount (there is the upper limit) of Basic Allowance x 36 days (If the remaining number of payment days are less than 90 days, remaining number of payment days or 45 days, whichever is larger number of days x 40%) shall be paid.

Further, Preparation Allowance for Full-time Employment of object persons expanded by the revision of Employment Insurance Act (in force, March 31, 2009) shall be applicable to persons whose re-employment date until March 31. 2017

(5) Moving Expenses

When a qualified recipient, etc. changes his/her domicile or address to take up the employment to which he/she was introduced by the Public Employment Security Office, such moving expenses shall be paid when the Chief of the Security Office admits its change necessary.

(6) Wide Area Job-Seeking Activity Expenses

When a qualified recipient, etc. performs his/her job-seeking activities in wide areas by introduction of the Security Office, such expenses thereof shall be paid when the Chief of the Security Office admits the activities necessary.

- ※ Allowance of Page 154 has the column to be certified by a business operator in the application form. When requested to fill in the application form by a labor side, please respond to such request promptly.

Moreover, as for Employment Promotion and Retention Allowance, it is required to provide an employer with copy of Attendance Records or Time Card and copy of Salary Statement or Payroll Book for the period described in the Application Form for Payment (for a period to cover the six months of complete wage payment period divided on a closing day for wages).

These copies are required to investigate whether they fall under the payment requirements of Employment Promotion and Retention Allowance and to calculate an amount of payment when they fall under the requirements for payment of such allowance. So, please cooperate.

3 Educational Training Benefits

(1) Educational Training Benefits

(i) Educational Training Benefits pertaining to the attendance of general educational training

When generally insured persons (incumbent) aged 65 years or younger for the Employment Insurance which satisfies certain requirements or persons (= unemployed persons) who had been a generally insured person has taken and completed the general education training designated by the Minister of Health, Labour and Welfare, the amount equivalent to the fixed percentage of attendance fee etc. paid to such Education Training facilities shall be paid.

【Amount of Payment】

20% of Educational Training Expenses (※) (the upper limit::100,000 yen)

However, if an amount of payment does not exceed 4,000 yen, such amount shall not be paid.

※ Educational Training Expenses mean...

It refers to the total amount of enrollment fee and attendance fee (at a maximum, for one year) which an applicant personally paid to the designated Educational Training practitioner. When a business operator, etc. pays to an applicant an allowance, etc. associated with the attendance for educational training, the business operator shall apply for such amount thereof after deducting such fees etc. from such educational training expenses on general principles.

(ii) The Educational Training Benefits pertaining to attendance of Professional Practical Education and Training (Commencement from October, 2018)

When generally insured persons (incumbent) aged 65 or younger for the Employment Insurance which satisfies certain requirements, or persons (unemployed persons) who had been a generally insured person is attending Professional Practical Education and Training designated by the Minister of Health, Labour and Welfare, the amount equivalent to the fixed percentage of attendance fee etc. paid to such Education Training facilities shall be paid.

【Amount of Payment】

40% of Educational Training Expenses (the maximum amount of payment for one year 320,000 yen, the total maximum amount of payment 960,000 yen) .

When a person who completed attendance for training and acquired the predetermined qualification, etc., and has been employed as a generally insured person of the Employment Insurance within one year counting from the following day of the attendance completion, the amount of payment shall be 60% of the Educational Training Expenses (the maximum amount of payment for one year: 480,000 yen, the total maximum amount

of payment 1,440,000 yen). (As actual payment is adjusted with the benefits paid by 40 % calculation until then, the amount equivalent to 20 % of the Educational Training Expenses shall be paid. However, when the amount of payment does not exceed 4000 yen, such amount thereof shall not be paid.

However, unless the amount of Payment is over 4,000 yen, the amount shall not be paid.

【Certificate of approval for attendance of Professional Practical Education and Training】

The persons who wish the payment of Educational Training Benefits pertaining to attendance of Professional Practical Education and Training is required in principle to perform procedures to confirm Recipient Qualification by one month before the commencement date of attendance in training, and accordingly in advance before such procedures, it is required in advance to take the career consulting by a career consultant set up by Minister of Health, Labour and Welfare, and to submit the job card described in light of such career consulting. However, when a generally insured person employed has been approved the insured person 's attendance for Professional Practical Education and Training by the business operator who employs, the insured person may replace it by submission of a certificate by the business operator designated by the Ministry of Health, Labour and Welfare

Therefore, when a business operator approves attendance on Professional Practical Education and Training for a generally insured person employed by the business operator, there may be cases where attestation by a certificate is required, so please cooperate.

(2) Educational Training Support Benefits (Commencement from October 1, 2014)

The persons who receives Payment of Educational Training Benefits pertaining to attendance of Professional Practical Education and Training which satisfies certain requirements shall be paid for the number of days unemployed during the period in attending at such Professional Practical Education and Training (except for trainings via correspondence course and night system)

[Amount of Payment]

In principle, the amount obtained by multiplying by a payment number of days the amount obtained by multiplying by 50% the amount calculated and obtained by the same method as in the daily amount of Basic allowance shall be paid.

Chapter 14 Concerning allowance of a insured person of daily work person

1 The daily work person who receives application of employment insurance

(1) A daily work person under Employment Insurance Act is a person with any of the following conditions.

