

# Monetary Assistance for Everyday Lives

※ Effective as of April 27, 2020 and will be updated as necessary.

(Among the support measures described below, there are those that require a supplementary budget for year 2020 to be generated in advance).

## For those having financial difficulties (daily lives, businesses)

### ● Special Fixed Amount Cash Payout (tentative name)

For those listed in the Basic Resident Register as of the reference date, Apr 27, 2020, an amount of 100,000 yen is being paid out to each person. ※Application must be submitted within three months from the start date of application acceptance.

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### ● Special Cash Payout for Families with Children (for families raising children)

As an initiative to support the livelihood of child-raising families whose everyday lives are affected by the novel coronavirus, a special cash payout (lump sum payment) is being granted to families that are receiving child allowance (the main rule benefits).

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### ● Emergency Petty Cash Funds / Comprehensive Support Funds (for living expenses)

A loan is available for those having difficulties paying living expenses as a result of work suspension or unemployment caused by the novel coronavirus.

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### ● Sustainable Cash Payout (for small to mid-sized company owners and individual business owners)

For business owners affected by the spread of the novel coronavirus, cash payout that can be used for a wide range of general businesses expenses will be provided as a source of business recovery to support business continuity.

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### ● Substantially Interest-Free / Unsecured Loan (for business funding)

Unsecured and interest-free loans are available for individual business owners including business-oriented freelancers suffering from a decrease in business performance caused by the novel coronavirus.

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### ● Grace period for Social Insurance Payment, etc.

As an emergency support measure for those that feel insecure about the current situation, grace period for payment of social insurance, national taxes, utility bills, etc. may be approved.

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### ● Cash Payout to Secure Housing (for rent)

Support is extended to cover housing rent for a certain period for those who are concerned about losing their homes because of reduction in income, and thereby, resulting in a similar situation to unemployment or business shut-down.

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### ● Consultation Support for Impoverished Individuals to Self-Sustain

For those having difficulties making a living, a comprehensive and customized support is provided to respond to different situations that individuals encounter.

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### ● Welfare Benefit

For those experiencing financial difficulties, living expenses, housing costs, etc., are provided in accordance to the degree of need to guarantee minimum living standards, and to promote financial independence.

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# Monetary Assistance for Everyday Lives

## If work leave is necessary because of novel coronavirus infection

### ● Injury and Illness Allowance

If the person insured under health insurance, etc. takes leave of absence from work to medically treat injury or illness, the person's income amount is guaranteed starting from the 4th day of absence and onwards.

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### ● Leave Allowance

If a worker must take leave for reasons that the company is responsible for, the company is obligated to pay the leave allowance (60% or more of the person's average wage) for the period of leave.

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### ● Employment Adjustment Subsidy

Business owners who are forced to scale down business activities for economic reasons can receive subsidies to cover expenses for leave allowances that they are obligated to pay workers for maintaining overall employment.

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## When it is Necessary to Take Care of Children due to Closure of Elementary Schools

### ● Subsidy for Elementary School Closure (for businesses employing labor)

Employers that force workers, irrelevant to whether they are regular or non-regular employees, to take paid leave (except for annual paid leave set forth in the Labor Standards Act) will be subsidized if the workers are "parents" that must take care of their children because elementary schools, etc. are temporarily closed.

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### ● Monetary Aid for Elementary School Closure (for outsourced individuals)

"Outsourced individuals" who are not able to work due to having to take care of their children because of temporary closure of elementary schools, etc. are supported with monetary aid for the days they are unable to work.

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### ● Support for Users of Company-Sponsored Babysitters

If company workers cannot take days off when there is a temporary closure of elementary schools, etc. resulting from the novel coronavirus, and if the workers are not able to use after-school kids club but can only use babysitter service, its fee will be covered and paid. This support is also applicable to those who work on their own.

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# Special Fixed Amount Cash Payout (tentative name)

As an emergency stimulus package to combat the novel coronavirus, 100,000 yen will be paid per person to support household finances. The payment procedure will be simple, and the payment will be made promptly and accurately.



## Who will receive the payout

Those who are listed on the Basic Resident Register as of April 27, 2020



## Amount of the payout

**100,000 yen** per eligible person



## Who are eligible to receive the payout

The head of the household of the family that includes an eligible person



## How to apply for the payout and the payment method

An application is to be submitted by the methods described in (1) or (2) below. As a general rule, the payment will be transferred to the applicant's bank account (the applicant must be the account holder of the account).

※ You can send in your application and receive your payment directly at the counter only if such procedure is deemed necessary to prevent the spread of the infection.

### (1) Apply by mail

The eligible person will use the application delivered from the municipal office and fill in the bank account information where the payout should be transferred. The person will subsequently mail in the application along with the enclosed documents such as copies of account confirmation document and ID document back to the municipal office.

### (2) Apply online (available only to My Number Card holders)

Enter the bank account information in the Myna Portal site, upload the bank account confirmation document, and submit the application electronically (ID is confirmed by electronic signature, so ID document is not required).



## Start date of application acceptance and payment

Every municipal office will make their determination (payout will be made as soon as possible considering the purpose of the emergency stimulus package) For the mailing method, deadline for submitting an application is **three months from the start date of application acceptance**.



● **For the specific procedure of the payout**, please review the website of the Ministry of Internal Affairs and Communications.

● **For inquires,**

**Call Center** can support you at **03-5638-5855**

**Hours: 9:00 am - 6:30 pm (except weekends and holidays)**



# Special Cash Payout for Families with Children in Year 2020

As an initiative to support the livelihood of child-raising families impacted by the novel coronavirus, a special cash payout (lump sum payment) will be granted to families that are receiving child allowance (the main rule benefits).

