

**N.B.C.E.I.**  
National Bargaining Council For The  
Electrical Industry Of South Africa

9<sup>th</sup> Floor  
The Liberty  
17 Wolmarans Street  
Braamfontein  
Johannesburg  
2001

Tel : 011 339 2312  
Fax : 011 339 7112

25 MARCH 2020

**TO ALL EMPLOYERS AND EMPLOYEES IN THE ELECTRICAL CONTRACTING INDUSTRY**  
**RE: COVID 19 AND LOCKDOWN**

In light of the global Coronavirus pandemic and the directive issued by the President for the country to go on lockdown effective from midnight on Thursday the Council needs to communicate the following to industry in good faith:

1. Firms and employees in the lockdown period

During the entire lockdown period the vast majority of firms and their employees in the electrical contracting industry will be house bound.

Employees are able to apply for the short-term relief in response to COVID 19 from the Unemployment Insurance Fund (UIF) via the Department of Labour if they are not able to keep working from home and earn a salary. Application forms and procedures are available on the Department of Employment and Labour's website: [www.labour.gov.za](http://www.labour.gov.za).

On the first page you will find the easy guide for employers, easy aid for Corona benefits and employee and employer declaration forms. Please, could employers assist their employees in claiming these benefits.

2. Council payments

2.1. Employees who are unable to work:-

From the time the lockdown commences no Council deductions are due and payable from either the employer or employee until the end of the lockdown period, which is at this stage the 15<sup>th</sup> of April 2020. The "no work no pay" principle will apply in instances where employees are not able to work as a result of the lockdown period.

2.2 Employees who are able to work:-

The exempted firms, who are permitted to work will continue to pay their dues to council as normal. Each employee working during this period should be issued with a Lockdown Work Permit by the employer to present to the authorities. Contributions will be due and payable for time worked during the lockdown period.

3. Employers assisting their employees financially during the Lockdown

Employers who provide financial assistance to staff during the lockdown period e.g. make arrangements with staff to pay them their leave in advance, this will be regarded as their private agreement and no contributions are payable in respect of these monies.

Stay safe during this period. Winning against Covid-19 is the only option!

**FOR AND ON BEHALF OF THE COUNCIL**

Yours faithfully

Deon Van Deventer  
Acting General Secretary

  
Mark Mlikos  
Acting General Secretary

Bloemfontein: 051/444-5869, Polokwane: 015/291-4157, Durban: 031/306-8100, Cape Town: 021/591-4784, Port Elizabeth: 041/363-5460, East London: 043 /722-0120, George: 044/874-5738, Pretoria: 012/323-4251, JHB: 011 339 - 2312

## EASY – AID GUIDE FOR EMPLOYERS FOR UIF BENEFITS

### EASY – AID GUIDE FOR EMPLOYERS REDUCED WORK TIME BENEFITS / ILLNESS BENEFITS / DEPENDANTS BENEFITS

## EASY – AID GUIDE FOR EMPLOYERS FOR UIF 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 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.

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](http://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](http://www.labour.gov.za).

#### 5. RAPID RESPONSE TEAMS

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

deployed to employer premises in each province.

