

U. I. F.

U.I.F. (Unemployment Insurance Fund) is an insurance scheme. The scheme pays money to a worker who has contributed to the fund and who is temporarily unemployed. Money paid into the Fund is paid out to workers who have become unemployed and under certain other circumstances ^{that} we will set out below.

Who is a contributor to the fund ?

All workers in South Africa, including contract workers from the "homelands" but excluding the categories mentioned below, are entitled to be contributors to U.I.F. A contributor pays 0,9% of his/her wages to the Fund. This money is deducted from the workers wages by the employer, who also has to pay an amount equal to 0,9% of the worker's wages into the Fund.

Who may not be a contributor ?

Certain categories of workers are excluded from contributing to the Fund and cannot draw U.I.F. benefits. The most important exclusions are :

1. Farm workers
2. Domestic workers in private homes but not e.g. in nursing homes.
3. SATS workers.
4. Workers who work for less than 1 full day or less than 8 hours per week.
5. Workers on the permanent staff of the public service or Provincial Administration.
6. Workers earning more than R2 500 a month.

What benefits can contributors get from the fund ?

A contributor who is entitled to benefits will get 45% of her/his normal wage. This will be paid on a basis of 1 week's benefits for every six weeks of contributions up to a maximum of 26 weeks in a year.

So, for example, if a worker earns R100 per week and has contributed to U.I.F. for 1 year, what benefits will s/he get on becoming unemployed ?

This worker will get 45% of R100 = R45 per week from the fund.

Further, as the worker has contributed for 52 week, the fund will pay this money for $52/6 = 7$ weeks (fractions of weeks are ignored). So this worker will get R45 per week for 7 weeks = a total of R315 from the fund on becoming unemployed.

If the same worker earning R100 per week had contributed to U.I.F. for 3 years, how much money could s/he get on becoming unemployed ?

$R100 \text{ per week} \times 45\% = R45 \text{ per week in benefits}$
 $3 \text{ years} \times 52 = 156 \text{ weeks contributions} / 6 = 26 \text{ weeks benefits.}$
 $R45 \text{ per week} \times 26 \text{ weeks} = R1\ 170 \text{ total benefits.}$

26 weeks is the maximum time for which one can usually draw benefits - so if a worker has contributed for more than 3 years, s/he will usually only get 26 weeks benefits.

When can a worker claim benefits from the fund ?

You can claim benefits if you have been contributing to the fund and :

- (1) are unemployed but fit and available for work - you get ordinary U.I.F. benefits
- (2) are out of work or earning less than 1/3 of your normal wages because of illness - you can get U.I.F. illness benefits
- (3) are a woman worker who is out of work or earning less than 1/3 of normal wages because of pregnancy - then you can get U.I.F. maternity benefits.
- (4) the dependants or heirs of a contributor who has died can draw U.I.F. death benefits

When are benefits not paid ?

- (1) If a worker has never contributed to the fund.
- (2) If a worker applies for benefits more than 9 months after becoming unemployed. This is because you have to have worked for at least 13 weeks in the 52 week period before applying for benefits in order to get money from U.I.F. So, for example, if a worker becomes unemployed on 30th April 1986, then to get benefits from the fund s/he must apply not later than 31st January 1987. You count back 52 weeks from the date of application and the worker must have been ~~un~~employed for at least 13 weeks within this period.
- (3) If you have already received the maximum of 26 weeks benefits in any one year - but you can apply for this to be extended.
- (4) If you have retired permanently and are not available for work. But if you are on pension but available for work you can get benefits.
- (5) If you were unemployed for 1 week or less.

- (6) If you became unemployed as a result of a strike - unless you can convince the U.I.F. claims officer you were in no way a party to the dispute that gave rise to the strike and had no direct interest in its outcome.

When are U.I.F. benefits delayed ?

Payment of U.I.F. benefits will be delayed for 6 weeks if the claims officer thinks you became unemployed after :

- (1) Resigning from your job without a good reason ; or
- (2) being dismissed for misconduct

This does not mean you lose any benefits. It means you wait 6 weeks longer before getting any money.