## Who are eligible

Recipients of child allowance (the main rule benefits) in April 2020 (including March).

※Eligibility granted to children born on or before March 31, 2020, and includes junior high school students as of March 2020 (includes new first year high school students).

## Amount of payout

**10,000 yen** per eligible child

To be paid from the municipality where you reside as of March 31, 2020.

※For new first year high school students, payout to be made by the municipality where the person resided as of February 29, 2020.

※If you have moved out on or after April 1, 2020, please consult the municipality of your old address.

## Application procedure

In principle, an application is not required.

The eligible person will be notified by the municipality as of March 31, 2020.

※If you are a government employee, please apply at your municipal office after your agency certifies you are an eligible person.

### ● **Where to make inquiries**

At the counter for “Special Cash Payout for Families with Children” in the municipality of your residence as of March 31, 2020 (or as of Feb. 29, 2020 if your child is a new first year high school student)

(For general questions about this system, contact the call center for Cabinet Office Special Cash Payout for Families with Children (from early May))

# Emergency Petty Cash Fund / Comprehensive Support Fund (for living expenses)

A special loan is offered by the Council of Social Welfare of each prefecture to those who are having trouble paying living expenses because of work suspension or unemployment caused by the novel coronavirus.

## **Emergency petty cash fund (for those who need funds temporarily (primarily for those who experience work suspension))**

Small loans are granted to those with urgent and temporary financial difficulties.

**Who are eligible** Households that urgently and temporarily need loans to cover living expenses because of income reduction from work suspension which results from the impact of the novel coronavirus.

※If income reduction is caused by the novel coronavirus, you are eligible even if you are not in work suspension status.

**Max loan** 200,000 yen for school closure or special case for private business owner  
100,000 yen for other cases

**Deferral period** One year or less

**Maturity** Two years or less      **Loan interest / Guarantor** Interest free / Not required

## **Comprehensive support fund (those who need to rebuild their lives [primarily the unemployed, etc.]**

Loans for covering living expenses are made to help put lives back in order.

**Who are eligible** Households experiencing financial hardship due to reduction in income or unemployment caused by the effects from the novel coronavirus.

※If income reduction is caused by the novel coronavirus, you are eligible even if you are not in unemployment status.

**Max loan** 200,000 yen / Mo. (two people or more)  
150,000 yen / Mo. (single person) (Loan period: generally three months or less)

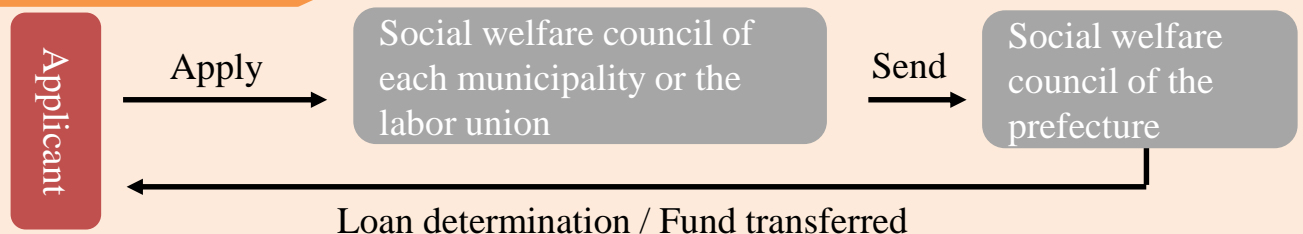
**Deferral period** One year or less

**Maturity** 10 years or less      **Loan interest / Guarantor** Interest free / Not required

※ 1 Under this special measure, if resident tax-exempt households continue to experience reduction in income at around the maturity date of the loan, such households may be exempt from having to pay off the loan.

※ 2 First, up to 200,000 yen can be borrowed from the emergency petty cash fund, and if income continues to decrease, additional 200,000 yen can be borrowed by households of two or more people from the comprehensive support fund for up to three months. (800,000 yen max)

## Loan Procedure



● For general inquiries, contact the **Consultation Call Center**  
0120-46-1999 ※ 9:00~21:00 (incl. weekends, holidays)

● Apply to the **Social Welfare Council in your area or the Labor Union**

※ You can also apply by mail.

※ At many city and prefectural / designated city social welfare council's homepage, there are "links" that direct users to the municipality's social welfare council's homepage. Please verify from the QR code on the right side. If it is not posted, please search from the search site on the Internet.



# Sustainable Cash Payout

For business owners affected by the spread of the novel coronavirus, cash payout that can be used for a broad range of general businesses expenses will be provided as a source of business recovery to support business continuity.

## Who are eligible

○ Those with businesses that experienced reduction in sales **by 50% or more** compared to the same month of the previous year due to the effects from the novel coronavirus※

※ Excludes large companies with one billion yen or more in capital. The payout **broadly targets medium-sized companies, SMEs, and small-scale enterprises, and individual business owners including freelancers.**

It also **broadly targets organizations other than companies, such as of medical, agricultural, NPO, and social welfare entities.**

## Amount of payout

**2,000,000 yen** for organizations, and **1,000,000 yen** for individual business owners

(However, **the ceiling will be set at the total sum of reduced sales over the past year**).

### Calculation for total sum of reduced sales

**Total sales for the previous year (business income) — (sales for the month that incurred a reduction of 50% or more compared to the same month of the previous year × 12 months)**

※ By setting the above calculation as a basis, measures for supporting businesses that started last year are under consideration.

