



employment & labour

Department:  
Employment and Labour  
REPUBLIC OF SOUTH AFRICA



## EASY – AID GUIDE FOR EMPLOYERS

REDUCED WORK TIME BENEFITS / ILLNESS BENEFITS / DEPENDANTS BENEFITS

**UIF | WORKING FOR YOU**

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## 1. EASY-AID GUIDE FOR EMPLOYERS FOR UIF BENEFITS

The Minister of Employment and Labour has announced measures that the Department will put in place as required under the current special circumstance relating to the Corona virus (COVID-19) and its impact on UIF contributors.

The Unemployment Insurance Fund will compensate affected workers through a new "National Disaster Benefit" and its existing the Illness, Reduced Work Time and Unemployment benefits.

**This new "National Disaster Benefit" and any other normal UIF benefit is only applicable to employers who are registered with UIF and make monthly contributions as required by the Contributions Act of 2002.**

## 2. NATIONAL DISASTER BENEFIT :

- The employer may decide, as a direct result from the current Corona virus (COVID-19) pandemic to close their business for a period and send employees home. This constitutes a temporary lay-off. If the employer cannot pay his employees for this period, the employer can apply for the "National Disaster Benefit" from the UIF.
- This benefit will be de-linked from the UIF's normal benefit structure and therefore the normal rule that for every 4 days worked the employee accumulated 1 credit day and maximum credit days payable is 365 for every 4 completed years will not apply.
- This benefit will be at a flat rate equal to the minimum wage (R3 500) per employee for the duration of the shutdown or a maximum period of three months, whichever period is the shortest.
- If an employee is ill, temporary lay-off or unemployed for longer than three months, the normal UIF benefits as explained below will apply.

## 3. REQUIRED FORMS AND DOCUMENTS :

- UI19 and UI2.7 (completed by Employer)
- UI 2.1 (application form)
- UI 2.8 (bank form completed by the bank)



- A letter from the Employer confirming company shutdown or employee's "temporary lay-off" is due to the Corona Virus
- Copy of employee's ID document

#### 4. IT SHOULD BE NOTED THAT:

- This benefit will be at a flat rate equal to the minimum wage (R3 500) per whichever period is the shortest.
- An employer or employee cannot apply for the "National Disaster Benefit" and any other UIF benefit simultaneously.

#### 5. REDUCED WORK TIME :

- Where a Company shuts down for a certain period or implements Reduced or Short Time.
- Benefits payable is the difference between what employer pays and normal UIF benefits payable should an employee lose employment.

#### 6. REQUIRED FORMS AND DOCUMENTS:

- UI19 and UI2.7 (completed by Employer)
- UI 2.1 ( application)
- UI 2.8 (bank form completed by the bank)
- A letter from the Employer confirming Reduced Work Time is due to the Corona Virus
- Copy of ID document.



## 7. IT SHOULD BE NOTED THAT:

- For every 4 days worked the employee accumulates 1 credit day, and maximum credits days payable is 365 for every four completed years.
- Benefits are paid as per prescribed benefits structure from 239 to 365 days.

## 8. ILLNESS BENEFITS :

- Where an employee has been quarantined for 14 days, Illness Benefit process will apply.
- A Confirmation Letter from both the employer and employee must be submitted together with the application as proof that both the employer and employee have agreed to the 14 days 'special leave'.
- In this instance the letters will stand in place of the medical certificate as the beneficiary would have self – quarantined without prior consultation with a medical practitioner. Benefits will be paid based on these letters.
- Should an employee be quarantined for more than 14 days, a medical certificate from a medical practitioner must be submitted together with the Continuation Form UI3.

## 9. THE APPLICABLE FORMS ARE :

- UI19 and UI2.7 (completed by Employer)
- UI2.2 (a portion of which is completed by the Doctor)
- UI 2.8 (bank form completed by the bank)
- Copy of ID document.

## 10. IT SHOULD BE NOTED THAT :

- For every 4 days worked the employee accumulates 1 credit day, and maximum credits days payable is 365 for every four completed years.
- Benefits are paid as per prescribed benefits structure from 239 to 365 days.



## 11. DEATH BENEFIT :

**In the undesirable event where a contributor passes on, the following will apply:**

- Benefits are paid to the beneficiaries of the deceased. People eligible to apply are a Spouse, Life Partner, Children and nominated persons, in that order.

## 12. THE APPLICABLE FORMS AND REQUIRED DOCUMENTS ARE :

- UI19 and UI 53 (completed by the Employer)
- UI 2.5 or UI2.6 ( deceased application)
- Death Certificate
- ID of deceased and applicant
- UI 2.8 (bank form completed by the bank)
- Copy of ID document.

## 13. IT SHOULD BE NOTED THAT :

- For every 4 days worked you accumulate 1 credit day and maximum credits days payable is 365 for every four completed years.
- Benefits are paid as per prescribed benefits structure from 239 to 365 days.

## 14. HOW TO APPLY FOR THESE BENEFITS :

14.1 Employers must complete the UI 19 Form stating the last date of termination and the reason thereof.

14.2 The forms can be submitted through the following methods:

- Online at: [www.ufiling.co.za](http://www.ufiling.co.za). (Illness benefits)
- Email the application to the nearest UIF processing Centre. (Illness/ Reduced Work Time/Death benefits)



14.3 Fax the application to the nearest UIF processing Centre. (Illness/ Reduced Work Time/Death benefits)

Mailbox	Fax to email Number
Germiston.BCP@labour.gov.za	0864397295
Petermari.BCP@labour.gov.za	0864397296
EastLondon.BCP@labour.gov.za	0864397299
Capet.BCP@labour.gov.za	0864397300
George.BCP@labour.gov.za	0864397301
NorthWest.BCP@labour.gov.za	0864397302
Limpopo.BCP@labour.gov.za	0864397303
Mpumalanga.BCP@labour.gov.za	0864397304
Freestate.BCP@labour.gov.za	0864397305
Online.BCP@labour.gov.za	0864397306
Durban.BCP@labour.gov.za	0864397297
Portelizabeth.BCP@labour.gov.za	0864397298
NorthernCape.BCP@labour.gov.za	0864397309
Johannesburg.BCP@labour.gov.za	0864397294
Pretoria.BCP@labour.gov.za	0864397290



**14.4 Application forms can be downloaded from the Department of Employment and Labour website: [www.labour.gov.za](http://www.labour.gov.za).**

**15. RAPID RESPONSE TEAMS :**

The Rapid Response Teams have been established to assist companies with processing of claims in cases where they have retrenchments of more than 50 employees. The teams will be deployed to employer premises in each province.

**Below is a list of officials to be contacted to make arrangements**

PROVINCE	BUSINESS UNIT MANAGER	OFFICE NUMBER
Eastern Cape	Philiswa Madikazi	043 701 3342
Free State	Morgan Ramatsetse	051 505 6362/6200
Gauteng	Dingaan Basimane	011 853 0303
KwaZulu-Natal	Gugu Khomo	031 366 2012
Limpopo	Ronet Landman	015 290 1703
Mpumalanga	Evelyn Mokoena	013 655 8742
Northern Cape	Adv Bulelani Gwabeni	053 838 1554
North West	Selete Qhamakhoane	018 387 8178
Western Cape	Tony Lamati	021 441 8054