

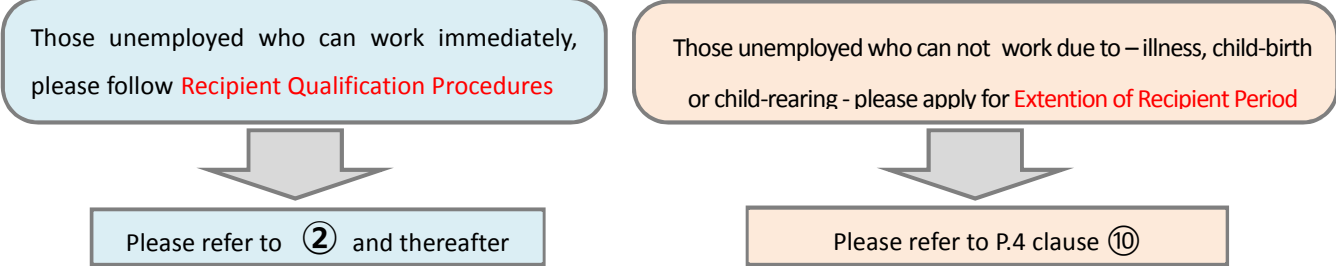
➤ For those separated from Employment ◀

◆ This pamphlet explains important considerations for those who were recently separated from employment; for details, please contact your local PESO. Please also reference the backside of 「separation from employment format - 2」.

① Job-seeker allowance under the Unemployment Insurance

As a part of Unemployment Insurance benefits in support of the unemployed, a 'Job-seeker allowance' is available for those currently unemployed, so they may live steadily, engage in job-search activities, and be re-employed even a day sooner. The 'Job-seeker allowance' is classified into the 'Basic allowance', intended for general beneficiaries; the 'Senior job-seeker continued allowance' intended for senior-aged beneficiaries who continue to be covered under the insurance (※ 1); and 'Special one-time allowance' intended for short-term specialized employees who are beneficiaries (※ 2). Procedures for claiming these benefits are indicated below, where those for 'Basic allowance' are presented as a primary example:

- ※ 1 Those who are employed by the same employer prior to, and past the age 65.
(Those who were employed as shipping crew may have different age clause depending on date of birth)
- ※ 2 Those whose employment is defined by seasonal projects; therefore employment status is defined by seasons.



② Definition of 'those unemployed who can work immediately'

Those separated from employment, possessing both a strong will, and capabilities to be re-employed – in light of health & family status, who despite aggressive job search activities remain unemployed.

③ Those who fit the following descriptions are un-qualified to receive 'Job-seeker' allowance

The 'Job-seeker allowance' (Basic allowance & others) is intended to support those seeking re-employment. As such, in principle, those who fit the following descriptions are not qualified to receive the benefit. However, there may be exceptions, so please visit your local PESO office, if any questions.

Those who are:

- ① Focused on household chores
- ② Focused on academic pursuits, such as being a day-time student, or equivalent
- ③ Occupied with family-business, and unable to be employed otherwise
- ④ Self-employed, or about to be self-employed
- ⑤ Next employment has been decided
- ⑥ Wish to be employed in short-term work that are unqualified for Unemployment Benefits
- ⑦ Operating business under own name
- ⑧ Assigned a company Director (including planned assignment as well as assignment 'in name only')
- ⑨ Employed (including those under trial period)
- ⑩ Part-time or hourly workers
- ⑪ Repeats cycle of being employed, and separated again and again, with the same business establishment.



④ Procedures for receiving job-seeker allowance

In order to receive job-seeker allowance, please follow these procedures for job-search application at the nearest PESO (please refer to P.7)

Items needed to register for receiving allowances

1. Separation from Employment format—1 → Write your name & bank account information (refer to below)

2. Separation from Employment format—2

3.① Individual Number verification documents

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 (or, certificate validating residence) .

② Identity verification documents

Driver's license, a certificate of driving history, Individual Number card, or a resident card, etc.

Those who don't possess these, please bring two documents out of these three:

- 1) A pension book
- 2) A copy of certificate of residence, certificate validating residence, or stamp/seal certification)
- 3) National Health Insurance certificate or health insurance certificate

4. The applicant's stamp/seal (legally binding stamp only)

5. Passport photos – 2 copies of recent photos showing upper-body facing straight to camera;

3.0 centi-meters vertical & 2.5 centi-meters horizontal.