 ● Send inquiries to

**Small and mid-sized business finance / payout consultation desk  
0570-783183**

※ 9:00 ~ 17:00 including weekends and holidays

While the details of this system are still under review, the basic thought process is posted on the HP of the Ministry of Economy, Trade, and Industry for contents that receive multiple inquiries such as the start period of the application / payout and information required for submitting an application.

Please verify by checking the following URL or the QR code on the right.

<https://www.meti.go.jp/covid-19/pdf/kyufukin.pdf>



# Substantially Interest-free and Unsecured Loan

## (for business funding)

Interest-free and unsecured loans are available for individual business owners including business freelancers suffering from decrease in business performance caused by the novel coronavirus. By using the combination of “special loan for novel coronavirus infection” and “special interest supply system,” you can obtain loans with practically no interest to help your business maintain its cash flow.

### Special loan for the novel coronavirus infection

- ▶ A special credit line for loans is prepared for businesses including business freelancers who are facing hardship from the effects of the novel coronavirus infection, such as decrease of 5% or more in sales of the most recent month compared with the previous year or two years prior. Uniform interest rate will be applied regardless of creditworthiness or existence of collateral, meaning interest rate will be lowered by 0.9% for the first three years of the loan.

※ For individual business owners (limited to small-scale businesses including business freelancers), loans can be issued flexibly even with qualitative explanations on business impact.

**Uses for the funds** | Operation funding, Equipment funding **Collateral** | No collateral

**Loan term** | 20 years for equipment funding, 15 years for operation funding **Deferral period** | Five years or less

**Maximum amount (additionally)** | 300,000,000 yen for small / mid-size businesses,

60,000,000 yen for micro-enterprises

**Interest rate** | 0.9% reduction from standard interest for the first 3 years, and revert to standard interest from the 4th year

(Maximum rate reduction: 100,000,000 yen for small / mid-size businesses, 30,000,000 yen for micro-enterprises)



- **Consultation on weekdays**

Consultation on operating funds at Japan Finance Corporation : 0120-154-505


Okinawa Devel. Finance Corp., loan 2<sup>nd</sup> Dep. small/mid business loan 1<sup>st</sup> team : 098-941-1785

- **Consultation on weekends and holidays**

Japan Finance Corporation : 0120-112476 (micro-enterprises), 0120-327790 (small/mid-sized businesses),

Okinawa Devel. Finance Corp. : 098-941-1795

### Special interest subsidy system

 **Applications are not yet accepted.** Details such as requirements and application procedures will be announced immediately once determined.

- ▶ This system is provided to help support individual business owners including business freelancers maintain their cash flow by returning the interest portion of the loan that was paid in making payments for the “special loan for novel coronavirus infection,” which was granted by the Japan Finance Corporation.

**Interest subsidy period** | First three years of the loan

**Interest subsidy ceiling** | 100,000,000 yen for small / mid-sized businesses,

30,000,000 yen for micro-enterprises



- **Consultation desk for finance / payout to small / mid-sized businesses**

0570 – 783183

(9:00 ~ 17:00 on weekdays and days off)



# Grace period for Social Insurance Payment, etc. ①

## Grace period for employee pension premium payment, etc.

### 1. Grace period for asset conversion

If you meet a certain criteria, such as the continuation of your business being threatened as a result of having to pay employee pension premium etc., at a given time, the grace period for asset conversion may be approved if you make a request to the jurisdictional pension office within six months after the premium payment deadline.

### 2. Grace period for payment

If you meet one of the following conditions, and are temporarily having difficulty paying employee pension premium etc., the grace period for payment may be approved if you make a request to the head of the regional bureau of health and welfare through the jurisdictional pension office.

- ① Your asset is damaged by a disaster, or is stolen
- ② A business owner or the owner's family member contracts an illness or is injured
- ③ The business shuts down or is suspended
- ④ A significant loss has been incurred by the business

If "1. Grace period for asset conversion" or "2. Grace period for payment" is approved,

- ◆ Payments will be made in installments every month for the delayed amount during the grace period.
- ◆ Seizure of asset or conversion (cash conversion by selling) will be given a grace period.
- ◆ Portion of the overdue amount to be paid during the grace period will be forgiven.

To make use of the grace period system, you must submit an application to a pension office. For details, please consult your nearest pension office.

※For inquiries pertaining to health insurance expense, please consult the pension office if you are enrolled with the Japan Health Insurance Association, or consult the Health Insurance Society if you are enrolled with the Health Insurance Society.



### ● Send inquiries to

Your nearest pension office (URL below or QR code on the right)

<https://www.nenkin.go.jp/section/soudan/index.html>



## Reduction or exemption of payments (tax) for national health insurance, national pension, medical insurance system for the elderly aged 75 or over, and nursing-care insurance

For those who experienced reduction of income etc., from the effects of the novel coronavirus, you may be approved for reduction or exemption of payments (tax) for national health insurance, national pension, medical insurance system for the elderly aged 75 or over, and nursing-care insurance. Please contact your municipality, pension office, or the Health Insurance Society.



### ● Send inquiries to

- For national health insurance payments (tax)

⇒The national health insurance section of your municipality

(If you are enrolled with the Health Insurance Society, contact your society)

- For insurance payments under the medical insurance system for the elderly aged 75 or over

⇒The relevant medical insurance system for the elderly aged 75 or over section in your municipality

- For nursing-care insurance payments

⇒The nursing-care insurance section of your municipality

- For national pension insurance payments

⇒The national pension section of your municipality, or the pension office



# Grace Period for Social Insurance Payment, etc. ②

## Grace period for national tax payment

If you have difficulty paying national taxes at a given time due to the effects from the novel coronavirus, the grace period for asset conversion may be approved if you make a request to the tax office. Furthermore, if you meet the following conditions, your tax payment may be delayed. Please first consult the tax office that covers your jurisdiction. The tax office will promptly examine the matter.

