

Unemployment Insurance Fund (UIF)

Everything You Need To Know

What is UIF?

Have you heard of the Unemployment Insurance Fund (UIF)? UIF is a government-run insurance program in South Africa. It works like other insurance policies where workers pay a small portion of their salary as premiums. For Volunteer Food Handlers this means that 1% is deducted from their stipends and the Department of Education pays the other 1% which makes a UIF contribution of 2% from every worker.

UIF benefit was created to support workers in case they lose their jobs or are not able to work due to long term illness or in the case of maternity, adoption or parental leave.

The Basic Conditions of Employment Act (BCEA) defines a worker as someone who works for someone else or for the State and gets paid. This includes full-time, part-time, temporary, and casual employees, learners, and apprentices with a work contract.

Volunteer Food Handlers have contracts with the Department of Education as part of the National School Nutrition Programme, and are eligible to claim for the UIF as specified in their contracts.

The law requires employers to register their employees with the UIF and to deduct a certain percentage of their employees' salaries each month as contributions to the fund.



Financial Assistance



UIF offers temporary financial assistance to you and your dependents during tough times.

Claim Conditions



If you lose your job or become unable to work due to reasons like maternity, adoption, parental leave, or illness

Who Can Claim



You can only claim for UIF if you've been registered by your employer. So, make sure you check with them if you're unsure about your registration status.

Unemployment Insurance Fund (UIF)

Which law supports UIF?



In South Africa, the UIF is governed by the [Unemployment Insurance Act 63](#) of 2001, which determines the eligibility requirements, contribution rates, and the types and amounts of benefits that are available to qualifying workers. UIF is also governed by the [Basic Conditions of Employment Act, Section 29](#).

Which workers qualify for UIF?

Like Teaching assistants employed under the Department of Education's Basic Education Employment Initiative (BEEI), [Volunteer Food Handlers](#) are employed by the Department of Education's National Schools Nutrition Programme.

As a [Volunteer Food Handler](#) with a contract with the Provincial Department of Education, it is the responsibility of the Department of Education to register each Volunteer Food Handler with the Unemployment Insurance Fund (UIF).

To be sure that the VFH can claim UIF, 2 conditions need to be in place: registration and the 1% monthly contribution from the Volunteer Food Handler and 1% from the Provincial Department of Education.



Unemployment Insurance Fund (UIF)

How can UIF help me?

UIF can help you while you are in-between jobs or when you cannot be at work because of a long-term illness, maternity leave or when you have adopted a child.

In each of these cases, the documentation will be different, and the benefits will be different even if all of the contributions are administered by the Department of Employment and Labour and are funded by the contributions made by employers and employees to the UIF.

The number of benefits that you will receive as a Volunteer Food Handler depends on what you have earned as Volunteer Food Handler but also what you earned and claimed from the UIF before.

How will I know if I am registered for UIF?

You can confirm your UIF registration status by checking your payslip, which should indicate the amount of UIF contribution that the Provincial Department of Education is deducting from your stipend each month.

Additionally, you can:

Request a copy of your UIF registration form from the Provincial Department of Education, which will show the date that you were registered for UIF.

Check your UIF contribution history and current status by registering on the Department of Employment and Labour's online uFiling system, which allows you to view your contribution statements and claim benefits online.

How can I check my UIF statement online?

Visit the following web address <https://ufiling.labour.gov.za/>

and from this home page, click on the 'Activate my uFiling account' button and follow the on-screen instructions.

Unemployment Insurance Fund (UIF)

How can I access my UIF benefits?

To claim UIF benefits, you can go to your nearest Labour Office or register online. You will need to sign the unemployment register and return every four weeks to continue claiming. If you are sick, bring a doctor's certificate when you sign. The Labour Centre will give you a white card to sign each time. If everything is correct, you should receive money within eight weeks of registering and every four weeks thereafter until benefits run out. If you don't get your money within eight weeks, call the Labour Centre and have your name and ID number ready. You'll receive a slip for every payment showing how much you received and what's left.

You will need to provide a copy of your ID document, your UIF reference number (if available), and any other relevant documentation, such as a retrenchment letter or medical certificate if you are claiming illness benefits, proof of banking, . You will also need to complete the relevant UIF claim forms.

To claim from the Unemployment Insurance Fund (UIF), you will need to follow these steps:

You will need to provide a copy of your ID document, your UIF reference number (if available), and any other relevant documentation, such as a retrenchment letter or medical certificate if you are claiming illness benefits, proof of banking, . You will also need to complete the relevant UIF claim forms.

Required Documents

- A COPY OF 13-DIGIT BAR-CODED IDENTITY DOCUMENT.
- A COPY OF YOUR LAST SIX PAYSLIPS.
- INFORMATION SUPPLIED BY YOUR SCHOOL PRINCIPAL ([UI-19](#)).
- A SERVICE CERTIFICATE FROM THE SCHOOL PRINCIPAL.
- PROOF OF REGISTRATION AS A WORK SEEKER. (UNEMPLOYED PEOPLE CAN REGISTER AS WORK-SEEKERS AT THE NEAREST LABOUR CENTRE. THIS WILL ENABLE EMPLOYERS TO FIND THEM IF THEY ARE LOOKING FOR CANDIDATES FOR LEADERSHIP.
- A FULLY COMPLETED REGISTRATION FORM.
- PROOF OF BANK ACCOUNT.

Frequently Asked Questions

What is the time period that you have for applying?

You have 6 months to apply for UIF

It is important to apply as soon as possible because any delay in submitting the claim may result in a delay in receiving the benefits and if you apply after 6 months you might not receive the benefit

What can I do after I have submitted my claim?

After submitting your claim, you can wait for your claim to be processed and check the status of your claim online using the uFiling system or by contacting the Department of Employment and Labour's UIF contact centre.

What if my claim gets denied?

If your application for Unemployment Insurance Fund (UIF) benefits in South Africa is declined, you have the right to appeal the decision, but first try to first understand why it was declined before taking the matter further.

How long will it take before I receive my payment?

If the claim is seen as valid it should take 10 working days from the time you have submitted the relevant documents.

If there are any issues or with your claim, it may take longer to access your UIF funds as the matter is investigated and resolved.

How will I receive my payment?

You will receive your payment directly into your bank account.

Unemployment Insurance Fund (UIF)

Types of UIF forms:

The forms that you will need to complete will depend on the type of UIF benefits that you are claiming for. Here are some of the most commonly used UIF claim forms:

UI-2.8: This form is used to claim for unemployment benefits, which are paid to individuals who have lost their jobs through no fault of their own.

UI-2.7: This form is used to claim for illness benefits, which are paid to individuals who are unable to work due to an illness or injury.

UI-2.3: This form is used to claim for maternity benefits, which are paid to female employees who are pregnant or have recently given birth.

UI-2.5: This form is used to claim for adoption benefits, which are paid to employees who have legally adopted a child.

You can get the necessary UIF claim forms from the offices of the Department of Employment and Labour, or you can download them from their website. Make sure that you complete the forms accurately and provide all the required information, including your personal details, employment history, and the reason for your claim.

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