Please place one photo to the Separation from Employment form

6. A bank passbook with applicant's name (those of certain financial institutions are unacceptable) .

However, if a stamp confirmation is issued by a financial institution to the designated forms, then passbook will not be needed.

7. For those who were sailors, Sailor Unemployment Insurance certificate, and Sailor booklet.

Sample

求職者給付等払渡希望金融機関指定届

届出者	フリガナ	ロウドウ タロウ		金融機関	印
	1 氏名	労働 太郎			
届出者	2 住所又は居所	東京都千代田区霞ヶ関1の2の2			
	フリガナ	○×ギンコウ △◇シデン		金融機関	印
3 名称	○×銀行 △◇支店				
払渡希望金融機関	4 銀行等	口座番号	1234567		
	5 ゆうちょ銀行	記号番号			
		金融機関コード	9 8 7 6 3 4 5		
		店舗コード			

◆ those who were employed as sailor (shipping crew) wishing to be re-employed as sailor, please come to Regional Transportation Bureau to submit

⑤ Qualifications to receive 'Job-seeker' allowance 【Qualifications for Basic allowance】

◆ In principle, those having **an insurance beneficiary status for 12-months or more over two years** prior to separation from employment are qualified to receive this benefit. (※1)

◆ In the event of uncontrollable reasons for separation from employment, such as bankruptcy or dismissal (classified as *Special recipient qualification*) , or non-renewal of a Limited-time Labor contract, (classified as *Special cases of separation from employment*) (※2) those having **an insurance beneficiary status for 6-months or more over one year** prior to separation from employment are also qualified.

※1 Insurance beneficiary status period is defined as number of months prior to separation from employment, where while being a beneficiary, wages were paid at least 11-days per month.

※2 Please refer to Page 3, clause ⑨, for an explanation of Special recipient qualification, as well as Special cases for separation from employment.

《Those with multiple separation-from-employment forms, please submit all of them》

★ In order to qualify for 'Senior-aged Job-seeker allowance' for senior-aged beneficiaries who continue to be covered, and 'one-time special allowance' for short-term specialized employees, **an insurance beneficiary status must have been maintained for 6-months or more over one year** prior to separation from employment

⑥ Allowance amount per day 【Basic allowance daily amount】

While unemployed, the allowance receivable per day is called 'Basic allowance daily amount'

In principle, the daily amount is calculated by recognizing wages monthly received for 6-months prior to separation from employment, dividing this sum by 180, and multiplying by 50-80%; the lower the former wages, the higher the disbursement percentage.

Also, there is an upper limit as well as lower limit established for Basic daily allowance amount.

◆ Approximate Formula

$$\frac{\text{Wages received 6-month prior to Separation from employment}}{180} \times (\text{Disbursement Percentage } 50\sim 80\%) = \text{【Basic allowance daily amount'】}$$

Daily Wage

※ for those aged 60-64, the disbursement % will be 45~80%

⑦ Number of days the Basic allowance is disbursed 【pre-defined number of days for disbursement】

◆ Departure from employment due to retirement-age, end-of-contract or own will

Beneficiary time period Age at Separation*	Less than 10 years	More than 10 years less than 20 years	More than 20 years
Less than 65-years old	90 days	120 days	150 days

◆ Handicapped, and difficult to be employed

Beneficiary time period Age at Separation*	Less than 1 year	More than a year
Less than 45-years old	150 days	300 days
More or equal to 45, less than 65		360 days

◆ Specially qualified recipient, or Special-cases of separation from employment

Beneficiary time period Age at Separation*	Less than 1 year	More than a year, less than 2 years	More than 5 years, less than 10 years	More than 10 years, less than 20 years	More than 20 years,
Less than 30	90day	90days	120days	180days	—
More or equal to 30, less than 35			180days	210days	240days
More or equal to 35, less than 45		240days	270days	300days	
More or equal to 45, less than 60		180days	240days	270days	330days
More or equal to 60, less than 65		150days	180days	210days	240days

For the following cases, one-time lump-sum payments shall be made.