- ① The person who is employed on a daily basis
- ② The person whose term of working is fixed for less than 30 days

However, if the worker is employed for business category of the same business proprietor for more than 18 days in each month for consecutive two months, or if the worker is employed for business category of the same business proprietor for more than 31 days, the worker is accepted as a general insured person or a specially insured person in short-term employment from the following day. If applicable, it is necessary to file written notice of acquisition of the employment insurance qualification attached with insurance book for daily work insured person.

- ① The first day of the next month when the worker was employed for business category of the same business proprietor more than 18 days in each month of two months.
- ② The day that the employment by the same business proprietor is continued more than 31 days when the worker was employed for business category of the same business proprietor for more than 31 days.

(2) A daily work insured person is a daily work person with any of the following conditions.

- ① A person who lives in the application area and employed for business category.
- ② A person who lives outside of the application area and employed for business category in the application area.
- ③ Other than those above and a person who was approved by a director of public employment security office.

An insurance book for daily work insured person is issued for a daily work person which was accepted as a daily work insured person.

In addition, an insurance book for daily work insured person is issued for a daily work person which was accepted through approval of a director of public employment security office at the day of the approval.

2 Procedure of employing a daily work insured person

(1) Purchase of the employment insurance stamp

Insurance premium of employment insurance stamp should be paid by affixing employment insurance stamp to insurance book for daily work insured person, and

stamping seal impressions which was notified beforehand, whenever wage is paid to a daily work insured person.

Therefore, when business proprietor is going to employ daily work insured person, employment insurance stamp must be purchased beforehand. To purchase employment insurance stamp, "employment insurance stamp purchasing passbook issuance application form" should be submitted to public employment security office, and receive the passbook, and then purchase the necessary number of sheets from a post office by showing the passbook.

(2) Types of the employment insurance stamp

Grade	The amount of daily wage	Stamp insurance premiums	Share of premium contribution	
			Business proprietor	Worker
The first grade	11,300yen or more	176yen	88yen	88yen
The second grade	8,200yen or more and less than 11,300yen	146yen	73yen	73yen
The third grade	Less than 8,200yen	96yen	48yen	48yen

(3) Premium contribution

When daily work insured person was employed, there is obligation of payment of employment insurance stamp premium and general insurance premium. Therefore, whenever wage is paid to a daily work insured person, insurance premium can be subtracted in the following method of calculation (calculated in rate of 2016).

- General business (Employment insurance rate 11/1000)
(Employment insurance stamp premium×1/2) + (Wage×4/1000)
- Special targeted business (Employment insurance rate 14/1000)
(Employment insurance stamp premium×1/2) + (Wage×5/1000)

【Example】

When a business proprietor of a construction business employs a daily work insured person whose daily wage is 9,000 yen, insurance premium for the worker will be·····

- ① Employment insurance stamp premium
73yen·····146yen (The second grade) ×1 / 2 (Worker's share)
- ② General insurance premium
45yen·····9,000yen×5 / 1000 (Construction business : Worker's share)

Therefore, the business proprietor should collect 118yen (① 73yen + ② 45yen) from the worker.

(4) Notification of seal impressions to stamp on the employment insurance stamp

Please notify seal impressions of the case which employment insurance stamp is affixed and stamped to insurance book for daily work insured person to public employment security office of jurisdiction beforehand.

Also notification is necessary when seal impressions is changed.

(5) Report of receipts and payments of employment insurance stamp and a stamp insurance premium payment status

When an employment insurance stamp purchasing passbook is issued from public employment security office, business proprietors have to report the stamp insurance premium payment status to the jurisdictional public employment security office regardless of presence of using employment insurance stamp until the end of the next month by filling the receipts and payments book in every receipts and payments of employment insurance stamp and adding up at the end of the month.

(6) Insurance premium payment when a daily work person does not possess insurance book for daily work insured person

A business proprietor who employs a daily work person who dose not have the insurance book for daily work insured person should instruct the daily work person to submit a daily work insured person qualification acquisition to the jurisdictional public employment security office and receive an insurance book for daily work insured person.

Chapter 15 Others

1 Unlawful Receipt of Benefits

(1) Unlawful receipt of benefits

If the payment was received or going to be received by foul means by a worker who is not qualify for receiving payment of an unemployment allowance such as employ continuance allowance (old workers' salary supplement / childcare leave benefit / family-care leave benefit) and basic allowance, the worker will be subject to action of unlawful receipt (it is not asked whether allowance was received in actuality).

(2) Action of unlawful receipt

- ① The worker is not entitled to receive payment such as employ continuance allowance and basic allowance from the day of the unlawful receipt (payment suspension).
- ② An amount of money which was received unlawfully must be returned by its full amount (refund order).
- ③ In the case of considered malicious case, payment up to 2 times amount of money of which was received unlawfully could be ordered (payment order).

In the case of ③, adding to ②, 3 times amounts of money of an amount which was received unlawfully must be paid.

In addition, attachment of property may be conducted when the payment is defaulted. Also there is possibility of punishing for fraud charges.

(3) Collective responsibility with business proprietor

When a false application is submitted from a business proprietor, the business proprietor may receive the refund order or the payment order jointly and severally.