【Specific circumstances】

- ① Your asset incurred a considerable damage due to a disaster
- ② You or a family member contracted an illness
- ③ Your business was shut down or suspended
- ④ Your business incurred a significant loss

If the grace period is approved

◆ Generally, a one year delay will be approved.

(Depending on the situation, a grace period of one additional year may be approved).

- ◆ During the grace period, overdue tax amount may be reduced or forgiven).
- ◆ Seizure of asset or conversion (cash conversion by selling) will be delayed.



### ● Send inquiries to

National Tax Agency (see URL below or QR code on the right)

[https://www.nta.go.jp/taxes/nozei/nofu\\_konnan.htm](https://www.nta.go.jp/taxes/nozei/nofu_konnan.htm)



## Grace period for local tax payment

### 1. Grace period for collection

If a tax payer (including family member) is infected with the novel coronavirus, or meets the following conditions due to the effects from the novel coronavirus, a grace period may be approved.

【Specific reason】

- ① Your asset incurred a considerable damage due to a disaster
- ② You or a family member contracted an illness
- ③ Your business was shut down or suspended
- ④ Your business incurred a significant loss

### 2. Grace period for asset conversion through application

If you are not able to pay local taxes at a given time due to the effects from the novel coronavirus, grace period for asset conversion through application may be approved.



### ● Send inquiries to

Please consult or send an inquiry to your prefectural government office / municipality about matters pertaining to the postponement of collection, etc.

# Grace Period for Social Insurance Payment, etc. ③

## Grace period for payment of electricity / gas bills

Regardless of whether you are an individual or a company, if you are having difficulty paying electricity / gas bill due to the effects from the spread of the novel coronavirus, we are requesting electricity / gas companies not to stop the supply because of unpaid bills, but to consider the situation and handle the matter flexibly such as by giving a grace period for the deadline of payment, etc.

(※) Other than electricity / gas bills, if you are having difficulty paying bills for water, sewer, NHK, land-line telephone, mobile phone as well as public housing, we are requesting suppliers of these services to consider the situation and handle the matter quickly and flexibly such as by giving a grace period for the deadline of payment, etc.



### ● Send inquiries to

If you are having difficulty paying the electricity / gas bills, please first contact your electricity / gas company.

List of related companies that supply electricity (incl. scheduled support)

[https://www.enecho.meti.go.jp/coronavirus/pdf/list\\_electric.pdf](https://www.enecho.meti.go.jp/coronavirus/pdf/list_electric.pdf)

List of related companies that supply gas (incl. scheduled support)

[https://www.enecho.meti.go.jp/coronavirus/pdf/list\\_gas.pdf](https://www.enecho.meti.go.jp/coronavirus/pdf/list_gas.pdf)



# Cash Payout to Secure Housing (for rent)

Under the current circumstances with the novel coronavirus infection, support is extended to cover housing rent for a certain period for those concerned about losing their homes because of less income, and thereby, resulting in a similar situation to unemployment or business closure, although it has not yet occurred.

## Cash Payout to Secure Housing

### Target (current)

- Those that have been unemployed or business closed down within the last two years



### Post-expansion

- Those that have been unemployed or business closed down within the last two years
- Those who are in similar situations to unemployment or business closure because of less opportunity to earn income, and it is not their fault or for personal reasons.

**Eligibility** Those who have been unemployed or business closed down in the past two years, or are in similar situations to unemployment because of less income resulting from business suspension or similar reasons.

**Period** Generally for three months (can be extended for another three months (up to nine months) if the person is diligently seeking employment)

**Amount** (Tokyo special ward estimates) Single person household: 53,700 yen, two-people household: 64,000 yen, three-people household: 69,800 yen

### Requirements

○ Income : Total household income must not exceed 1/12 of income exempt from municipal residence tax + monthly rent (up to standard amount of special housing benefits)  
(Tokyo special ward estimates) Single person household: 138,000 yen, two-people household: 194,000 yen, three-people household: 241,000 yen

○ Assets : Total household savings must not exceed the amounts shown below (however, the amount must not exceed 1,000,000 yen): (Tokyo special ward estimates) Single person household: 504,000 yen, two-people household: 780,000 yen, three-people household: 1,000,000 yen

○ Employment seeking activity : Must be conducted diligently and eagerly  
※ Job application with Hello Work is not required to apply for benefits  
(from April 30)

etc.