How does the contributor's record card work ? (the blue card)

- (1) The blue U.I.F. contributor's record card contains the history of a worker's contributions to U.I.F. and is carried by the worker from employer to employer.
- (2) When a worker starts work with a new employer, the worker must hand his/her U.I.F. card in to the employer. The employer keeps the card till the worker leaves his/her employment.
- (3) If the worker has never had or has lost the U.I.F. card, the employer must apply for a card for the worker.
- (4) When the worker's employment with the employer finishes, the employer must give the worker the U.I.F. card. The employer must complete the card, showing :
 - (a) the worker's period of employment as a contributor
 - (b) the worker's earnings in the last 13 weeks of work
 - (c) the reason for unemployment, by filling in a number as follows :
 - 1 : Resignation
 - 2 : Reduction of staff or retrenchment
 - 3 : Any other reason, except
 - 4 : Termination of migrant labour contract
 - (d) the worker's name and identity number must be correctly shown on the card.
- (5) If the employer does not have the U.I.F. card when the worker stops working, the employer must apply for a card immediately and give the worker a letter addressed to the Dept. of Manpower stating that he has done this.

ordinary)

How do you claim U.I.F. benefits ?

- (1) Register for benefits immediately after becoming unemployed, at the nearest office of the Dept. of Manpower or magistrate's court. A list of addresses of places to register is attached to this handout.
See also the section below on "Homelands workers".
- (2) The worker must hand in the blue U.I.F. card when registering for benefits.
- (3) If you have not yet received your blue card from the employer you can still register for benefits and should do so immediately as stated above. But you will not receive benefits until the blue card is handed in.
- (4) You will be seen by an official called the U.I.F. claims officer who will tell you when to sign the unemployment register. This is called 'signing on' and is usually done every 2 weeks. Workers applying for U.I.F. benefits must make a note of the dates given for signing on and must return to the Manpower offices on the correct day to sign. Without this no benefits will be paid.
- (5) If you are given a white card by the Manpower official you must bring this card with you when signing on - this records your signing the register. But sometimes this card is kept by Manpower and not given to the worker.
- (6) After signing on for about 6 weeks you should start receiving benefits. At this stage, your blue U.I.F. card is returned to you. If your claim for benefits is rejected you will get a letter giving the reasons for this and your card will be returned to you. Ordinary U.I.F. benefits are paid in cash when you come to sign the register.

How do you claim U.I.F. illness benefits?

- (1) You can claim U.I.F. illness benefits on the grounds of illness if you have become unemployed, or have been put off work without pay, because of illness or injury.
- (2) Illness benefits are claimed on form U.F. 86. The doctor who is treating the worker must complete paragraph 15 of this form (Medical Certificate) and the rest of the form is completed by the Dept. of Manpower. If you are also unemployed you must hand in your blue card but if you are on unpaid sick leave you only need form U.F. 86.

- (3) Illness benefits are not paid for the first 3 weeks off work. But if the illness extends beyond 3 weeks and illness benefits are paid, then the worker will receive benefits for any period in the first 3 weeks for which s/he did not receive normal wages.
- (4) Illness benefits are paid by cheque, posted to the worker.

How do you claim U.I.F. maternity benefits ?

- (1) You can claim U.I.F. benefits on the grounds of pregnancy if you have become unemployed, or have been put off work without pay, because of pregnancy.
- (2) Pre-natal benefits are applied for on form U.F.92, part of which must be completed by a doctor. Further benefits after the birth are applied for on form U.F.95, which must be signed by the person who delivered the baby. You can get these benefits even if the child was stillborn. If you are also unemployed you must hand in your blue card but if you are on unpaid maternity leave you only need forms U.F.92 and U.F.95.
- (3) Benefits are paid for a maximum of 18 weeks before childbirth, that is, after 4 months of pregnancy, and 8 weeks ~~before~~ *after* childbirth.
- (4) On request, maternity benefits will be paid by cheque, posted to the worker. Use form U.F.93 to apply for this for pre-natal benefit, and U.F.94 for post-natal payment by cheque.