In addition, in case the worker who repeats the receipt of job starter's allowance and basic allowance ("circulative displaced worker") is employed again in same place of business plural times in certain prescribed period continuously, it is assumed that there was re-employ reservation before the judgment of qualifying employment insurance, and the business proprietor may receive the refund order for fraudulent receipt in conspiracy jointly and severally as well as the worker of receipt qualification.

Please refer to public employment security office of jurisdiction in detail.

(4) Examination by public employment security office

Examination by public employment security offices is conducted in the case of suspecting unlawful receipt. Please refer to public employment security office for any unclear points to avoid unlawful receipt.

(5) Prevention of unlawful receipt

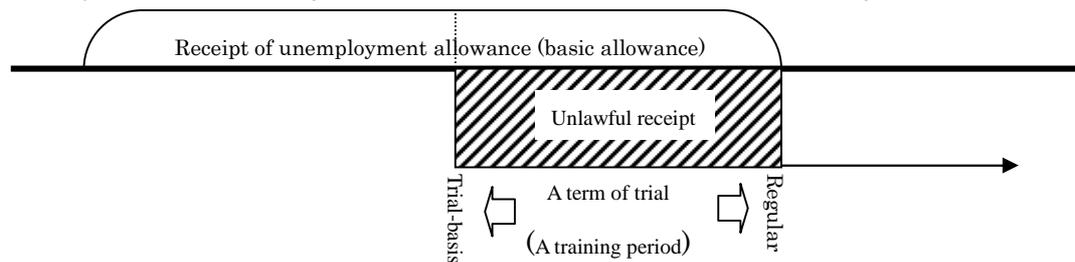
If a business proprietor conducts illegal activities such as making a false entry in job separation certificate, the business proprietor may receive the refund order or the payment order (maximum 2 times amounts of money) jointly and severally with a person who received money illegally and, there may be the cases where the proprietor could be punished for fraud charges.

In addition, when employing the worker who has received unemployment allowance, staff members of public employment security office may contact the business proprietor to borrow the document for inspection the time of employment, and to confirm the presence of reservation to re-employ (had employed) the circulative displaced worker.

Also, in public employment security office, employment insurance allowance investigators are arranged to detect unlawful recipient and conduct exploratory investigation. Cooperation is asked for in the case of their visit.

◎ 「Date of the employment」 is key point of prevention of unlawful receipt

It often leads to unlawful receipt by inaccuracy of date of the employment when the worker was employed. **A term of trial and a training period are supposed to be included to one's employment**, so that receiving unemployment allowance (basic allowance) in this term and period will be considered as unlawful receipt.



◎ Declaration is necessary for a side job / a part-time job / assistance

When a person receiving unemployment allowance (basic allowance) engaged in a side job, a part-time job, assistance, the fact must be reported to public employment security office. Of course it is legal for unemployed person to engage in side job itself, however it will be unlawful receipt if necessary declaration is defaulted.

◎ Fill out certificate concerning employment and job separation certificate accurately

There are vicious cases to receive the allowance by creating a false document concerning the date of employment, the wage and the working-day and its term. Please fill in the document correctly and do not accept such illegal action.

◎ Collective responsibility of business proprietor is caused by carelessness

Concerning unlawful receipt, if a certification of business proprietor is incorrect or an error is missed, the business proprietor may be called in question to collective responsibility jointly and severally. Please note the "carelessness" would not be happening.

2 Concerning request for examination

When dissatisfying with confirmation of acquisition / deprivation of the assured qualification by a director of public employment security office, and action (disaffirmance of receipt qualification, decision of non-payment) concerning unemployment allowance (old workers' salary supplement / childcare leave benefit / family-care leave benefit) or action concerning unlawful receipt appears to be wrong, one can request its examination to the employment insurance examiner within three months after the day on which the punishment became known (this is called "request for examination").

Please ask this request for examination through public employment security office or an employment insurance examiner.

3 Concerning two business of employment insurance

[Employment stabilizing business]

This is system to promote prevention of unemployment, correction of employment condition, extension of employment opportunity and stabilize the employment of a person insured of employment insurance. As subsidy to business proprietors, there are 《the employment development subsidy for specified persons with difficulty in employment 》 which is provided when a business proprietor employs a person with difficulty in employment such as an older person and handicapped person as a worker continuously by introduction of hello work, 《 the reentry support incentive wages 》 which a part of the cost is provided when the reentry support of a worker forced to quitting a job was consigned to private enterprises, and so on.

Please refer to HP of Ministry of Health, Labor and Welfare for further details of benefits to business proprietor.

(<http://www.mhlw.go.jp/general/seido/josei/kyufukin/index.html>)

[Ability development business]

This is system to promote developing and improving ability of a person insured of employment insurance through an entire period of profession life. As subsidy to business proprietor, there are 《the carrier formation promotion subsidy 》 which is provided when a job training with specified aim is carried out for effective promotion of carrier formation of workers in the enterprise, and so on.



4 Electronic Filing

Information of application / notification by electronic filing

Most of application / notification of the procedure of Ministry of Health, Labor and Welfare are possible using an e-Gov filing system of a general contact of electronic government "e-Gov" (general reference / guide service site of electronic filing of administrative information) from a personal computer at home in the office.

