

Attention jobseekers:

Please read the following in order to properly receive benefits.

Unemployment Insurance Benefit Manual

Date of confirmation as a qualified recipient	Heisei Year	Month	Day	Day for recognition of unemployment
Beneficiary number	<input type="text"/> <input type="text"/> — <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> — <input type="text"/>			Week Type
Name				Day of week

◎ The following is the time and date for your explanatory seminar on employment insurance.

Time and date for explanatory seminar on employment insurance:	Month	Day (Day of week)	:
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※ Please bring the items marked with a circle to the seminar.

- 1 Unemployment Insurance Benefit Manual
- 2 Writing materials
- 3 Financial Institution Payment Designation Form , savings book or bank book (in the name of the person to receive benefits)
- 4 〈Number〉 photograph(s) (3 x 2.5cm, upper body only)
- 5 One of the following items: Individual Number card, Individual Number notification card, or a copy of certificate of residence in which Individual Number is described
- 6 Driver' s license or A resident card, etc. (with photo) (Mariner' s pocket ledgers are acceptable for mariners)
- 7 Certificate of Items Stated in Resident Register (Copy of certificate of residence and seal registration certificate) National health insurance card or insurance card
- 8 Other ()

◎ The following is your first day for recognition of unemployment:

First day for recognition of unemployment:	Month	Day (Day of week)	:
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※ Please be sure to bring the followings on your day for recognition of unemployment
Employment Insurance Qualified Recipient' s Identification Card,
application for recognition of unemployment, other ()

Please contact Hello Work before hand if you will be unable to attend the explanatory seminar on employment insurance.

- ※ Please understand that when applying for qualified recipient benefits, time you are covered by employment insurance before the date of application will not be included into later calculations for allowance requirements, whether or not basic allowances or other benefits were received.
- ※ If you have any questions, feel free to contact us.
- ※ Parking spaces are limited, please use public transportation if possible when visiting

Hello Work (Public employment security office) Employment Security Bureau, Ministry of Health, Labour and Welfare



To Be Re-employed Quickly

The employment insurance system has the four following major goals:

- ① To provide workers who have unexpectedly lost their jobs with necessary benefits and to offer support to help them be re-employed as soon as possible.
- ② To provide support for workers who have had wages lowered or lost because of re-employment after retirement, childcare leave or medical leave so that they can continue to work.
- ③ To provide support for those working to improve their job skills.
- ④ To prevent loss of employment and to support job skill development so that workers can find stable employment in jobs that suit their abilities.

This manual focuses on explaining benefits such as basic allowances and job starter's allowances that help fulfill purpose number 1, offering support to see people re-employed as soon as possible.

In order to receive employment insurance benefits, all required procedures must be completed by the settlement date or within the period designated.

If you have any questions at all regarding employment insurance, please feel free to contact the staff at Hello Work.

We ask that you use all of Hello Work's services so that you can fully understand the employment insurance system and be back to work as soon as possible.

For mariners that have retired and are seeking re-employment, please use your Local Transport Bureau or Maritime Offices.

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Make Use of Hello Work's Services

Hello Work provides a variety of services, including introducing job opportunities, so that you may find stable employment of choice as soon as possible. Hello Work is a governmental organization under the jurisdiction of the Ministry of Health, Labor and Welfare, so all of our services are provided free of charge. Please find below a menu of services we provide, so that you may take advantage of these; remember to bring your **“Employment Insurance Qualified Recipient's Identification Card”** whenever you wish to benefit from our services.

Employment Consultation

At the Employment Consultation Counter of Hello Work, we provide a variety of consultation services. You can choose to discuss any number of issues with us, such as: you cannot find work of your choice, or you are unsure of what to do about a job opening you are interested in. Please feel free to come and talk to us about anything. We can also give you a summary of the current employment market, and give advice on how to find employment as soon as possible.

Providing Information on Job Openings

Latest job opening information is sent to Hello Work every day from all types of companies. This information is available on computers at Hello Work sites with touch panels for your easy perusal. Information on job openings posted at other Hello Work sites is also available, enabling you to obtain job postings information from a wide geographic area.

Introducing You to Companies of Your Choice

Please come to the Employment Consultation Counter whenever you identify a job opening to which you'd like to apply for. In addition to providing you a job description of the position, and answering any questions you might have, upon request, we can also make arrangements for an interview with the hiring manager at target organization, and write a letter of introduction on your behalf. We can also negotiate various terms of employment contract at the company on your behalf should there be any significant gaps in employment terms.

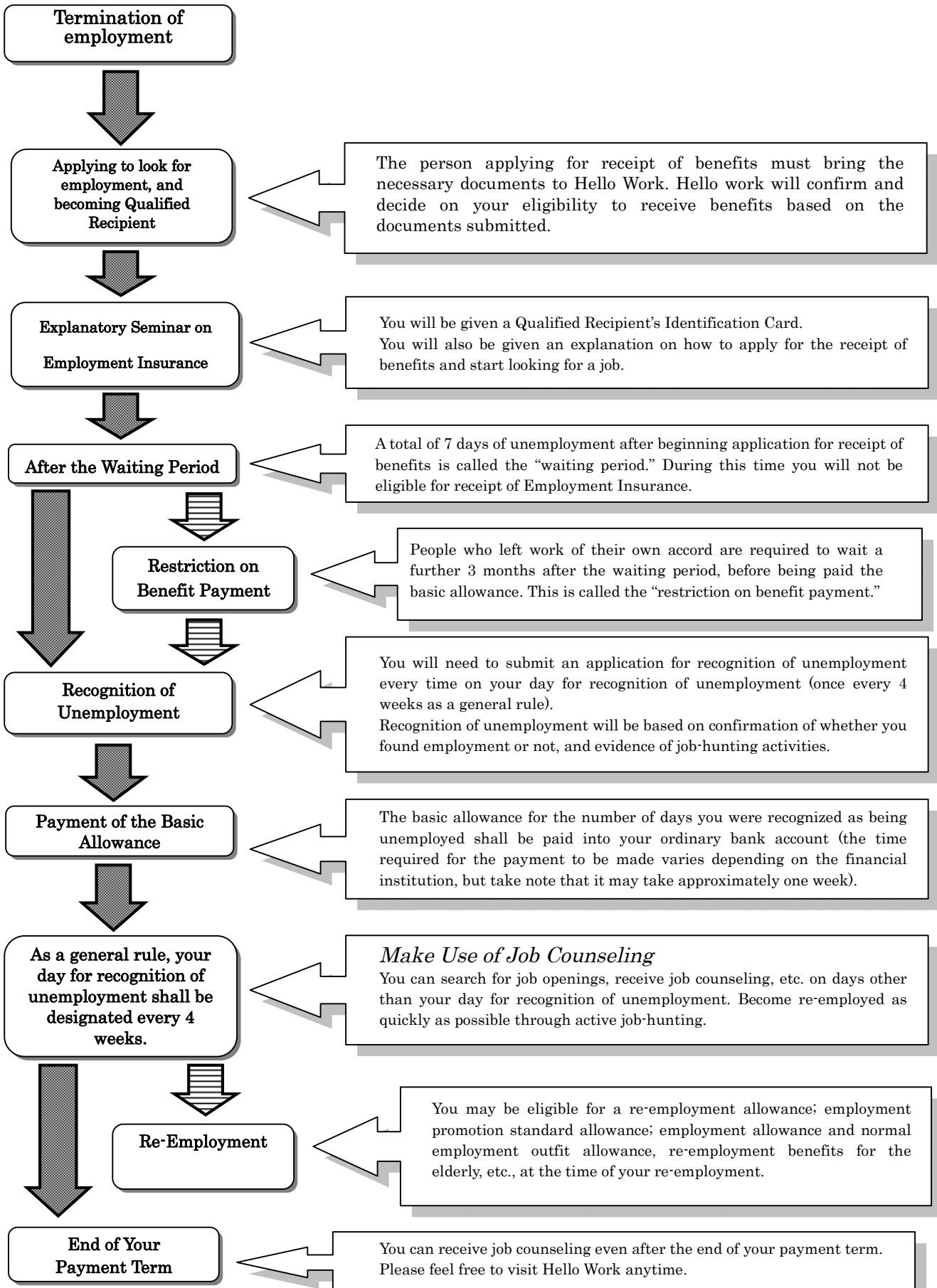
Support in Finding Employment

Various seminars are held at Hello Work advising how to find work that is most suitable for you, giving you advice on how to handle job interviews, thereby supporting your job search. Please enquire at each Hello Work site for respective schedules regarding various seminars.

Other Services

These additional services are provided by a number of Hello Work sites. Please enquire at each Hello Work site for more details on the services provided.

