

07 May 2020

ADDITIONAL MEASURES FOR TEMPORARY RELIEF FOR INDUSTRY EMPLOYERS AND EMPLOYEES AMIDST COVID-19

1. With reference to the industry circular issued on 26 March 2020.
2. The Council is pleased to inform the industry that it has considered further to utilise the Leave Pay Fund as an additional temporary measure to assist the industry in order to mitigate the negative further impact of the lockdown and Covid-19.

Lockdown Period of 27 March to 16 April

3. NBCRFLI is giving another opportunity to companies who did not apply initially for the annual leave pay contributions for the national lockdown period of **27 March 2020 to 16 April 2020** to submit their annual leave applications on behalf of their employees. This is applicable to companies who were unable to operate or were operating on a partial basis for a period of 27 March to 16 April due to national lockdown, such company can claim immediately from NBCRFLI maximum amount of up to 21 days leave pay contributions from Leave Pay Fund for each employee.
4. A company that had successfully applied previously for annual leave pay contributions for the initial lockdown period of 27 March 2020 to 16 April 2020 is not eligible to apply again for the same period irrespective of the number of days applied for previously.

Lockdown Period of 17 April to 30 April

5. A company that was unable to operate or was operating on a partial basis for the extended lockdown period of **17 April 2020 to 30 April 2020** can claim immediately from NBCRFLI maximum amount of up to 9 days leave pay contributions from Leave Pay Fund for each employee for this period.

6. A company that was unable to operate or was operating on a partial basis for the extended lockdown period of 17 April 2020 to 30 April 2020, such company can apply for leave advancement on behalf of employee.
7. An employee with a negative annual leave balance will have an option to receive leave advance from NBCRFLI maximum amount of up to 5 days leave pay on condition that the shortfall in contributions will be recovered from the employer by the NBCRFLI once employer received Unemployment Insurance Benefits (“UIF”) and/or wage payment through the proposed Government Temporary Employee Relief Scheme up to the maximum that UIF pays out. It follows that when an employee returns to work, leave will only start accumulating once the advance leave has been settled.
8. In the event that an employee's negative leave balance equals or exceeds -5 days, the parties to Council have agreed that the Council will subsidise a maximum of 4 days to the employee.
9. A written confirmation including electronic communication for leave advancement application is required from both employer and employee.

General Terms and Conditions

The following general terms and conditions are applicable to any company applying for the above mentioned additional temporary reliefs:

10. A Confirmation letter from the employer must be submitted as proof that the company was not in operation (wholly or partly) due to the nation-wide lockdown.
11. These temporary relief measures are not applicable to employees employed by Temporary Employment Services (TES) for less than two months.
12. All documentations must be submitted through the NBCRFLI’s online application process

The employers can access the Online Applications via the home screen as below:

The screenshot shows the NBCRFLI online application portal. The header includes the NBCRFLI logo and navigation menus: Home, Employer Menu, Employee Menu, D-Forms, Payouts, Reporting, Admin. The current period is 2020/04 and the current levy is 00028. A Logout button is visible. The main content area displays a welcome message for Luigi Wilson and a last login timestamp. Two red notification boxes are present. The top box is for 'UIF COVID-19 TERS Application - Submissions' with a link to view all submissions. The bottom box is for 'COVID-19 Leave Advancement Applications' with a link to submit an application. A callout box with an arrow points to the link in the bottom box, stating 'Click here to submit your COVID-19 Leave Advance Application'.

Should you require clarity, please contact your local Agent who will be available to assist.

Yours Faithfully

Musa Ndlovu

National Secretary

(This document has been sent electronically and is therefore not signed)