

JobKeeper Enabling Directions Checklist

Use this checklist to establish that a JobKeeper enabling direction is authorised, has effect and applies to an employee under the *Fair Work Act 2009*.

If you have any questions, please contact the [AMA Queensland Workplace Relations Team](#).

JobKeeper Enabling Directions Checklist	
- The direction was given after Part 6-4C commenced on 9 April 2020	<input type="checkbox"/>
- The employer qualified for the JobKeeper scheme when the direction was given	<input type="checkbox"/>
- The employee is an eligible employee	<input type="checkbox"/>
- The employer is entitled to one or more JobKeeper payment for the employee for the relevant period - this includes keeping records substantiating any information provided to the ATO in relation the payment	<input type="checkbox"/>
- 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	<input type="checkbox"/>
- The employer has consulted the employer about the directions	<input type="checkbox"/>
- The direction is not unreasonable in all the circumstances	<input type="checkbox"/>
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	<input type="checkbox"/>
- The implementation of the direction is safe, having regard to (without limitation) the nature and spread of COVID-19	<input type="checkbox"/>
JobKeeper Enabling Direction about Duties at 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	<input type="checkbox"/>
- The duties are reasonably within the scope of the employer's business operations	<input type="checkbox"/>
- The duties are safe, having regard to (without limitation) the nature and spread of COVID-19	<input type="checkbox"/>
- 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	<input type="checkbox"/>
JobKeeper Enabling Direction about Location of Work	
- The place is suitable for the employee's duties	<input type="checkbox"/>
- 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	<input type="checkbox"/>
- 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	<input type="checkbox"/>
- 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	<input type="checkbox"/>