Applying for Receipt of Benefits



1 Who Is Eligible for Employment Insurance?

The Employment Insurance pays “**job applicant benefits**” in order to enable job-seekers to concentrate on job-hunting and being re-employed, so that they don’t necessarily worry about livelihood while searching for a job of choice.

You may not automatically qualify for these job applicant benefits the moment you leave work.

Those eligible to receive job applicant benefits are **those who are judged to be unemployed**.

2 What Is the Definition of Being Unemployed?

To be judged ‘being unemployed’ you must fulfill all of the criteria stated below.

- You must be actively seeking employment.**
- You must be capable of starting work immediately (*health-wise and lifestyle-wise*)**
- You must be unemployed, in spite of actively seeking employment.**

In general, those *who fit any of the descriptions below* are not eligible for job applicant benefits.

1. Those who are unable to start work immediately due to sickness or injury (including those who are receiving the temporary absence from work (compensation) benefits of the Workers’ Accident Compensation Insurance, or the sickness and injury allowance of the Health Insurance).
2. Those who are unable to start work immediately due to pregnancy, childbirth or childcare.
3. Those who are unable to start work immediately due to nursing of a family member.
4. Those who are taking a rest for some time after separation from employment due to retirement.
5. Those who are unwilling to start work as the result of wanting to devote oneself to housework after marriage.
6. Those who are unable to start work due to involvement in helping out with family housework, farm work or businesses.
7. Those who become self-employed (including preparing for self-employment), regardless of income.
8. Those who become a director of a company (please confirm with Hello Work if you are not involved in any activity or have no income).
9. Those who become employed (including apprenticeship, trial employment, and training, and regardless of whether you have income).
10. Those who are devoting themselves to studying (unable to start work immediately as the result of going to day school).
11. Those whose next job has already been decided (including reservation or promise of employment).

Are there any circumstances under which I become ineligible for job applicant benefits despite paying for insurance?

The Employment Insurance system is unlike an installment saving plan which guarantees payment of benefits as long as you pay the insurance fees. The Employment Insurance is a mutual support (cooperative aid) system operated by the government, on insurance fees paid by you, as well

as other workers, business operators, while also funded by taxes. For this reason, you cannot receive benefits unless you satisfy all criteria as stipulated by the law.

What should I do if I want to work, but cannot due to sickness or other reasons?

As a general rule, you are eligible for job applicant benefits for a year from the day your employment was terminated employment. This is called the “benefit-receivable period.” If you are unable to start work immediately after leaving your job, for reasons such as sickness or pregnancy, and your benefit-receivable period expires during that time, then you may become ineligible under this insurance system. For this reason, if you satisfy a predetermined set of criteria, there is a system allowing you to extend the benefit-receivable period for a certain length of time, enabling you to apply for receipt of Employment Insurance when you become employable again (refer to p17 for details).

Can I not receive benefits if I leave work to go to day school so I can obtain qualifications?

You cannot receive job applicant benefits if you go to day school, and therefore no longer “unemployed” as defined on the previous page. Furthermore, as a general rule, you are not regarded as a worker under the Employment Insurance Act, and you will not be eligible for job applicant benefits if you are a student (with the exception of correspondence, nighttime and part-time students. Referred to as a “daytime student” hereafter) or the equivalent of a daytime student of a school stipulated in Article 1, a vocational school stipulated in Article 124, or various other schools stipulated in Article 134, paragraph 1, of the School Education Law.

What is the definition of “becoming employed?”

“Becoming employed” as defined by the Employment Insurance Act refers not only being a full-time employee, but also includes becoming a temporary worker, a part-time worker or a trainee. It of course, includes becoming a company director, becoming self-employed or preparing to do so, helping out with family farm work or businesses, helping out with contract or commissioned work, doing a side job at home, or even at times, doing volunteer work. For more details, refer to “12 - Application for Recognition of Unemployment.”

3 Employment Insurance Qualified Recipient's Identification Card

◎The Front

雇用保険受給資格者証

(第1面)

1. 支給番号		2. 氏名					
3. 被保険者番号		4. 性別	5. 離職時年齢	6. 生年月日		7. 求職番号	
8. 住所又は居所							
9. 支払方法(記号(口座)番号 - 金融機関名 - 支店名)							
10. 資格取得年月日		11. 離職年月日		12. 離職理由			
13. 60歳到達時賃金日額		14. 離職時賃金日額		15. 給付制限			
16. 求職申込年月日		17. 認定日		18. 受給期間満了年月日			
19. 基本手当日額		20. 所定給付日数		21. 通算被保険者期間			
22. 離職前事業所名							
23. 再就職手当支給歴		24. 特殊表示(災害時、一括、巡相、市町村)					

◎The Back

[In the case of your separation from employment being due to 11, 12, 21, 22, 23, 24, 25, 31, 32, 33, or 34]

行数	処理月日	認定(支給)期間	日数	種類	支給金額	残日数	備考
1	0430	18-012345-6		コヨウ タロウ			次回認定日 05月28日
2		待期満了 待期満了日		300408			
3		300409-0429	21	基本手当	¥〇〇,〇〇〇	69	
4							

[300409-0429] [21] indicates the duration of benefits (21 days) for your recognition period (Heisei Year 30, April 9 – April 29).

This is the remaining duration of benefits.

[In the case of your separation from employment due to being 40 or 50 years of age] (When you are subject to a restriction on benefit payments)

行数	処理月日	認定(支給)期間	日数	種類	支給金額	残日数	備考
1	0430	18-012345-6		コヨウ タロウ			次回認定日 07月23日
2		待期満了 待期満了日		300408			
3		給付制限期間 300409-300708		離職理由 40			
4							

[300409 – 300708] indicates you are subject to a restriction on benefit payments. During this period (Heisei Year 30, April 9 – July 8) you **will not be paid** the basic allowance.

Please make sure **there are no mistakes**. If you find mistakes, please talk to an official in charge.

1	Beneficiary Number	This is the number needed for receiving payments. It is the number you use for making inquiries at Hello Work or other such institutions (Hello Work, Local Transport Bureaus or Maritime Offices), and write down on your application for recognition of unemployment.
2	Full Name	Is the pronunciation for your name correct? (Please note that we will not be able to make payments to you if the pronunciation differs from that registered with the financial organization)
3	Insurer Number	The same number is used for Employment Insurance even after you become reemployed.
5	Your Age at Time of Separation from Employment	Your age at the time of your separation from employment.
6	Date of Birth	The first digit [3] indicates the [Showa period], and [4] the [Heisei period]. The numbers to the right of [-] indicate your date of birth.
9	Payment Method	The name, branch and account number of the designated financial organization.
11	Date of Separation from Employment	The date you were separated from employment.
12	Reason for Separation from Employment	The reasons for separation from employment have been shown as numbers. 11,12 : Dismissal (excluding 50) 21 : End of employment contract (after 3 or more years working for the same employer) 22 : End of employment contract (after less than 3 years working for same employer, with clear indication of renewal) 23 : Expiration of contract term (after less than 3 years working for same employer, with clear indication of renewal capability) 24 : Expiration of contract term (outside of reasons 21 – 23) 25 : Retirement (excluding sailors) and transfer of permanent domicile 31,32 : Voluntary resignation with a legitimate reason (e.g. upon employer's suggestion) 33 : Voluntary resignation with a legitimate reason (outside of reasons 31, 32, and 34) 34 : Voluntary resignation with a specified legitimate reason 40,45 : Voluntary resignation without a legitimate reason 50,55 : Dismissal upon taking responsibility for a grave situation
14	Daily Amount of Wages at Time of Separation from Employment	As a general rule, it is calculated upon dividing the total of wages you received in the 6 months just prior to separation from employment by 180.
15	Restriction on Benefit Payment	The period of benefit payment restrictions when a restriction on benefit payment applies.
16	The Date You Applied for Job-search	This is the date you submitted your separation notice to Hello Work or other such institutions and applied for beginning job-search.
17	Day for recognition of unemployment	On the left is the week type, and on the right is the day of the week (refer to p11).
18	Final Day of the Benefit-Receiveable Period	This is the final day for which you will be eligible for receiving the basic allowance.
19	Daily Amount of the Basic Allowance	This is the amount of basic allowance you will receive in 1 day.
20	Benefit-Receiveable Period Amount	This is the maximum number of days for which you are eligible for receipt of the basic allowance (refer to p8).
21	Total Insured Period	The total period you were employed as an insurance recipient (refer to p7).
23	Record of Re-employment Allowance Payments	The final date of receiving payments if you have received a re-employment allowance in the past.

☆The Employment Insurance Qualified Recipient's Identification Card must not be lent out or given to another person. You must report the loss of a card immediately to Hello Work or other such institutions.

☆The Employment Insurance Qualified Recipient's Identification Card is read by a computer, so you must not fold it in places other than those specified, and they must be kept clean.

