

# MEMO – EMPLOYER NOT ELIGIBLE FOR JOBKEEPER 2.0



## A MEMO FOR EMPLOYERS TO USE TO NOTIFY EMPLOYEES THAT JOBKEEPER PAYMENTS WILL CEASE

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9 SEPTEMBER 2020

This template has been drafted for use by individual employers, and needs to be tailored to suit the employer's specific circumstances prior to use.

QHA members are encouraged to contact the QHA's Employment Relations team to discuss their own specific workplace situation.

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### ABOUT THIS TEMPLATE MEMO

This template Memo can be used by employers seeking to notifying their employers they will not qualify for payments provided for as part of the JobKeeper 2.0 scheme.

As the payments an employer will receive for eligible employees will cease at the end of the JobKeeper fortnight commencing 14 September (being 27 September 2020), the QHA recommends that employees be notified of this.

Notice via a Memo such as this template will assist employers with their communication with their employees, given the information about JobKeeper 2.0 may have led a number of employees to expect the payments will continue.

This template Memo has been drafted for use by individual employers, and needs to be tailored to suit the employer's specific circumstances prior to use. The template can be used by employers who:

- Do not qualify for JobKeeper 2.0, and are not classed as a Legacy Employer; and
- Do not qualify for JobKeeper 2.0, and are classed as a Legacy Employer *(that is, the employer has a certificate from a financial professional certifying the employer is suffering an downturn of at least 10% as per the ATO's criteria)*

Further information on legacy employers can be found [HERE](#).

Legacy employers will need to replace any existing JobKeeper Enabling Direction with a new Direction as existing Directions will automatically cease to have any operation on 27 September 2020.

## TEMPLATE:

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Dear team,

You have no doubt heard about the extension of the JobKeeper payment ('JobKeeper 2.0') in the media. What you may not know is that to receive payments on behalf of eligible employees after 27 September 2020, an employer needs to qualify for JobKeeper 2.0. That qualification is based on the employer experiencing a certain percentage of downturn for the September 2020 quarter.

I write to you to advise you that <insert employer name> will not qualify for JobKeeper 2.0 payments.

What this means is that the last JobKeeper payment we will receive for our eligible employees will be for the fortnight commencing 14 September. The last day of that fortnight is 27 September 2020.

After 27 September 2020, we will not receive any further JobKeeper payments, and as a result, no further payments will be passed on to you as part of your wages, or as a top up to your wages where you earn less than \$1,500 (gross) per fortnight.

### Your Pay Post 28 September 2020

From 28 September 2020, you will only receive payment for the hours you actually work as per the *Hospitality Industry (General) Award 2020* <or insert name of industrial instrument if not this award>.

#### **OPTION A: LEGACY JOBKEEPER DIRECTIONS AND HOURS OF WORK**

*Use only if you qualify as a Legacy Employer due to the 10% decline test*

### Legacy JobKeeper Directions and Hours of Work

Due to our status as an eligible employer for the original JobKeeper Payment Scheme, and as we are still suffering a downturn of at least 10%, <insert employer name> is a legacy employer for the purposes of being able to utilise JobKeeper Enabling Directions from 28 September 2020. Should we need to issue a Direction with regard to your hours of work, or another matter for which a Direction can be issued, your manager will be in contact to discuss this with you.

For other permanent employees, your ordinary hours of work will be as per your usual employment conditions that applied prior to any Direction that had been issued.

Casual employees do not have a guaranteed number of hours of work per week and will therefore be rostered to meet workload demands and resulting skill set requirement needs for that demand.

A copy of the roster covering the period commencing 28 September 2020 will be <insert details of how rosters are made know to staff eg intranet, phone APP, email to staff etc> by <insert date that the roster will be available>.

Please feel free to contact <insert name of relevant person> to discuss any question you have about this Memo.

Yours faithfully,

**OPTION B: HOURS OF WORK**

*Use if you DO NOT qualify as a Legacy Employer*

**Hours of Work**

With regard to hours of work from 28 September 2020:

- For permanent employees, your ordinary hours of work will be as per your usual employment conditions that applied prior to any Direction that had been issued.
- For casual employees, you do not have a guaranteed number of work hours per week. You will therefore be rostered to meet workload demands and resulting skill set requirement needs for that demand.

A copy of the roster covering the period commencing 28 September 2020 will be <insert details of how rosters are made know to staff eg intranet, phone APP, email to staff etc> by <insert date that the roster will be available>.

Please feel free to contact <insert name of relevant person> to discuss any question you have about this Memo.

Yours faithfully,