

① 復職・復学に関する申立書

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□ いずれか該当する項目にチェックしてください。

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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

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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、
入園月末日までに復職・復学します。貴区指定の復職証明書を、復職した月の翌月20日までに提出します。
※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。

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2 入園月が、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
※①または②いずれかを選択してください。①を選択した場合は基本指数『就労』、②を選択した場合は基本指数『出産（8pt）』を適用します。
★生まれてくる子の母子手帳の写し（表紙、分娩予定日記載のページ）を提出してください。

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①産後休暇後、直ちに復職します。貴区指定の復職証明書を、復職した月の翌月20日までに提出します。

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②復職せず、生まれてくる子の育児休業を取得します。
（生まれてくる子の出産予定月の2か月経過後、内定が出ない場合は申請が取下げになります。）
※この指数で上の子（申込児）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。

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◆ 復職に関する確認事項

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※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。
勤務先や派遣元は変わらず、勤務地や派遣先のみ変更となる場合は復職とみなします。

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★ 以下の場合は退園（内定取消し）になります。

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⑫・入園した月に就労実績がない場合（有給休暇は就労実績になりません。）
・復職後の就労日数・時間が申込時と比較して大幅に下回っている場合
※復職後、育児のための短時間勤務制度を取得する場合は、規定時間以上の就労であれば退園（内定取消し）にはなりません。詳しくは入園案内の11ページをご覧ください。

⑬ ◎大幅に下回っている場合とは、
正規の勤務日数が減る（週5日勤務で申込みをした人が週4日で復職した）場合や、
正規の就労時間が減る（1日8時間勤務で申込みをした人が1日7時間勤務で復職した）場合などです。
ただし、育児のための短時間勤務制度を取得する場合は、週4日・1日8時間以上または
週5日・1日6時間以上のいずれかの就労であれば退園（内定取消し）にはなりません。

⑭ 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。

⑮

年 月 日

※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。

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休業取得中
（予定含む）
保護者署名

⑰（代筆の場合、代筆者の氏名・左項からみた続柄）

⑱

勤務先または
在籍校

（氏名 続柄 ）

⑲

申込児童氏名①

⑲ 生年月日

年 月 日

⑳

申込児童氏名②

⑲ 生年月日

年 月 日

①

Written Application for Returning to Work or School

②

Please check (☑) the box that applies.

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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.

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Once my child enrolls in a childcare facility, I will end/shorten my childcare leave or the like and return to work or school by the last day of the month of enrollment. I will submit a certificate of return to work designated by the city by the twentieth of the month following the month I return to work.
Note: If your child is informally accepted by a childcare facility, you must return to work even if you have other children who are not yet enrolled in a childcare facility.

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2. If your desired month of enrollment is between two months before and two months after the expected birth month of another child (five-month period).
Note: Please choose (1) or (2) below. If you choose (1), your adjustment index will be calculated based on the index points "Work". If you choose (2), it will be calculated based on the index points "Childbirth (8 pts.)."
★ Submit a copy of the Mother and Child Health Handbook (cover and page that lists the expected date of childbirth) for your new child.

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(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 I return to work.

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(2) I will take childcare leave to care for my newborn child instead of returning to work.
(3) (If informal acceptance is not issued after two months has passed following the expected birth month of your new child, your application will be withdrawn.)
Note: If your older child (that you are applying for) is informally accepted based on this index, he/she may remain in the facility even if you take childcare leave for your newborn child.

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◆ Points to note about returning to work

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① Note: "Returning to work" means returning to your workplace at the time you apply. This will not be the case if you switch jobs. If your work location changes but your employer or dispatch agency remains the same, however, it will be considered as "returning to work."

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★ The following cases will result in automatic withdrawal from the nursery school (or cancellation of informal acceptance):

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・ If you have no work record in the month your child enrolls in nursery school (please note that paid leave does not count as recorded work).
・ If the number of actual days or hours you worked after returning to work is significantly less than what was indicated in the application form.
Note: If you take advantage of your employer's reduced work hours system for childcare after returning to work, your child will not be withdrawn from nursery school (have his/her informal acceptance canceled) as long as you work at least the specified number of hours. For details, please refer to p. 11 of the "Admission Guidelines to Nursery Schools."

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◎ What counts as "significantly less"?
This refers to cases when the number of regular working days is reduced (e.g., if you wrote that you will be working five days a week on your application but in actuality only work four). Similarly, when the number of regular working hours is reduced (e.g., if you wrote that you will be working eight hours a day on your application but in actuality are only working seven).
If you take advantage of your employer's reduced work

hours system for childcare after returning to work, your child will not be withdrawn from nursery school (have his/her informal acceptance canceled) provided you work at least four days a week for eight or more hours per day or five days a week for six or more hours per day.

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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.

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YYYY MM DD
Note: Please submit one copy of this form for each parent/guardian currently on leave.

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Signature of parent or guardian currently taking (or intending to take) leave

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(If completed by proxy, the name of the proxy and relationship from the perspective of the person to the left)
(Name: Relationship:)

⑰

Place of work or school of enrollment

⑱

Name of child being applied for ①

⑲

Name of child being applied for ②

⑳

Date of birth YYYY MM DD