

# BULLETIN

## Industrial Relations



Reference No: Checklists and Templates/tp-5-20

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### JobKeeper Checklists & Template Letters

VACC together with ACCI (Australian Chamber of Commerce and Industry) have drafted a set of checklists and accompanying template letters to assist members with ensuring that any JobKeeper enabling direction / request given to an employee is compliant with the law and has effect.

These will assist members as the Government has not, to date, issued any prescribed forms in respect of the notice that is required to be given by an employer before issuing a JobKeeper Enabling Direction.

The attached files contain the following checklists & template letters (*click on the links to open the files*):

- a) [JobKeeper Enabling Stand Down Direction](#) - to reduce an eligible employee's hours, including to nil.
- b) [JobKeeper Enabling Direction – Alternative Duties](#) - to change an eligible employee's usual work duties.
- c) [JobKeeper Enabling Direction – Change of Location](#) - to change an eligible employee's usual place of work.
- d) [JobKeeper Enabling Request – Different Hours/Days](#) - to change an eligible employee's days or work hours, compared to their usual hours/days. This arrangement does not reduce their ordinary hours.
- e) [JobKeeper Enabling Request – Paid Annual Leave](#)

For any further assistance and clarification please contact VACC Industrial Relations on (03) 9829-1123.

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