**EMPLOYEE BENEFIT FUNDS**

CLAIM FOR REFUND OF SICK PAY IN TERMS OF THE EMPLOYEE BENEFIT FUND

*(Please remember to print two (2) copies of this document)*

Name of Firm \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Claim for month of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

N.B. The note on the 2nd page of this form must be read before it is completed. The employer must print, sign and return one copy to Transparent Financial Services and keep one copy for his own records.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.A.T.U. No. | Name of Employee | Number of Days | Amount of Claim | FOR OFFICE USE  Amounts Disallowed |
|  |  |  |  |  |
| TOTAL  Less Amount Disallowed | | |  |  |
| EFT herewith | | |  |  |

**Please Note:** Banking Details must be supplied on official company stationery.

As from 1 May 2016, the original signed claim form **must be submitted WITHIN ONE MONTH** to Transparent Financial Services (Pty) Ltd at PO Box 12722, The Tramshed, 0126, along with the relevant medical certificate/s and ***most recent payment advice document***.

**NOTE:**

**Sick leave:**

*For any member whose sick leave is in terms of the Basic Conditions of Employment Act,* ***the benefits set******out below does not apply****:*

1. The benefit is 15 days per annum at 75% per day. This means that for any period up to the first 3 weeks of sickness in a calendar year the member shall on production of an acceptable medical certificate be paid 75% of his normal wage by the Employer. Once this benefit is exhausted he/she would be able to claim a sickness benefit set out in (iii) below. Days not used in this period will be accumulated.
2. There is also provision, where it has been negotiated that the 15 days @ 75% have been converted to 10, 11, or 12 days at full pay in a calendar year. Again, these sick days are paid at full pay on production of an acceptable medical certificate. Also days not used in this period will be accumulated.
3. After exhausting the benefits set out in (i) and (ii) the member shall get a further period of up to 23 weeks of sickness, paid by the Fund, on production of an acceptable medical certificate, as well as proof that his/her contributions are up to date.

**Accumulated Sick Benefits:**

A member may accumulate the sick leave mentioned above that is not used in a particular calendar year up to a maximum of 50 days.

The benefit would then be available to be paid when the member has a serious illness or surgical procedure and he/she remains unfit for work for a continuous period of not less than 3 weeks; or

On production of medical evidence that the member was hospitalized for a continuous period of two or more days, the Trustees may approve payments of accumulated sick benefit, provided the days in question are normal working days for the member.

Where a member has accumulated sick leave and has elected to utilize this sick leave he shall, on production of an acceptable medical certificate, be paid his normal wage by his/her employer for such illness up to the period of accumulated sick leave.

The employer will on request to the local union office, having jurisdiction and on proving that contributions of the member are up to date, be refunded from the fund an amount equivalent to 50% (fifty percent) of the member’s basic wage with a minimum of R111.64 per day or R558.20 per week.

**IMPORTANT NOTE:**

**The South African Typographical Union was compelled by SARS to separate its trade union activities from its administration activities and for this reason it formed Transparent Financial Services (Pty) Ltd, which is a registered administration company.**