1 What is the electronic filing · · · · ·

Electronic filing is a system for a procedure such as an application / notification which was conventionally accepted at the window of public employment security office (hello work) can be done electronically using Internet from a personal computer.

2 Advantages of the electronic filing · · · · ·

- (1) Filing from home or office can be done for 365 days for 24 hours.
- (2) It can reduce transit time going to a public employment security office and waiting time for the application / notification is done through Internet.
- (3) Entry error can be prevented beforehand by the check function.

3 Procedure · · · · ·

Installing the "program for e-Gov electronic filing" is required. For details, please refer to the homepages of "e-Gov" (<http://www.e-gov.go.jp/>) .

4 Precautions · · · · ·

- (1) A person who uses an electronic filing has to acquire an electronic identification certificate. Extra charge is needed for this acquisition.
- (2) Notification by papers is also possible as is conventionally done.
- (3) When using an electronic filing, attached documents are necessary in principle, so that transmitting along with registration statement as an attached file by a scanner or sending them by mail is needed.

5 Contact · · · · ·

The e-Government support center

Tel 050-3786-2225 050 business dial ※single-price phone charge

017-771-9008 (In the case of IP telephone)※ normal phone charge

April to July Weekdays : 9:00a.m. ~ 7:00p.m.

Saturdays, Sundays and holidays : 9:00a.m. ~ 5:00p.m.

August to March Weekdays, Saturdays, Sundays and holidays : 9:00a.m. ~ 5:00p.m.

Homepage <http://www.e-gov.go.jp/contact/index.html>

Chapter 16 An appendix

1 Description of Occupational Classification

These are the groups of 「13 job family」 section in 「written notice of acquisition of the employment insurance qualification」.

Group	job family	Description (specific examples)
1	Administrative and managerial workers	Officers and managers (the chief more than the Division of management organization) of companies and organizations. (Directors at company, section managers, branch managers, plant managers, office managers)
2	Professional and engineering workers	Educational workers, professional workers which require medical knowledge, creational / performance / staging workers, an other researcher, legal affairs workers, professional workers such as certified public accountants and engineers. (Machinery engineers, architects, teachers, nurses, designers, actors, physicists, reporters, photographers, members of radio communication)
3	Clerical workers	Supporting workers of business management such as receipt and payment of cash, preparing account book, documents, and records, operational research of office equipment. (Finance clerks, cash receipt and payment clerks, document clerks, personnel clerks, information desk clerks, typists, key punchers, office workers, telephone operators)
4	Sales workers	Workers engage in buying and selling, mediating, substituting, and soliciting commodities / real estate / securities. (Vendors, sale solicitors, service solicitors, insurance solicitors)
5	Service workers	Workers engage in housework, personal services, entertainment services, and other services such as cooking, cleaning, professional sports. (Barbers, waitpersons, hotel clerks, doormen, attendants, cooks, bartenders, laundry workers, guides)
6	Security workers	Workers engage in protecting individuals / properties, and maintaining an order. (Guards, watchperson, patrolmen, firemen)
7	Agriculture, forestry, and fishery workers	Workers engage in agriculture, forestry and fishery. (Fruit cultivation laborers, gardening laborers, logging person, fishermen, fish breeders)
8	Manufacturing process workers	Workers engage in operational work of various work manufacture, including technical subsidiary mechanics engaging in simple work which can be learned in short period and does not require tough decision. (Mechanics, welders, repairmen, assembly workers, iron manufacture mechanics, lofts men, painting mechanics, spinners, woodworkers, printing mechanics, molding mechanics, confectionery mechanics, science mechanics)
9	Transport and machine operation workers	Workers engage in operation of automobile / electric railcar / craft / aircraft, operation of communication instruments, telephone operation, conductor, other transport operation. (Bus drivers, track drivers, electric railcar operators, electric railcar conductors, sight-seeing bus drivers)
10	Construction and mining workers	Workers engage in construction / electrical construction work, soil excavation, mineral winning work.
11	Carrying, cleaning, packaging, and related workers	Workers engage in conveyance of cargo, keeping of buildings, package of goods.

