[date]

[Insert employee name and address]

sTRICTLY PRIVATE AND CONFIDENTIAL

Dear [Insert employee’s name]

**Consultation regarding changes to hours of work**

The purpose of this letter is to invite you to attend a meeting **at** [insert Venue Name] **with** [insert attendee names e.g. the representatives of the employer] **at** [insert time and date]**, to consult with** [insert company name]in accordance with clause *[choose one of the following awards: 8A of the Hospitality Industry (General) Award 2010 (Hospitality Award) / 8A of the Clerks – Private Sector Award 2010 / 8A of the Restaurant Industry Award 2010 ]*, regarding proposed changes to your hours of work.

These proposed changes are in light of the deteriorating effect Coronavirus (COVID-19) is having on [insert company name] at [insert Venue Name].

We are inviting you to this meeting to give you an opportunity to express your views about the impact the proposed change will have on you. [Insert company name] will consider any views you have regarding the proposed change during this consultation process.

*Proposed change*

[Pick which option is most appropriate for the employee – i.e. full-time or part-time]

**[FOR FULL-TIME EMPLOYEES]**

Your contract of employment outlines you are required to work <insert employee’s contracted hours> per week (**Contracted Hours**).

Pursuant to [Schedule L of the Hospitality Industry (General) Award 2010] [Schedule I of the Restaurant Industry Award 2010] [ Schedule I of the Clerks-Private Sector Award 2010], [insert company name] proposes to vary your Contracted Hours to *[insert the change in hours]*

Your hours of work may vary each week, depending on [insert company name]’s operational requirements, but will not reduce below [for Clerks Award - 75% of your current hours] [for HIGA and Restaurant award – an average of between 22.8 and 38 ordinary hours per week].

[Include the following for HIGA and Restaurant award employees - This means that your hours of work will vary between 22.8 and 38 hours per week depending on [insert company name]’s operational requirements]. You will be paid on a pro-rata basis based on the number of hours you work each week.

Please note that you will continue to accrue annual leave and personal leave, and any other applicable accruals under the [*Hospitality Industry (General) Award 2010 (Hospitality Award) / Clerks – Private Sector Award 2010 / Restaurant Industry Award 2010*], based on your full time Contracted Hours of work.

**[FOR PART-TIME EMPLOYEES]**

Your contract of employment outlines your guaranteed hours of work per week as [insert employee’s guaranteed hours] (**Guaranteed Hours**).

Pursuant to [Schedule L of the Hospitality Industry (General) Award 2010] **or** [Schedule I of the Restaurant Industry Award 2010] **or** [ Schedule I of the Clerks-Private Sector Award 2010], [insert company name] proposes to vary your Contracted Hours to [insert the change in hours]

Your hours of work may vary each week, depending on [insert company name]’s operational requirements, but will not reduce below [for Clerks Award - 75% of your current hours] [for HIGA and Restaurant award – 60 and 100% of your current hours].

[include the following for HIGA and Restaurant award employees - This means that your hours of work will be between 60% and 100% of your Guaranteed Hours depending on [insert company name] ’s operational requirements]. You will be paid on a pro-rata basis based on the number of hours you work each week.

Please note that you will continue to accrue annual leave and personal leave, and any other applicable accruals under the HIGA, based on your part time Guaranteed Hours of work.

*Expected time frame for varied hours of work*

[Insert company name] expects these varied hours of work will be in effect until 30 June 2020.

However, this time frame may be extended if the deteriorating effect of COVID-19 continues, this includes the possibility of a complete stand down of all employees. We will advise you of any changes as and when they become available.

**If you have any queries, please do not hesitate to contact me.**

Kind regards

[Insert name of authorised representative]

[insert position title]