◆ Senior-aged beneficiaries who continue to be covered

Beneficiary time period	Less than a year	More than a year
Senior aged job-seeker allowance amount	For 30 days	For 50 days

◆ Short-term specialized beneficiaries (seasonal work)

Short-term specialized allowance amount	For 40 days
	(tentative measure)

For those who were shipping crew (sailors), terms and conditions may vary depending on your date-of-birth.

※ In calculating 「time-period for being a beneficiary (being under insurance coverage)」, previous time-periods for being a beneficiary can be added subject to certain conditions. Please inquire with the nearest PESO.

⑧ Start time and duration of disbursement (payment) 【Waiting period】 【limitations on allowance,】 【period of disbursement】

Reasons for separation from employment	Dismissed, reached retirement age, or end of term of contract.	Resignation at self will, or dismissed due to breach of contract or workplace rules.
Start of disbursement	Since submission of 'separation from employment' form, and Job-search application, after 7-days of unemployment period (ie. 'waiting period') , disbursement may begin.	Since submission of 'separation from employment' form, and Job-search application, after 7-days of unemployment period (ie. 'waiting period') plus 3-months (allowance limitation) has passed, disbursement may begin.
Time period for receiving disbursements (payments)	1-year after the day after separation from employment During a window of 1-year, disbursements are given with pre-scribed allowance dates as the maximum. However, when allowance period is past, then allowance are not disbursed, even though one may have allowance dates remaining. (Please take these procedures as soon as possible)	

※ In principle, in order to receive basic allowance, one must be certified as ‘unemployed’ on official certification dates occurring every 4 weeks.

★ The duration for disbursement (*payment*) of ‘Senior job-seeker allowance’ intended for senior-aged beneficiaries who continue to be covered ends one year after the day after separation from employment; for ‘Special one-time allowance’ intended for short-term specialized employees the end of payment period is set as six-months after the day after separation from employment.

9 About Special recipient qualification, or Special-cases of separation from employment

◆ About 「Specially qualified recipient」 and 「Special-cases of separation from employment」

Specialy qualified recipient is defined as those who had little time to be separated from employment due to reasons such as bankruptcy or dismissal. **Special-cases of separation from employment** is defined as those other than 「Specially qualified recipient」 who faced non-renewal of a time-limited employment contract, or other uncontrollable reasons for separation from employment. So, qualifications for respective categories are well defined.

◆ Judgement on qualification as「Specially qualified recipient」or「Special-cases of separation from employment」

PESO shall judge whether someone qualifies as 「Specially qualified recipient」, or 「Special-cases of separation from employment」, based upon reasons for separation from employment. Reasons for ‘separation from employment’ will be carefully evaluated and certified by PESO by weighting claims by both the employer, as well as the employee, while also referencing relevant documents that support claims by respective sides.

Please inquire with PESO as to definitions and evaluation criteria of 「Specially qualified recipient」 and 「Special-cases of separation from employment」. Also, a relevant pamphlet is available at the following URL hosted by Ministry of Health, Labor & Welfare.

http://www.mhlw.go.jp/stf/seisakunitsuite/bunya/koyou_roudou/koyou/koyouhoken/index.html

10 Those who are unable to work immediately... If separated from employment before the age 65 【Extension of benefit disbursement period】

