

Memorandum

To: All Eligible Employees

Re: JobKeeper Payment

Date: { INSERT DATE }

As you are aware, we have been participating in the JobKeeper scheme to assist us in working through the COVID-19 crisis.

The Federal Government has recently announced an extension to the JobKeeper scheme, meaning that it will not end on 27 September 2020 as initially planned, but extend to 28 March 2021.

In addition, from 28 September 2020, there will be some changes to how the scheme works, including:

- We will need to reassess our eligibility for the scheme up to two times, after September 2020 and the start of January 2021 respectively, to be able to continue receiving the subsidy post 27 September which will require us to meet the decline in turnover test again
- The JobKeeper payment will reduce as follows:

Hours of work	28 September 2020 to 3 January 2021	4 January to 28 March 2021
20 or more hours a week*	\$1,200 a fortnight	\$1,000 a fortnight
Less than 20 hours a week*	\$750 a fortnight	\$650 a fortnight

* on average in the four weeks in pay periods before 1 March 2020.

The above changes have not been reflected in legislation at this point, so we do not yet have a full picture on how this will affect us as a business, and/or your eligibility and payments. Therefore, we will not be in a position to answer any specific questions from you until we receive further clarification from the Federal Government. We will be in touch with you as soon as we have this clarification.

To be clear, these changes don't come into effect until 28 September 2020, so it is business as usual in terms of JobKeeper for us until that point.

We would like to take the opportunity to thank you for your continued patience and loyalty during this difficult time.

If you have any questions about this memorandum, please contact { INSERT NAME } on { INSERT NUMBER } if you would like to discuss anything with us.