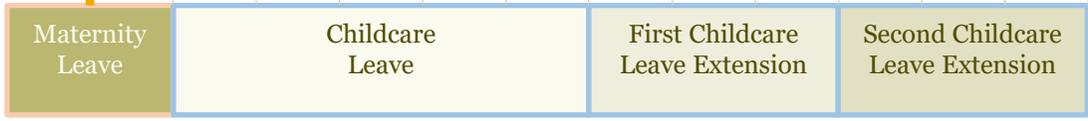
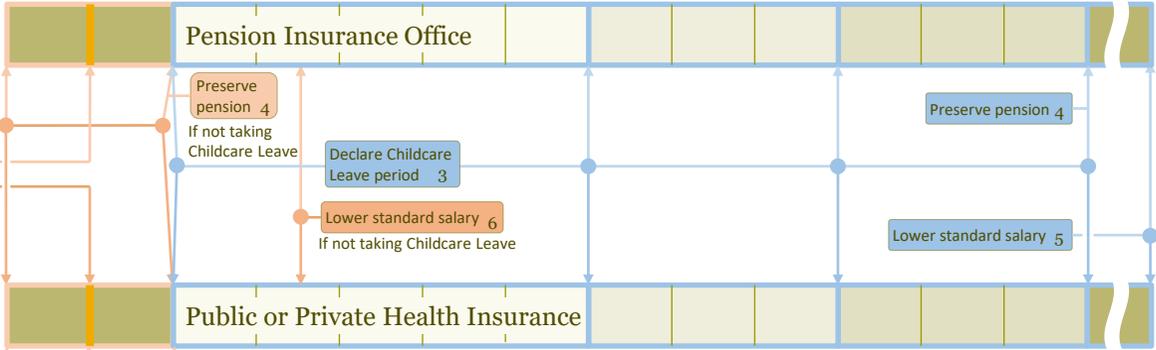


Due date Birth date 2 4 6 8 10 12 14 16 18 20 22 24 Months



Notify company one month before start of childcare leave and two weeks before extending



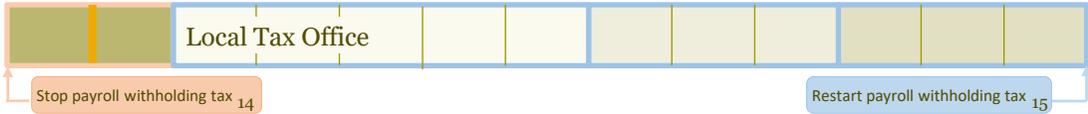
Declare Maternity Leave period 1
Register baby as a dependent 2

Delivery allowance
Inform of clinic 7
Claim remainder 8
Claim allowance 9



Declare 6 months monthly wage 11
Apply for Initial leave benefit 12

Apply for leave benefit 13
Apply for extension 13



- Maternity leave notification 1 ← Form number
- Maternity leave end 1
- Health insurance registration 2 → 15 Supporting Documents
- Childcare leave notification 3
- Childcare leave extension 3
- Childcare leave end 3
- Pension insurance application 4 → Family register, Residence certificate
- Standard salary update after CL 5
- Standard salary update after ML 6
- Proxy delivery allowance 7 → My Number proof, If instead of health insurance number
- Direct delivery allowance difference 8 → Expense receipts, Payment method certificate, If not written on receipt
- Reimbursement delivery allowance 9 → Expense receipts, Payment method certificate, If not written on receipt, My Number proof, If instead of health insurance number, Doctor's proof & residence/family certif., OR inquiry consent letter, If overseas
- Maternity leave benefit 10 → Wage ledger, Attendance book
- Monthly wage declaration 11
- Initial childcare leave benefit 12 → Wage ledger, Attendance book, Health handbook, Bank book or cash card, Residence certificate, If mother & child have diff. surnames, Company notification letter, If male
- Childcare leave benefit 13 → Wage ledger, Attendance book
- Childcare leave benefit extension 13 → Wage ledger, Attendance book, Nursery school rejection letter
- Inhabitant tax direct pay 14
- Inhabitant tax through company 15