☆The Employment Insurance Qualified Recipient's Identification Card must be kept even after payments have ceased.

4 What Is the Daily Amount and Receivable Period of the Basic Allowance?

Of the payments made to **those** seeking employment, the benefit paid for the days of being unemployed is called the “**basic allowance**.”

(1) As a general rule, **the daily amount of the basic allowance** is calculated as approximately 80 – 45% of the daily wages you received prior to separation from employment – calculated as total wages received for last 6 months of employment divided by 180. (on top of that is a separate upper limit to the daily amount of the basic allowance).

※**The daily amount of the basic allowance is revised on August 1 every year, based on results of the “Monthly Labor Statistics.”**

(2) The upper limit of the daily amount of the basic allowance is also determined by age groups (in the case of being eligible for receipt of the basic allowance between August 1, 2016 and July 31, 2017).

Daily Amount of Wages (w Yen)	Proportion of Payment	Daily Amount of the Basic Allowance (y Yen)
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● If under 30, or 65 or over at time of separation from employment

2,470yen or more, but less than 4,940 yen	80%	1,976 yen~3,951 yen
4,940 yen or more to 12,140 yen or less	80%~50%	3,952 yen~6,070 yen (*1)
More than 12,140 yen, to 13,420 yen or less	50%	6,070 yen~6,710 yen
More than 13,420 yen (amount of upper limit)	—	6,710 yen (amount of upper limit)

● If 30 or over, but younger than 45 at time of separation from employment

2,470 yen or more, but less than 4,940 yen	80%	1,976 yen~3,951 yen
4,940 yen or more to 12,140 yen or less	80%~50%	3,952 yen~6,070 yen (*1)
More than 12,140 yen, to 14,910 yen or less	50%	6,070 yen~7,455 yen
More than 14,910 yen (amount of upper limit)	—	7,455 yen (amount of upper limit)

● If 45 or over, but younger than 60 at time of separation from employment

2,470 yen or more, but less than 4,940 yen	80%	1,976 yen~3,951 yen
4,940 yen or more to 12,140 yen or less	80%~50%	3,952 yen~6,070 yen (*1)
More than 12,140 yen, to 16,410 yen or less	50%	6,070 yen~8,205 yen
More than 16,410 yen (amount of upper limit)	—	8,205 yen (amount of upper limit)

● If 60 or over, but younger than 65 at time of separation from employment

2,470 yen or more, but less than 4,940 yen	80%	1,976 yen~3,951 yen
4,940 yen or more to 10,920 yen or less	80%~45%	3,952 yen~4,914 yen (*2)
More than 10,920 yen, to 15,650 yen or less	45%	4,914 yen~7,042 yen
More than 15,650 yen (amount of upper limit)	—	7,042 yen (amount of upper limit)

$$*1 y = (-w^2 + 24,140w) / 24,000$$

$$*2 y = (-7w^2 + 130,260w) / 119,600, y = 0.05w + 4,368 \text{ whichever is the lesser amount.}$$

(3) The upper limit of the receivable period for the basic allowance is dependent on **your age at the time of separation from employment, the period of your employment as an insurer, and as a general rule, your most recent reason for leaving work**, as laid down in the chart on the following page (this is called the “**benefit-receivable period amount**”).

The Period of Your Employment as an Insurer

When there are gaps of 1 year or less in your insurance payments due to job changes or other such reasons, your period of employment as an insurance **recipient** will be the total of the periods before and after those gaps. However, if you received the basic allowance (including the re-employment allowance and others), or a special lump sum payment, your period of employment as an insurer will be seen only as the insured period after receipt of those payments. Furthermore, if you worked as a personnel for promoting exchange as stipulated in Article 21, paragraph 1, of the Public-Private Personnel Exchange Law, or you received childcare leave benefits, those periods (after October 1, 2007) will be excluded from calculation of the benefit-receivable period amount.

Predefined number of Days for receiving Benefits

(1) Those whose contract terms ended, those who retired, or left work voluntarily (all who left work for reasons other than (2) and (3) mentioned below)

Years as Beneficiary Age at time of separation from employment	Under 10 years	10 years or over, but under 20 years	20 years or over
All ages	90days	120days	150days

(2) Those who left work as a result of company bankruptcy, dismissal, or termination of employment contracts under certain circumstances (ie. Reasons other than (3))

Age at time of separation from employment	Under 1 years	1years or more, but under 5 years	5 years or over, but under 10 years	10 years or over, but under 20 years	20 years or over
Under age of 30	90days	90days	120days	180days	—
Age of 30 or over, but under age of 35		120days	180days	210days	240days
Age of 35 or over, but under age of 45		150days		240days	270days
Age of 45 or over, but under age of 60		180days	240days	270days	330days
Age of 60 or over, but under age of 65		150days	180days	210days	240days

※The application of chart (2) to those who left work as the result of termination of employment contracts is a temporary measure (applicable to those who left work by no later than March 31, 2017)

(3) Those with difficulty finding employment such as those with disabilities (an application needs to be submitted in person)

Period as an insurer Age at time of separation from employment	Under 1 years※	1 years or over
Under age of 45	150days	300days
Age of 45 or over, but under age of 65		360days

※The “Under 1 year” column applies only to those who left work as the result of reasons given in (2).

5 What is the Period of Eligibility for Receiving the Basic Allowance?

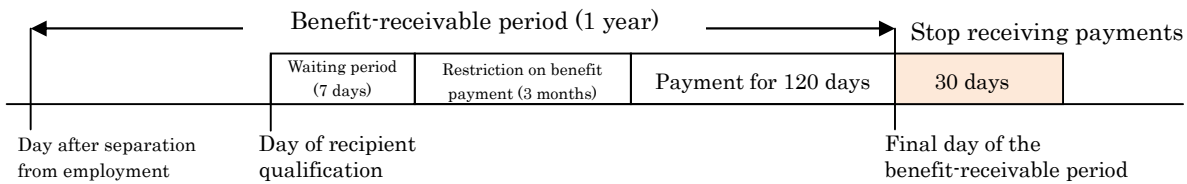
As a general rule, period of eligibility for receiving the basic allowance is 1 year from the day following your separation from employment (it shall be 1 year + 30 days for those whose benefit-receivable period amount is 330 days, or 1 year + 60 days for those whose prescribed duration of benefits is 360 days). This period is called the “benefit-receivable period.”

Within this period, you will receive the basic allowance during days you are unemployed, within the restrictions of the pre-defined benefit-receivable days.

Once benefit-receivable period is past, you are ineligible for receipt of the basic allowance, even if you have days remaining in terms of benefit-receivable.

For Example

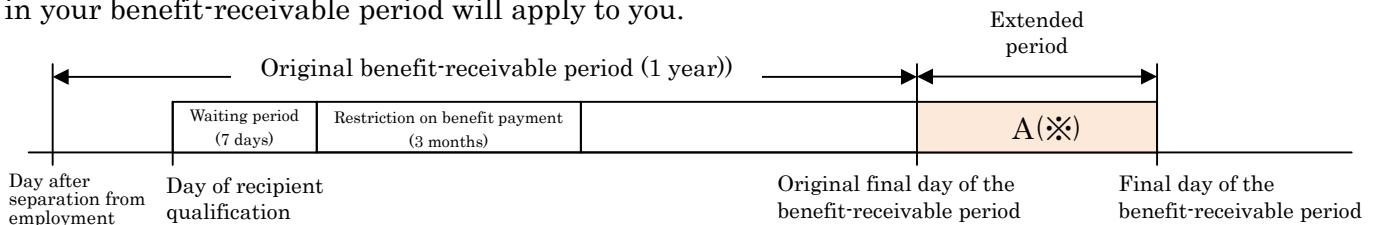
If you are late in applying for benefits at Hello Work or other such institutions after leaving your job voluntarily, your benefit-receivable period amount was 150 days, but...



In the above situation, your benefit-receivable period will end after 120 days, so you will not receive any payments for the last 30 days.

However, if you **become unable to work for a further 30 days or more** due to sickness, injury or pregnancy, **you may have the benefit-receivable period extended** (refer to “16 - About Extension of the Benefit-Receiveable Period”).

Furthermore, in the case of (3) of p8, if your benefit-receivable period amount is 300 or 360 days, and you are subject to a 3 month restriction on benefit payments, the following exception to the rule in your benefit-receivable period will apply to you.



In this case, the original benefit-receivable period is extended by the period, “A.”

