

About the 『Covid-19 Work Leave Support Fund and Allowance』

The Covid-19 Work Leave Support Fund and Allowance is available to employees of small and medium-sized enterprises who have been forced to take unsolicited leave due to the coronavirus pandemic yet who, during which, were unable to receive leave benefits. This also applies to those employees forced to work shorter hours and/or a reduced number of shifts.

How the Allowance is Calculated:

The total allowance amount is calculated as follows:

Average daily wage before work suspended

× 0.8
(80%)

Number of days in each month (30/31 days)

Number of days worked, and/or number of days absent (due to personal circumstances)

① Amount Paid per Day (up to ¥11,000)

② Total Time Off

i.) In cases where an employee's working hours are reduced as a result of shortened business hours (such as a reduction from 8 hours per day to 3 hours per day), if the total hours they have worked are less than 4 hours in a given day then this will be counted as a half-day off from work.

ii.) Total Time Off also takes into consideration any monthly schedules where the working days have been reduced (such as working only 3 times a week instead of a regular 5 times a week).

(These calculations are performed after calculating the initial Total Time Off as above.)

Those Eligible to Apply:

Employees who meet the conditions outlined below will be paid 80% of their average daily wage before their work was suspended (up to a maximum of ¥11,000 per day) for their Total Time Off, calculated as above. Please note: there will be no financial burden to the employer.

- ① Employees of small and medium-sized enterprises who have been forced to take unsolicited leave due to the coronavirus pandemic from April 1st, 2020 until the end of the month after which the nationwide state of emergency is lifted.
- ② Employees who were unable to receive paid leave (leave benefits) for the duration of their leave.

For employees working as day workers or according to a shift-based system whereby the regular short-term renewal of employment is the standard practice, provided a Certified Applicant for Allowance Payout document (showing the employer has suspended business during the month(s) stated on the application) has been created* with the pre-approval of both labor and management, then these employees are also eligible to apply for the support fund and allowance.

Employees to whom one of the following cases apply are also eligible to make an application for the support fund and allowance, even if they are unable to acquire confirmation of their leave from work:

- Cases in which the working contract clearly stipulates the number of working days an employee is required to work in a week (such as x working days per week), or cases in which the monthly shift schedule for the month(s) stated on the application is available, and for which the business owner can confirm their contents as accurate.
- Cases where an employee can provide salary statements for the months before their work was suspended, in order to verify that the employee had been working 4 days (or more) within a month, for a period of 6 months (or more); as well as confirmation that, barring the impact of the coronavirus pandemic, the business owner had been intending that the employee work without any change to their agreed-upon schedule during the month(s) stated on the application. (This does not apply, however, if work was suspended for reasons other than due to the coronavirus pandemic.)



Application Procedure:

Employees can apply directly either online or via post. (Applications can also be made through the business owner.)

【Documentation Required】 (1) Payout Application Form (2) Certified Applicant for Allowance Payout document (created in cooperation with the business owner) (3) Personal Identification documents (a copy of one's driver's license, etc.) (4) Documents needed to verify bank transfer account (a copy of one's cash card, etc.) (5) Documents showing wages before and during work suspension (a copy of one's pay slips, etc.)

**** Should a business owner refuse to cooperate in creating the Certified Applicant for Allowance Payout document, it is still possible for the employee to apply. They must simply write down this fact on the Certified Applicant for Allowance Payout document.**

○ When applying online, please visit the page for the Ministry of Health, Labor and Welfare (listed below).

○ When applying via post, please send your application to the following address (in yellow):

〒600-8799 日本郵便株式会社 京都中央郵便局留置
厚生労働省 新型コロナウイルス感染症対応休業支援金・給付金担当 行

Period Covered and Application Deadline:

Period of Leave:	Application Deadline:
Between October and December, 2020.	March 31 st (Wed.), 2021.
Between January, 2021 until the end of the month after which the nationwide state of emergency is lifted*. *Assuming it is lifted this March, then until the end of April this year.	The last day of the third month after the final day of the period applied for. *If the period covered is until the end of April, then the application deadline will be the end of July this year.

※ Applications are to be submitted from the first day of the month following the period of leave. ※

(i.e. if the leave is taken in January, the application may be submitted from the 1st of February)

※ Applications may also be made for periods of leave between April and September, 2020, or for the following cases:

i.) Employees who were eligible based on information published in the original leaflet on Oct. 30th, 2020. (※)

Attach a written statement clarifying that you are eligible **until March 30th, 2021** to your application, and it will be accepted regardless of when you learned about this system.

ii.) Employees who, having already made an application, then wish to make a further application; however, due to the time taken to determine the result of their initial application, they have missed the further application window.

Further applications will be accepted, provided they are submitted within one month of the date on which the result of their initial application was determined.

- (※) • Includes shift-based workers, day workers and registered dispatch workers.
• This extends to any businesses suspended due to external changes in their business operating environment e.g. the closure of a shop in a mall caused by the closure of the mall itself.
• For those whose scheduled working days are clearly stated in a contract (x working days per week) but differ from the above, regardless of whether the leave from work was for personal reasons or not, this includes workers whose labor and management both dispute the fact of leave taken.

Further Inquiries:

For inquiries about how to apply for the work leave support fund and allowance, please contact:

The Ministry of Health, Labour and Welfare Covid-19 Work Leave Support Fund and Allowance Call Center

Tel.: 0120-221-276 Mon. to Fri. 08:30 to 8 : 00pm Weekends/Holidays 8 : 30am to 5 : 15pm

For more information, please visit the Ministry of Health, Labor and Welfare's special website (please search for 「休業支援金」 or "work leave support fund"):

<https://www.mhlw.go.jp/stf/kyugyoshienkin.html>



■ Information on General Labor Consultation Corner

If you have any trouble in your workplace related to the application for the work leave support fund and allowance, please consult the General Labor Consultation Corner. These corners have been set up at prefectural labor bureaus and labor standards inspection stations throughout Japan to provide one-stop consultation on all types of labor problems, such as dismissal, suspension of employment, reassignment, unpaid leave allowance, bullying, harassment, and power harassment.

<https://www.mhlw.go.jp/general/seido/chihou/kaiketu/soudan.html>

