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QUICK GUIDE TO ACCESSING THE NATIONAL DISASTER BENEFIT (NDB) VIA UIF

COVID-19 TOOLKIT SERIES



Background

The Minister of Employment and Labour (DEL) 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 (UIF) will compensate affected workers through a new “National Disaster Benefit” and its existing the Illness, Reduced Work Time and Unemployment benefits.

NOTE: 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.

Depending on the circumstances the Business or individual Employee finds themselves, will determine the process and benefits applicable. To assist our customers, Global Business Solutions has provided a quick reference guide for the 4 primary scenarios likely under the current COVID-19 economic reality, including:

[Scenario 1:](#) Business Shutdown and unable to pay Employees

[Scenario 2:](#) Business Shutdown limited period or implementation of Reduced or Short Time (RST)

[Scenario 3:](#) Individual employee/s quarantined due to COVID-19

[Scenario 4:](#) Death of individual employee due to COVID-19



Scenario 1

As a direct result of Covid-19 pandemic (including mandatory 21-day shutdown) the organisation shuts their operations and implements Temporary Layoffs

Business unable to pay its Employees

National Disaster Benefit (NDB)

- ❑ Not linked to usual UIF benefit structure
- ❑ Benefit is a flat rate of R3500 per month, per employee for the duration of the shutdown or 3 months, whichever is shorter.
- ❑ Neither Organisation nor Employee may apply for NDB and other UI benefits simultaneously.

Can apply for National Disaster Benefit (NDB)

Employee falls ill during period

or

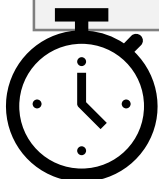
Shutdown exceeds three (3) months

Application Forms & Requirements

- ✓ Copy of Employee's ID
- ✓ UI 2.1 (Employee Application Form)
- ✓ UI 2.8 (Bank Form)
- ✓ UI 19 (Employer)
- ✓ UI 2.7 (Employer)
- ✓ Confirmation from Letter from Employer on temp layoff due to Covid-19

Employer applies on behalf of employees, submitting all the following documents to Department of Employment & Labour

Normal UIF benefits would have to be applied for. These are accrued at a rate of one (1) day for every four (4) days worked, however max credit provisions may apply.



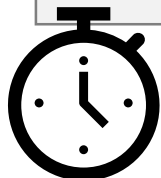
Application Response Timeline:
Currently unknown

Scenario 2

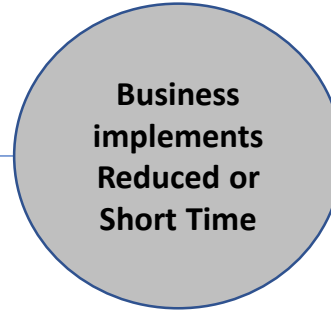
As a direct result of Covid-19 pandemic (including mandatory 21-day shutdown) the organisation shuts their operations for a limited period or implements Reduced or Short Time (RST)

Application Forms & Requirements

- ✓ Copy of Employee's ID
- ✓ UI 2.1 (Employee Application Form)
- ✓ UI 2.8 (Bank Form)
- ✓ UI 19 (Employer)
- ✓ UI 2.7 (Employer)
- ✓ Confirmation from Letter from Employer detailing specific reduced or short time implemented due to Covid-19



Application Response Timeline:
Currently unknown



Can apply for normal UIF Benefits



Employer applies on behalf of employees, submitting - via email - all the following documents to nearest UIF processing centre.

if

More than fifty (50) employees then you can request Department of Employment & Labour to conduct on-site applications.



Contact the Rapid Response Team in your province.

UIF Benefits Applicable

- Linked to usual UIF benefit structure
- Benefit is calculated on difference between what Employer is paying and what Employee usually earns.
- The difference value will then be used to calculate the UI benefits applicable using the normal calculations based on credits available to the Employee
- Normal UIF benefits are accrued at a rate of one (1) day for every four (4) days worked, however max credit provisions may apply.

Scenario 3

Employee has been quarantined due to exposure to, or for exhibiting symptoms of, Covid-19 and unable to work.

UIF Illness Benefits

- Linked to usual UIF benefit structure
- Normal UIF benefits are accrued at a rate of one (1) day for every four (4) days worked, however max credit provisions may apply.

Application Forms & Requirements

- ✓ Copy of Employee's ID
- ✓ UI 2.2 (No medical certificate required)
- ✓ Letter from Employee & Employer confirming "special leave" due to quarantine
- ✓ UI 2.8 (Bank Form)
- ✓ UI 19 (Employer)
- ✓ UI 2.7 (Employer)

Application Forms & Requirements

- ✓ Copy of Employee's ID
- ✓ UI 2.2 (Medical section completed by Medical Practitioner)
- ✓ UI 2.8 (Bank Form)
- ✓ UI 19 (Employer)
- ✓ UI 2.7 (Employer)
- ✓ Continuation beyond original anticipated time period, then UI 3 completed with a medical certificate for each additional period

Individual employee affected & unable to work



Can apply for normal UIF Illness Benefits



Employee applies directly, submitting all the following documents –via uFiling or email – to nearest UIF processing centre.

Employee quarantined for less than 14 days

or

Employee quarantined for more than 14 days



Application Response Timeline: Currently unknown

Scenario 4

In the event that an Employee unfortunately dies as a result of Covid-19

UIF Deceased Beneficiary Applicable

- Linked to usual UIF benefit structure
- Normal UIF benefits are accrued at a rate of one (1) day for every four (4) days worked, however max credit provisions may apply, up to 365 days.

Deceased Employee's Beneficiaries

Spouse, Life Partner, Children or Nominate Person applies for the benefit

Application Forms & Requirements

- ✓ Copy of Applicant's ID
- ✓ Copy of Deceased's ID
- ✓ Copy of the Death Certificate
- ✓ UI 2.5 or UI 2.6 (Applicant)
- ✓ UI 2.8 (Bank Form)
- ✓ UI 19 (Employer)
- ✓ UI 53 (Employer)



Application Response Timeline:
Currently unknown

Can apply for normal UIF Deceased Beneficiary Benefits

Contact Information: Rapid Response Team

PROVINCE	BUSINESS UNIT MANAGER	OFFICE NUMBER
EASTERN CAPE	Philiswa Madikazi	043 701 3342
FREE STATE	Morgan Ramatsetse	051 505 6362 / 051 505 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



UIF PROCESSING CENTRES

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
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NorthernCape.BCP@labour.gov.za	0864397309
Johannesburg.BCP@labour.gov.za	0864397294
Pretoria.BCP@labour.gov.za	0864397290

Contact Information

www.labour.gov.za

Visit the Department of Employment & Labour's website to access all UIF forms

www.ufiling.co.za

For Illness related benefit applications

If you require assistance in managing/administering the UIF application process, Global Business Solutions has a dedicated team ready to handle this on your behalf. For more information please contact:

grant@globalbusiness.co.za



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