

Company address:

Tel:

Fax:

Email:

TO: _____

Date: _____

RE: Short time notification due to the CORONA Virus (and economical pressure on the company)

Please take note, it is common cause that South Africa is in a semi lock down due to the CORONA Virus, which is having a severe economic impact on the country in general and the company specific.

The company therefore needs to institute short time to avoid retrenchments and possible liquidation of the company.

“Short time” means a temporary reduction in the number of ordinary hours of work owing to a slackness of business in the trade, a breakdown of plant, machinery or equipment, or a breakdown or threatened breakdown of buildings.

The short time will be implemented from __/__/2020 for the period of six weeks, till __/__/2020, whereby it will be revised if need be. The direct reduction of hours will be __ hours due to an increase of slackness in business.

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.

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 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

Employee Name and Surname

Employee Signature