※A = 21 days + 3 months (restriction on benefit payment) + 300 days (benefit-receivable period amount) – 1 year

6 The First Step is Applying for Job-Search

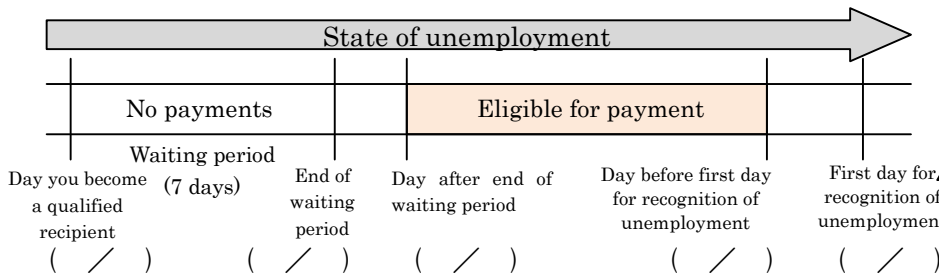
Employment Insurance procedures begin with submission of your separation notice to Hello Work or other such institutions (sailors who leave work to look for another job as a sailor will need to go to a local transport bureau), and applying for job-search program at the same time. The day you begin this procedure is called the “day of recipient qualification.” When applying for job-search, you will need to fill out the “job-search application form” with types of jobs you wish to seek, and income you hope to receive.

7 The “Waiting Period” after the Day of Recipient Qualification

You cannot start receiving the basic allowance until a total of 7 days of unemployment have passed since the day of your recipient qualification. This is called the “waiting period.” Therefore, you will become eligible for benefit payments from the day after the final day of this “waiting period,” and you will be paid the basic allowance for the days you are recognized as being unemployed by Hello Work or other such institutions.

8 Beginning of Payments (When There Is No Restriction on Benefit Payment)

If you remain unemployed after the waiting period (called the “end of the waiting period”), then you become eligible for receipt of the basic allowance.

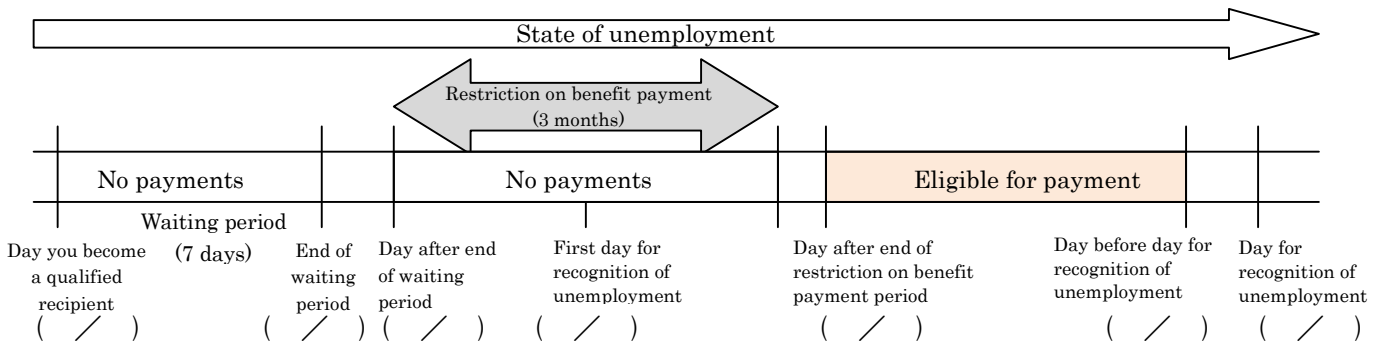


You can begin receiving the basic allowance by visiting our office on your day for recognition of unemployment to confirm “the end of the 7 day waiting period,” and your “state of unemployment from the day after the end of the waiting period until the day before your day for recognition of unemployment.”

9 A Three-Month Restriction on Benefit Payment May Apply Depending on Your Reason for Separation from Employment

If either of the following reasons for separation from employment apply, then you are eligible to receive payments after a 3-months of ‘waiting period’ as indicated below, if you are still unemployed then. (called the “end of the waiting period”), if they continue to be unemployed.

- ① Voluntary resignation without a legitimate reason
- ② Dismissal as the result of a grave situation for which you are responsible.



You will receive payments after your day for recognition of unemployment, after the restriction on benefit payment period. **But your waiting period will not be deemed to have ended until you obtain recognition of unemployment on your first day for recognition of unemployment.** People with a restriction on benefit payment will also be required to visit Hello Work or other such institutions on the designated day to obtain recognition of unemployment.

10 What Happens If You Find Employment before Receiving Any Benefits?

If you find employment, you will be required to submit a notification of re-employment to Hello Work or other such institutions **exactly one** day before starting your new job (refer to “20 - What to Do When You Find Employment or Decide to Start a Business”).

If you become re-employed before receiving any benefits such as the basic allowance or the

re-employment allowance, your period of being an insured employee before separation from employment will be compounded. It will be included in the calculation of your benefit-receivable period amount of the Employment Insurance should you become unemployed again in the future. Certain conditions apply to the compoundable period or extent. Please check with staff of Hello Work or other such institutions for more details.

11 How is Unemployment Recognized?

As a general rule, in order to receive the basic allowance, you will be required to report to Hello Work or other such institutions in person on **designated days** (known as the **day for recognition of unemployment**) that occur every 4 weeks (28 days) to submit an “application for recognition of unemployment” to declare you are in a state of unemployment. It is vital before making payments that we are able to objectively and specifically confirm your “state of unemployment, so we have a set of criteria for judging what constitutes job-search activities, in recognizing unemployment. On your application for recognition of unemployment, accurately write down the job-search activities you were engaged, for the period, you are trying for recognition of unemployment (for details on the application for recognition of unemployment, refer to “12 - Application for Recognition of Unemployment,” and refer to “13 - What Constitutes Job-Hunting?” regarding job-hunting activities).

Hello Work or other such institutions give recognition for the days of unemployment based on this application, to make basic allowance payments.

About the “Day for recognition of unemployment”

The day for recognition of unemployment column of your Employment Insurance Qualified Recipient’s Identification Card shows the **week type** and **day of week** of your day for recognition of unemployment. Use the attached calendar to confirm your day for recognition of unemployment.

曜日型	日	月	火	水	木	金	土	
週型								
9	4	1	2	3	4	5	⑥	
	1	7	8	9	10	11	12	⑬
	2	14	15	16	17	18	19	20
	3	21	22	23	24	25	26	27
4	28	29	30					
10	4			1	2	3	④	
	1	5	6	7	8	9	10	⑪
	2	12	13	14	15	16	17	⑱
	3	19	20	21	22	23	24	⑳
4	26	27	28	29	30	31		
4							①	

If “2型 - 火” is printed on the card

“2型” indicates the type of week (from type 1 to type 4).

“火” indicates the day of the week (Mon, Tues, Wed, Thu, Fri).

“火” means Tuesday.

※Note that it does not mean the second Tuesday of the month.

Looking at the calendar on the left, you will see that week type 2 (on the left) and Tuesday (on the top) indicate that the day for recognition of unemployment is Sept. 16. You will also see that the day for recognition of unemployment after that Oct. 14

Please Note

- ★Some months will have 2 days for recognition of unemployment.
- ★When the day for recognition of unemployment falls on a holiday, it will be changed at Hello Work or other such institutions beforehand, and a notice will be put up inside the office. Be sure to check all notices.
- ★Your next day for recognition of unemployment shall be printed on your Employment Insurance Qualified Recipient’s Identification Card.

12 Application for Recognition of Unemployment

Applying for Recognition of Unemployment

The application for recognition of unemployment is an important document needed for receiving the basic allowance, so you will need to fill it out accurately. Indicating inaccurate information is deemed illegal, and you will be punished accordingly.

- 1 On your day for recognition of unemployment, remember to bring your (1) Employment Insurance Qualified Recipient's Identification Card, (2) application for recognition of unemployment, and (3) your seal (a stamp is unacceptable).
2. The application for recognition of unemployment is to be filled out using a ballpoint pen or a fountain pen.

Mistakes must be corrected with your seal or signature besides the correction.

3. Fill in applicable spaces with records (indication of dates) if you engage in the following activities
 - (1) **Date of obtaining employment in case of becoming re-employed (including apprenticeships and trial periods).**
 - (2) **Dates when you did a side job at home or helped with work.**
 - (3) **Dates when you worked part-time, a side job, in temporary employment, or as a day laborer (you may be considered to have become "re-employed" if you continue working in such jobs over a long time).**
 - (4) **Date of beginning self-employment (including preparatory period), becoming a company director, engaging in family farm work or businesses, becoming a sub-contractor in a project, or doing volunteer work.**

Please Note

- ★ If you received payment for doing a side job at home or helping with work, a predetermined amount of money will be deducted from your basic allowance, or you may not receive any payments. Please check with staff of Hello Work or other such institutions for more details.
- ★ When being certified for various benefits, we may ask you to bring a Driver's license, or other forms of identification as needed'

When Summoned to the Counter

When benefit recipients are summoned to the counter for 'recognition of unemployment', they will be called by his/her full name, in order to avoid unnecessary waiting time, mistakes in issuance of forms, in order to ensure a smooth workflow at the counter. Your understanding on this matter will be greatly appreciated.

