**Agreement reached between**

**(Employer)**

**AND**

**(Employee)**

1. This agreement is reached between the abovementioned two parties, following open consultation and consideration, out of their own free will, without being forced or under duress in any way. The Employee acknowledges that he/ she has been provided with a copy of this agreement and been advised that he/she is entitled to take advice upon this proposed agreement before signature.
2. This agreement relates directly to the current pandemic called COVID-19 and will remain in place until the pandemic is declared over.
3. Acknowledging that the employer will seek and conditional upon receiving government support relating to the Covid-19 pandemic the parties agree the following;
   1. The employer will use their best endeavours to maintain the employee’s ordinary pay at 80% of the ordinary pay applicable immediately preceding the start of Alert Level 4 announced by the Government.
   2. The employee acknowledges that the employer will use any Government wages support received to help maintain payment of wages at the 80% level.
   3. Where the employer is unable to maintain wage payments at 80% the amount of payment will be reduced to a level that is equal to or above the level of Government support applicable to the employee.
   4. The employee may request that accrued annual leave may be used to top up payments to 80% or the level of payment being made. The employer will not unreasonably refuse any application to use annual leave in this manner
4. Both parties agree that this agreement was reached in good faith and after best efforts were tried to achieve a minimum of 80% wage pay out. The parties acknowledge that these arrangements will be reviewed following a return to work, upon any extension of the Alert level 4 situation, or at the termination of employment for any reason. Any such review will take into account guidelines issued by the Government at the time.
5. The parties undertake to stay in contact with each other and to inform each other of any changes in circumstances or contact details.

Signed on \_\_ March 2020.

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Employee Obo the Employer