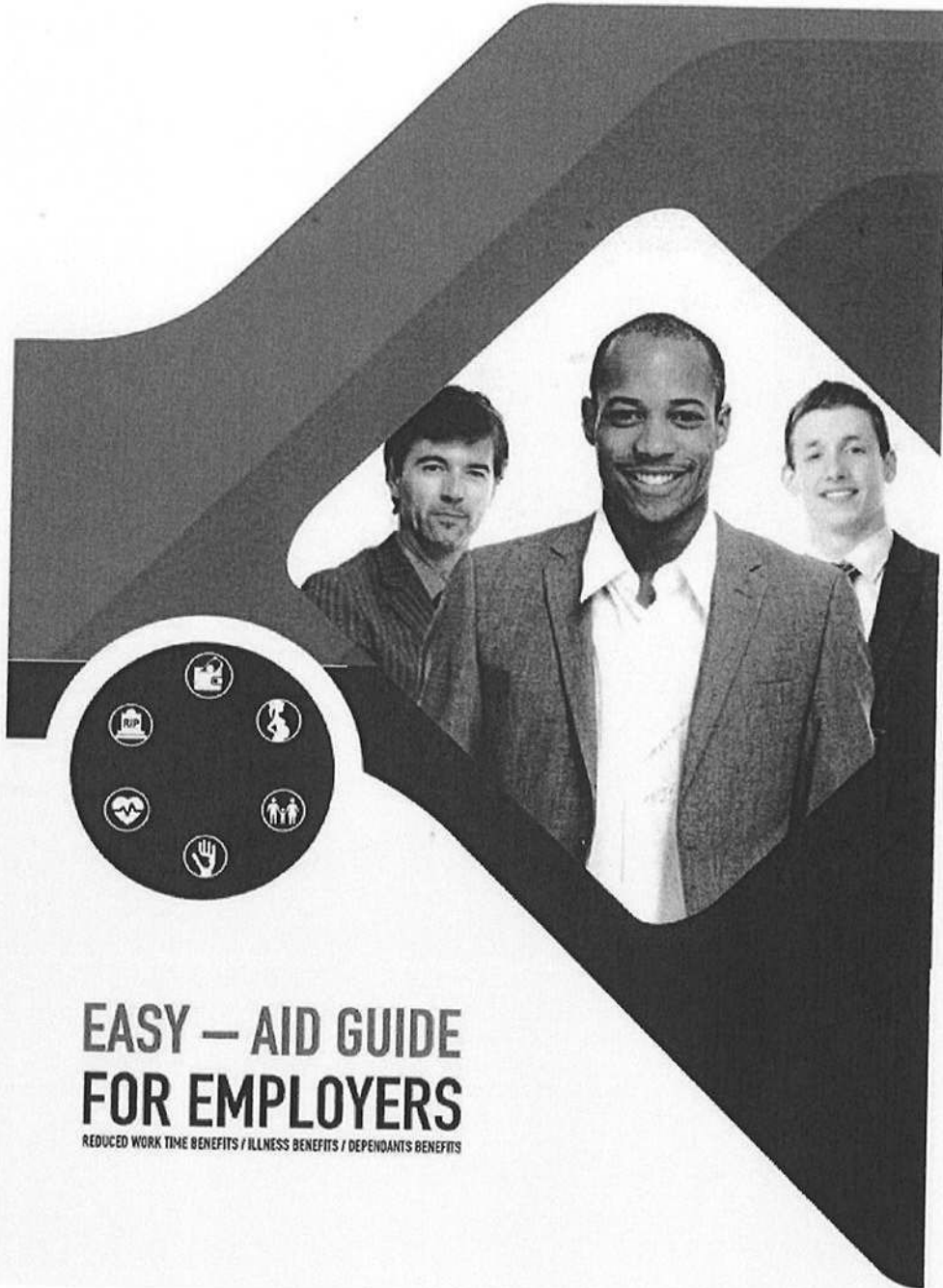
Below is a list of officials to be contacted to make arrangements:

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
Northern Cape	Adv Bulelani Gwabeni	053 838 1554
North West	Selete Qhamakhoane	018 387 8178
Western Cape	Tony Lamati	021 441 8054