If for various reasons you do not wish to have your full name called out, please discuss the matter with staff beforehand.

失業認定申告書

（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 11203

①

1 失業の認定を受けようとする期間中に、就職、就労又は内職・手伝いをしましたか。	ア <input checked="" type="radio"/> した 「就職又は就労をした日は○印、内職又は手伝いをした日は×印を右のカレンダーに記入してください。」 イ <input type="radio"/> しない	4月	1	2	3	4	5	6	7	5月	1	2	3	4	5	6	7
		8	9	10	11	12	13	14	8	9	10	11	12	13	14		
		15	16	17	18	19	20	21	15	16	17	18	19	20	21		
		22	23	24	25	26	27	28	22	23	24	25	26	27	28		
		29	30	31				29	30	31							

②

2 内職又は手伝いをして収入を得た人は、収入のあった日、その額（何日分か）などを記入してください。	収入のあった日	5月25日	収入額	2000円	何日分の収入か	2日分
	収入のあった日	月 日	収入額	円	何日分の収入か	日分
	収入のあった日	月 日	収入額	円	何日分の収入か	日分

③

3 失業の認定を受けようとする期間中に、求職活動をしましたか。						
ア <input checked="" type="radio"/> 求職活動をした	(1) 求職活動をどのような方法で行いましたか。					
	求職活動の方法	活動日	利用した機関の名称	求職活動の内容		
	(ア) 公共職業安定所又は地方運輸局による職業相談、職業紹介等	5/20	ハローワーク ○○	職業相談の結果、株式会社△△への紹介を受けて、5月23日面接。採否結果待ち。 (5月29日採否通知予定)		
	(イ) 民間職業紹介機関による職業相談、職業紹介等 (ウ) 労働者派遣機関による派遣就業相談等 (エ) 公的機関等による職業相談等					
イ <input type="radio"/> 求職活動をしなかった	(2) (1)の求職活動以外で、事業所の求人に応募したことがある場合には、下欄に記載してください。					
	事業所名、部署	応募日	応募方法	職種	応募したきっかけ	応募の結果
	(株) □□産業 012-345-6789 (電話番号)	5/6	直接訪問	営業	(ア) 知人の紹介 (イ) 新聞広告 (ウ) 就職情報誌 (エ) インターネット (オ) その他	5月16日 不採用通知有り
				(ア) 知人の紹介 (イ) 新聞広告 (ウ) 就職情報誌 (エ) インターネット (オ) その他		
(その理由を具体的に記載してください。)						

④

4 今、公共職業安定所又は地方運輸局から自分に適した仕事を紹介されれば、すぐに応じられますか。	ア <input checked="" type="radio"/> 応じられる	イ <input type="radio"/> 応じられない	イに○印をした人は、すぐに応じられない理由を第2面の注意の8の中から選んで、その記号を○で囲んでください。			
			(ア)	(イ)	(ウ)	(エ)

⑤

5 就職もしくは自営した人又はその予定のある人が記入してください。	ア <input type="radio"/> 就職	(1) 公共職業安定所又は地方運輸局紹介 (2) 職業紹介事業者紹介 (3) 自己就職	(就職先事業所) 事業所名 () 所在地 (〒) 電話番号 ()
	イ <input type="radio"/> 自営	月 日より自営開始 (予定)	

⑥

雇用保険法施行規則第22条第1項の規定により上記のとおり申告します。		受給資格者氏名 <u>雇用 太郎</u> 印
平成 <u>30</u> 年 <u>5</u> 月 <u>28</u> 日 (この申告書を提出する日)	<input checked="" type="radio"/> 公共職業安定所長 <input type="radio"/> 地方運輸局長 殿	支給番号 (<u>11-123456-7</u>)

※公共職業安定所又は地方運輸局記載欄	1. 支給番号	2. 未支給区分 (空欄 未支給以外 未支給)	3. 待期満了年月日
4. 支給期間 (初日) 年 月 日 ~ (末日) 年 月 日	5. 内職又は手伝いによる収入 (労働日数) (収入額)	6. 基本手当支給日数	
7. 就業手当支給日数	8. 就業手当に相当する特別給付支給日数	9. 就職年月日 - 経路	
次回認定日・時間 月 日 時から 時まで	認定対象期間 月 日 ~ 月 日	※連絡事項	
備考		取扱者印	操作者印

◎ **Fill out the Application Form for Recognition of Unemployment with real facts.**

Detailed explanations for filling out the form will be **presented at an** Employment Insurance explanatory meeting.

(1) If you became re-employed, worked, did a side job at home, or helped with work during the period for which you are applying for recognition of unemployment, circle “ア - Yes.”

Definition of the Waiting Period for ‘Recognition of Unemployment’

As a general rule, it is defined as the period between the last Recognition of Unemployment day to one day before the current Recognition of Unemployment day.

Circle the day of re-employment or days you worked, **cross** the days you did a side job at home or helped with work

Refer to the criteria explained on p15, and mark the calendar with circles and crosses.

※ **Record all days on which you worked regardless of whether you were paid or not.**

If you are unsure of whether you became re-employed, worked, did a side job at home, or helped with work, fill out the form upon consulting a staff member of Hello Work or other such institutions.

(2) If you were paid for doing a side job at home or helping with work during the period for which you are applying for recognition of unemployment, write down the date and amount you were paid, and be sure to write down how many work days the payment was for.

(3) Write down your job-search activities specifically (refer to p16 to confirm what constitutes “job-hunting activities”).

Below are the specific details of what you must record.

○ If you engaged in job-hunting activities during the period for which you are applying for recognition of unemployment: Fill out column (1) with the necessary information.

If you applied for a job other than that covered in column (1), fill out column (2) with the necessary information.

○ Applicants who are subject to restriction on benefit payment, due to their reason for separation from employment, will need to enter information on their job-hunting activities during the restriction on benefit payment period, on their first day for recognition of unemployment.

○ In column (1), circle the answers which apply to you if you engaged in job-hunting activities (ア) – (エ). Write down the “dates of those activities,” the “names of the institutions you made use of,” and the specific details of your “job-hunting activities.”

If you made use of a private job placement agency, a worker dispatch agency, a public institution, etc., mentioned in (イ) – (エ), you must write down the “name of the institution” and also its telephone number.

○ Write down the name and also the telephone number of the company and department where you applied for a job, in the space provided in column (2).

Write down your specific method of applying, such as by sending documents through the post, visiting the employer in person, etc., in the “Method of Application” column.

Write down the details of results, such as “Waiting for a reply (expect to receive results on ...month ...day),” or “received rejection letter on ...month ...day,” in the “Application Results” column.

(4) If you are able to apply for jobs introduced to you by Hello Work, circle “ア – Yes, I can.” If not, circle “イ – No, I cannot,” and choose and circle your reason from No. 8, ア – オ, on the back of the page.

(5) If you find employment, write down the date you will (expect to) begin working, the details of the employer, etc., accurately (if there is a period of apprenticeship or trial employment, write down the date of the first day for such activities).

(6) Write down the date of your day for recognition of unemployment and your beneficiary number. In the space for entering the qualified recipient’s name, write down your name and stamp it with a seal, or **place a signature.**

Definition of Re-employment or Finding Work (If Circling Days on the Application for Recognition of Unemployment Calendar)

- (1) When you become insured under the Employment Insurance (in the case of re-employment, fill out 5 ㊦ of application for recognition of unemployment).
 - (2) When you are hired by an employer, and **work 4 or more hours a day**.
※ You will be deemed re-employed even on days you are not actually working, if you work 20 hours or more **over** 4 days or more per week, in the case of the employment contract **term** being 7 days or more.
 - (3) When you become a director of a company (regardless of how many hours you work per day).
 - (4) When you become self-employed or start preparing to do so, help out with family farm work or businesses, help out with **sub**-contract or commissioned work, do a side job at home, or do volunteer work, and as a general rule, **work for 4 hours or more per day**.
 - (5) When you engage in activities mentioned in (4), and are unable to respond immediately to job introductions by Hello Work or other such institutions, or you did not engage in other job-hunting activities, **despite working less than 4 hours a day**
- ※ In the case of (1), (2) or (3), you will be considered to have worked or become re-employed even if you receive no income.

Doing a Side Job at Home or Helping with Work (If Crossing Days on the Application for Recognition of Unemployment Calendar)

- (1) When you become hired by an employer, become self-employed or start preparing to do so, help out with family farm work or businesses, help out with contract or commissioned work, do a side job at home, or do volunteer work, and **as a general rule, work for less than 4 hours per day** (excluding if you become insured under Employment Insurance).
- (2) When you become self-employed or start preparing to do so, help out with family farm work or businesses, help out with **sub**-contract or commissioned work, do a side job at home, or do volunteer work, and work for 4 hours or more per day, but your pay for 1 day is less than the minimum daily amount of wages (*).
* 2,470 yen: This amount may change every year on August 1.

