

To employees and business owners

We have extended the period for supplying support funds and cash handouts, and we have postponed the deadline for accepting applications from employees who took an unavoidable leave of absence from work due to COVID-19

Period coverage and application deadline

Period of absence in	Application deadline	
	Old	New
Apr	Sep 30, 2020 (Wed)	<u>Dec 31, 2020 (Thu)</u>
May		
Jun		
Jul		
Aug	Nov 30, 2020 (Mon)	
Sep	Dec 31, 2020 (Thu)	
Oct	—	<u>Mar 31, 2021 (Wed)</u>
Nov		
Dec		

※ Applications can be submitted from the first day of the month following the leave of absence.
(e.g.: if taken during Sep, the application can be accepted from Oct 1.)

Notes (to business owners) about the application

- ① **Business owner cooperation is vital** for verifying the relationship with employees and the actual leave of absence taken.
- ② **Dismissal, employment termination or disadvantages in working conditions, if any, would not be accepted** if they were to be caused by the application.
- ③ **The labour insurance number is required** for the application. If a business employs even one employee, it is considered covered by labour insurance regardless of its business type or scale. The necessary steps must be taken accordingly.

For inquiries

■ For further details on the cash handout system, FAQs, where to download an application form etc.

Please visit the Ministry of Health, Labour and Welfare website on COVID-19 support funds and cash handouts below:

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

■ For inquiries over the phone, please contact the Ministry of Health, Labour and Welfare call center

Ministry of Health, Labour and Welfare call center for COVID-19 support funds and cash handouts

Tel. 0120-221-276 8:30 am-8:00 pm on weekdays / 8:30 am-5:15 pm on weekends and holidays



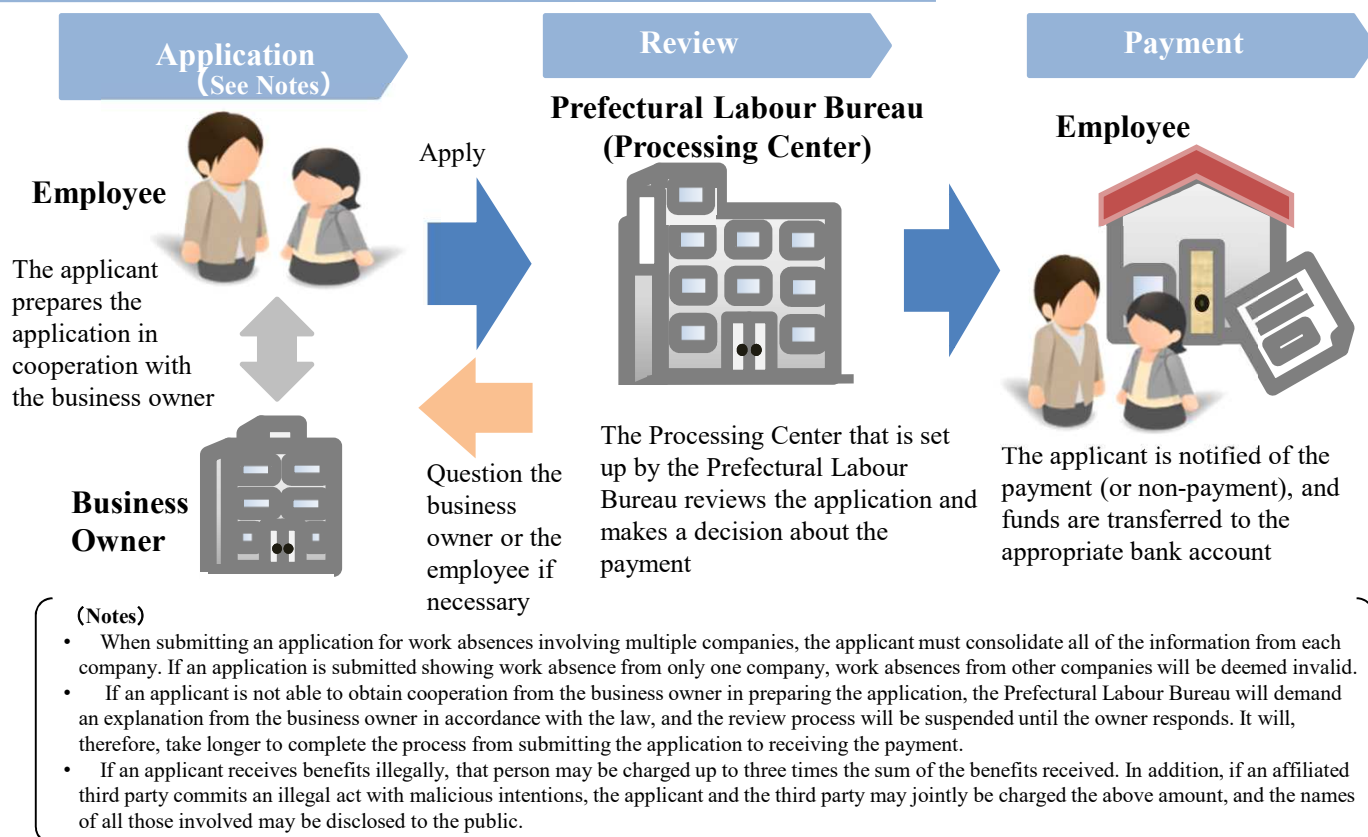
Ministry of Health, Labour and Welfare, Prefectural Labour Bureau

System summary

For those who meet the two conditions below, 80% of the wages paid on the job will be provided in the event of work absence (payment ceiling is 11,000 yen per day).

- ① **Employees of small and medium-sized businesses who were ordered by the business owners to be absent from work between Apr 1 and Dec 31, 2020**
- ② **Those who were unable to receive wages (leave allowance) during their absence**
※ For details, please refer to the FAQ about cash handouts, etc. on the Ministry of Health, Labour and Welfare's website.

Application process



Application delivery (by mail)

Please enclose in an envelope ① the Payment Application Form, ② the Payment Requirement Confirmation Form, ③ a proof of identification (a copy of your driver's license, etc.), ④ Bank Account confirmation documents (a copy of your bank card, etc.), ⑤ Payroll Slips, etc. to confirm your wages before and during work absence, and send the envelope to the following address by mail.

〒600-8799

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