EASY – AID GUIDE FOR EMPLOYERS

REDUCED WORK TIME BENEFITS / ILLNESS BENEFITS / DEPENDANTS BENEFITS

The Minister of Employment and Labour has announced measures that the Department will put in place to contain the spread of the Corona virus (COVID-19) and its impact on UIF contributors.

The Unemployment Insurance Fund will compensate affected workers through its existing the Illness and Reduced Work Time benefits.

The guide is applicable to all employers who are registered with UIF and make monthly contributions as required by the Contributions Act of 2002.

1. 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.

1.2 Required Forms and Documents

- ✓ UI19 and UI2.7 (completed by Employer)
- ✓ UI 2.1 b
- ✓ 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.

1.3 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.

2. 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 agree 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.

2.1 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.

2.2 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.

3. **DEATH BENEFITS**

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.

3.1 The applicable Forms and required documents are:

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

3.2 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.

4. HOW TO APPLY FOR THESE BENEFITS?

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

4.2 The forms can be submitted through the following methods:

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

4.3 Application forms can be downloaded from the Department of Employment and Labour website: www.labour.gov.za.

5. RAPID RESPONSE TEAMS

The Rapid Response Teams have been established to assist campanies with processing of claims in cases where they have 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
Nothern Cape	Adv Bulelani Gwabeni	053 838 1554
North West	Selete Qhamakhoane	018 387 8178
Western Cape	Tony Lamati	021 441 8054

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FOR EMPLOYERS FOR UIF BENEFITS

employment & labour

Department:
Employment and Labour
REPUBLIC OF SOUTH AFRICA

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