



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**

**POSTAL ADDRESS:** P.O.Box 1851, Pretoria, 0001 **PHYSICAL ADDRESS:** 230 Lillian Ngoyi, Absa Towers, Pretoria **TEL:** (012) 337 1680



## 1. BACKGROUND

- The Unemployment Insurance Commissioner, after consultation with Unemployment Insurance Executive has developed processes to access UI benefits to contribute to the containment of the spread of Corona Virus and its impact.
- The processes was developed in line with the purpose of the Unemployment Insurance Act as stipulated in section 2 of Unemployment Insurance Act , 2001 (Act 63 of 2001 ) as amended.
- The purpose , as outlined in Section 2 , state as follows: 'to establish an Unemployment Insurance Fund to which employers and employees contribute and from which employees who become unemployed or their beneficiaries , as the case may be , are entitled to benefits and so doing to alleviate the harmful economic and social effects of unemployment.

## 2. BENEFIT TYPE

- Instances where companies decide to close for a short period as a pre – cautionary measure, the short-term UIF benefits will kick in as stipulated in Section 12(1) b of the Unemployment Insurance Act, as amended.
- Section 12 (1B) covers a contributor employed in any sector who loses his or her income due to reduces working time , despite still being employed , is entitled to benefits.
- Where an contributor has to be self quarantined for 14 days and or in special circumstances more than 14 days , the contributor will be covered under Part C of the Unemployment Insurance Act, as amended (Illness benefits)



### 3. EASY-AID GUIDE FOR EMPLOYEES TO ACCESS UIF BENEFITS

The processes outlined henceforth serve to provide to employers and employees the procedure to follow when faced with one of the scenario in point 2.

### 4. SECTION 12(1B): REDUCED WORK TIME

This portion corresponds to cases where companies decide to close for a short period as a precautionary measure.

### 5. RAPID RESPONSE TEAM: PROVINCIAL BASED

Instances where companies has to close for a short period, the employer is requested to inform the department. The Departmental rapid response team will visit and or contact the companies to provide the necessary assistance with the application and payment of this benefit type. The Departmental rapid response team has been established to provide assistance in cases of retrenchment of more than 50 employees but will also consider less than 50 employees depending on the circumstances at that point in time.

### 6. PROVINCIAL CONTACT DETAILS ( RAPID RESPONSE TEAMS )

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



## 7. FORMS AND DOCUMENTS FOR REDUCED WORK TIME (SHORT TERM SHUT DOWN)

- UI 2.1 (application form)
- UI19 and UI2.7 (completed by Employer)
- UI 2.8 (banking details 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 ( Reduced work time )
- Copy of Employee's ID document

## 8. BENEFIT PAYMENT

In terms of section 13(3) of the Unemployment Insurance Act , as amended the accumulation of credits is at the of 4:1 ( every 4 days worked and contributed , 1 days credit is accrued ) in a 4 year cycle from the date of unemployment up a maximum of 365 days .

In terms of section 12(1) b of the Unemployment Insurance Act, as amended , the maximum UI benefit will be paid as per the benefit structure if the employer pay R 0.00 amount to the employee during the shut down period

However, if a certain Rand value is paid during the shut down period, then the UI benefit will be reduced (difference between the benefit level and amount received as income )

## 9. PART C OF THE UNEMPLOYMENT INSURANCE ACT , as amended , ILLNESS BENEFITS

This portion corresponds to cases where companies decides that a contributor has to be self quarantined for 14 days and or in special circumstances more than 14 days , the contributor will be covered under Part C of the Unemployment Insurance Act, as amended (Illness benefits)



## 10. PROCESS TO FOLLOW

The current Illness application process will apply with the following exception:

- A Confirmation Letter from both the employer and employee must be submitted together with the Illness application as proof that both the employer and employee have agreed to the 14 days 'special leave'.
- The letters will replace the medical certificate on the Illness application form (UI2.2) 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.

## 11. FORMS AND DOCUMENTS FOR ILLNESS CLAIMS ( QUARANTINED FOR 14 DAYS OR MORE THAN 14 DAYS )

- UI2.2 ( medical portion to be ignored )
- UI19 and UI2.7 ( to be completed by Employer)
- UI 2.8 (banking details completed by the bank)
- Copy of ID document.
- Employer / Employee confirmation ( standard letters are attached for completion)



## 12. ILLNESS BENEFIT PAYMENT

In terms of section 13(3) of the Unemployment Insurance Act, as amended, the accumulation of credits is at the rate of 4:1 (every 4 days worked and contributed, 1 days credit is accrued) in a 4-year cycle from the date of unemployment up a maximum of 365 days.

In terms of section 21(2) of the Unemployment Insurance Act, as amended:

- The maximum UI benefit will be paid as per the benefit structure if the employer pay R 0.00 amount to the employee during the quarantine period.
- However, if a certain Rand value is paid during the quarantine period, then the UI benefit could be reduced ( the combined value should not be more than the remuneration the employee would have receive if not on quarantine )

UI3 to be completed at the expiry of the 14 days for payment to be executed into the employee's bank account

If period is beyond 14 days, further UI3 is required with completed medical portion for payment into employee's bank account.

## 13. APPLICATION PROCESS

A claim for illness as per the stated scenario can be lodged through the

- Online at: [www.ufiling.co.za](http://www.ufiling.co.za). (Illness benefits)
- Or email or fax the illness application to the nearest UIF processing Centre.
  - Application forms can be downloaded from the Department of Employment and Labour website: [www.labour.gov.za](http://www.labour.gov.za)



## 14. EMAIL / FAX TO EMAIL NUMBER

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



## 15. DEATH BENEFIT

This portion corresponds to cases where the contributor passes on due to corona virus in terms of Part F of the Unemployment Insurance Act, as amended.

Benefits are paid to the beneficiaries of the deceased.

Beneficiaries eligible to apply for deceased benefit are the surviving Spouse, Life Partner, Children of the deceased or the nominated persons, in that order.

## 16. PROCESS TO FOLLOW

The current deceased application process and practice will remain as is for now, until indicated otherwise.

## 17. FORMS AND DOCUMENTS NEEDED FOR A DECEASED CLAIMS ARE

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

## 18. DECEASED BENEFIT PAYMENT

In terms of section 13(3) of the Unemployment Insurance Act , as amended , the accumulation of credits is at the rate of 4:1 ( every 4 days worked and contributed , 1 days credit is accrued ) in a 4 year cycle from the date of unemployment up a maximum of 365 days .

Benefits are paid as per prescribed benefits structure in terms of 12 (3) b of the Unemployment Insurance Act.





## 19. APPLICATION PROCESS

A claim for deceased benefits can be lodged by

- Emailing or faxing the deceased application to the nearest UIF processing Centre.
  - Application forms can be downloaded from the Department of Employment and Labour website: [www.labour.gov.za](http://www.labour.gov.za)
- The email and fax numbers are as stated in point 14

## 20. CONCLUDING POINTS

Employers will be updated on any changes to the stated processes via the Del web page.