

COVID 19

TYDELIKE AFLEGGING

TEMPORARY LAY-OFFS

TYDELIKE AFLEGGING

Kan ek my werknemers tydelik aflê? Ja, n werkgewer mag as gevolg van die huidige Corona virus pandemie sy besigheid vir onbepaalde periode sluit en werknemers huistoe stuur. Dit sal neerkom op n tydelike aflegging van sy werksmag.

In die geval waar die werkgewer om finansiële redes NIE sy werknemers tydens die periode van aflegging kan vergoed nie, kan die werkgewer via WVF (Werkloosheid Versekerings Fonds) aansoek doen om 'n *“National Disaster Benefit”* (NDB).

Die voordeel vanaf die *“National Disaster Benefit”* sal n vaste bedrag van R3 500 per werknemer wees vir n periode van nie langer as 3 maande.

Let daarop dat daar nie vir beide normale Werkloosheid versekeringsvoordele en *“National Disaster Benefits”* aansoek gedoen kan word nie, dit is die een of die ander. 'n Brief op die werkgewer se briefhoof of wat die werkgewer se stempel vertoon en waarin bevestig word dat die Werkgewer sy bedrywighede weens COVID-19 staak, moet die aansoek om *“National Disaster Benefits”* vergesel.

Die volgende vorms is noodsaaklik:

- UI-19 en UI2.7 (moet deur die werkgewer voltooi word)
- UI2.1
- UI2.8

- Afskrif van die Werknemer se ID

VERKORTE WERKURE

In die geval waar n werkgewer besluit om sy bedrywighede vir n vaste periode op te kort en te sluit, of verkorte werkure in te stel, sal die ge-afekteerde werknemers WVF voordele kan eis. WVF voordele betaalbaar sal die verskil wees tussen wat die Werkgewer betaal vir ure gewerk en normale WVF voordele waarop die werknemer geregtig sou wees.

‘n Brief op die werkgewer se briefhoof of wat die werkgewer se stempel vertoon en waarin bevestig word dat die Werkgewer verkorte werkure weens COVID-19 in gestel het, moet die aansoek om WVF voordele vergesel.

Die volgende vorms is noodsaaklik:

- UI-19 en UI2.7 (moet deur die werkgewer voltooi word)
- UI2.1
- UI2.8
- Afskrif van die Werknemer se ID

SIEKTEVOORDELE

Waar n werknemer vir 14 dae in self-isolasie (kwarantyn) gaan, sonder om n mediese praktisyn te konsulteer, kan die werknemer vir Siekte Voordele aansoek doen. ‘n Brief wat deur beide die werknemer en die werkgewer onderteken is en wat bevestig dat beide partye ingestem het moet die aansoek vergesel. Hierdie brief (ooreenkoms) sal in die afwesigheid van n siekbrief voldoende wees.

Waar ‘n werknemer deur n **Mediese Praktisyn** vir langer as 14 dae in kwarantyn geplaas word moet sy aansoek om siekte voordele vergesel word van n siekbrief uitgereik deur die betrokke mediese praktisyn

Die volgende vorms is noodsaaklik:

- UI-19 en UI2.7 (moet deur die werkgewer voltooi word)
- UI2.2

- UI2.8
- Afskrif van die Werknemer se ID
- UI.3 (in die geval waar die werknemer vir langer as 14 dae in kwarantyn geplaas word)

WANNEER IS DIT N WERKSBERING?

Waar n werknemer via die uitvoering van sy pligte die COVID-19 virus opgedoen het en deur n mediese praktisyn aanbeveel is om in self-isolasie/kwarantyn te gaan moet dit as n werksbering beskou word.

Die werkgever is verantwoordelik om die werknemer te vergoed vir die periode van kwarantyn.

KONSULTEER ASB AANGEHEGTE DOKUMENTASIE

TEMPORARY LAY-OFFS

Can I lay off my employees temporarily?

Yes. Due to the current Corona virus pandemic, an employer may close its business for an indefinite period and send employees home. This will amount to a temporary retrenchment of his workforce.

In the event that, for financial reasons, the employer is unable to compensate his employees during the period of lay-offs, the employer can apply for a National Disaster Benefit (NDB) via UIF (Unemployment Insurance Fund).

The benefit from the National Disaster Benefit will be a fixed amount of R3 500 per employee for a period not exceeding 3 months.

Note that you can't apply for both normal unemployment insurance benefits and National Disaster Benefits. It is the one or the other.

A letter stating that the employer has ceased operations due to Covid-19 must accompany the application for National Disaster Benefits. This letter must be on the employer's letterhead or must display the employer's stamp.

The following forms are important:

- UI-19 and UI2.7 (must be completed by the employer)
- UI2.1
- UI2.8
- Copy of Employee ID

SHORTER WORKING HOURS

In the event where an employer decides to suspend and close its operations for a fixed period, or to implement shortened working hours, the affected employees will be able to claim UIF benefits. UIF benefits payable will be the difference between what the employer pays for hours worked and normal UIF benefits to which the employee would be entitled.

A letter on the employer's letterhead or showing the employer's stamp and confirming that the employer has set shorter working hours due to Covid-19, must accompany the application for UIF benefits.

The following forms are important:

- UI-19 and UI2.7 (must be completed by the employer)
- UI2.1
- UI2.8
- Copy of Employee ID

ILLNESS BENEFITS

Where an employee goes into self-isolation (quarantine) for 14 days without consulting a medical practitioner, the employee can apply for illness benefits. A letter signed by both the employee and the employer confirming that both parties have agreed, must accompany the application. This letter (agreement) will suffice in the absence of a sick note.

Where an employee is quarantined by a medical practitioner for more than 14 days, his

application for illness benefits must be accompanied by a letter of illness issued by the medical practitioner concerned.

The following forms are essential:

- UI-19 and UI2.7 (must be completed by the employer)
- UI2.2
- UI2.8
- Copy of Employee ID
- UI.3 (in case the employee is quarantined for more than 14 days)

WHEN IS IT A WORKING INJURY?

Where an employee has contracted the Covid-19 virus through the performance of his / her duties and has been recommended by a medical practitioner to go into self-isolation / quarantine, it should be considered a work injury.

The employer is responsible for compensating the employee for the quarantine period.

PLEASE CONSULT ATTACHED DOCUMENTATION