**i** ● Where to send inquiries / application:

**Consultation and support organization for self-reliance at your municipality**

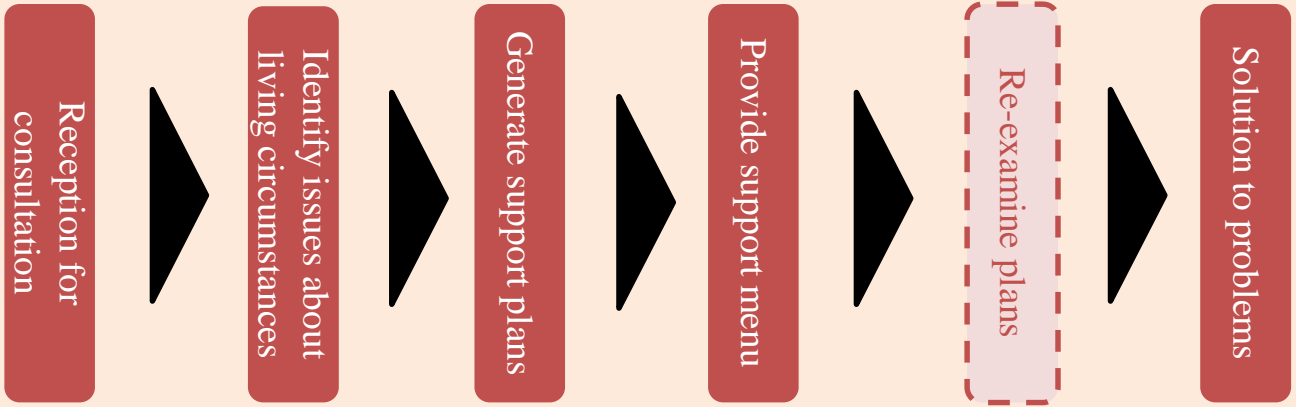
Domestic contact list: <https://www.mhlw.go.jp/content/000614516.pdf>



# Support for Impoverished Individuals to Self-Sustain

For those having difficulties making a living, a comprehensive and customized support is provided to respond to different situations that individuals encounter.

## Consultation flow (consultation and support for self-sustaining)



## Examples of support menu

### Support for employment, and employment preparation

- Employment advice / Support for individual job seekers
- Workshops and work experience sessions for those uncomfortable about working or have trouble communicating with others.

### Support for family finances

- Understanding financial status of families through clarification. Helping families obtain loans.
- Support for those delinquent in rent payments, taxes, and utilities, and introduction of available benefits.

### Cash payout to secure housing

- Cash payout for those who lost or may lose housing resulting from financial hardship due to job loss will be provided for a definite period on the condition that the person is job searching.

### Temporary support for day-to-day living

- Support to obtain day-to-day living necessities, such as clothes, food, and housing, will be provided for a definite period to those who lost their housing.



● **For consultation, please contact the helpdesk for your municipality or support organization for self-reliance in your area**

# Welfare Benefit System

The objective of the welfare benefit system is to provide protection necessary to assure minimum living standards, and to promote financial independence in accordance to the degree of necessity.

## Who is eligible to receive the welfare benefit

- The welfare benefit provides necessary benefits on the premise that every asset, capability, etc. of the applicant is taken into consideration.

(Those who find themselves in the following circumstances are eligible).

- Assets such as real property, vehicle, and savings are not available for immediate use.
  - ※ Possession of real property and vehicle may be allowed as an exception.
- A person is unable to find employment, or unable to earn money to cover the necessary living expenses despite working.
- A person is unable to earn enough money to cover the necessary living expenses despite utilizing social security benefits, such as pension and others.
- Any support from the sponsor will be prioritized over the welfare benefit.
  - ※ When an application is submitted for the benefit, for someone who is a spouse or a parent of a child that is in the third year of junior high school or younger, a welfare office caseworker will meet the subject to determine if the person can be a sponsor. For other sponsors, confirmation must be made through documents.
  - ※ The funds for covering the necessary living expenses are fixed (minimum living expenses) by age, number of family members etc., and the welfare benefit is granted only when the income is below the minimum cost of living.

Minimum cost of living

Income from pension, childcare allowance etc.

→ Welfare benefit to be paid

- There are also other stipulations to determine eligibility for the welfare benefit. For details, please consult the welfare office in your local government.

## Flow of the procedure

- Consult the welfare office (consultation desk for day-to-day support) in your local government.
- After receiving an application, the welfare office will check the applicant's assets, etc. by visiting, examining, and determining whether the person is eligible to receive the benefit, and to conclude the final amount of payout to be provided.
- Through the examination procedure above, the welfare office should be able to make a decision about welfare benefit provision within 14 days of submitting the application.

## After you start receiving the welfare benefit

- While you are receiving the benefit, a caseworker will visit you several times a year to check up on you. You must follow the instructions given by the caseworker, if any.
- While you are receiving the benefit, you are required to report your income every month.
- Not only living expenses, but housing rent within a certain predetermined amount will also be provided.
- Additionally, necessary medical treatment and nursing care is within the realm of the benefit.
- Consultation on family finances, child education, day-to-day support, employment support, etc., is also available (except for some local government offices).



● Please contact the welfare office of your local government for consultation.

# Injury and Illness Allowance

The injury and illness allowance is a system that supports insured individuals secure inflow of income. The system protects individuals who are forced to be absent from work because of injuries or illnesses that are not work related. A person infected with the novel coronavirus can also use this system if the person cannot work from having to recover.

You may be eligible to receive the Injury and Illness Allowance if you are:

- Hospitalized with no specific symptoms but tested positive for the novel coronavirus
- If you have symptoms such as a fever, and thus, cannot work and have to recover

## Payment conditions

The allowance is granted when both of the following conditions are met:

- ① You cannot work because of injury or illness that is not work related.
  - ※ Injuries and illnesses caused during work or commute are covered by the Industrial Accident Insurance.
- ② You have been absent from work for four days or longer
  - ※ Allowance is paid from the fourth day of absence if you did not work due to having to receive medical treatment for three consecutive days (waiting period).
  - ※ The waiting period includes weekends, public holidays, and paid holidays.

## Payment period

From the start of the allowance, up to one year and six months

※ During the period of one year and six months, payment is made for the days that the payment conditions above are met.

## Payment amount per day

Total of 1/30 of the averaged monthly income for the last 12 months prior to the starting month of allowance payment multiplied by 2/3.

※ If the salary paid is less than the allowance amount to be paid, the difference between the allowance and the salary paid will be provided.

$$\text{Total amt to be paid} = \text{1/30 of averaged monthly income of last 12 months} \times \frac{2}{3} \times \text{days to be paid}$$

 ● For details on conditions of payment or application procedure, please check with your health insurance provider.

(※) For those who are enrolled in national health insurance, this allowance may be paid to those who are infected with the coronavirus. However, it is up to the regulations set forth by each municipality. For details, please contact your municipality.



# Leave Allowance (Labor Standards Act, Article 26)

Under the Labor Standards Act, Article 26, if a company forces a worker to take work absence for reasons attributable to the company, the company shall pay an allowance during the worker's absence to guarantee the person's minimum living standards.

● When a company forces a worker to take absence, regardless of what the Labor Standards Act says, we request that the company pay leave allowance through active utilization of the Employment Adjustment Subsidy in an effort to avoid damages.

※ Please review the next page for details on the Employment Adjustment Subsidy.

## When a company is obligated to pay leave allowance

- ▶ When a company suspends its operation for the reasons attributable to the company, it must pay an allowance during that period.
- ▶ If the suspension is due to unforeseeable circumstances beyond the company's control, the company is not obligated to pay leave allowance to its workers.

If the following two factors are recognized, it is unforeseeable.

- ① It was caused by an accident that occurred outside the business
- ② It was an accident the employer could not avoid despite taking the utmost care

An example of ① would be a request under declaration of emergency, which is unrelated to business, but adversely impacts operation.

To satisfy ②, the company must take every measure to avoid business suspension.

Examples of such measure include the following:

- Whether the company is fully considering ways to enable workers to work from home.
- Whether the company is forcing workers to be absent although there are other duties they can engage in.

Taking the above into consideration, determination is made separately.

As a result, employers will not be exempt from having to pay out allowances just because they were affected by the novel coronavirus.

## Amount of leave allowance

At least 60/100 of the averaged wage (total wages paid in the last three months before business suspension divided by the total number of days in that period※)

※ For wages determined on hourly, daily, or fee-for-service basis, the minimum guaranteed wage can be applied.

**i** ● For consultation on each individual case,

please contact the **Special Labor Consultation Desk**,

This line provides consultation on layoffs, termination of employment contract, leave allowance, etc. caused from the effects of the novel coronavirus.



# Employment Adjustment Subsidy (special measures)

If an employer reduces business activity as a result of effects from the novel coronavirus, and attempts to maintain employment of workers by granting paid leave, educational training, or secondment, the cost incurred will be subsidized.

## **Who are eligible (employers)**

Employers who are impacted by the novel coronavirus

## **Special measures** ※ Underlined parts start from Apr 1, 2020

- Significant expansion regarding the content of subsidies and beneficiaries
  - ※ Applicable to suspension of operation, etc. that occurred from Apr 1 to Jun 30, 2020.
  - ① Increase in subsidy grant rate (4/5 of small/mid-sized companies and 2/3 of large companies)  
If there are no layoffs, the subsidy grant rate is raised (9/10 of small/mid-sized companies, 3/4 of large companies)
    - ※ Maximum of 8,330 yen a day per worker (as of Mar 1, 2020)
  - ② Additional amount of increase if training program is implemented  
(2,400 yen for small/mid-sized companies, 1,800 yen for large companies)
  - ③ Workers including new graduates who are covered under employment insurance for less than six months are eligible.
  - ④ This subsidy is separate from the maximum 100 payment days per year.
  - ⑤ Absence by workers not covered by employment insurance are also eligible
- Additional relaxation of receiving requirements
  - ※ The beginning date of business suspension is now accepted from Jan.24, 2020
  - ⑥ Relaxation of the Production Index Requirement (5% decrease between Apr 1 to Jun 30, 2020)
  - ⑦ Subsidy can be granted even if the volume of employment from the last three months have increased compared to same period last year
  - ⑧ The requirement disallowing the continuous use of Employment Adjustment Subsidy (cooling period) has been abolished
  - ⑨ Relaxation of the requirement to have to be in business for at least one year
  - ⑩ Relaxation of the requirement for scale of suspension
- Ease of use
  - ※ The start date of suspension of operation can now be between Jan 24 to Jul.23, 2020
  - ⑪ Submission after-the-fact is allowed and extended until Jun. 30, 2020
  - ⑫ Relaxation of the requirement for short notice collective suspension
  - ⑬ The system of offsetting overtime work is on hold for the time-being
  - ⑭ The application document has been simplified
    - ※ Additional implementation of special measures are being planned.



- **For details on receiving requirements and procedure** please review the website of Ministry of Health, Labor, and Welfare.
- Also contact the Call Center for Employment Adjustment Subsidy at 0120-60-3999 (Hours 9:00am to 9:00pm (including weekends / holidays))



# Subsidy for Elementary School Closure

(For businesses employing labor)

This subsidy has been enacted to support companies that made their workers, regardless of whether they are regular or non-regular employees, take paid leave (except for annual paid leave under the Labor Standards Act), to care for children that have been out of school due to school closure caused from the effects of the novel coronavirus.

## Who are eligible (employers)

Employers that made their workers take paid leave (with full pay) so that the workers can care for their children falling under ① or ② below. The pay must be separate from the annual paid leave defined under the Labor Standards Act.

① Children attending elementary schools etc. (※) that decided to close down temporarily based on guidelines for the novel coronavirus.

※ Elementary school etc.: Elementary school, early course of compulsory school, miscellaneous school (kindergarten or ones that have similar courses as elementary schools), school for special needs education (all needs included), after-school kids club, after-school day service, kindergarten, nursery school, certified child center, unlicensed nursery, at-home nursery, etc., like daycare service for children, or facility for daycare support for handicapped children, etc.

② Children that must be absent from school for reasons such as being infected with the novel coronavirus

## Payment amount

Comparable wage paid to the worker who took paid leave x 10/10

※ Maximum payment amount per day is 8,330 yen

## Applied dates

Paid leave taken between Feb 27 – Jun 30, 2020

※ Spring holiday season when schools are closed are not included.

## Application deadline

Sep 30, 2020

※ Each employer should submit applications in batches as much as possible.

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● For details on payment requirements and procedure, please review the website of Ministry of Health, Labor, and Welfare.

● For inquiries,  
Call center for subsidy for school closure, grant,  
and employment adjustment subsidy

0120 – 60 – 3999

Hours: 9:00 am to 9:00 pm (including weekends and holidays)

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# Monetary Aid for Elementary School Closure

(For outsourced individuals)

Monetary aid is granted to freelancer parents who are not able to perform contracted work while elementary schools, etc., are closed from the effects of the novel coronavirus, and they are compelled to take care of their children.

## **Who are eligible (individuals who are outsourced and work)**

Guardians who must take care of their children in ① or ② below, and meet **specific requirements**.

① Children attending elementary school etc. (※) that decided to close down temporarily based on the guidelines of the novel coronavirus

※ Elementary school etc.: Elementary school, early course of compulsory school, miscellaneous school (kindergarten or ones that have similar courses as elementary schools), school for special needs education (all needs included), after-school kids club, after-school day service, kindergarten, nursery school, certified child center, unlicensed nursery, at-home nursery, etc., like daycare service for children, or facility for daycare support for handicapped children, etc.

② Children that must be absent from school for reasons such as being infected with the novel coronavirus

## **Specific requirements**

- Planned to work as a freelancer
- Compensation is paid for the work specified in the agreement, and the person is instructed by the outsourcer about work content, location, and date/time.

## **Payment amount**

4,100 yen (fixed) per day for the number days one could not work

## **Applied dates**

Feb 27 - Jun 30, 2020

※ Spring holiday season when schools are closed are not included.

## **Application deadline**

Sep 30, 2020

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● For details on payment requirements and procedure, please review the website of the Ministry of Health, Labor, and Welfare

● For inquiries,

**Call center for subsidy for school closure, grant, and employment adjustment subsidy**

**0120 - 60 - 3999**

**Hours: 9:00 am to 9:00 pm (including weekends and holidays)**



# Support for Users of Company Sponsored Babysitters

(Special measure: for company workers)

If company workers are not able to take leave or use after-school kids club when elementary schools temporarily close down from the effects of the novel coronavirus, and as a result they use babysitters, the fees will be covered.

## Who are eligible

Those meeting conditions ① - ③ below are eligible for this special measure.

- ① You work for a private company
- ② Your spouse is working, or you are a single parent, and must use a babysitter so that you can go to work
- ③ Your child's elementary school, nursery school, etc., is closed because of the novel coronavirus

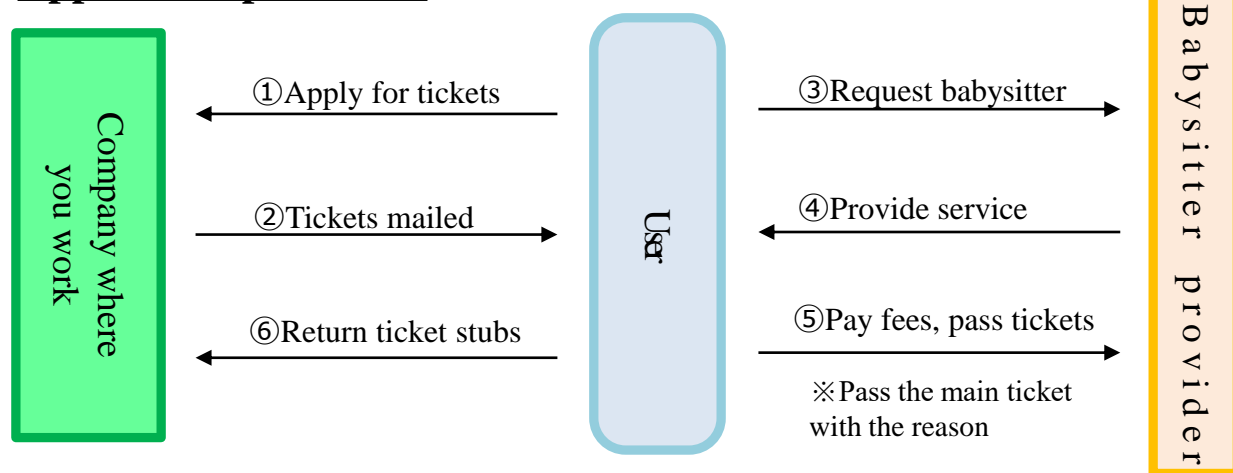
## The content of the special measure

Discount tickets (2,200 yen per ticket) are provided. These tickets can be used when elementary schools, nursery schools, etc., are temporarily closed.

<Ordinarily>                      <Special measure>

- Tickets per day : 1 / person                      ⇒      5 / person
- Max tickets per mo. : 24 / household   ⇒      120 / household
- Max tickets per year: 280 / household ⇒      No limit

## Application procedure



● For details, please review the website for All Japan Childcare Services Association.