2 Industrial Classification

A	AGRICULTURE AND FORESTRY	I	WHOLESALE AND RETAIL TRADE
0 1	AGRICULTURE	5 0	WHOLESALE TRADE, GENERAL MERCHANDISE
0 2	FORESTRY	5 1	WHOLESALE TRADE (TEXTILE AND APPAREL)
B	FISHERIES	5 2	WHOLESALE TRADE (FOOD AND BEVERAGES)
0 3	FISHERIES, EXCEPT AQUACULTURE	5 3	WHOLESALE TRADE (BUILDING MATERIALS, MINERALS AND METALS, ETC)
0 4	AQUACULTURE	5 4	WHOLESALE TRADE (MACHINERY AND EQUIPMENT)
C	MINING AND QUARRYING OF STONE AND GRAVEL	5 5	MISCELLANEOUS WHOLESALE TRADE
0 5	MINING AND QUARRYING OF STONE AND GRAVEL	5 6	RETAIL TRADE, GENERAL MERCHANDISE RETAIL TRADE (WOVEN FABRICS, APPAREL, APPAREL ACCESSORIES AND NOTIONS)
D	CONSTRUCTION	5 7	RETAIL TRADE (FOOD AND BEVERAGE)
0 6	GENERAL CONSTRUCTION WORK CONSTRUCTION WORK BY SPECIALIST CONTRACTOR, EXCEPT EQUIPMENT INSTALLATION WORK	5 8	RETAIL TRADE (MACHINERY AND EQUIPMENT)
0 7	INSTALLATION WORK	5 9	MISCELLANEOUS RETAIL TRADE
0 8	EQUIPMENT INSTALLATION WORK	6 0	NONSTORE RETAILERS
E	MANUFACTURING	J	FINANCE AND INSURANCE
0 9	MANUFACTURE OF FOOD	6 2	BANKING
1 0	MANUFACTURE OF BEVERAGES, TOBACCO AND FEED	6 3	FINANCIAL INSTITUTIONS FOR COOPERATIVE ORGANIZATIONS NON-DEPOSIT MONEY CORPORATIONS, INCLUDING LENDING AND CREDIT CARD BUSINESS
1 1	MANUFACTURE OF TEXTILE PRODUCTS	6 4	FINANCIAL PRODUCTS TRANSACTION DEALERS AND FUTURES COMMODITY TRANSACTION DEALERS
1 2	MANUFACTURE OF LUMBER AND WOOD PRODUCTS, EXCEPT FURNITURE	6 5	FINANCIAL AUXILIARIES INSURANCE INSTITUTIONS, INCLUDING INSURANCE AGENTS, BROKERS AND SERVICES
1 3	MANUFACTURE OF FURNITURE AND FIXTURES	6 6	
1 4	MANUFACTURE OF PULP, PAPER AND PAPER PRODUCTS	6 7	
1 5	PRINTING AND ALLIED INDUSTRIES	K	REAL ESTATE AND GOODS RENTAL AND LEASING
1 6	MANUFACTURE OF CHEMICAL AND ALLIED PRODUCTS	6 8	REAL ESTATE AGENCIES
1 7	MANUFACTURE OF PETROLEUM AND COAL PRODUCTS	6 9	REAL ESTATE LESSORS AND MANAGERS
1 8	MANUFACTURE OF PLASTIC PRODUCTS, EXCEPT OTHERWISE CLASSIFIED	7 0	GOODS RENTAL AND LEASING
1 9	MANUFACTURE OF RUBBER PRODUCTS	L	SCIENTIFIC RESEARCH, PROFESSIONAL AND TECHNICAL SERVICES
2 0	MANUFACTURE OF LEATHER TANNING, LEATHER PRODUCTS AND FUR SKINS	7 1	SCIENTIFIC AND DEVELOPMENT RESEARCH INSTITUTES
2 1	MANUFACTURE OF CERAMIC, STONE AND CLAY PRODUCTS	7 2	PROFESSIONAL SERVICES, N.E.C.
2 2	MANUFACTURE OF IRON AND STEEL	7 3	ADVERTISING
2 3	MANUFACTURE OF NON-FERROUS METALS AND PRODUCTS	7 4	TECHNICAL SERVICES, N.E.C.
2 4	MANUFACTURE OF FABRICATED METAL PRODUCTS	M	ACCOMMODATIONS, EATING AND DRINKING SERVICES
2 5	MANUFACTURE OF GENERAL-PURPOSE MACHINERY	7 5	ACCOMMODATIONS
2 6	MANUFACTURE OF PRODUCTION MACHINERY	7 6	EATING AND DRINKING PLACES
2 7	MANUFACTURE OF BUSINESS ORIENTED MACHINERY	7 7	FOOD TAKE OUT AND DELIVERY SERVICES
2 8	ELECTRONIC PARTS, DEVICES AND ELECTRONIC CIRCUITS	N	LIVING-RELATED AND PERSONAL SERVICES AND AMUSEMENT SERVICES
2 9	MANUFACTURE OF ELECTRICAL MACHINERY, EQUIPMENT AND SUPPLIES MANUFACTURE OF INFORMATION AND COMMUNICATION ELECTRONICS EQUIPMENT	7 8	LAUNDRY, BEAUTY AND BATH SERVICES
3 0	EQUIPMENT	7 9	MISCELLANEOUS LIVING-RELATED AND PERSONAL SERVICES
3 1	MANUFACTURE OF TRANSPORTATION EQUIPMENT	8 0	SERVICES FOR AMUSEMENT AND RECREATION
3 2	MISCELLANEOUS MANUFACTURING INDUSTRIES	O	EDUCATION, LEARNING SUPPORT
F	ELECTRICITY, GAS, HEAT SUPPLY AND WATER	8 1	SCHOOL EDUCATION
3 3	ELECTRICITY	8 2	MISCELLANEOUS EDUCATION, LEARNING SUPPORT
3 4	GAS	P	MEDICAL, HEALTH CARE AND WELFARE
3 5	HEAT SUPPLY	8 3	MEDICAL AND OTHER HEALTH SERVICES
3 6	WATER	8 4	PUBLIC HEALTH AND HYGIENE
G	INFORMATION AND COMMUNICATIONS	8 5	SOCIAL INSURANCE, SOCIAL WELFARE AND CARE SERVICES
3 7	COMMUNICATIONS	Q	COMPOUND SERVICES
3 8	BROADCASTING	8 6	POSTAL SERVICES
3 9	INFORMATION SERVICES	8 7	COOPERATIVE ASSOCIATIONS, N.E.C.
4 0	SERVICES INCIDENTAL TO INTERNET VIDEO PICTURE INFORMATION, SOUND INFORMATION, CHARACTER INFORMATION PRODUCTION AND DISTRIBUTION	R	SERVICES, N.E.C.
4 1	INFORMATION PRODUCTION AND DISTRIBUTION	8 8	WASTE DISPOSAL BUSINESS
H	TRANSPORT AND POSTAL SERVICES	8 9	AUTOMOBILE MAINTENANCE SERVICES
4 2	RAILWAY TRANSPORT	9 0	MACHINE, ETC. REPAIR SERVICES, EXCEPT OTHERWISE CLASSIFIED
4 3	ROAD PASSENGER TRANSPORT	9 1	EMPLOYMENT AND WORKER DISPATCHING SERVICES
4 4	ROAD FREIGHT TRANSPORT	9 2	MISCELLANEOUS BUSINESS SERVICES
4 5	WATER TRANSPORT	9 3	POLITICAL, BUSINESS AND CULTURAL ORGANIZATIONS
4 6	AIR TRANSPORT	9 4	RELIGION
4 7	WAREHOUSING	9 5	MISCELLANEOUS SERVICES
4 8	SERVICES INCIDENTAL TO TRANSPORT	9 6	FOREIGN GOVERNMENTS AND INTERNATIONAL AGENCIES IN JAPAN
4 9	POSTAL SERVICES, INCLUDING MAIL DELIVERY	S	GOVERNMENT, EXCEPT ELSEWHERE CLASSIFIED
		9 7	NATIONAL GOVERNMENT SERVICES
		9 8	LOCAL GOVERNMENT SERVICES
		T	INDUSTRIES UNABLE TO CLASSIFY
		9 9	INDUSTRIES UNABLE TO CLASSIFY

