

memo

memo no: 800
to: All Lifebridge Staff and Volunteers
from: Bronwyn Mitchell, CEO
date: 20 October 2020
subject: Christmas Leave, COVID and JobKeeper Update

Dear Lifebridge Staff and Volunteers,

Please read through the information provided regarding closing dates for Christmas leave applications and an update around COVID-19 and JobKeeper.

Christmas Leave

1. All employees are required to apply for annual leave through Visicase for the shutdown period starting 29 December, 30 December and ending 31 December. **Do Not** include Public Holidays as Visicase automatically calculates leave for public holidays. Please ensure leave for the shutdown period is submitted by 31 October, 2020.
2. Any employee planning on taking additional leave over Christmas is requested to apply through Visicase as soon as possible. As it is business as usual either side of the shutdown period, leave approvals will be limited. Please do not organise trips away until you have confirmation from your manager that leave has been accepted and approved.
3. Home Care Package services and some disability service will continue over the shutdown period, including public holidays. If you are available and interested in working during the shutdown and over the public holidays, please notify your manager by 31 October 2020.

Additional Shifts

If you are seeking additional shifts and are willing to work across aged care and disability services please send an email to rosters@lifebridge.org.au

If you are seeking additional hours, there are shifts available in groups, in respite and 1:1's.

COVID Update

Updated NSW restrictions - NSW Chief Health Officer, Dr Kerry Chant, has written to the state's Residential Aged Care Providers and Home Care Services with new advice. Updates since the 9 October 2020 advice:

Exclusion recommendations are in place for certain areas in Sydney and Victoria. These include:

- Any person who has been in Shepparton, VIC in the previous 14 days should be excluded regardless of a valid COVID-19 border region resident permit.
- Lakemba (suburb), Liverpool LGA and Camden LGA

Hayfever and COVID-19

People who have hay fever or allergic asthma may have similar symptoms to the symptoms of COVID-19. Some differences are:

- fever does not occur with hay fever or allergic asthma
- itchy nose, itchy and watery eyes, and itchy throat and palate are common symptoms of hay fever but not COVID-19

More information about the different symptoms is available in the [COVID-19: Identifying the symptoms](#) factsheet. It can be difficult to tell if your symptoms are due to allergies or to COVID-19. You should stay home and get tested:

- when you first get the allergy symptoms
- if your symptoms are unexpected, seem different or worse than usual, or do not respond to your usual medication

Jobkeeper

Lifebridge has received confirmation that we are eligible for the JobKeeper extension from 28 September 2020 – 3 January 2021. Any payments that are owing will be paid on Wednesday 28 October 2020. Based on current projections we anticipate that Lifebridge will be ineligible for further payments beyond 4 January 2021. Please contact payroll if you have any queries.

Information From the ATO

JobKeeper rates

Before 28 September 2020, the amount of JobKeeper Payment your employer can receive for wages they have paid to you is \$1,500 per fortnight.

From 28 September 2020, the amount of JobKeeper Payment your employer can receive for wages they have paid to you is generally based on how many hours you worked (including paid leave or paid public holidays) in either of the following periods:

- the 4 weeks (28 days) of pay periods before 1 March 2020, or
- the 4 weeks (28 days) of pay periods before 1 July 2020.

If you worked 80 hours or more in the relevant period your employer will receive the higher tier 1 rate. If you worked fewer than 80 hours they will receive a lower tier 2 rate.



JobKeeper

Tier 1
Worked 80+ hours over a 4 week pay period

Tier 2
Worked less than 80 hours over a 4 week pay period

Tier 1



 **\$1200**
per fortnight
from 28 September 2020



 **\$1000**
per fortnight
from 4 January 2021

Tier 2



 **\$750**
per fortnight
from 28 September 2020



 **\$650**
per fortnight
from 4 January 2021

If you have any questions regarding the information contained in this memo, please contact your Department Manager.

Kind regards



Bronwyn Mitchell
CEO