

**Template** 

#### D. Regarding Sections 9, 10, 11:

Refer to Column 7 filled out by the business owner on the Recipient Qualification Checklist, then detail each time period you worked (from the first to last day of each month) in one row and the circumstances concerning those days. If you didn't work at all, then leave this section blank.

In addition, days worked at out-of-business company ① and any granted annual paid leave, paternity leave, nursing leave, illness-related absences and/or days leave taken due to personal circumstances ② will be counted as "days worked". Any leave taken on established holidays, such as week ends and public holidays, will not be counted as "days worked".

through 11 blank

(Example Entry) The business owner forced an employee to take time off from April 16th to June 15th due to the impact of coronavirus.

Ex.1) Worked no days whatsoever during the out-of-

work period.

Ex. 2) Contracted to work 8 hours a day, but from April 20th to April 23rd took 4 days of annual paid leave due to personal reasons.

Ex. 3) Contracted to work 8 hours a day, but for 5 days between May 11th and May 15th worked only 2 hours a day (losing 6 hours of work) and between May 18th and May 20th worked 8 hours a day(where May 16th and 17th are established holidays).

度する期間 Enter [3] days to declare the 8 hours a day worked from 05/18 to 05/20

令和2年 5月 1日~31日

日間

令和 2 年 4 月 1 6 日 ~ 3 0 日 : 日間 令和 2 年 5 月 1 日 ~ 3 1 日 3 日間 令和 2 年 6 月 1 日 ~ 1 5 日 日間 令和 2 年 :7 月 日 日 日 日間 Enter [5] days to declare the 2 hours a day worked 05/11 to 05/15

No need to fill in, so leave Sections 9

4 days to declare the annual paid leave

taken from 04/20 to 04/23

Ex. 4) Scheduled to work part-time 3 hours a day, and for 4 days between April 20th and April 23rd worked all 3 hours for all 4 days.

支援金・給付金の 対象として 申請する期間 金和2年 5月 Enter 4 days to declare the 3 hours a day worked 4/20 to 4/23

\*Worked as scheduled without being forced to take leave, so Section 11 is

Work hours reduced to 2 hours at business owner's instruction between 05/11 and

E. Regarding Section 12:

05/15, so declare 「5」 days

From the six-month period before losing work, please calculate any three months' worth of wages (the total amount paid to you) and write it down (the outof-work support fund and cash handout are calculated as the average wage of the three months' worth of wages you provide on the application form). The total amount paid to you may have comprised various benefit packages, however please do not include any bonus pay you received in your calculations. Fx.) Out of work since April

Out of the wages paid to you during the period from last October to this March (the six-month period before losing work), select the amount earned between e.g. last December and this February (\*\*) and write it down.

\*This demonstrates that the amount of money paid to you in March is not calculated based on the amount of work you did in March; it is simply the amount of money you received in that month.

- Exceptions) If in the six-month period before losing work you did not receive three months' worth of wages
- If you are unable to provide details of three months' wages, then please provide details of two months' wages, if you are unable to provide details of two months' wages, then please provide details of one month's wages.
- Regardless of whether you provide details of two or three months' wages, please bear in mind that attempting to inflate your wages earned before losing work by excluding months in which you worked fewer days may result in this application being deemed fraudulent.
- In instances where absolutely no salary was received in the six-month period before losing work as a result of illness, pregnancy, child support etc., then date back a further two years and select the three months closest to the month where your company business was suspended due to coronavirus. Then we can use this three-month salary as your salary before your company business was suspended. Please write down the period you have been off work and information detailing it in the reference column

Response to the Novel Coronavirus (COVID 19) Infection About the Application for Out of Work Support Fund and Cash Handout

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About Completing These Forms

A and B are to be completed by the applicant. C and D are to be completed by the business owner

## A. To be completed by the Applicant/Sections 1-6

These sections must be filled in. Please fill in or check each without fail.

# B. To be completed by the Applicant

After confirming there are no mistakes and/or missing information, please sign or affix your seal. A letter of consent from the relevant guardians is required for minors (persons under the age of 20) and adult wards of the state.

