

Items regarding the employer who is filling out this certificate.

Date of certification		<p>■ Fill in the date of issuing the certificate.</p> <p>• Years should be indicated according to the Western calendar.</p>
Name of business		<p>■ Fill in the name of a business (name of a legal entity) which issued the certificate.</p> <p>• This must be the name of a company, organization, group or other entity responsible for issuing the certificate.</p> <p>• If you are self-employed, fill in your name or name of your business.</p>
Name of representative		<p>■ Fill in the name of the representative (of a legal entity or self business).</p> <p>• If there is no representative or if the person authorized to issue the certificate is not the representative, fill in the name of the person who authorized to issue the certificate and is responsible for its contents.</p>
Location		<p>■ Fill in the address of the business which issued the certificate.</p> <p>• Please note that the address of the business issuing the certificate may or may not be the same as the employee's workplace.</p>
Phone		<p>■ Fill in the phone number of the business which issued the certificate.</p>
Contact person/number		<p>■ Fill in the name of a contact person who is responsible for communicating with the municipal office if required and his/her phone number.</p>

Item regarding the employee's workplace

No. 1	Type of industry	<p>■ Tick the type of industry in which the employee works.</p> <p>• If you do not see an applicable option, tick the option which says 'Other' and give a short description in brackets.</p>
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Item regarding the employee

No. 2	Employee's name	<p>■ Fill in the employee's full name and the name in <i>katakana</i> above the full name.</p>
	Date of birth	<p>■ Fill in the employee's date of birth.</p> <p>• Years should be indicated according to the Western calendar.</p>

Items regarding the employee's working conditions

No. 3	(Scheduled) Period of employment	<p>■ Tick either one of the options which says 'Permanent' or 'Fixed-term' regarding the period of employment. If you have ticked 'Permanent', fill in the employment commencement date (the first date of employment) only and for 'Fixed-term', fill in the period of employment.</p> <p>• Years should be indicated according to the Western calendar.</p> <p>• For 'Fixed-term', fill in the last day of employment according to the employee's current employment contract, even if his/her contract is expected to be renewed.</p>
No. 4	Employee's workplace	<p>■ If the name of the employee's workplace is not the same as the name of the business indicated on the top right, fill in the name of the workplace where the employee actually works.</p> <p>■ If the address of the employee's workplace is not the same as the address of the business indicated on the top right, fill in the address of the workplace where the employee actually works.</p> <p>• If the employee works for more than one workplace, fill in the address of the main workplace.</p> <p>• If the business does not have a physical office, fill in the address of the employee's main workplace such as his/her home address.</p>
No. 5	Type of employment	<p>■ Tick the box which applies to the employee's type of employment.</p> <p>• Self-employed individuals should tick one of the options which says 'Self-employed', 'Employee of family business' or 'Individual helping family business (an individual who is a family member or relative of the family business owner, shares the income with the owner and works for the business without salary)'.</p> <p>• If the employee is a contract employee of a local government, tick the option which says 'Contract employee of a local government' and not the option which says 'Contract employee'.</p> <p>• If the employee is not a Part-timer, Employee from a temp agency, Contract employee or Contract employee of a local government, tick the option which says 'Non-permanent employee'.</p> <p>• If you do not see an applicable option in the type of employment section, tick the option which says 'Other' and give a short description in brackets.</p>

