Ⓐ 復職・復学に関する申立書

※育児休業取得中の保護者それぞれについて１枚ずつご提出ください。

Ⓑ **☑ 以下の１もしくは２のいずれか該当する方にチェックしてください。**

Ⓒ 1　申込み時点で、産前産後休業・育児休業・その他本人の意思による休暇等を取得している人、または入園月までに取得する予定のある人

Ⓓ 保育所などに入園後、育児休業等の休業・休暇期間または休学期間を終了（短縮）し、**入園月の翌月１日までに復職・復学します。** □

渋谷区指定の復職証明書を入園した月の**翌月２０日まで**に提出します。

Ⓔ 2　申込み児童の入園希望月が、生まれてくる子の出産予定月の前２か月から後２か月の５か月間にあたる人

※【例】出産予定月が４月の場合、対象となる入園希望月は２月・３月・４月・５月・６月です。

※以下の①または②いずれかを選択してください。

Ⓕ ① **産後休暇後、直ちに復職します。**員区指定の復職証明書を、入園した月の**翌月２０日まで**に提出します。 □

※基本指数『就労』を適用します。（指数は就労時間に応じて適用します）

Ⓖ ② **復職せず、生まれてくる子の育児休業を取得します。** □

※基本指数『出産（8pt）』を適用します。この指数で申込み児童が内定した場合は、生まれてくる子の育児休業を取得しても在園することができます。

※出産予定月の後２か月までに内定しなかった場合は申請が取下げとなり、その後の利用調整の対象になりません。

※生まれてくる子の母子健康手帳の写し（表紙、分娩予定日記載のページ）を提出してください。

Ⓗ **◆　復職に関する注意事項**

Ⓘ ①　入園が内定した場合、保育所等に未入所のきょうだいがいても、復職する必要があります。

②　**復職とは、申込み時点の勤務先へ戻り就労することを意味します。**転職は復職に含みません。

Ⓙ **◆ 以下の場合は退園（内定取消し）になります。**

Ⓚ ①　入園月の翌月１日までに育児休業から復職しなかった場合

②　育児休業をとった就労先に復職せず、退職や転職した場合

（異動による勤務先の変更や派遣先が変更になった場合は、退園にはなりません）

③　復職時の正規の（契約上の）就労日数または就労時間が申込み時より減少し、申込み時の基本指数を下回る場合

※育児のための短時間勤務制度を利用する場合は、１日の就労時間の短縮が２時間以内または、週の就労日数の減少が１日以内であれば退園（内定取消し）にはなりません。

（ただし、月４８時間以上の就労は満たすこと。）

Ⓛ 渋谷区長　殿

私は保育所等の利用申込みにあたり、上記の内容について同意します。

なお、期日までに復職・復学証明書を提出できなかった場合は、退園することに異議はありません。

Ⓜ　　年　　月　　日

Ⓝ 休業取得中（予定含む）保護者署名		Ⓞ 代筆者			
		氏名		続柄	
Ⓟ 勤務先または在籍校					
Ⓠ 申込児童氏名①		Ⓢ生年月日	年　月　日		
Ⓡ 申込児童氏名②		Ⓢ生年月日	年　月　日		

Ⓐ	Written Application for Returning to Work or School Note: Each parent/guardian currently taking childcare leave must submit this form.
Ⓑ	Please check (☑) the box that applies under 1 or 2 below.
Ⓒ	1. If you have taken maternity leave, childcare leave, or another leave of absence of your own volition at the time of application, or plan to take such leave by the month your child is enrolled in nursery school.
Ⓓ	Once my child enrolls in a childcare facility, etc., I will end/shorten my childcare leave or the like and return to work or school by the first day of the month following the month of my child's enrollment. I will submit a certificate of return to work designated by Shibuya City by the twentieth of the month following the month of my child's enrollment.
Ⓔ	2. If your desired month of enrollment for the child you are applying for is between two months before and two months after the expected birth month of another child (five-month period) Note: [Example] If the expected birth month is April, the desired month of enrollment would be February, March, April, May, or June. Note: Please choose (1) or (2) below.
Ⓕ	(1) I will return to work immediately after my maternity leave is finished. I will submit a certificate of return to work designated by the city by the twentieth of the month following the month of my child's enrollment. Note: Your adjustment index will be calculated based on your "Work" index points. (The applied index depends on your working hours.)
Ⓖ	(2) I will take childcare leave to care for my newborn child instead of returning to work. Note: Your adjustment index will be calculated based on your "Childbirth (8 pts.)" index points. If the child you are applying for is informally accepted based on this index, they can remain enrolled even if you take childcare leave when your new child is born. Note: If your child is not informally accepted within two months after the expected birth month, your application will be canceled, and you will not be eligible for subsequent usage adjustment. Note: Submit a copy of the Mother and Child Health Handbook (cover and page that lists the expected date of childbirth) for your new child.
Ⓗ	◆ Points to note about returning to work
Ⓘ	(1) If your child is informally accepted for enrollment, you must return to work even if that child has a sibling who has not yet been enrolled at a childcare facility, etc. (2) "Returning to work" means returning to your workplace at the time you apply. This will not be the case if you switch jobs.
Ⓙ	◆ The following cases will result in automatic withdrawal from the nursery school (or cancellation of informal acceptance):
Ⓚ	(1) If you do not end your childcare leave and return to work by the first of the month following the month of your child's enrollment (2) If you do not return to work for the same employer where you took childcare leave and instead resign or change your job (If your work location changes due to a transfer, or your assignment location changes while your dispatching agency remains the same, your child will not be withdrawn from nursery school.) (3) If your adjustment index falls below the one as of your time of application due to a decrease in your regular number of working days or working hours (based on your contract) upon returning to work
	Note: If you use your employer's reduced work hours system for childcare and your working hours per day are shortened by no more than two hours or your number of working days per week is reduced by no more than one day, your child will not be withdrawn from nursery school (have his/her informal acceptance canceled). (However, you must still work for at least 48 hours per month.)
Ⓛ	To the Shibuya City Mayor I agree to the above terms and conditions when applying for use of childcare facilities. In the event that I fail to submit my certificate regarding returning to work or school by the due date, I have no objection to my child being withdrawn from the facility.
Ⓜ	YYYY MM DD
Ⓝ	Signature of parent or guardian currently taking (or intending to take) leave
Ⓞ	Name of the proxy Name:　　Relationship:
Ⓟ	Place of work or school of enrollment
Ⓠ	Name of child being applied for (1)
Ⓡ	Name of child being applied for (2)
Ⓢ	Date of birth YYYY MM DD