How do you claim U.I.F. death benefits ?

- (1) Death benefits are paid to the widow or dependents of a contributor who has died.
- (2) The contributor must have contributed to U.I.F. for at least 13 weeks in the 5 years before death. Application for benefits must be made within 3 years of the contributor's death.
- (3) A widow applying for U.I.F. death benefits must complete form U.F. ~~128~~ 126. Any other applicant must complete form U.F.127.
- (4) The following additional documents are needed in a claim for death benefits :
 - (a) The blue U.I.F card of the deceased worker. *last*
 - (b) form U.F.128 which must be completed by the employer of the deceased
 - (c) a certified copy of the death certificate.
 - (d) in the case of a widow : a certified copy of her marriage certificate or a statement setting out details

of the marriage ;

in the case of any other applicant : certified copies of the birth certificates of any children applying or statements setting out the relationship of the applicant(s) to the deceased.

The above documents must all be handed together to the Dept. of Manpower.

- (5) Death benefits will be paid by cheque in a single lump sum. The amount will be equal to the total standing to the deceased's credit in the fund at the time of death.

What if your U.I.F benefits are used up and you are still unemployed ?

You can apply for an extension of benefits. For extension of ordinary benefits, apply on form U.F.139. You will have to give details of attempts made to find work and employment history over the last 5 years. The form is handed in to the Dept. of Manpower. Application for extension of illness benefits is made on form U.F.87. This includes a medical certificate to be completed by the doctor treating the worker. After completion of the medical certificate the form is handed to the Dept. of Manpower who will complete the rest of it. All applications for extension of benefits are considered on merit - there is no automatic right to an extension.

Where do workers who are 'Homelands' citizens claim U.I.F ?

- (1) A 'homelands' citizen, that is, a citizen of Transkei, Ciskei, Bophutswana or Venda, can claim U.I.F in South Africa if s/he has permanent residence here. Anyone with a Section 10(1)(a), (b), or (c) stamp issued in terms of the 1945 Urban Areas Act is a permanent resident and further anyone to whom a South African identity book has been issued is a permanent resident.
- (2) Any 'homelands' citizen who does not have permanent residence ~~in~~ S.A. will be contributing to the 'homeland' U.I.F and can only draw benefits in the 'homeland' concerned.
- (3) 'Africans' with permanent residence in Cape Town can register for benefits at the Community Services offices at Nyanga East, or at the Manpower offices as listed for other workers. In other areas 'Africans' with permanent residence will register for benefits at the same place as everyone else or at the Manpower office at the local Community Services (Administration board) office if there is one.

CHECKLIST : UNEMPLOYMENT INSURANCE

1. The boss must deduct UIF from workers' wages and send it to the UIF office (but workers can still claim UIF even if he has not done so.)

2. The boss must give every worker a Blue Card when he leaves the company.

3. The reason for leaving must be stated on the Blue Card:

- | | |
|-------------------|------------------------|
| 1 = resignation | 2 = reduction of staff |
| 3 = other reasons | 4 = contract expired |

For workers, "2" is the best.

4. Workers should apply for UIF immediately they stop work. They get paid UIF from the date they apply, not from when they leave work. It is not necessary to have a Blue Card when they apply (but they will not get paid until they have it).

5. Benefits:

Unemployment pay. The worker must be capable of working and willing to work.

Sick pay. But only when paid sick leave has run out.

Maternity pay. Pregnant women must stop work 4 weeks before confinement until 8 weeks after confinement.

Death benefits. Payable when a worker dies before he retires.

6. To qualify for UIF, the worker must have contributed for 13 weeks in the last 52 weeks.

7. Benefits will amount to 1 week UIF pay for every 6 weeks the worker has been working, up to a maximum of 6 months. The pay is 45% of the worker's weekly wage.

8. If a worker is refused UIF by the UIF Claims Officer, he can appeal to the UIF Benefits Committee within 21 days. This Committee is at the Department on Manpower.

