# 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.

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| * 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 |  |