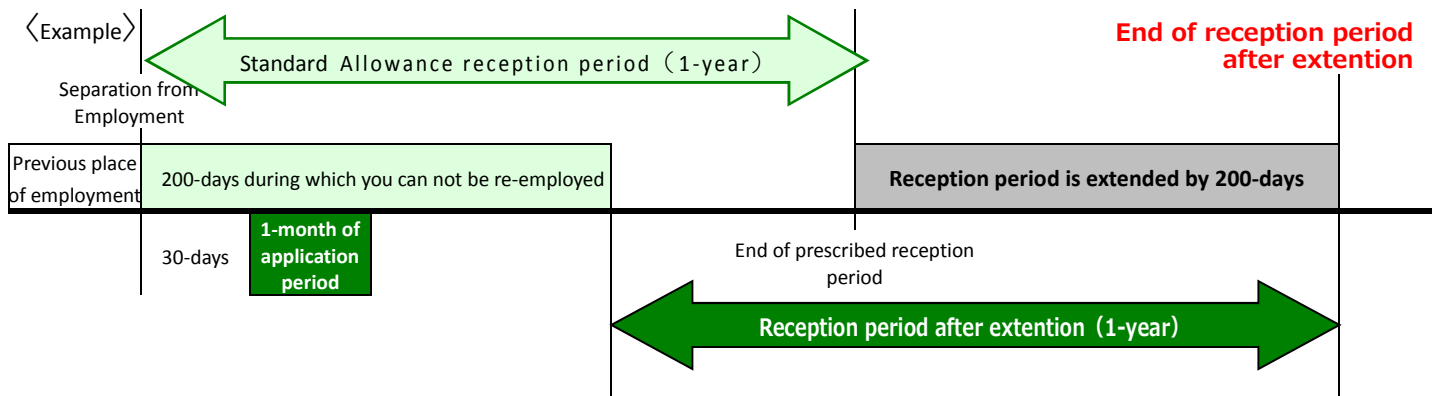
Those unable to work for more than 30-days during the Basic allowance disbursement period – lasting 1-year after separation from employment – for the following reasons, the benefit disbursement period may be extended.

Also, those wishing to participate in classes as prescribed under the Educational training allowance, may extend the training period.

- ① Unable to work due to illness or injury (Including periods when injury-sickness allowance from the Health Insurance, and resting allowance from Workmen’s Compensation Insurance were available)
- ② Unable to work due to pregnancy, giving-birth, and child rearing (limited to care of children under 3-years old)
- ③ Unable to work due to taking care of elderly family member(s)
- ④ Wishing to rest for a while after reaching retirement age of 60, etc, and separated from employment. (those employed as ‘sailor’ have different age restrictions)

Procedures for Extending allowance recipient period

Reasons for Extension	Illness or injury, pregnancy, giving birth, providing nursing-care to immediate family, etc.	Reaching retirement age at 60-years of age
Application deadline	Within 1-month of 30 days past the next day from separation from employment (last day of work)	Within 2-months from the day after separation from employment
Period of Extension	(Benefit receiving period) One-year + (Period unable to work) Maximum of 3-years	(Benefit receiving period) One-year + (Period for rest, if needed) Maximum of 1-year
Documents to be submitted	Application to extend allowance receiving period, separation from employment form-2, Stamp/seal of the applicant (other than certification seal & stamp seal)	
	Documents validating reasons for extension.	
Procedures for submission	The applicant submits at PESO, mailing in the application, or an agent submits on behalf of the applicant (Letter of delegation is needed)	In principle, the applicant must come to PESO.
Place for submission	PESO, whose jurisdiction includes your address.	



- ★ With respect to Senior-aged job-seeker allowance, and Short-term specialized job-seeker one-time allowance available for the Senior-aged continuous beneficiary, these benefits may not be extended beyond the prescribed reception period (during which period, benefits may be receive)

⑪ Adjustments with Japan Pension payments

The Basic (Unemployment) allowance may not be received in conjunction with 'Senior-aged Pension fund', and 'Retirement mutual Pension'. When an application for Job-search is submitted in order to receive the Basic allowance under the Unemployment insurance, all of payments for 'Senior-aged Pension fund', and 'Retirement mutual Pension' will be stopped.

For details, please inquire within the nearest Pension office as operated by Japan Pension Service.

⑫ Reduction of National Health Insurance payments (taxes)

