**JOBKEEPER ENABLING AGREEMENT TEMPLATE**

The body of this template can be copied into an email or attached to an email as a separate document on your company’s letterhead. Highlighted sections will need to be completed prior to sending to employees.

**[Insert company letterhead**]

[insert date]

**Private and confidential**

[Insert employee’s full name]  
[Insert employee’s address]

Dear [insert employee name]

**Request to take annual leave**

Under temporary amendments to the *Fair Work Act 2009* in response to COVID-19, the Federal Government has implemented temporary measures to support businesses and their employees who qualify for and receive JobKeeper Payments.

These measures allow [insert company] to request that you take a period of paid annual leave (under section 789GJ of the *Fair Work Act 2009*), so long as you retain a balance of at least 2 weeks’ annual leave.

You currently have [insert amount of accrued annual leave in weeks and days calculated to the date of this letter].

We therefore request that you take [insert period of leave] of paid annual leave from [start date] to [end date].

Your base rate of pay for your ordinary hours of work will continue to be paid to you throughout the leave period.

If you have any questions about this request, please do not hesitate to contact me.

Yours sincerely,

[Insert name]

[Insert position]