【Ministry of Internal Affairs and Communications Japan Standard Industrial Classification (Rev. 13)】

3 The industrial accident insurance rate

(As of April.1, 2015)

Classification of types of business	Number of types of business	Types of business	Insurance rate
F o r e s t r y	02	Forestry	60 / 1000
	03	Forestry	
F i s h e r y	11	Sea fishery (Except for stationary fishing or sea fishery aquaculture industry)	19 / 1000
	12	stationary fishing or sea fishery aquaculture industry	38 / 1000
M i n i n g	21	Metal mining or nonmetal mining industry (Except for limestone mining industry or dolomite mining industry) or coal mining	88 / 1000
	23	Limestone mining industry or dolomite mining industry	20 / 1000
	24	Crude oil or natural gas mining industry	3 / 1000
	25	Quarrying industry	52 / 1000
	26	Other mining industry	26 / 1000
C o n s t r u c t i o n	31	Hydraulic power generation facilities, tunnel excavation industry	79 / 1000
	32	Road constructing industry,	11 / 1000
	33	Paving work industry	9 / 1000
	34	Rail or trail constructing industry	9.5 / 1000
	35	Constructing industry (Except for existing structure equipment constructing industry)	11 / 1000
	38	Existing structure equipment constructing industry	15 / 1000
	36	Assembling of mechanism or installation industry	6.5 / 1000
M a n u f a c t u r i n g	37	Other constructing industry	17 / 1000
	41	Food manufacturing industry (※)	6 / 1000
	42	Textile industry or textiles manufacturing industry	4.5 / 1000
	44	Wood or wooden goods manufacturing industry	14 / 1000
	45	Pulp or paper manufacturing industry	7 / 1000
	46	Printing or bookbinding industry	3.5 / 1000
	47	Chemical industry	4.5 / 1000
	48	Glass or cement manufacturing industry	5.5 / 1000
	66	Concrete manufacturing industry	13 / 1000
	62	Ceramic product manufacturing industry	19 / 1000
	49	Other ceramic industry or soil and stone products manufacturing industry	26 / 1000
	50	Metal refining industry (Except for nonmetal refining industry)	7 / 1000
	51	Nonmetal refining industry	6.5 / 1000
	52	Metal material product manufacturing industry (Except for casting industry)	5.5 / 1000
	53	Casting industry	18 / 1000
	54	Metal good manufacturing industry or metalworking industry (Except for western tableware, cutter, a hand tool or general hardware manufacturing industry and plating industry)	10 / 1000
	63	Western tableware, cutter, a hand tool or general hardware manufacturing industry (Except for plating industry)	6.5 / 1000
	55	plating industry	7 / 1000
	56	Equipment manufacturing industry (Except for electric machinery and appliance manufacturing industry, transport equipment appliance manufacturing industry, craft manufacture or repair industry and meter, optical instrument, clock manufacturing industry)	5.5 / 1000
	57	Electric machinery and appliance manufacturing industry	3 / 1000
58	Transport equipment appliance manufacturing industry (Except for craft manufacture or repair industry)	4 / 1000	
59	Craft manufacture or repair industry	23 / 1000	
60	Meter, optical instrument, clock manufacturing industry(Except for electric machinery and appliance manufacturing industry)	2.5 / 1000	
64	Precious metal manufacture, accessories, leather manufacturing industry	3.5 / 1000	
61	Other manufacturing industry	6.5 / 1000	
T r a n s p o r t	71	Transport industry	4.5 / 1000
	72	Cargo handling industry (Except for harbor handling industry and harbor loading and unloading industry)	9 / 1000
	73	Harbor handling industry (Except for harbor loading and unloading industry)	9 / 1000
	74	Harbor loading and unloading industry	13 / 1000
Electricity, gas, water or heat supply industry	81	Electricity, gas, water or heat supply industry	3 / 1000
O t h e r i n d u s t r y	95	Fishery except for agriculture and sea fishery	13 / 1000
	91	Housekeeping, cremation or slaughter industry	12 / 1000
	93	Building maintenance industry	5.5 / 1000
	96	Warehouse industry, guard industry, sterilization or the harmful insect extermination or golf links industry	7 / 1000
	97	Communication industry, broadcasting industry, newspaper industry or publishing industry	2.5 / 1000
	98	Wholesale industry, Retailer, restaurant or lodging industry	3.5 / 1000
	99	Finance, insurance or real estate industry	2.5 / 1000
	94	Other various industry	3 / 1000
	90	Craft proprietary industry	49 / 1000