9. The address of UIF is: PO Box 1851, Pretoria, 0001.

CHECKLIST - UIF

1. WAS WORKER A CONTRIBUTOR?
see notes on who is/is not a contributor.
2. IS WORKER CURRENTLY OUT OF WORK, OR WITHOUT INCOME THROUGH PREGNANCY OR ILLNESS?
OR
HAS WORKER DIED and next-of-kin are claiming UIF death benefits?
3. WAS WORKER GIVEN BLUE UIF CARD by last employer?
if not, has employer applied for card and given worker a letter to that effect?
4. HAS UIF CARD BEEN CORRECTLY COMPLETED?
see notes on UIF card.
5. IS WORKER PERMANENTLY RESIDENT IN SOUTH AFRICA?
see notes on "homeland" workers.
6. HAS MORE THAN 9 MONTHS PASSED SINCE WORKER LAST WORKED?
if the answer to this question is "yes" then no benefits - see notes on when benefits are not paid; BUT death benefits can be applied for up to 3 years after worker's death.
7. HAS WORKER REGISTERED FOR BENEFITS?
see notes on claiming UIF benefits. Remember - you can register for benefits without blue UIF card but will need card to be paid.
8. HAS WORKER BEEN NOTIFIED THAT UIF BENEFITS ARE USED UP, but still unemployed/sick?
apply for extension of benefits - see notes on applying for extension.
9. IS WORKER DISSATISFIED WITH DECISION OF UIF CLAIMS OFFICER?
(e.g. after refusal of benefits)
Appeal must be made in writing to the Unemployment Benefits Committee within 21 days of the worker becoming aware of the Claims Officer's decision.

FURTHER NOTES ON UIF

What do you do if an unemployed person was entitled to be a contributor but was not enrolled as such by the employer?

The worker must be referred to the Dept. of Manpower with a letter setting out details of the employment such as wage and length of service. Manpower must be requested in the letter to investigate the worker's complaint that no UIF deductions were made and to arrange for the recovery of these from the employer.

Such complaints should be followed up to ensure that an investigation by Manpower in fact does take place. If the contributions are recovered by Manpower then benefits will be paid to the worker.

Procedure for appealing to the Unemployment Benefit Committee(U.B.C)

Appeals against the decision of a Claims Officer must be made in writing within 21 days of the contributor being informed of the decision appealed against. See the address list of U.B.C's for where to address the appeal to.

The following information must be given in the appeal:

1. Name and address of contributor, and identity number
2. Name and address of firm where last employed
3. Date of application for benefits
4. Address of Dept. of Manpower office where application was made
5. Date on which decision of Claims Officer was conveyed to the contributor
6. The decision that is being appealed against
7. Reasons for appeal
8. Signature of contributor.

The above information must be set out in a statement signed by the worker concerned and then forwarded to the U.B.C. - if submitted by an advice office this would be under cover of a letter from the advice office.

How do you get copies of birth/marriage/death certificates?

Write to the Registrar of Births, Marriages and Deaths,
Private Bag X114, Pretoria 0001.

State in the letter:

1. What type of certificate is being requested
2. Full name and identity number of person
3. Date and place of birth/marriage/death
4. For birth certificate: full names of parents
For marriage certificate: full names of husband/wife.

UIF: USEFUL ADDRESSES

1. Department of Manpower offices, where workers can register for benefits, are situated at: *Inspector of Manpower,*
Cape Town Divisional ~~Inspector of Labour~~, Thomas Boydell Building, cnr. Parade & Barrack Streets
Bellville Assistant Divisional Inspector, Hoboken Building cnr. Kruskal Ave. & Wilshammer Street
East London Divisional Inspector, 3 Hill Street
George Divisional Inspector, Public Offices, 130 York Street
Graaf-Reinet Industrial Inspector, 16 Church Street
King William's Town Industrial Inspector, Commissioner's Office, Alexandra Road
Oudtshoorn Industrial Inspector, 46 Church Street
Paarl Industrial Inspector, Old Gaol Building, Main Street
Port Elizabeth Divisional Inspector, Eben Donges Building, Hancock Street, North End
Queenstown Industrial Inspector, 102 Sanlam Building, Hexagon
Somerset West Industrial Inspector, Sam Newman Building, Main Street
Stellenbosch Industrial Inspector, Magistrates Court
Strand Industrial Inspector, Magistrates Court
Uitenhage Employment Officer, 196 Caledon Street
Upington Industrial Inspector, Old Post Office, 50 Schroder Street
Vredenburg Industrial Inspector, Homes Trust Building, cnr. Main & Hill Streets
Wellington Employment Officer, Magistrates Court
Worcester Industrial Inspector, Magistrates Court, cnr. Adderley & Waterloo Streets
Wynberg Employment Officer, Town Hall Station Road.