No. 6	Working hours (Fixed working hours)	<p>■ Tick boxes regarding regular working days from Monday to Sunday and national holiday. [You may tick more than one box.]</p> <p>■ Fill in the total number of monthly working hours.</p> <ul style="list-style-type: none"> <li>• Fill in the number of working hours stipulated in the employment contract, not the number of hours actually worked by the employee. Even if the employee is on shorter working hours to take care of his/her child, fill in the working hours before adopting the shorter working hours.</li> <li>• If the number of weekly working hours is stipulated in the employment contract, fill in the number of monthly working hours by multiplying the number of weekly working hours by 4 (weeks).</li> <li>• If the number of annual working hours is stipulated in the employment contract, fill in the number of monthly working hours by dividing the number of annual working hours by 12 (months).</li> <li>• Fill in the number of working hours stipulated in the employment contract, and do not include overtime.</li> <li>• Include the break time stipulated in the employment rules in the working hours and fill in the total minutes of break time as well.</li> </ul> <p>■ Fill in the number of monthly and weekly working days.</p> <ul style="list-style-type: none"> <li>• Fill in the number of working days stipulated in the employment contract, not the number of days actually worked by the employee.</li> <li>• If the number of monthly working days is stipulated in the employment contract, fill in the number of weekly working days by dividing the number of monthly working days by 4 (weeks).</li> <li>• If the number of weekly working days is stipulated in the employment contract, fill in the number of monthly working days by multiplying the number of weekly working hours by 4 (weeks).</li> <li>• If the number of annual working days is stipulated in the employment contract, fill in the number of monthly working hours by dividing the number of annual working days by 12 (months), and fill in the number of weekly working days by dividing the number of annual working days by 48 (weeks).</li> </ul> <p>■ The work schedule should be indicated in 24-hour time format.</p> <ul style="list-style-type: none"> <li>• If the employee's work schedule spreads into two days, use the 29-hour time format. For example if the employee works from 10pm to 5am next morning, fill in the work schedule as 22:00 - 29:00.</li> </ul> <p>■ Fill in the employee's work schedule on weekdays, Saturdays, Sundays and national holidays.</p> <ul style="list-style-type: none"> <li>• Include the break time in the work schedule and fill in the minutes of break time stipulated in the employment rules.</li> <li>• If the employee does not work on weekdays, Saturdays Sundays or national holidays, the relevant section may be left blank.</li> </ul>
	Working hours (Irregular working hours)	<p>■ If the number of working hours is not fixed, fill in the number of working hours stipulated in the contract.</p> <p>■ Fill in the total number of monthly or weekly working hours.</p> <ul style="list-style-type: none"> <li>• Fill in the working hours stipulated in the employment contract, not the number of hours actually worked by the employee.</li> <li>• Even if the employee is on shorter working hours to take care of his/her child, fill in the working hours before adopting the shorter working hours.</li> <li>• If the number of daily working hours is stipulated in the employment contract, fill in the number of weekly working hours by multiplying the hours by 5 (days).</li> <li>• The number of monthly working hours will be calculated by multiplying the number of weekly working hours by 4.</li> <li>• Fill in the working hours stipulated in the contract, and do not include overtime.</li> <li>• Include the break time stipulated in the employment rules in the working hours and fill in the total minutes of break time (per week or per month) as well.</li> </ul> <p>■ Fill in the number of working days per month or per week.</p> <ul style="list-style-type: none"> <li>• Fill in the number of working hours stipulated in the employment contract, not the number of hours actually worked by the employee.</li> <li>• If the number of annual working days is stipulated in the employment contract, fill in the number of monthly working hours by dividing the number of annual working days by 12 (months), and fill in the number of weekly working days by dividing the number of annual working days by 48 (weeks).</li> </ul> <p>■ The work schedule should be indicated in 24-hour time format.</p> <ul style="list-style-type: none"> <li>• If the employee's work schedule spreads into two days, use the 29-hour time format. For example if the employee works from 10pm to 5am next morning, fill in the work schedule as 22:00 - 29:00.</li> </ul> <p>■ Fill in the most likely work schedule for the main working hours section.</p> <ul style="list-style-type: none"> <li>• If the contract does not stipulate core working hours, fill in the estimated standard hours.</li> <li>• Please note that an additional shift schedule may be requested if required by the local government to assess whether the employee needs childcare services.</li> </ul>
No. 7	Actual working days and hours Note: Include paid holidays in working days, and break time and overtime in working hours.	<p>■ Fill in the number of monthly working days and hours for the last 3 months. If the employee has not worked for the last 3 months due to being on a parental leave or other reason, fill in the number of actual working hours before taking the leave. If the employee has been newly hired and do not have the record of actual working hours, fill in the expected number of working days and hours.</p> <ul style="list-style-type: none"> <li>• Fill in the latest year and month on the left, second latest in the middle and the third latest on the right.</li> <li>• Include the paid holidays taken by the employee in the number of working days.</li> <li>• Include the number of overtime hours in the actual working hours.</li> <li>• Include break time stipulated in the employment rules in the actual working hours.</li> <li>• If the employee is on shorter working hours to take care of his/her child, fill in the number of actual working hours after adopting the shorter working hours.</li> <li>• Years should be indicated according to the Western calendar.</li> </ul>