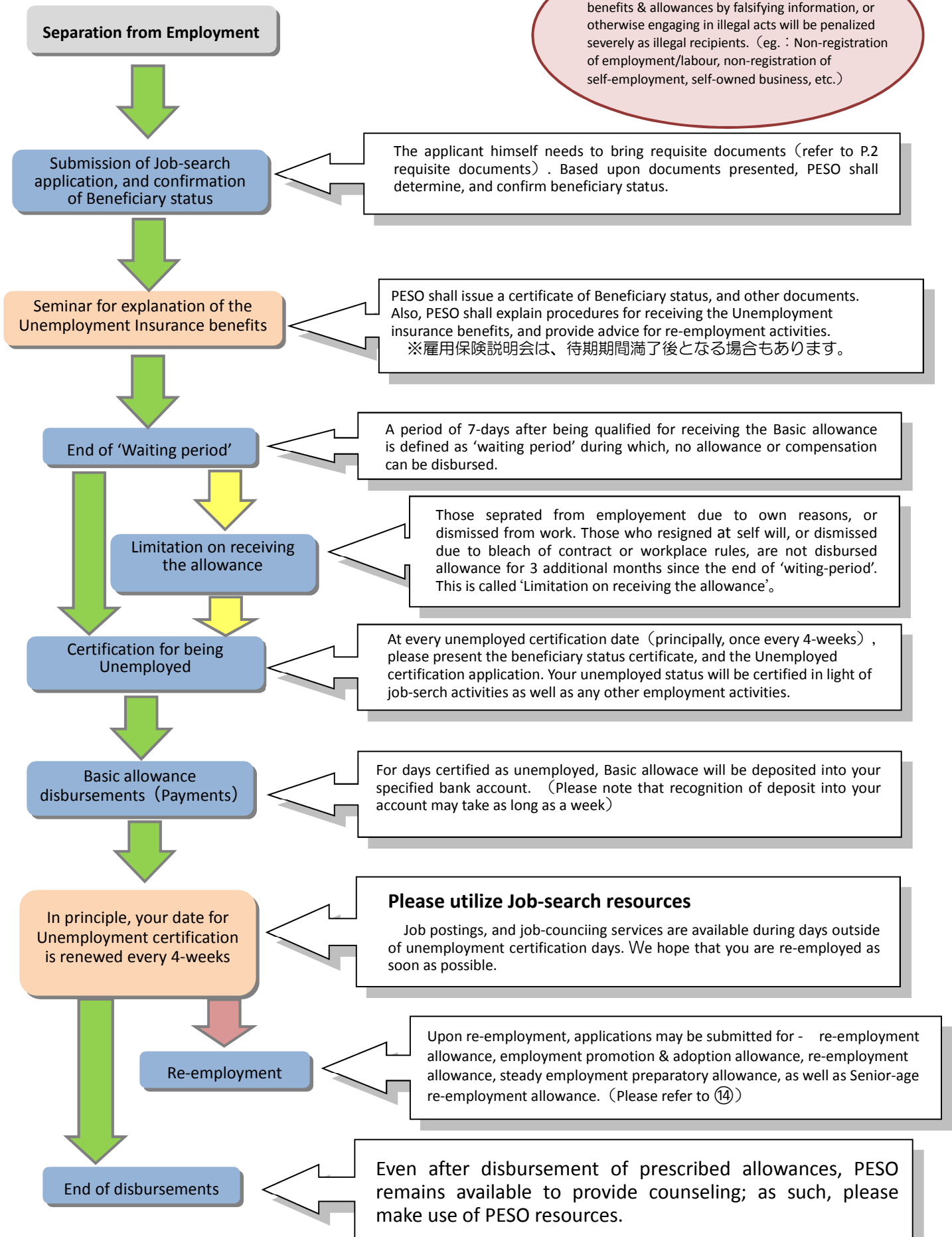
For those receiving the Basic allowance as 「Specially qualified recipient」 or 「Special-cases of separation from employment」 there are rules that reduce payments for National Health Insurance. (Senior-aged benefit qualifiers, and Special-cases benefit qualifiers are not eligible)

In order to receive a reduction in National Health Insurance payments, an application needs to be submitted. Please inquire with the nearest **National Health Insurance desk within your local municipality.**

⑬ Procedures for receiving Basic allowance

Be careful !

Those attempting to receive these insurance benefits & allowances by falsifying information, or otherwise engaging in illegal acts will be penalized severely as illegal recipients. (eg. : Non-registration of employment/labour, non-registration of self-employment, self-owned business, etc.)



⑭ Allowance for those who are re-employed early

For those who submitted Job-search application to PESO, experienced the 'Wait period' as prescribed, and were re-employed to a steady job relatively early in his job-search (※), a '**re-employment allowance**' is available. If the beneficiary is certified as 'unemployed' a day prior to re-employment, and Basic allowance reception days remaining are more than 1/3 the allotted disbursement days, then those qualified as such can receive benefit payments that are calculated by: balance of 'days of Basic allowance disbursement' 50% (60% in some cases) times daily Basic allowance rate, where certain conditions must be met prior to this benefit being disbursed.