※ 「65 Cigarette manufacturing industry」 is integrated into 「41 Food manufacturing industry」 since April.1,2015.

1 Example of a notice of employment (reverse side)

Wages	<p>1 basic wages A Monthly wage (yen)、 B Daily wage (yen) C Time wage (yen)、 D Payment by results (Basic unit payment yen、 security benefit yen) E Others (yen) F A wage and salary grade according to the work regulations of company</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>2 The amount of allowance or method of calculation A (allowance yen / method of calculation :) B (allowance yen / method of calculation :) C (allowance yen / method of calculation :) D (allowance yen / method of calculation :)</p> <p>3 Paid augmented wage rate for predetermined overtime, holiday or late-night work A Predetermined overtime, over legal overtime within 60 hours in a month () % Over 60 hours in a month () % Predetermined overtime () % B Holiday legal holiday () %、 non- non-statutory holiday () % C late-night () %</p> <p>4 A wage and salary final day () - every a month、 () - every a month</p> <p>5 Payday () - every a month、 () - every a month</p> <p>6 Payment options ()</p> <p>7 Deducting at the time of wage payments based on a management and labor agreement (None , present ())</p> <p>8 Salary increase (time)</p> <p>9 Bonus (present (time, amount) , none)</p> <p>10 Retirement bonus (present (time, amount) , none)</p>
Matters concerning retirement	<p>1 Age-limit system (present (years old) , none)</p> <p>2 Continuation employment system (present (until years old) , none)</p> <p>3 A procedure of voluntary retirement for personal reasons (notifying days before the retiring date)</p> <p>4 Reason of layoff and a procedure</p> <div style="border-left: 1px solid black; border-right: 1px solid black; border-bottom: 1px solid black; height: 20px; width: 100%;"></div> <p>○For detail, refer to the work regulations of company Article to Article , Article to Article , Article ~ Article </p>
Others	<ul style="list-style-type: none"> • Status of social insurance (employee pension health insurance welfare pension funds, others ()) • Application of employment insurance (present , none) • Others () <div style="border: 1px dashed black; padding: 5px; margin-top: 10px;"> <p>Following is the description of 「fixed term」 concerning to 「term of a contract」 . According to a regulation of the 18th article of Labor Contract Act, when a term of contract of fixed term labor contract (starting after April 1, 2013) is longer than the amount 5 years, by applying from a worker by the last day of term of labor contract, it is switched to labor contract without fixed term from the next day of the last day of term of the labor contract. However, if a worker is subject of an exception by Act on Special Measures Concerning Fixed-term Employed Workers, the term of the "five years" is meant to be as it was stated clearly in "a term of a contract" column of this notice.</p> </div>

※ The other conditions depend on the work regulations of company.

※ It is suggested that this notice of work conditions will be saved for prevention of a dispute between management and labor.