No. 8	Has the employee taken or will take a maternity leave before and after childbirth?	<ul style="list-style-type: none"> <li>■ Tick whether the employee will take or is currently on a maternity leave.</li> <li>• Fill in the maternity leave stipulated in the employment rules, as well as the maternity leave stipulated by law.</li> <li>• If the end date of the maternity leave is not fixed, fill in the scheduled end date.</li> <li>• Years should be indicated according to the Western calendar.</li> </ul>
No. 9	Has the employee taken or will take a parental leave?	<ul style="list-style-type: none"> <li>■ Tick whether the employee will take, is currently taking or has already taken a parental leave.</li> <li>• Fill in the parental leave stipulated in the employment rules, as well as the parental leave stipulated by law.</li> <li>• If the end date of the parental leave is not fixed, fill in the scheduled end date.</li> <li>• If the employee has already taken a parental leave, fill in the period of leave taken by the employee.</li> <li>• If more than one option applies to the employee, fill in the most recent option in this section and the other option in #14 Notes section. (For example, if the employee who has taken a parental leave in the past, is currently on or planning to take a parental leave for his/her younger child, fill in the current or expected leave in #9 and the previous leave in #14 Notes section.)</li> <li>• Years should be indicated according to the Western calendar.</li> </ul>
No.10	Has the employee taken or will take a leave other than a maternity and/or parental leave?	<ul style="list-style-type: none"> <li>■ Tick whether the employee will take, is currently taking or has already taken a leave other than a maternity and/or parental leave.</li> <li>• Fill in the leave stipulated in the employment rules, as well as the leave stipulated by law.</li> <li>• If the end date of the leave is not fixed, fill in the scheduled end date.</li> <li>• If the employee has already taken a leave, fill in the period of leave taken by the employee.</li> <li>• If more than one option applies to the employee, fill in the most recent option in this section and the other option in #14 Notes section. (For example, if the employee who has taken a leave other than maternity/parental leave in the past, is currently on or planning to take another leave, fill in the current or expected leave in #10 and the previous leave in #14 Notes section.)</li> <li>• Years should be indicated according to the Western calendar.</li> <li>■ Tick the purpose of a leave other than a maternity and parental leave.</li> </ul>
No. 11	Has the employee returned or will return to work?	<ul style="list-style-type: none"> <li>■ If the employee is scheduled to return to the workplace which issued the certificate of employment, tick the option which says 'Yes, he/she will' and fill in the scheduled return date. If the employee has already returned to the workplace in the last one year which issued this certificate of employment, tick the option which says 'Yes, he/she already has.'</li> <li>• Years should be indicated according to the Western calendar.</li> </ul>
No.12	Has the employee taken or will take shorter working hours to take care of his/her child?	<ul style="list-style-type: none"> <li>■ Tick whether the employee will take or is currently taking shorter working hours to look after his/her child, and fill in the work schedule which should be shorter than the normal work schedule (stated in #6) stipulated by employment rules.</li> <li>■ Fill in the (scheduled) period and main work schedule of the employee's shorter working hours.</li> <li>• Fill in the working hours before taking shorter working hours in #6, and fill in shorter working hours in #12.</li> <li>• Years should be indicated according to the Western calendar.</li> </ul>

**Other items**

No. 13	Has the employee worked or will work as a childcare worker?	<ul style="list-style-type: none"> <li>■ Tick whether the employee is working, will work, or does not have a plan to work as a childcare worker at a childcare facility such as a daycare center and kindergarten.</li> </ul>
No.14	Notes	<ul style="list-style-type: none"> <li>■ If there are other work rules such as a rule regarding attendance and leave time (for example, the rule of employment stipulates that employee must arrive 15 minutes earlier), indicate the rule in this section.</li> <li>■ If more than one option applies to the employee for section #9 and #10, provide the information in this section.</li> <li>■ Please fill in other points to note if any in this section.</li> <li>■ If the employee is working as a nurse at an authorized facility in Tsukuba City, please indicate in this section.</li> <li>• The authorized facilities above include daycare centers, centers for early childhood education and small childcare programs in Tsukuba City.</li> </ul>