

Templates & guides

Coronavirus and Australian workplace laws

If your workplace has been impacted by coronavirus, we have information about your workplace rights and obligations at [Coronavirus and Australian workplace laws \(https://coronavirus.fairwork.gov.au/coronavirus-and-australian-workplace-laws\)](https://coronavirus.fairwork.gov.au/coronavirus-and-australian-workplace-laws) .

A number of temporary changes have been introduced due to coronavirus including:

- [JobKeeper \(https://coronavirus.fairwork.gov.au/coronavirus-and-australian-workplace-laws/pay-and-leave-during-coronavirus/jobkeeper-wage-subsidy-scheme/default\)](https://coronavirus.fairwork.gov.au/coronavirus-and-australian-workplace-laws/pay-and-leave-during-coronavirus/jobkeeper-wage-subsidy-scheme/default) – changes to the Fair Work Act to support the JobKeeper wage subsidy scheme
- [temporary award changes \(https://coronavirus.fairwork.gov.au/coronavirus-and-australian-workplace-laws/temporary-changes-to-workplace-laws-during-coronavirus\)](https://coronavirus.fairwork.gov.au/coronavirus-and-australian-workplace-laws/temporary-changes-to-workplace-laws-during-coronavirus) – allowing for temporary workplace flexibility in some awards
- [pandemic leave \(https://coronavirus.fairwork.gov.au/coronavirus-and-australian-workplace-laws/pay-and-leave-during-coronavirus/quarantine-self-isolation\)](https://coronavirus.fairwork.gov.au/coronavirus-and-australian-workplace-laws/pay-and-leave-during-coronavirus/quarantine-self-isolation) – unpaid and paid pandemic leave (including worker and disaster payments) during coronavirus.

These changes may affect the information and resources in this section.

We have resources that you can use to help you in the workplace. Use our:

- www.fairwork.gov.au/how-we-will-help/templates-and-guides/templates/templates Templates (www.fairwork.gov.au/how-we-will-help/templates-and-guides/templates/templates)
- [Best practice guides \(www.fairwork.gov.au/how-we-will-help/templates---guides/best-practice-guides/default\)](http://www.fairwork.gov.au/how-we-will-help/templates---guides/best-practice-guides/default)
- [Fact sheets \(www.fairwork.gov.au/how-we-will-help/templates-and-guides/fact-sheets/default\)](http://www.fairwork.gov.au/how-we-will-help/templates-and-guides/fact-sheets/default) .



Interactive Template Tool

Try our new interactive Template Tool.

A quick and easy way to tailor our templates to your needs.

Interactive Template Tool

The following interactive templates are available now and there will be more available soon:

- [Agreement to take annual leave in advance \(www.fairwork.gov.au/how-we-will-help/templates-and-guides/templates/agreement-to-annual-leave-in-advance\)](http://www.fairwork.gov.au/how-we-will-help/templates-and-guides/templates/agreement-to-annual-leave-in-advance)
- [Casual conversion \(www.fairwork.gov.au/how-we-will-help/templates-and-guides/templates/casual-conversion\)](http://www.fairwork.gov.au/how-we-will-help/templates-and-guides/templates/casual-conversion)
- www.fairwork.gov.au/how-we-will-help/templates-and-guides/templates/casual-conversion) End of probation letter template (www.fairwork.gov.au/how-we-will-help/templates-and-guides/templates/end-of-probation)
- [Letter of resignation template \(www.fairwork.gov.au/how-we-will-help/templates-and-guides/templates/letter-of-resignation\)](http://www.fairwork.gov.au/how-we-will-help/templates-and-guides/templates/letter-of-resignation)
- [Notice of requirement to take annual leave \(www.fairwork.gov.au/how-we-will-help/templates-and-guides/templates/notice-of-requirement-to-take-annual-leave\)](http://www.fairwork.gov.au/how-we-will-help/templates-and-guides/templates/notice-of-requirement-to-take-annual-leave)
- [Piecework agreement template \(www.fairwork.gov.au/how-we-will-help/templates-and-guides/templates/piecework-agreement\)](http://www.fairwork.gov.au/how-we-will-help/templates-and-guides/templates/piecework-agreement)
- [Request for records template \(www.fairwork.gov.au/how-we-will-help/templates-and-guides/templates/request-for-records\)](http://www.fairwork.gov.au/how-we-will-help/templates-and-guides/templates/request-for-records)
- [Warning letter template \(www.fairwork.gov.au/how-we-will-help/templates-and-guides/templates/warning-letter\)](http://www.fairwork.gov.au/how-we-will-help/templates-and-guides/templates/warning-letter) .

You can also access a full list of our downloadable templates on the [Templates page \(www.fairwork.gov.au/how-we-will-help/templates-and-guides/templates/templates\)](http://www.fairwork.gov.au/how-we-will-help/templates-and-guides/templates/templates) .

Visual piecework agreement template

Use our [Visual piecework agreement template \(PDF 3.2MB\)](http://www.fairwork.gov.au/ArticleDocuments/766/horticulture-award-visual-piecework-agreement.pdf.aspx) (www.fairwork.gov.au/ArticleDocuments/766/horticulture-award-visual-piecework-agreement.pdf.aspx) ([DOCX 4.4MB](http://www.fairwork.gov.au/ArticleDocuments/766/horticulture-award-visual-piecework-agreement.docx.aspx)) (www.fairwork.gov.au/ArticleDocuments/766/horticulture-award-visual-piecework-agreement.docx.aspx) to help make a piecework agreement simply and easily under the Horticulture Award.

Our visual agreement template uses simple images and text to help employees, particularly those with low literacy, to better understand the rights and entitlements of a pieceworker under the award.

You might also be interested in

- [Best practice guides \(www.fairwork.gov.au/how-we-will-help/templates---guides/best-practice-guides/default\)](http://www.fairwork.gov.au/how-we-will-help/templates---guides/best-practice-guides/default)
- [Fact sheets \(www.fairwork.gov.au/how-we-will-help/templates-and-guides/fact-sheets/default\)](http://www.fairwork.gov.au/how-we-will-help/templates-and-guides/fact-sheets/default)

Page reference No: 3047

Contact us

Fair Work Online: www.fairwork.gov.au

Fair Work Infoline: 13 13 94

Need language help?

Contact the Translating and Interpreting Service (TIS) on 13 14 50

Hearing & speech assistance

Call through the National Relay Service (NRS):

For TTY: 13 36 77. Ask for the Fair Work Infoline 13 13 94

Speak & Listen: 1300 555 727. Ask for the Fair Work Infoline 13 13 94

The Fair Work Ombudsman is committed to providing advice that you can rely on. The information contained on this website is general in nature. If you are unsure about how it applies to your situation you can call our Infoline on 13 13 94 or speak with a union, industry association or workplace relations professional. Visitors are warned that this site may inadvertently contain names or pictures of Aboriginal and Torres Strait Islander people who have recently died.