**JOBKEEPER ENABLING DIRECTIONS TEMPLATE**

The body of the templates below 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.

The Written Notice must be issued 3 days prior to giving the Direction.

1. **TEMPLATE ONE – Direction to reduce hours or number of days of work**

[**insert date**]

Dear [insert employee name],

**JobKeeper enabling direction**

This is a JobKeeper enabling direction under section 789GDC of the *Fair Work Act 2009*.

Your [hours/days] of work have now been reduced to [x hours/x days] per week.

The reason we have reduced your [hours/days] of work is because [insert name of Company] has been significantly impacted by the COVID-19 pandemic and the Government’s directions restricting activity in response to COVID-19. As a result, you cannot be usefully employed at normal [hours/days] of work.

Your reduced [hours/days] of work will commence on [insert date] and will end on [28 March 2021 or insert a sooner date].

Please contact [insert name of contact] on [insert telephone number] if you wish to discuss or have any questions.

Yours sincerely

[insert name]

1. **TEMPLATE TWO – Direction to stand down an employee in full**

[**insert date**]

Dear [insert employee name],

**JobKeeper enabling direction**

This is a JobKeeper enabling direction under section 789GDC of the *Fair Work Act 2009*.

You are now stood down from your employment. This means that you will not be required to perform any work or attend the workplace.

The reason we are standing you down is because [insert name of Company] has been significantly impacted by the COVID-19 pandemic and the Government’s directions restricting activity in response to COVID-19. As a result, you cannot be usefully employed.

You will not be required to perform any work or attend the workplace from [insert date] to [28 March 2021 or insert a sooner date].

Please contact [insert name of contact] on [insert telephone number] if you wish to discuss or have any questions.

Yours sincerely

[insert name]

1. **TEMPLATE THREE – Direction to change duties of work**

[**insert date**]

Dear [insert employee name],

**JobKeeper enabling direction**

This is a JobKeeper enabling direction under section 789GE of the *Fair Work Act 2009*.

Your duties of work are:

* [insert list of duties]
* [insert list of duties]
* [insert list of duties]

The reason we have changed your duties of work is because [insert name of Company] has been significantly impacted by the COVID-19 pandemic and the Government’s directions restricting activity in response to COVID-19. As a result, you cannot be usefully employed at to perform your usual duties of work.

You are directed to perform the above duties of work from [insert date] to [28 March 2021 or insert a sooner date].

Please contact [insert name of contact] on [insert telephone number] if you wish to discuss or have any questions.

Yours sincerely

[insert name]

1. **TEMPLATE FOUR – Direction to change location of work**

[**insert date**]

Dear [insert employee name],

**Notice to issue a JobKeeper enabling direction**

This is a JobKeeper enabling direction under section 789GF of the *Fair Work Act 2009*.

Your location of work is [insert address].

Your location of work has changed because [insert name of Company] has been significantly impacted by the COVID-19 pandemic and the Government’s directions restricting activity in response to COVID-19. As a result, you cannot be usefully employed to perform work at the usual location.

You are directed to commence attending work at [insert address of new location] on [insert date] and will return to [insert current location of work] on [28 March 2021 or insert a sooner date].

Please contact [insert name of contact] on [insert telephone number] if you wish to discuss or have any questions.

Yours sincerely

[insert name]