**JOBKEEPER ENABLING AGREEMENT TEMPLATE - Days and hours of work**

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 alter days/time of work**

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 name of company] to request that you temporarily alter your [hours/days] of work (under section 789GG of the *Fair Work Act 2009*), so long as your duties can be safely performed at the alternative time and the performance of your duties at this alternative time is reasonably within the scope of [insert company] operations.

You currently work [insert current ordinary hours/days worked by the employee]*.* We request that your current ordinary [hours/days] of work are temporarily altered to the following [hours/date] from [insert commencement date]:

* [Insert details of alternative hours/days of work]

In considering whether you agree to this request to temporarily alter your hours, it is important to note that under the temporary Fair Work Act changes an employee must not unreasonably refuse such a request.

Please confirm whether you accept this request to work alternative [hours/days]by reply in writing.

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

Yours sincerely,

[Insert name]

[Insert position]