# Attachment 2 – Jobkeeper enabling directions checklist – employers currently entitled to jobkeeper payments

Use this checklist to check that a jobkeeper enabling direction under sections 789GDC, 789GE or 789GF is authorised, has effect and applies to an employee under the Fair Work Act.

|  |  |
| --- | --- |
| * The direction was given after Part 6-4C commenced on 9 April 2020
 | [ ]  |
| * The employer qualified for the jobkeeper scheme when the direction was given
 | [ ]  |
| * The employee is an eligible employee
 | [ ]  |
| * The employer is entitled to one or more jobkeeper payments for the employee for the relevant period
* This includes keeping records substantiating any information provided to the ATO in relation to the payment
 | [ ]  |
| * The employer has given the employee at least 3 days’ **written notice** before giving the direction, or the employee has genuinely agreed to less than 3 days’ notice
 | [ ]  |
| * The employer has **consulted** the employee (or their representative) about the direction
 | [ ]  |
| * The direction is not **unreasonable** in all the circumstances
 | [ ]  |
| For a jobkeeper enabling stand down direction: |
| * The employee cannot usefully be employed for their normal days or hours during the period of the direction because of changes to the business attributable to the COVID-19 pandemic or government initiatives to slow the transmission of COVID-19
 | [ ]  |
| * The implementation of the direction is safe, having regard to (without limitation) the nature and spread of COVID-19
 | [ ]  |
| For a jobkeeper enabling direction about duties of work: |
| * If the employee is required to have a licence or qualification in order to perform the duties, the employee has that licence or qualification
 | [ ]  |
| * The duties are reasonably within the scope of the employer’s business operations
 | [ ]  |
| * The duties are safe, having regard to (without limitation) the nature and spread of COVID-19
 | [ ]  |
| * The employer has information leading it to reasonably believe the direction is necessary to continue the employment of one or more employees of the employer
 | [ ]  |
| For a jobkeeper enabling direction about location of work: |
| * The place is suitable for the employee’s duties
 | [ ]  |
| * If the place is not the employee’s home, the employee does not have to travel a distance that is unreasonable in all the circumstances, including the circumstances surrounding the COVID-19 pandemic
 | [ ]  |
| * Performing the duties at the location is safe, having regard to (without limitation) the nature and spread of COVID-19, and reasonably within the scope of the employer’s business operations
 | [ ]  |
| * The employer has information leading it to reasonably believe the direction is necessary to continue the employment of one or more employees of the employer
 | [ ]  |