[Date]

***Strictly private and confidential***

[Employee Name]

[Employee Address]

[Employee Address]

Dear [Employee Name]**,**

**RE: JobKeeper beyond 27 September 2020**

As you know, we have been participating in the JobKeeper scheme which has supported us in maintaining your employment with wage payments of a minimum of $1,500 per fortnight.

This scheme was originally set to end on 27 September 2020 however it has been extended for eligible employers up to March 2021.

We can confirm that we will continue to be eligible under the next installment of the JobKeeper scheme that commences on 28 September 2020 and ends on 3 January 2021.

If there has been any change in your circumstances that may affect your eligibility, you must notify us immediately.

Payments under the JobKeeper scheme

Please note that from 28 September 2020 the JobKeeper payment will reduce from $1,500 per fortnight to:

* for employees who worked 20 or more hours per week in the 4 weeks before 1 March 2020 *or* 1 July 2020 - $1,200 per fortnight; and
* for all other employees - $750 per fortnight.

Under the JobKeeper Rules, the calculation of hours ‘worked’ includes the aggregate of your total hours actually worked, plus any paid leave, plus any paid absences in relation to public holidays.

The JobKeeper payments will continue to phase down on and from 4 January 2021. If we remain eligible at that date, we will write to you to confirm that payment rates for the period 4 January 2021 to March 2021.

JobKeeper directive

Under the JobKeeper scheme, [Employer] is able to issue certain directives in relation to work to be performed by you.

While the current Government directives continue to restrict our operations, we propose to [*insert what the business proposes to do in respect of its operations during this time as it might relate to any directive to the employee to return to work or varied terms*].

Accordingly, pursuant to the temporary measures available under Part 6-4C of the *Fair Work Act 2009* (Cth) (**FW Act**), [Employer] makes the following direction to you, in respect of your work with us:

***#Amend/delete as appropriate***

|  |  |
| --- | --- |
| ***Hours of Work*** | Pursuant to s.789GDC of the FW Act [*outline variation to hours / days to be worked by employee – this covers, not working on a day that the employee would usually work, working for a lesser period than the employee would ordinarily work on a particular day or working a reduced number of hours*]Pursuant to s.789GG of the FW Act [*outline variation to hours / days to be worked by employee – this direction relates to working on different days or difference times compared to the employee’s ordinary days or times of work*] |
| ***Duties***  | Pursuant to s.789GE of the FW Act [*outline any variation to the employee’s duties – noting the obligations that exist under s.789GE of the FW Act*] |
| ***Location*** | Pursuant to s.789GF of the FW Act [*confirm whether duties are to be performed on site, at home or elsewhere – noting the obligations that exist under s.789GF of the FW Act*] |

Subject to our further consultation with you, our directive as set out above will take effect from [**insert date** *– which cannot be less than* **3 full days** *from the date the written communication is received*].

Next steps

We would like to hear from you in respect of the above, and have scheduled a time for us to discuss on [**DATE at TIME**]. Please use this time to raise any questions or concerns you may have in respect of the above direction.

As you know, as an employer, we take our health and safety obligations very seriously. As such, we wish to reassure you that whilst on-site all staff will be required to adhere to COVID-safe health and safety standards and protocols (including hand washing, cleanliness and non-attendance if unwell/fever or required to self-isolate) as well complying with COVID government directives, such as physical distancing and maximum occupancy requirements. [insert]

***OPTION #1*** Staff requiring additional support at this time can access Employee Assistance Program, which is a confidential and free counselling service then please call [insert number].

***OPTION #2*** Staff requiring additional support at this time may wish to access the Government’s mental health online resource and referral system [Head to Health](https://headtohealth.gov.au/) ([www.headtohealth.gov.au](http://www.headtohealth.gov.au)).

We look forward to continuing to work together during these challenging times and thank you for your support and commitment to the organisation to date.

Please feel free to contact [insert] on [insert details] at any time if you have any questions.

Yours sincerely,

**#MANAGERFIRSTNAME #MANAGERLASTNAME**

**#MANAGERTITLE**