**[on Club letterhead]**

**MEMO**

**DATE:** 15 February 2021

**ATTENTION: All staff**

As you are aware from **11.59pm 12 February 2021**, the Victorian Government put in place Stage 4 restrictions for all of Victoria. These restrictions were implemented to slow the spread of the COVID-19 pandemic. The Government indicated that the period of the ‘snap’ lockdown would conclude at **11.59pm Wednesday 17 February 2021**, however, this will the subject of further announcement from the Government.

The Club (and Victorian residents) were, understandably, given very little notice of the Stage 4 restrictions being implemented.

The purpose of this Memo is to confirm the stand down arrangements that will cover the period of the current Stage 4 restrictions, which have obviously had a significant impact on our ability to operate.

You may be familiar with these arrangements from the tough lock downs that we endured during 2020 in an effort to drive community transmission down. However, if you have any questions please do not hesitate to contact me on [contact details].

What does this mean for staff?

Stand down under the FW Act means that you will not be required to attend for work, and you will not be paid for the period of the stand down.

However, if you are eligible and participating in the JobKeeper scheme, you will continue to receive the ‘*wage condition*’ during the period of stand down at a minimum. For clarity, in the event that the Stage 4 restrictions are lifted and we return to business, if your earnings exceed the minimum ‘wage condition’ level for you (either $1,000 or $650 per fortnight depending on your hours of work), you will be entitled to be paid in line with the amount you have earned / worked.

**Example 1:** Assuming you are at the $650 JobKeeper level, if the lockdown ends on 17 February 2021 and you return to work and earn $800 in the pay period, you will be paid $800.

**Example 2:** Assuming you are at the $650 JobKeeper level, if the lockdown ends on 17 February 2021 and you return to work and earn $400 in the pay period, you will be paid $650.

We confirm that permanent employees continue to accrue leave entitlements during a stand down period.

Ongoing communications

As with the impact of Stage 4 restrictions in 2020, we appreciate that this is a challenging time not just for the Club, but for all of our employees and their families. However, it is obviously, imperative that we comply with this directive and all persons take appropriate steps to ensure their health and wellbeing during this time.

We will issue a further Memo with any update to the above situation, which we anticipate will be on / around 17 February 2021.

***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)).