※ For example, becoming a beneficiary under the Unemployment Insurance, or as a business-owner, employing a beneficiary under the Unemployment Insurance.

In addition, in case where the re-employed received insurance benefits (*prior to re-employment*) and is employed for more than 6-months, and he receives wages that are lower than those he received prior to reception of the Unemployment benefits, he is eligible to receive **Employment promotion & adoption allowance**.

Also, when he is re-employed with at least 45-days, or 1/3 remaining in basic allowance receivable period, and is not eligible for re-employment allowance due to work arrangement other than regular employment (*less than 1-year worth of employment*), then he is eligible to receive **employment allowance**, which is 30% of the daily Basic allowance rate (*amounts less than 1 yen are not recognized*).

For both benefits, there are daily maximum amounts for Basic allowance amount depending on age.

Those whose allowance was limited due to 'reasons for separation from employment', re-employment allowance, and employment-allowance are available - after completion of 'waiting-period' for a month – for those jobs introduced by PESO.

In addition to above benefits, there is 'steady employment promotion allowance'. For details, such as requirements for disbursement, please inquire with your nearest PESO office.

For those re-employed after age 60 years old

For those Unemployment insurance beneficiaries, older than 60-years of age, but less than 65-years (※) the 'Senior continued employment allowance' is provided.

※for Sailors, depending on date-of-birth, the above clause applies to those who are older than 55-years of age, but less than 60-years.

There are two types of 'Senior continued employment allowance': **Senior continued employment basic allowance**, and **Senior re-employment allowance**.

The Senior continued employment basic allowance is available for those who were re-employed without receiving Basic allowance under the Unemployment insurance (inclusive of cases of disbursements for re-employment allowance). This particular allowance is provided when wages received past the age 60-years old, is less than 75% of wages received prior to that age. (*Disbursement amount has a maximum of 15% of monthly wages received, and will be adjusted in accordance with lowering of wages*)

The Senior re-employment allowance is available to those aged 60-years or higher, but less than 65-years, who are re-employed (*with expectation of one-year worth of employment*) but with 100-days remaining Basic allowance disbursement, and the wages upon re-employment is less than 75% of former wage levels. (The allowance amount is capped at 15% of monthly wages, and will be paid in accordance with declining wage rates). Please note however, this benefit can not be disbursed at the same time as the re-employment allowance (refer to ⑭)

The first step towards re-employment begins with reflecting upon one's own career.

Take an inventory of your career progression to date, and fulfill the Job-search application as instructed below.

Please utilize PESO for job-counseling, so you may be re-employed !

About 「job-search application」

The job-search application, containing all relevant information for re-employment, is to be submitted to, and registered with PESO.

Filling out the job-search application, while reflecting upon one's career, and making sense of each step implies the first step towards re-employment.

Point ①

「Last Employer」

Write about last place of employment.
Reflect (*think back*) upon work experiences there, and think about future job endeavors, and conditions that are desired.

Point ②

「Description of last job」

Write a detailed description of your last job, including specific roles, and responsibilities that were undertaken. This is a chance to appeal about your experiences.

Point ③

「Own skill-sets」

In addition to academic background, indicate vocational training receive. In terms of licenses & qualifications, indicate those you have attained already, as well as those you are preparing to obtain.

Point ④

「Aspiration for employment」

Write down your desired conditions for employment, as you embark upon a job-search.
Consider points ①~③ above, as well as conditions thusfar, and strive to write down conditions that may draw most attention from recruiters' perspective.

- ◆ In the job-search application, points ①~④ should be articulated in order to highlight your career-path.
- ◆ Please refer to comments to the left, and fill-out the form using a pencil.

※ If you have the format, please fill-out with a pencil, and bring to the nearest PESO.

求職申込書【表面】 受理日 年 月 日

〒21311

フリガナ: 花子 裕倫
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電話番号: 03-1234-5678
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希望年収: 20万円以上
希望勤務地: 東京都内
希望職種: 営業(旅行関係)
希望勤務先: 顧客に直接関わる仕事希望
希望勤務先: 営業未経験なので研修等指導が充実している会社とより良いです。

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