<http://www.acsa.jp/>



# Support for Users of Company Sponsored Babysitters (Special measure: for self-employed individuals)

If self-employed workers are not able to take leave or use after-school kids club when elementary schools temporarily close down from the effects of the novel coronavirus, and as a result they use babysitters, the fees will be covered.

## Who are eligible

Those meeting conditions ① - ③ below are eligible for this special measure.

- ① You are self-employed (self-owned business, freelance, etc.)
- ② Your spouse is working, or you are a single parent, and must use a babysitter so that you can work
- ③ Your child's elementary school, nursery school, etc., is closed because of the novel coronavirus

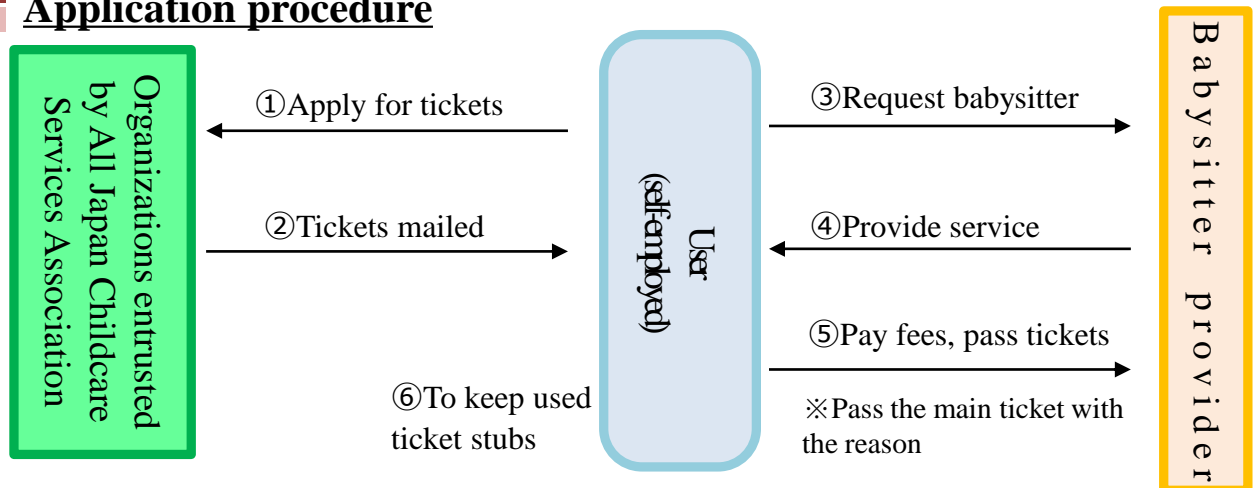
## The content of the special measure


Discount tickets (2,200 yen per ticket) are provided. These tickets can be used when elementary schools, nursery schools, etc., are temporarily closed.

<Ordinarily>                      <Special measure>

- Tickets per day : 1 / person                      ⇒        5 / person
- Max tickets per mo. : 24 / household        ⇒        120 / household
- Max tickets per year: 280 / household        ⇒        No limit

## Application procedure



 ● For details, please review the website for All Japan Childcare Services Association.

<http://www.acsa.jp/>





## List of Consultation Desks

Various consultation desks are available to help each person's concern. Please **feel free to contact us**.

### Consultation about employment

● **Hello Work** 【Tel: Please call the Hello Work office nearby】

If you are seeking a job, consult the Hello Work office nearby. Job information is also available on Hello Work Internet Service. You can also consult about job introduction over the telephone. Additionally, for those who visit Hello Work and need support for housing or living, information on relevant support systems can be provided as well.



### Consultation on labor issues (dismissal, contract termination, etc.)

● **Special consultation desk on labor issues** 【Tel: Call the office nearby】

“Special consultation desk on labor issues” is set at the Labor bureau at each prefecture. You can consult on labor-related issues, such as dismissal, contract stoppage, or a leave allowance, caused by the influence from the novel coronavirus outbreak. Also, for those who experienced job offer cancellation or postponement of job start, special consultation desks for such problems are set at each Newly Graduate Support Hello Work.



### Consultation on mental health

● **Mental Health and Welfare Center, etc.** 【Tel: Call the office nearby】

Professionals, such as public health nurses and psychiatric social workers, give advice by meeting or over the telephone to those who have problems, such as being unable to sleep due to concerns over the coronavirus or being stressful taking care of children.



● **Mental health portal site for working people, “Kokoro no Mimi”**

Information on mental health at work sites can be provided. Also, industrial counselors and other staff give advice by emails or over the telephone about mental health disorder or health problems from overwork, etc.



### Consultation on DV and concerns about raising children

● **DV consultation navi** 【Tel:0570-0-55210】

Worries about domestic violence (DV) from a spouse or a loved one can be consulted at the consultation desk nearby. If you feel something wrong or painful about the relationship with your partner, please give us a call. You are not alone.



● **Child consultation center, child abuse hotline**

【Tel : Please call the child consultation center nearby, or child abuse hotline “189.”】

Telephone consultation service is available about worries over childcare, child abuse, etc.



### Consultation on other concerns such as feeling it is hard to survive

● **'Yorisoi' Hotline, etc. (over the telephone)** 【Tel:0120-279-338】

We stand close (*yorisoi*) to any worries of anybody and try to find a solution together.  
(examples)

- Those who want their concerns over living to be listened
- Those who want advice on issues over DV or sexual violence
- Those who want to consult in foreign languages



● **Consultation by SNS, etc.**

Through SNS, such as LINE, Twitter, Facebook, etc., or on the telephone, any concerns like “difficulty surviving” can be consulted, regardless of age or gender.