See also the notes on "homeland" workers & drawing UIF benefits. The above list gives most of the Manpower offices in the Cape. Booklet UF100 obtainable from Manpower lists their offices throughout S. Africa.

2. Unemployment Benefit Committees:

- | | |
|----------------|---|
| Cape Town | c/o Divisional Inspector of Manpower, P.O. Box 872, Cape Town 8000 |
| Port Elizabeth | c/o Divisional Inspector of Manpower, Private Bag X3908, North End 6056 |
| East London | c/o Divisional Inspector of Manpower, P.O. Box 312, East London 5200 |
| Kimberley | c/o Divisional Inspector of Manpower, Private Bag X5012, Kimberley 8300 |

Unemployment Benefit Committees also sit in Johannesburg, Pretoria, Durban and Bloemfontein - see UF100 for addresses.

3. The Unemployment Insurance Commissioner, P.O. Box 1851, Pretoria 0001
4. The Secretary, Unemployment Insurance Board, P.O. Box 1851, Pretoria 0001.



GENERAL WORKERS' UNION AID SERVICE

1st Floor, Benbow Building,
Beverley Street, Athlone 7764.
(67-0870)

POSTAL ADDRESS:
P O Box 301
ATHLONE 7760

Tel : 637-0870 (attn. Mr B Ntsodo)

Date
Your Ref
Our Ref

The Unemployment Insurance
Fund Officer
Magistrate's Court

Dear Sir

re: Unemployment Insurance Benefits ID no: _____

We act on the instructions of the abovementioned worker who is the bearer of this letter.

Our client instructs that he has been a contributor to the Unemployment Insurance Fund in South Africa. Consequently, in terms of inter-statal agreements entered into between the governments of South Africa and the Transkei, our client is entitled to draw unemployment benefits in the Transkei.

Please assist our client in registering for unemployment benefits, and ensure that these are paid to him as soon as possible.

Yours faithfully.

B. Ntsodo
General Secretary



TRANSPORT AND GENERAL WORKERS UNION AID SERVICE

First Floor
Benbow Building
Beverley Street
ATHLONE 7764

P. O. Box 301
ATHLONE 7760

Phone: 637-0870

Date: 16th May 1987

Your Ref:

Our Ref: 9999/SL/3

The Unemployment Benefits Committee
c/o Divisional Insepctor of Labour
P.O. Box 872
Cape Town
8000

Dear Sir/Madam,

Re: Mrs. K. Daliwonga - Unemployment benefits

We are referring the above worker to you to investigate a complaint of non-deduction of U.I.F contributions.

The details of the complaint are as follows:

Name & identity no. of worker: Mrs. Katrina Daliwonga, Id 13579/24

Last employer: Real Bad-one Stores Ltd, 99th Ave, Epping, Cape Town.

Length of service: 1st May 1985 - 28th February 1987

Final wage: R95,00 per week

Reason for unemployment: Reduction of staff.

Mrs. Daliwonga was entitled to contribute to U.I.F. but her payslips reveal that no deductions were made from her wages during her employment as above. She was also not given a U.I.F. contributors card on being dismissed.

Please investigate the above complaint and arrange for benefits to be paid to Mrs. Daliwonga. We would be grateful if you would inform our office of the outcome of your investigation.

Yours faithfully,

pp-B. Ntsodo
General Secretary