[Date]

***Strictly private and confidential***

[Employee Name]

[Employee Address]

[Employee Address]

Dear [Employee Name]**,**

**JobKeeper and annual leave**

[As previously advised / We are pleased to confirm that] the business has now successfully enrolled in the JobKeeper scheme. Payments applicable to your employment with [Employer] will now be eligible for reimbursement through the scheme, subject to you remaining employed by us and continuing to meet the eligibility and nomination criteria to participate.

The JobKeeper payments and associated temporary changes to Part 6-4C of the *Fair Work Act 2009* (Cth) (**FW Act**) are helping to support our business, by easing some of the significant economic impact caused by the Coronavirus.

Pursuant to section 789GJ of the FW Act, [Employer] hereby gives you notice of its request that you commence taking annual leave, as follows:

* Commencing [date] you will take [number] hours of annual leave per week;
* Based on your [current/projected] accruals you will continue on annual until [date] (which will not result in your annual leave balance not falling below 2 weeks), or such time as you and [Employer] may otherwise agree.

In line with the requirements of the FW Act you must consider this request, and must not unreasonably refuse the request.

Should you wish to discuss the above, please contact me by [**DATE at TIME**] so we may arrange a time to speak. If I do not hear from you by this time, I will process the annual leave arrangements set out above into our payroll system.

We thank you for continuing to work together with the business during these challenging times [and otherwise remind you, of the additional support available to employees via ***OPTION #1*** our confidential EAP program [insert number] ***OPTION #2*** the Government referral system Head to Health (www.headtohealth.gov.au)].

Yours sincerely,

**#MANAGERFIRSTNAME #MANAGERLASTNAME**

**#MANAGERTITLE**