

Tel:
Fax:
Email:

Dear: _____

Date: _____

RE: Short time notification due to the “Lock Down” announcement of President Cyril Ramaphosa on the 23rd of March 2020 due to the CORONA Virus.

Please take note, based on the announcement of President Cyril Ramaphosa on the 23rd of March 2020, that South Africa is in a lock down due to the CORONA Virus, which is having a severe economic impact on the country in general and the company specific.

Therefore, this entails, a temporary closure of the business based on the lock down announcement, and this will be implemented from the morning of the 27/03/2020 for the period 21 days, which will be until the 16/03/2020, whereby it will be revised if need be. You need to report for work on the ___/___/2020. Please note this period is “no work no pay”

On the 18th of January 2018 the President assented to several amendments to the Unemployment Insurance Act of 2001, including the insertion of the following provision to section 12 of the Act:

“(1B) A contributor employed in any sector who loses his or her income due to reduced working time, despite being employed, is entitled to benefits if the contributor’s total income falls below the benefit level that the contributor would have received if he or she had become wholly unemployed, subject to that contributor having enough credits.”

The employee can claim UIF during this time, by completing the attached needed documents and make use of code 17 (Reduced Hours) on the UIF 19 and furthermore following the below mentioned process.

The relevant forms will be provided to the employee and the employee must submit such documentation with the support of the employer to the Department of Labour for claims to be processed.

Regards

Management

Acknowledgement by Employee

I _____ hereby confirm that this Short Time notice was explained to me, and I understand the content of this letter. I further agree that the content of this letter was explained to me in a language that I understood.

Employee Name and Surname

Signature

Date