※ You are required to report all side jobs you did at home or if helped with work, even if you were not paid for it.

If you were paid for such work (for work you did yourself), you are required to report the amount **received**.

13 What Constitutes Job-search?

Ways of seeking employment are not limited to various methods available at Hello Work or other such institutions, but jobs can be sought through newspapers, the Internet, acquaintances, etc. However, in order to receive the basic allowance, **you will need to present tangible records of your efforts to find work**. These are called “**job-hunting activities**” (refer to the next page for the definition of activities which constitute job-hunting).

As a general rule, to receive the basic allowance, **you are required to engage in at least two activities recognized as being job-search activities** in the period between your previous day for recognition of unemployment and the day before your current day for recognition of unemployment.

As a general rule, if you are also subject to a restriction on benefit payment, **you are required to engage in three or more activities recognized as being job-search activities** during the benefit restriction period combined with the following recognition period.

14 What Kinds of Job-search Activities Are There?

The following are the main activities recognized as the act of job-searching. **Looking at job advertisements at Hello Work, in newspapers, or on the Internet; or asking acquaintances for job opportunities, in general do not constitute job-hunting.**

- (1) Applying for a job.
 - (2) Seeking employment consultation and introduction at Hello Work or other such institutions, Seamen's Employment Center, etc.
 - (3) Attending various courses and seminars run by Hello Work, Seamen's Employment Center, etc.
 - (4) Seeking employment consultation and introduction at private agencies (private job placement agencies, worker dispatch agencies) with proper permits and registration.
 - (5) Attending seminars on how to look for work, and other topics, at private agencies (private job placement agencies, worker dispatch agencies) with proper permits and registration.
 - (6) Seeking employment consultation, etc., at public institutions (Japan Organization for Employment of the Elderly, Persons with Disabilities and Job Seekers, local authorities, recruitment companies, newspaper companies, etc.)
 - (7) Attending various courses, seminars, corporate explanatory meetings with one-on-one consultation, etc., run by public institutions (Japan Organization for Employment of the Elderly, Persons with Disabilities and Job Seekers, local authorities, recruitment companies, newspaper companies, etc.)
 - (8) Sitting various examinations such as state examinations and certification tests to contribute toward re-employment.
- ※ Please check with staff at Hello Work or other such institutions if you are unsure of whether your activity constitutes job-search.

All of these job-search activities are extremely effective in helping you find work as quickly as possible, so we recommend you actively adopt these methods in your everyday search for employment.

With respect to job-search activities you report, we may make inquiries to the agency you used, for confirmation. **Any incorrect reports may be regarded as unlawful receipt of benefits.**

15 About Payment of the Basic Allowance

The basic allowance will be deposited to your account at the financial institution specified by you, **for the number of days you were recognized as being unemployed after your day for recognition of unemployment.**

Payments will be made to your account **approximately 7 days after your day for recognition of unemployment** (The number of days will vary depending on the financial institution. Payments may also be delayed due to financial institutions being closed on weekends and public holidays).

Note that deposit (savings) accounts must be ordinary accounts in the recipient's name (therefore, excluding thrift accounts); otherwise payments will not be made.

Furthermore, payments will be made under the name, “コウセイロウドウショウシヨクギョウアンテイキョク (Kousei-Roudoushou Shokugyoku Anteiikyoku).” Only the beginning of the above name will be printed in your account book.

※ This may vary depending on the financial institution.

Please Note

- ☆ If you change your name, you cannot receive benefits by simply changing the name of your account. You must submit the account with your new name to staff of Hello Work or other such institutions
- ☆ Regarding the amount of benefit you receive, please confirm that it is the same as the amount shown on your Employment Insurance Qualified Recipient's Identification Card.
- ☆ Please check with staff of Hello Work or other such institutions if you have any questions.

16 About Extension of the Benefit-Receiveable Period

As a general rule, your benefit-receiveable period for the basic allowance is 1 year (refer to p8) from the day after your separation from employment. But this period may be extended, if during the period you suffered sickness or injury, became pregnant, gave birth, engaged in childcare (of child under 3), engaged in nursing a preschool-aged child or parent, accompanied a spouse overseas for work, or became unable to begin work due to frequent volunteer activities, for 30 or more continuous days. Under these circumstances, the benefit-receiveable period may be extended by the number of days you are unable to **initiate** work as a result (**the benefit-receiveable period may be extended by a maximum of 3 years**).

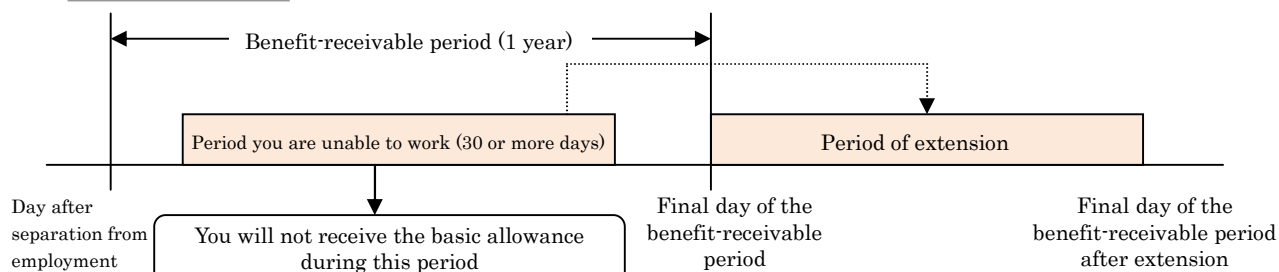
Applying for Extension of the Benefit-Receiveable Period

When applying for extension of the benefit-receiveable period, you must, **in principle**, submit the following documents to Hello Work or other institutions **immediately after the following day when you have become unable to work for 30 continuous days, though we still accept applications until the last day of the benefit-receiveable period after extension.**

1. “Benefit-Receiveable Period Extension Application Form”
2. “Employment Insurance Qualified Recipient’s Identification Card”
3. “Documents to prove the circumstances warranting an extension”

(Documents may be sent through the post, or submitted by proxy. But a letter of authorization will be required in such a case).

For Example



If an extension of your benefit-receiveable period is granted, **then** you will be given a “notification of benefit-receiveable period extension,” but you will be required to report the end of the extension period immediately to Hello Work or other such institutions.

You will also be required to submit a medical certificate or other documents as proof, depending on the reason for your extension.

If you become unable to work for 15 or more days due to sickness or injury after becoming a qualified recipient, **then** you may become eligible for a sickness and injury allowance of an amount equivalent to the basic allowance. Refer to “31 – If You Become Unable to Work Due to Sickness or Injury” for more details.

About Benefit-Receiveable Period Extensions for Retirees Aged 60 or Over

Retirees aged 60 or over (50 or over in the case of sailors) or people who finish work after continuing work into retirement, who report their intention not to seek employment for a set period of time after retirement, may have their benefit-receiveable period extended by the same period (maximum of 1 year). The deadline for application is 2 months from the day after separation from employment. If you wish to apply, you must tell staff at Hello Work or other institutions at the time of submitting your separation notice (note that you cannot apply for this after applying for job-hunting).

17 What Is the Payment Restriction for Turning Down a Job Introduction?

If you refuse to take a job introduced to you by Hello Work or other such institutions; decline to undergo designated public vocational training, or employment supervision offered by Hello Work or other such institutions, without a legitimate reason, or quit public vocational training midway through the course due to reasons pertaining to personal convenience, then basic allowance will be stopped for 1 month since that day.

18 If You Do Not Report to Hello Work or other such institutions on Your Day for Recognition of Unemployment

If you do not report to Hello Work or other such institutions on your day for recognition, you will not be granted recognition of unemployment (payment of the basic allowance) for the period up to and including the day of recognition.

Furthermore, if you do not engage in active job-hunting such as visiting Hello Work or other such institutions for employment consultation before your next day for recognition of unemployment, you will not be granted recognition of unemployment for the period up to the next day for recognition of unemployment.

Refer to the example below.

(1) If you fail to report to Hello Work or other such institutions on your day for recognition of unemployment on Oct. 15, but come in on the next day for recognition of unemployment on Nov. 12

Day for recognition of unemployment (9/17)	Day for recognition of unemployment (10/15)	Day for recognition of unemployment (11/12)	Day for recognition of unemployment (12/10)
You will not be paid		You will be paid	
9/17 ~ 10/14		11/12 ~ 12/9	
Visited	Did not visit	Visited	Visited

You will not receive payment for 56 days from September 17 to Nov. 11, if you missed your day for recognition of unemployment (Oct. 15), then did not come in for a visit by the day before (Nov. 11) your next day for recognition of unemployment (Nov. 12).

