

MEMO – EMPLOYER IS ELIGIBLE FOR JOBKEEPER 2.0



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

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 qualify for payments provided for as part of the JobKeeper 2.0 Scheme (also referred to as the 'Scheme').

As the payments an employer will receive for eligible employees will gradually decrease under JobKeeper 2.0, 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 at the same payment level.

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.

This template cannot be used for employers who do not qualify for JobKeeper 2.0 or are legacy employers. A template for the above employer circumstance can be viewed [HERE](#).

TEMPLATE: QUALIFYING EMPLOYER

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 qualify for JobKeeper 2.0 payments.

JobKeeper 2.0 consists of two periods. An employer must qualify for each period to receive JobKeeper payments in respect of an eligible employee.

JobKeeper 2.0 Scheme Payments

From 28 September 2020, the JobKeeper payments that we receive for an eligible employee will reduce. This reduction will commence for period 1, and further reduce in period 2. The dates of each period are:

- Period 1: 28 September 2020 – 3 January 2021
- Period 2: 4 January – 28 March 2021

<Insert employer name> will need to qualify again for Period 2 and should <insert employer name> qualify for this Period, you will be notified of this.

For Period 1, the JobKeeper payments made in respect of an eligible employee will be:

- For employees who work an average of 20 or more hours per week in the time period designated by the Scheme - \$1,200 gross per fortnight (down from \$1,500); and
- For employees who work an average of less than 20 hours per week in the time period designated by the Scheme - \$750 gross per fortnight (down from \$1,500).

Please be aware that the JobKeeper payment that you will receive from 28 September 2020 will decrease to the above amount that applies to you.

If you earn more than the above amount (that applies to you) due to hours of work or periods of leave that attract a higher payment, you will receive the higher payment.

Average of 20 Hours Per Week

In order to determine the relevant JobKeeper payment, <insert employer name> is required to assess the average hours of work for each employee in the four week period immediately prior to 1 March 2020, or prior to 1 July 2020 (if you only became eligible for JobKeeper payments at that time for the JobKeeper fortnight commencing 3 August 2020).

For those employees who were eligible at 1 March 2020, the higher average for the period prior to 1 March, or prior to 1 July will be used for determining the average hours of work per week.

For those employees who only became eligible on 1 July 2020, the four week period immediately preceding 1 July is the relevant period for assessing average hours of work.

JobKeeper Enabling Directions and Hours of Work

Due to our status <insert employer name> can continue 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 1 March 2020.

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

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,