[Click & Type Date eg 24 March 2020]

**Private & confidential**

[Click & Type Title eg Mr] [Click & Type First Name] [Click & Type Title Family Name]

[Click & Type Address Line 1]

[Click & Type Suburb] NSW [Click & Type Post Code]

**By email: [Click & Type Title Email Address]**

Dear [Click & Type First Name]

**Stand Down**

As you are aware Novel coronavirus (**COVID-19**) has had a significant impact upon many businesses, including the operating environment of the [Click & Type Full P&C Name], [Click & Type ACN or ABN] [Click & Type ACN or ABN # eg 65 657 657 657] (**the P&C**).

In particular, the NSW Department of Education has announced today that in response to the continuing COVID-19 pandemic, with effect [Click & Type Time eg midday] on [Click & Type Day eg Thursday], [Click & Type Date eg 26 March 2020], all NSW Parents and Citizen Association run canteens are to close. Given the circumstances, it falls within the category of a workplace event that the P&C has no control over, i.e. the P&C cannot reasonably be held responsible for the stoppage of work.

Both the *General Retail Industry Award 2010* (**Retail Award**) and the *Fast Food Industry Award 2010* (**FF Award**) do not contain any provisions that deal with stand downs (this is where an employer can elect to close a business for the purpose of allowing annual leave to all or most of the employees). Consequently, in the absence of any stand down provisions within the FF Award or the Retail Award, section 524(1) of the Fair Work Act 2009 (Cth) (**FW Act**) regarding stand downs may be relied upon for all P&C employees.

Accordingly, due to the pandemic of COVID-19 and the NSW Department of Education directive that all NSW Parents and Citizen Association run canteens are to close, the P&C has no option but to stand you down in accordance with section 524(1) of the FW Act for an indefinite period (**Stand Down**).

Pursuant to the section 524(1) of the FW Act, during the Stand Down:

1. you will not be paid, but you are entitled to take accrued annual leave or long service leave (where 10 years service exceeded) (**Leave Entitlements**);
2. your continuity of service will not be affected; and
3. you will continue to accrue leave entitlements (eg annual leave and personal/carer’s leave).

The P&C would prefer to not stand you down, so if you wish to use your current Leave Entitlements during the Stand Down please notify us in writing by close of business, [Click & Type Day eg Friday], [Click & Type Date eg 27 March 2020] (**Notification Date**). If we do not hear from you by the Notification Date, you will be considered as on Stand Down without pay.

Please note, that we will keep you posted as to the end of the Stand Down and our requirement that you return to work. You are a valued employee and we do not want to lose you.

Should you have any specific questions, please forward them to [Click & Type P&C Representative's Name], [Click & Type P&C Representative's Title], on [Click & Type Relevant Contact Number or Email Address].

Yours sincerely

[Click & Type P&C Representative's Name]

[Click & Type P&C Representative's Title]