

1. Employment Adjustment Subsidy | Extra ordinary treatment due to COVID-19

Summary	
About	<ul style="list-style-type: none"> -Employment Adjustment Subsidy, called Koyochosei Joseikin in Japanese, is the subsidy to keep employment during recession. -Extra ordinary treatment of the subsidy is available from April 1st to February 28th 2021 due to COVID-19.
Eligible company	<ul style="list-style-type: none"> -Revenue is declined due to COVID-19. -Pay 60% or more of the average wages to employees based on labor management agreement
Subsidy rate	<ul style="list-style-type: none"> -Small company: 80% or 100% -Large company: About 67% or 75%

2. What is Employment Adjustment Subsidy ?

Employment Adjustment Subsidy is the subsidy to keep employment during recession due to COVID-19

- This subsidy is called Koyochosei Joseikin in Japanese
- This subsidy is available when companies pay allowances and order employees to take a leave, transfer to another related company, or take an educational program to keep employment.
- Due to COVID-19, extra ordinary treatment of the subsidy is available.
- The treatment is available from April 1st to February 28th 2021.
- The treatment is applied when companies order employees to take a leave during above period.

3. Eligible company

Eligible	Conditions
Company	<ul style="list-style-type: none"> -Company insured employment insurance -Revenue is declined by more than 5% compared with same month of the previous year due to COVID-19. -Conclude labor management agreement on taking a leave with employees -Pay 60% or more of the average wages to employees
Employees	<ul style="list-style-type: none"> -Employees insured employment insurance -Not insured employees can be subsidized by another subsidy.
Leave	<ul style="list-style-type: none"> -Leave is implemented based on labor management agreement with employees. -Leave days is 1/40 (1/30 for large company) or more of working day -One day off or hourly leave

4. Subsidy Rate

	Small company※1	Large company
With dismissal	80%	About 67%
No dismissal	100%	75%

- Subsidy amount is based on total wage amount of previous year, not on leave allowances to each employees.
- Maximum subsidy amount per person is 15,000JPY per day.

※1

Retail Industry (including Restaurant) : No more than 50M JPY of Capital or 50 employees

Service Industry : No more than 50M JPY or 100 employees

Whole Sale Industry : No more than 100M JPY or 100 employees

Other Industry: : No more than 300M JPY or 300 employees

5. Application process

Step1: Make labor management agreement on leave with employees.

Step2: Make leave plan for each employee.

Step3: Implement the plan.

Step4: Pay leave allowances to each employee.

Step5: Fill out application form and file with necessary documents.

Step6: Examination by government.

Step7: Subsidy is paid after examination is passed.

6. Companies with no more than 20 employees

1. The companies can apply by using easier application forms.

2. The companies can be subsidized based on actual amount of paid leave allowances.

小規模事業主^(※)の皆さま

※ このマニュアルは、従業員が概ね20人以下の会社や
個人事業主の方を対象としています。

支給申請が簡単になりました

6/25改正版

雇用調整助成金 支給申請 マニュアル

令和2年4月1日から9月30日までの
期間を1日でも含む判定基礎期間の
申請にお使いいただけます。

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