(2) If you fail to report to Hello Work on your day for recognition of unemployment on Oct. 15, but come in for employment counseling between Oct. 16 and Nov. 11, then come in again on your next day for recognition of unemployment on Nov. 12.

Day for recognition of unemployment (9/17)	Day for recognition of unemployment (10/15)	Day for recognition of unemployment (11/12)	Day for recognition of unemployment (12/10)
You will not be paid		You will be paid	
9/17 ~ 10/14		11/12 ~ 12/9	
Visited	Did not visit	Visited	Visited
		↑ Coming in for a Visit for Employment Counseling	

You will not be paid for the 29 days from Sept. 17 to Oct. 15.

Furthermore, as a general rule, you will need to engage in at least two job-hunting activities during the period from Oct. 16 – Nov. 11.

(3) If you are subject to a three-month restriction on payment, and three months pass after you fail to come in on your day for recognition of unemployment.

(8/27)	The first day for recognition of unemployment (9/17)	Day for recognition of unemployment (10/15)	Day for recognition of unemployment (11/12)	Day for recognition of unemployment (12/10)
You are not eligible for payment				
Separation from work	Day you become a qualified recipient	Did not visit	Did not visit	Did not visit
		Did not visit	Did not visit	Visited

The waiting period and restriction on payment do not end, and you will become ineligible for payment (refer to p10).

19 Changing the Day for Recognition of Unemployment

If you are unable to come in for a visit on your day for recognition of unemployment, **you will be able to change the day, as an exception to the rule**, only under the following unavoidable circumstances.

In this situation, **you are required to notify Hello Work or other such institutions beforehand, and receive instructions**.

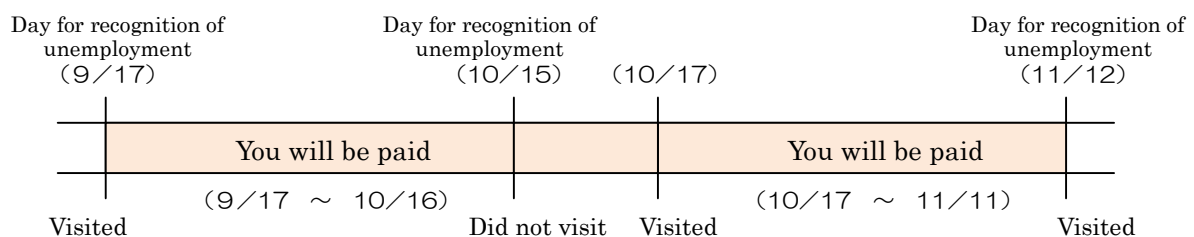
Furthermore, as a general rule in changing your day for recognition of unemployment, **you will require documents to prove your claims** (you will receive instructions at the counter at Hello Work or other such institutions, regarding necessary documents).

What Constitutes Unavoidable

- ☆ Re-employment
- ☆ Interview, screening, employment examination, etc., with a **potential** employer
- ☆ Taking various examinations such as state examinations and certification tests.
- ☆ Attending various courses upon the supervision of Hello Work or other institutions
- ☆ Illness or injury making you unable to work for a period of 14 days or less
- ☆ Marriage of the recipient
- ☆ Caregiving for critical illness or death of, or marriage of a relative (restrictions apply for what constitutes a relative)
- ☆ Entrance or graduation ceremony for children of junior high school age or under etc.

For Example

If you are unable to come in to Hello Work or other such institutions on your day for recognition of unemployment on Oct. 15 due to illness, and you comply with directions given by Hello Work or other such institutions to bring documents to prove your illness, on Oct 17



On Oct. 17, you will be given recognition of unemployment for 30 days from Sept. 17 to Oct. 16, and recognition for 26 days on Nov. 12, for the period from Oct. 17 to Nov. 11.

Furthermore, if you are unable to come in on the designated day, and your reason is (1) (2) or (3) of the following, it is possible for you to be given recognition for both days upon submission of documents to prove your circumstances, on the next day for recognition of unemployment. In this situation, too, you will be required to contact Hello Work or other such institutions, to **receive** instructions.

- (1) Illness or injury making you unable to work for a period of 14 days or less (sickness or injury certificate)
- (2) Interview with an employer upon introduction by Hello Work or other institutions (document to prove interview)
- (3) Natural disasters or other accidents due to unavoidable circumstances (flooding, earthquakes, traffic accidents, etc.
(document to prove circumstances issued by a public office)

20 What to Do When You Find Employment or Decide to Start a Business

As a general rule, if you find employment (including trial employment, apprenticeship, temporary employment and part-time employment) or decide to start a business, you will be required to come in to Hello Work or other institutions on the day before starting work (including starting preparations for a business) to report your re-employment through the application form for recognition of unemployment, **in order** to gain recognition.

What you will need to report your re-employment

- Employment Insurance Qualified Recipient's Identification Card
- Application for recognition of unemployment
- Documents to prove re-employment, etc.

Furthermore, if you think you are eligible for the re-employment allowance, you will be given an application form after your recognition of unemployment.

- ※ If you find employment before the Employment Insurance explanatory meeting (if your date of re-employment is before the explanatory meeting), you will need to bring this “Guidebook” and other materials you were instructed to bring to the explanatory meeting, to Hello Work or other institutions, and report your re-employment on the day before starting work.
- ※ If your day for recognition of unemployment is before your day of re-employment, you will need to come in to Hello Work or other institutions on the designated day to obtain recognition of unemployment.
- ※ Take note that if you do not come in to Hello Work or other institutions and follow the necessary procedures, you cannot apply for a re-employment allowance.

21 About the Re-Employment Allowance

You are eligible to receive a re-employment allowance if you find stable employment with one third or more of your benefit-receivable period amount left, and you satisfy all other criteria.

The total amount you will be paid if you become re-employed, with one third or more of your benefit-receivable period amount left, will be **60%** of the number of remaining days to the expiry of the benefit-receivable period, times the daily amount of the basic allowance. If you become re-employed, with two thirds or more of your benefit-receivable period amount left, the proportion will be **70%**.

Benefit-receivable period amount	Number of remaining days to the expiry of the benefit-receivable period		Amount of re-employment allowance
	In the case of the payment ratio being 60%	In the case of the payment ratio being 70%	
90 days	30 days or more	60 days or more	Daily amount of basic allowance (※with upper limit) × Number of remaining days to the expiry of the benefit-receivable period of the benefit-receivable period amount × 60% or 70% (round down if it is less than one yen)
120 days	40 days or more	80 days or more	
150 days	50 days or more	100 days or more	
180 days	60 days or more	120 days or more	
210 days	70 days or more	140 days or more	
240 days	80 days or more	160 days or more	
270 days	90 days or more	180 days or more	
300 days	100 days or more	200 days or more	
330 days	110 days or more	220 days or more	
360 days	120 days or more	240 days or more	

※There is an upper limit to the daily amount of the basic allowance in calculating the re-employment allowance.

○People under 60 at the time of separation from employment: **6,070 yen**

○People 60 or over, but under 65 at the time of separation from employment: **4,914 yen**
(the upper limit of the basic allowance may change every year on August 1)

If you receive the re-employment allowance, you will be deemed to have received the basic allowance for the number of days equivalent to the payment amount divided by the daily amount of the basic allowance.

About the number of remaining days to the expiry of the benefit-receivable

It is the number of days left on your benefit-receivable period amount, upon subtracting the number of days for which you received the basic allowance based on your eligibility for receipt of benefits, or the number of days you are deemed to have received the basic allowance through receipt of the sickness and injury allowance, work allowance, or re-employment allowance.

※ If the number of remaining days to the expiry of the benefit-receivable period exceeds the number of days between your day of re-employment and the final day of your benefit-receivable period, the number of remaining days to the expiry of the benefit-receivable period shall be the number of days between the day you become re-employed and the final day of your benefit-receivable period.

Furthermore, if you become re-employed during the restriction on benefit payment period, and the number of remaining days to the expiry of the benefit-receivable period exceeds the number of days between the day after the final day of the restriction on benefit payment period and the final day of your benefit-receivable period, your number of remaining days to the expiry of the benefit-receivable period shall be deemed to be the number of days from the day after the final day of the restriction on benefit payment period to the final day of your benefit-receivable period.

Conditions for Receipt of the Re-Employment Allowance

You must fulfill all criteria from (1) to (8).

In the case of starting your own business, too, based on predetermined criteria of what constitutes a business, you may be eligible for the re-employment benefit (please check with staff of Hello Work or other such institutions for more details on the payment criteria).