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

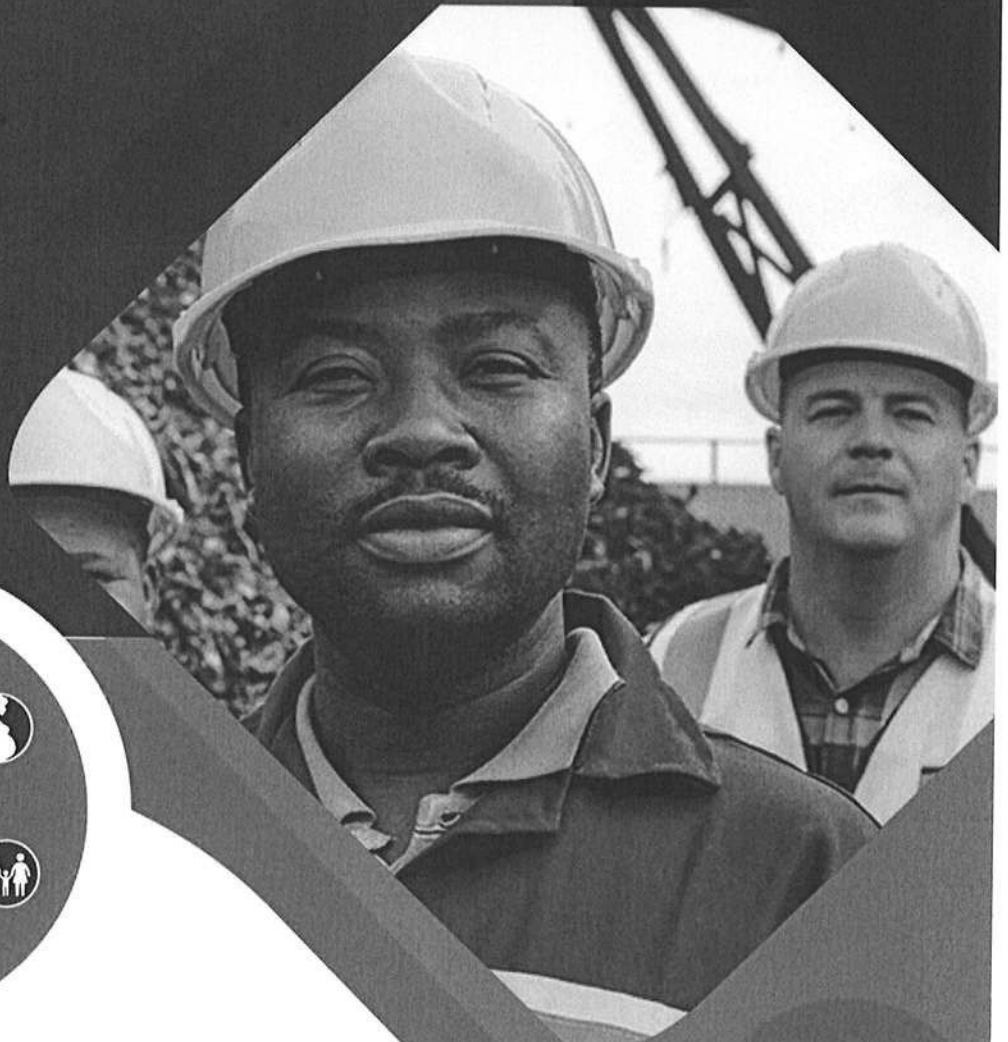
## 20. CONCLUDING POINTS

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









**TEMPORARY  
EMPLOYER/EMPLOYEE  
RELIEF SCHEME  
EASY AID**

## **TEMPORARY EMPLOYER/EMPLOYEE RELIEF SCHEME (TERS)**

### **1. THE CURRENT TERS PROCESS**

- 1.1. The TERS process came into effect on 11 December 2019 when it was approved by the Director General of the Department of Employment and Labour.
- 1.2. In terms of the TERS process, the Unemployment Insurance Fund (UIF) may fund distressed companies directly in relation to the TERS Allowance.
- 1.3. The distressed company will only be funded if it meets the key requirements of the UIF being:
  - 1.3.1. Distressed company is able to demonstrate that it has been compliant with the relevant UIF legislation;
  - 1.3.2. If not compliant, the distressed company undertakes to pay outstanding contributions and bring its declarations up to date within a stipulated timeframe;
  - 1.3.3. The distressed company is able to demonstrate that it will/or has embarked upon a turnaround or sustainability programme which will result in job preservation at the expiry of the funding agreement; and
  - 1.3.4. The distressed company will be able to meet its obligations in relation to the UIF legislation.

### **2. CENTRAL ADJUDICATION COMMITTEE**

- 2.1. The Central Adjudication Committee will consider applications of applicants and issue three (3) decisions being:
  - 2.1.1. If the applications are for wage subsidy, a wage subsidy ruling will be directed to the UIF for processing;
  - 2.1.2. Where a company requires over and above wage subsidy and training intervention, the Commission for Conciliation, Mediation and Arbitration (CCMA) will issue ruling directed at the relevant Sector Education and Training Authority (SETA); and
  - 2.1.3. Where a company requires turn around solution intervention, the CCMA will issue ruling to Productivity SA.

### **3. SALIENT POINTS OF THE TERS PROCESS**

- 3.1. To obtain application forms and all relevant details, please send an email to [infoTERS@labour.gov.za](mailto:infoTERS@labour.gov.za)

- 3.2. Companies must send an application for TERS to the CCMA (applications should be sent to [MosaB@ccma.org.za](mailto:MosaB@ccma.org.za)).
- 3.3. Within 5 days of receipt of complete, valid and accurate applications, the adjudication committee will consider the application and the company will receive a letter with a ruling informing them of the success or rejection of the application.
- 3.4. A company with a successful application shall be required to enter into a formal Memorandum of Agreement (MOA) with the UIF.
- 3.5. A draft MOA shall be sent to the company for inputs.
- 3.6. The draft MOA shall then be subjected to legal scrutiny and vetting. After which the final MOA (with all the required supporting documents) shall be signed by the company and the UIF.
- 3.7. Upon conclusion of the agreement, the first tranche payment shall be made to the company within 5 days. It is important to note that TERS allowances are payable monthly to each participating employee will not exceed R17, 242.00.
- 3.8. A Monitoring Team shall be sent to the company to ensure that the funds are utilised in line with the signed MOA, and that no breach of MOA has occurred.
- 3.9. The remaining payments shall be made in line with the signed MOA.

#### **4. EXPECTATIONS FROM APPLICANT TO INVOICES**

- 4.1. Invoice supported by the following:
  - 4.1.1. Proof of employment and list of employees
  - 4.1.2. Salaries of Directors
  - 4.1.3. Dedicated bank account
  - 4.1.4. Registration with Central Supplier Database (CSD)
  - 4.1.5. Power of Attorney
  - 4.1.6. Turn Around Strategy implementation plan
  - 4.1.7. Report of progress on the implementation plan.

#### **5. FOR ENQUIRIES, FOLLOW UP COMPLAINTS AND ESCALATION**

- 5.1. [TERS@labour.gov.za](mailto:TERS@labour.gov.za)
- 5.2. Escalation to Director General – [Welile.dlwengu@labour.gov.za](mailto:Welile.dlwengu@labour.gov.za)