**Advice to employees about October to December – if continue in JK**

(use this in October when the September quarter has been assessed and the business has continued to meet the decline test)

Dear Employee

As you are aware the Government have announced changes to the JobKeeper program which has been supporting us in paying you since March. Based on our calculations the JobKeeper support will continue until the next assessment period following 31st December 2020.

Accordingly, at this time your pay will continue to include an amount of “jobKeeper Topup”.

Please note that the Government has reduced the amount of JobKeeper support.

*For those who work 80 hours or more in a designated 28 day period:*

* For October through to December any amount of “JobKeeper Topup” will now be to bring your pay up to $1200 per fortnight.
* If JobKeeper support continues to apply to us after December the amounts will be up to $1000 per fortnight.

*For those who work less than 80 hours in a designated 28 day period*

* For October through to December any amount of “JobKeeper Topup” will now be the part time rate which will bring your pay up to $750 per fortnight.
* If JobKeeper support continues to apply to us after December the amounts will be up to $650 per fortnight.

Our eligibility to continue to receive JobKeeper after then cannot be calculated until after the end of December.

This means that the first payrun in January may not include any “JobKeeper topup” amount of pay, above the amount for hours worked.

If we subsequently remain eligible, then the “topup” will be paid as soon as possible after the eligibility is confirmed.

If we are not eligible then there will be no further “topup” of your pay as from 31st December.

Your pay after that date will return to normal without JobKeeper.

Or

Over the next few weeks we will be discussing with you our plans and needs for the business and discussing any impactor opportunities that may have for you.