休 職 証 明 書

**④**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 被雇用者 |  | |  | | | | | | | | 生年月日 | | | | |  | | | | | | |
| 現住所 | | 〒 | | | | | | | | | | | | | | | | | | | |
| 上記の者は、　　　年　月　日から　　　年　月　日まで休職です。休職中の給与等、休職後の勤務条件等は下記の通りです。 | | | | | | | | | | | | | | | | | | | | | | |
| 休職中の給与等 | | | | | | | | | | | | | | | | | | | | | | |
| 給与等 | 毎月支給給与等 | | 給料 | | |  | | | | | 円 ×12月＝ | | | | | |  | | | | 円 | ① |
| 諸手当 | | |  | | | | | 円 ×12月＝ | | | | | |  | | | | 円 | ② |
| 賞与等 | | 夏季 | | |  | | | | | 円 | | ③ | |  | | | | | | | |
| 冬期 | | |  | | | | | 円 | | ④ | | 他の手当等 | | |  | | | 円 | ⑤ |
| 休職後の勤務条件等 | | | | | | | | | | | | | | | | | | | | | | |
| 就業場所 | | |  | | | | | | | | | | | | | | | | | | | |
| 仕事の内容 | | |  | | | | | | | | | | | | | | | | | | | |
| 就業時間 | | |  | | | 時 |  | | | 分 | ～ | | |  | | 時 | |  | | 分 | | |
| 休憩時間 | | |  | | | 時 |  | | | 分 | ～ | | |  | | 時 | |  | | 分 | | |
| 休日 | | |  | | | | | | | | | | | | | | | | | | | |
| 税・社会保険料等控除前の金額（通勤手当など非課税所得は除く） | | | | | | | | | | | | | | | | | | | | | | |
| 給与等 | 毎月支給給与等 | | 給料 | | |  | | | | | 円 ×12月＝ | | | | | |  | | | | 円 | ① |
| 諸手当 | | |  | | | | | 円 ×12月＝ | | | | | |  | | | | 円 | ② |
| 賞与等 | | 夏季 | | |  | | | | | 円 | | ③ | |  | | | | | | | |
| 冬期 | | |  | | | | | 円 | | ④ | | 他の手当等 | | |  | | | 円 | ⑤ |
| 支給日 | | 毎月 | |  | | | | | 日 | 賞与 | | | | 夏季 | |  | | 月 | | | |
|  | | | | | | | |  | | | | 冬期 | |  | | 月 | | | |
| 昇給 | | 年 | |  | | | | | | 回 | | | | | | | | | | | |
| 給料等総額（①～⑤） | | | | | |  | | | | | | | | | | | | | | | | 円 |
| 上記のとおり採用することを証明する。 | | | | | | | | | | | | | | | | | | | | | | |
|  |  |  | | 年 | |  | | 月 |  | | | 日 | |  | | |  | | | | |  |
|  | | | | | | | 所在地 | | | | 会社印 | | | | | | | | | | | |
| 名称 | | | |  | | | | | | | | | | | |
| 代表者 | | | |  | | | | | | | | | | | |