#### C. To be completed by the Business Owner/Sections 1-9

Section 1 and Sections 4-9 must be filled in. Please complete them without fail. If Sections 2, 3, 50, 70 and 80 are be sure to complete them also. Regarding questions ※1, ※2 and ※3 of the questionnaire, please refer to the 「ATTENTION」 ご注意)

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D. To be completed by the Business Owner After confirming there are no mistakes and/or missing information, please sign or affix your seal.

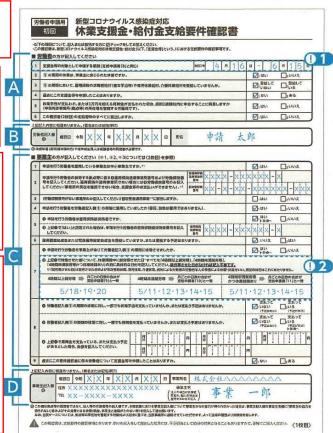
In cases where the business owner is uncooperative, please write:

section on the second page (2枚目)

- The business owner is uncooperative ]
- provide an explanation as to why (bankruptcy, unable to get in touch with the business owner etc.)

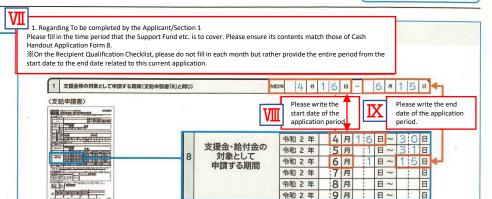
in the "To be completed by the Business Owner" section (事業主名欄) ※In this instance the jurisdictional Labor Bureau will contact the relevant business directly, in accordance with the law. This investigation will necessitate time, so we

request your understanding.





- ●各月(例えば「4月」等の1支給単位期間)について、1人の労働者につき1回のみ申請できます。既に申請がなされた期間については、最初の申請以外はすべて無効となります。
- ●この支給要件確認書に偽りの記入をして提出した場合には、不正行為として処分の対象となることもありますので、 正確にご記入ください。
- ●事業主が偽りの届出・報告・証明等を行い、その雇用する労働者に新型コロナウイルス感染症対応休業支援金・給付金の支給を受けさせ、または受けようとした場合には、その氏名等を公表する可能性があります。



# ①2 事業主記入欄/項目72について

休業期間中に、申請を行う労働者が就労等した日があれば記入してください。**就労等した日がない場合は配入不要です。** 就労等した日がある場合は「4時間以上就労等した日」「4時間未満就労等した日」「4時間未満就労等かつ休業時間あり」の別に、 具体的な日付で記入してください。

なお、①休業事業所で働いた日と②年次有給休暇、育児休業、介護休業、病気による欠勤等など、労働者本人の事情により休暇・休 業を取得した日が「就労等した日」にあたります。所定の休日はこれにあたりません。例えば土日祝休みの方が当該日にお休みしたも のは「就労等した日」にあたりません。



【具体的な記入例】 4月16日~6月15日まで新型コロナウイルス感染症の影響により、事業主の命による休業のケース

例1) 休業期間中、まったく就労等していない場合

例2) 1日の所定労働時間8時間の方が、4月20~23日まで自分の 都合で年次有給休暇を取得し4日間終日働いていない場合

## 例3)

1日の所定労働時間8時間の方が、5月11~15日の5日間に 2時間のみ勤務(6時間休業)し、5月18~20日の3日間に終 日(8時間)勤務した場合(5月16・17日は所定休)

# 例4)

1日の所定労働時間3時間のパートタイム労働者の方が、4月 20~23日の4日間、所定労働時間どおり3時間の終日勤務 をした場合 年次有給休暇を取得した4月20~23日の4日間の日付を記入

記入の必要がないため空欄

3時間の終日勤務をした4月20~23日の4日間の日付を記入 ※休業を命じられておらず、所定労働時間どおりのため、「4時間未満就労等かつ 休業時間あり」欄の記入はありません。

