[Date]

[Employee name]

[Address line 1]

[Address line 2]

**BY HAND/ EMAIL:** [email address if applicable]

Dear [Employee Name],

**Agreement to take twice as much annual leave at half the rate of pay**

Under amendments to the Fair Work Act 2009 (Cth), Employers who qualify for the Jobkeeper scheme and Employees who have completed the Jobkeeper Nomination Notice and become entitled to receive one or more JobKeeper payments, can agree to the Employee taking twice as much paid annual leave, at half the Employee’s rate of pay, for an agreed period.

This letter confirms our discussion with you on [insert date] at [time and location], where it was agreed that you will take twice as much annual leave at half the rate of your pay during the following period/s:

[insert period the person will be taking annual leave at half-pay]

Please sign and date the form on page 2 of this letter as confirmation of our agreement. We recommend you keep a copy of this letter for your records.

Please contact me if you have any questions.

Yours sincerely,

[Name of authorised person]

[Title]

[Employer/business name]

**AGREEMENT TO TAKE ANNUAL LEAVE AT HALF-PAY**

I [employee name] confirm that I agree to taking twice as much annual leave at half my rate of pay for the duration of the period set out on page 1 of this letter.

Employee Name:

Signature:

Date: