

Your Obligations

- ⇒ *Be proactive by seeking employment*
- ⇒ *Produce documents as evidence of seeking employment*
- ⇒ *Attend promptly all meetings*
- ⇒ *Give correct information about your personal and financial situation*
- ⇒ *Report all changes of circumstances immediately.*
- ⇒ *Provide a medical certificate if you are not able to actively seek employment.*

It is your job to find a job

All information contained in this pamphlet is in accordance with the Unemployment policy.

**DO YOU WANT TO KNOW MORE
PLEASE CONTACT**

**Mr Anthony Hopkins– Claims Manager
Miss Roxanne Coleman-Claims Officer
Or
Mrs Gail Beard– Claims Officer
at
Corporate Finance
Post Office, First Floor
Jamestown
St. Helena Island**

**Telephone Number: 22605
Or**

**E-mail-
Anthony on
anthony.hopkins@sainthelena.gov.sh**

**Roxanne on
roxanne.coleman@sainthelena.gov.sh**

**Gail on
gail.beard@sainthelena.gov.sh**



**CORPORATE
FINANCE**



**KNOW YOUR RIGHTS
AND OBLIGATIONS**

Application for Unemployment Benefit

- ⇒ Resident on St. Helena
- ⇒ Aged 16 to 64 and unemployed
- ⇒ Must be actively seeking employment for which documents of evidence must be produced every 6 weeks
- ⇒ Is not in any employment
- ⇒ Partner is either not working or working and earning less than £27.50 per week
- ⇒ Fishermen who have earned less than £27.50 per week on averaged over a period of 6 months may apply.
- ⇒ Unemployment is paid a week after a claim is made, unless the case needs to be investigated, it will then be as soon as possible, but shall not be for a longer period of two weeks. Should the investigation exceed the two week period, and the case is proved to be genuine, payment will then be made with effect from the week of application.

Rates of Benefits

The current rates of Unemployment Allowance are:

- ⇒ Single Person £15.08
- ⇒ Couple £30.16
(Equivalent of two single persons)

Exclusions

Unemployment Benefits will not be payable where there is a husband, wife or cohabitee in full time employment, or working part-time and earning more than £27.50 per week.

Claimants returning from offshore are treated as follows:

- ⇒ From holiday– re-register the week after return
- ⇒ From employment or residence abroad
 - 3-9 months- No exclusion
 - 9-12 months- 4 weeks exclusion
 - 1 year onwards 1 month for each year abroad.

If a claimant is dismissed from work for mis-conduct or resigns from a job that person will be disqualified for a period of 4 weeks after the week of dismissal or resignation of a period of 8 weeks if in monthly paid employment.

Re-assessment of Unemployment

You will be re-assessed on a six weekly basis with the Claims Officer during which time you will need to produce evidence of actively seeking employment supported by at least three pieces of documentation.

Withdrawal of benefits

Benefits will be withdrawn as follows:

- ⇒ On entering Prison.
- ⇒ On entering Hospital.
- ⇒ Failing to attend your interview and producing evidence of actively seeking employment as requested by the Claims Officer on a six weekly basis.
- ⇒ If you secure full– time employment you will continue to receive your unemployment allowance up until first week / months pay.

Reporting Change of Circumstances

All change of circumstances should be reported to the Benefits office immediately.

This should include any employment full or part-time.

Failing to do so may result in overpayment of benefits which you will require to pay back.