You Must Fulfill All of the Following Criteria

- (1) The number of remaining days to the expiry of the benefit-receivable period of the basic allowance after recognition of unemployment up to the day prior to starting work, must be at least one third of the benefit-receivable period amount.
(If the number of remaining days to the expiry of the benefit-receivable period exceeds the number of days from the day of starting work to the end of the final day of your benefit-receivable period, your number of remaining days to the expiry of the benefit-receivable period shall be the number of days from your day of starting work to the final day of your benefit-receivable period) * refer to **above-mentioned** “the number of remaining days to the expiry of the benefit-receivable period” in “21) About the Re-Employment Allowance” in regard to the number of remaining days to the expiry of the benefit-receivable period.
- (2) You must be guaranteed continued employment for over a year (if your employment contract is for less than a year, and renewal of the contract is dependent on your achieving predetermined goals, it will not be deemed “guaranteed employment for over a year”)
- (3) You must become re-employed after the end of your waiting period.
- (4) If you are subject to a restriction of benefit payment due to your reason for separation from employment, you must have become re-employed upon introduction to an employer by Hello Work or other such institutions, or private agencies with proper permits and registration, in regard to a period of 1 month after the end of your waiting period.
- (5) You must not have become re-employed by the same employer you worked for before your separation from employment (including business owners who, for capital, funding, human resources, or trading reasons, are deemed to have close relations with the business owner you worked for before separation from employment)
- (6) You must not have received the re-employment allowance or the normal employment outfit allowance within the 3 years prior to the day you start work.
- (7) You must not have been promised employment by the employer before obtaining your recipient qualification (applying for starting job-hunting).
- (8) As a general rule, you must become insured under the Employment Insurance (for example, contracts for commission or consignment work will not place you under Employment Insurance).

(*) If we decide to make payments, the money will be paid into the designated account approximately 1 week after the decision is made. However, we may require some time to make a decision, depending on the outcome of our investigation.

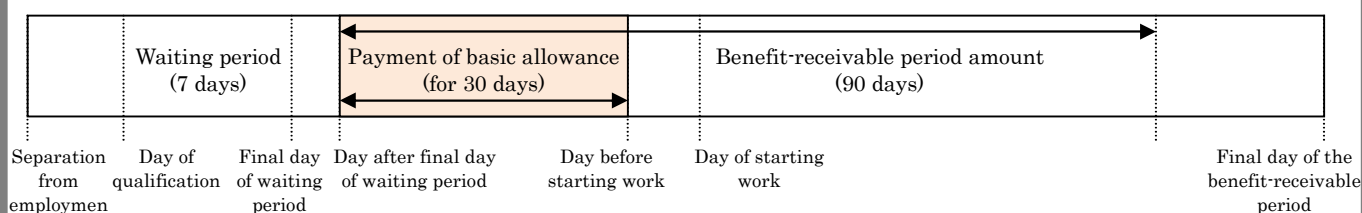
What Is the Definition of “Re-Employment through Introduction by Hello Work or Other Such Institutions?”

It is when you are introduced to a job by Hello Work or other such institutions, and you go to the employer’s office for an interview, and become re-employed. Therefore, if you find job openings advertised at Hello Work or other such institutions, and **you apply directly yourself and become re-employed, it will not constitute “re-employment through introduction by Hello Work or other such institutions”** (it is the same with employment agencies).

22 Take Advantage of the Re-Employment Allowance

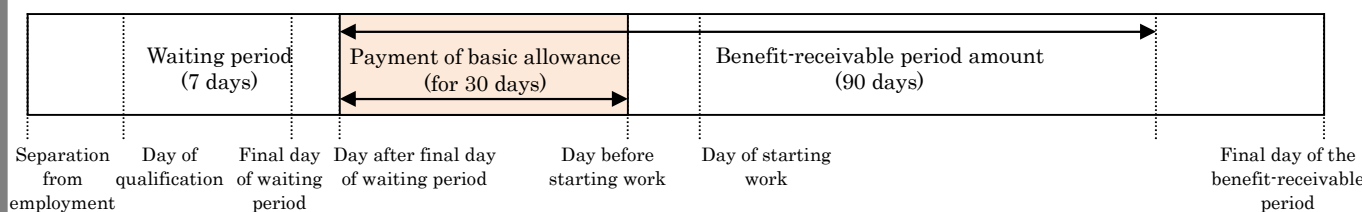
If you become re-employed quickly, the re-employment allowance payment rate is increased from **60% to 70%**.

- When a Person with a Daily Amount of Basic Allowance of 4,000 Yen, and a Benefit-Receiveable Period Amount of 90 Days, Becomes Re-Employed with 60 Days Remaining until Expiry of the Benefit-Receiveable Period



- With a benefit-receivable period amount of 90 days, you have 60 days of the basic allowance left (two thirds or more), so your re-employment allowance payment rate will be **70%**.
- The amount of your re-employment allowance will be: 4,000 yen x 60 days x **70%** = 168,000 yen.

- When a Person with a Daily Amount of Basic Allowance of 4,000 Yen, and a Benefit-Receiveable Period Amount of 90 Days, Becomes Re-Employed with 59 Days Remaining until Expiry of the Benefit-Receiveable Period



- With a benefit-receivable period amount of 90 days, you have 59 days of the basic allowance left (one third or more), so your re-employment allowance payment rate will be **60%**.
- The amount of your re-employment allowance will be: 4,000 yen x 59 days x **60%** = 141,600 yen

23 How to Apply for the Re-Employment Allowance

Procedures for Applying for the Re-Employment Allowance

The deadline for applications is one month from the day after starting work.

When applying for the re-employment allowance, you will need to submit the following documents to Hello Work or other such institutions.

1. Re-employment allowance payment application form
(you will need a document from your new employer to prove your re-employment)
 2. Employment Insurance Qualified Recipient's Identification Card
 3. Other documents requested for by Hello Work or other such institutions
- ※Documents may be sent through the post.

Please Note

You cannot apply for the re-employment allowance until you have submitted a notification of re-employment to Hello Work or other such institutions.

Furthermore, if you receive the re-employment allowance, you will not receive re-employment benefits for the elderly for the same job

24 Benefits after issuance of Re-Employment Allowance

For those who were re-employed relatively soon, and remain employed – at the work place of re-employment – if wages paid during 6-months following re-employment is lower than wages during 6-months previous to issuance of Employment Insurance, then Employment Promotion & Stability allowance is available.

Conditions for receipt of the Employment Promotion & Stability allowance

Following Conditions must be fulfilled

- ① You received re-employment allowance.
- ② From the day of re-employment, when re-employment allowance was disbursed, you have been employed by the same employer. (Those who received re-employment allowance by virtue of starting own company are not eligible for this additional allowance) .
- ③ Daily wage paid during 6-months following re-employment (A) is lower than wages during 6-months previous to separation from employment (B) (Please refer to section 14 within P7 for calculation methodology concerning A & B)

About Allowance Amount

Allowance Amount = (B – A) × ‘Number of days considered basis of wage payment within 6 months of re-employment’. (In case of monthly wages, number of days in a month (30 days) ; in case of daily wages, number of working days)

However, there is an upper limit to this allowance per below:

Upper Limit : Basic Daily allowance (※1) × Effective Days remaining for receiving Basic allowance (※2) × 30% or 40%

※1 An upper limit to Basic Daily allowance exists, similar to that of re-employment allowance.

※2 This is the balance of benefit receivable days prior to disbursement of re-employment allowance.

Let us present an example of someone under 60-years of age when separated from employment, where his/her monthly wages were 300,000 per month; basic daily allowance (*during unemployment*) was 5,687 yen, and he/she was re-employed receiving re-employment allowance, while the balance of benefit receivable days is 90 days. If his/her monthly wage is reduced to 285,000 yen.

Daily wages prior to separation from employment is 10,000 Yen (B) ; daily rate during 6 months of re-employment is 9,500 Yen (A)

Basic days for wage payment is calculated as 183 days, since wages are monthly and days are counted according to the calendar.

A calculation of Employment Promotion & Stability allowance reveals:

$$(10,000 - 9,500) \times 183 \text{ days} = \underline{91,500 \text{ Yen}}$$

The upper limit in this case is calculated per below, and as such 91,500 will be given as an allowance:

$$5,687 \times 90 \text{ days} \times 30\% = \underline{153,549 \text{ Yen}}$$

About Applying for this Allowance

Deadline for applying for this allowance is within 2-months after passing of 6-months & 1-day after the day of re-employment.

When applying for Employment Promotion & Stability allowance, please submit the following pertinent documents to Hello Work or other similar institutions.

- 1 Application (*Endorsement by the employer for re-employment is needed*)
- 2 Employment Insurance Qualified Recipient's Identification Card
- 3 A copy of employment records, a copy of wage disbursement records and/or other papers that Hello Work and other institutions may require.

※ Submission of these validation documents may be submitted via postal mail.