(参考) 産後休業後の育児休業開始日早見表

出産月 / 出産日	1月 (閏年の場合)	2月 (閏年の場合)	3月	4月	5月	6月	7月	8月	9月	10月	11月	12月
1	2/27	3/30 (3/29)	4/27	5/28	6/27	7/28	8/27	9/27	10/28	11/27	12/28	1/27
2	2/28	3/31 (3/30)	4/28	5/29	6/28	7/29	8/28	9/28	10/29	11/28	12/29	1/28
3	3/1 (2/29)	4/1 (3/31)	4/29	5/30	6/29	7/30	8/29	9/29	10/30	11/29	12/30	1/29
4	3/2 (3/1)	4/2 (4/1)	4/30	5/31	6/30	7/31	8/30	9/30	10/31	11/30	12/31	1/30
5	3/3 (3/2)	4/3 (4/2)	5/1	6/1	7/1	8/1	8/31	10/1	11/1	12/1	1/1	1/31
6	3/4 (3/3)	4/4 (4/3)	5/2	6/2	7/2	8/2	9/1	10/2	11/2	12/2	1/2	2/1
7	3/5 (3/4)	4/5 (4/4)	5/3	6/3	7/3	8/3	9/2	10/3	11/3	12/3	1/3	2/2
8	3/6 (3/5)	4/6 (4/5)	5/4	6/4	7/4	8/4	9/3	10/4	11/4	12/4	1/4	2/3
9	3/7 (3/6)	4/7 (4/6)	5/5	6/5	7/5	8/5	9/4	10/5	11/5	12/5	1/5	2/4
10	3/8 (3/7)	4/8 (4/7)	5/6	6/6	7/6	8/6	9/5	10/6	11/6	12/6	1/6	2/5
11	3/9 (3/8)	4/9 (4/8)	5/7	6/7	7/7	8/7	9/6	10/7	11/7	12/7	1/7	2/6
12	3/10 (3/9)	4/10 (4/9)	5/8	6/8	7/8	8/8	9/7	10/8	11/8	12/8	1/8	2/7
13	3/11 (3/10)	4/11 (4/10)	5/9	6/9	7/9	8/9	9/8	10/9	11/9	12/9	1/9	2/8
14	3/12 (3/11)	4/12 (4/11)	5/10	6/10	7/10	8/10	9/9	10/10	11/10	12/10	1/10	2/9
15	3/13 (3/12)	4/13 (4/12)	5/11	6/11	7/11	8/11	9/10	10/11	11/11	12/11	1/11	2/10
16	3/14 (3/13)	4/14 (4/13)	5/12	6/12	7/12	8/12	9/11	10/12	11/12	12/12	1/12	2/11
17	3/15 (3/14)	4/15 (4/14)	5/13	6/13	7/13	8/13	9/12	10/13	11/13	12/13	1/13	2/12
18	3/16 (3/15)	4/16 (4/15)	5/14	6/14	7/14	8/14	9/13	10/14	11/14	12/14	1/14	2/13
19	3/17 (3/16)	4/17 (4/16)	5/15	6/15	7/15	8/15	9/14	10/15	11/15	12/15	1/15	2/14
20	3/18 (3/17)	4/18 (4/17)	5/16	6/16	7/16	8/16	9/15	10/16	11/16	12/16	1/16	2/15
21	3/19 (3/18)	4/19 (4/18)	5/17	6/17	7/17	8/17	9/16	10/17	11/17	12/17	1/17	2/16
22	3/20 (3/19)	4/20 (4/19)	5/18	6/18	7/18	8/18	9/17	10/18	11/18	12/18	1/18	2/17
23	3/21 (3/20)	4/21 (4/20)	5/19	6/19	7/19	8/19	9/18	10/19	11/19	12/19	1/19	2/18
24	3/22 (3/21)	4/22 (4/21)	5/20	6/20	7/20	8/20	9/19	10/20	11/20	12/20	1/20	2/19
25	3/23 (3/22)	4/23 (4/22)	5/21	6/21	7/21	8/21	9/20	10/21	11/21	12/21	1/21	2/20
26	3/24 (3/23)	4/24 (4/23)	5/22	6/22	7/22	8/22	9/21	10/22	11/22	12/22	1/22	2/21
27	3/25 (3/24)	4/25 (4/24)	5/23	6/23	7/23	8/23	9/22	10/23	11/23	12/23	1/23	2/22
28	3/26 (3/25)	4/26 (4/25)	5/24	6/24	7/24	8/24	9/23	10/24	11/24	12/24	1/24	2/23
29	3/27 (3/26)	(4/26)	5/25	6/25	7/25	8/25	9/24	10/25	11/25	12/25	1/25	2/24
30	3/28 (3/27)		5/26	6/26	7/26	8/26	9/25	10/26	11/26	12/26	1/26	2/25
31	3/29 (3/28)		5/27	7/27		9/26	10/27		12/27		2/26	

(注) 対象となる育児休業には、産後休業(産後8週間)は含まれませんので、出産の日から(出産日を含む)58日目が育児休業開始日になります。

Other information

○ Please indicate My Number in notifications for the Employment Insurance .

- ◆ Detailed information about My Number System (related to the Employment Insurance) is posted on the Ministry of Health, Labor and Welfare's website.

<http://www.mhlw.go.jp/stf/seisakunitsuite/bunya/0000087941.html>

My Number System (related to the Employment Insurance)

Search

○ Employment Insurance Procedures via Electronic Application (e-Gov)

Please use the convenient 'Electronic Application' (e-Gov Electronic Application System) by which you can make applications at any time in 365 days.

- ◆ The Electronic Application does not take your time like the application at the window does. Also, it does not cost expenses like the application by registered mail does, so, you can save time and cost.

- ◆ From January 2016, the Individual Number Card with electronic signature function has become usable as ' Electronic Certificate' , which provides higher convenience.

(Reference Manuals)

- Online Application Guide Book
- e-Gov Electronic Application Manual
- Lecture Material for e-Gov Electronic Application

- ◆ By utilizing 'collective application' function, the head office can collectively take application procedures for branches.

※ It is necessary to introduce a software corresponding to 'collective application' function. For details, please check the e-Gov.

Image of collective application (example of Notification for Acquisition of the Employment Insurance Qualification)

