**Template Letter 1 – Casual worker who has been used regularly used and/or where there is an expectation that work would have been provided (i.e. has been on a roster)**

Dear

I write to confirm that during the coronavirus pandemic it is not possible to continue to offer you any work as a Casual (JOB TITLE).

As a gesture of good will, during this time we will make a payment to you calculated on the basis of an average week’s pay over the last (REFERENCE PERIOD USED).

\*This work was only scheduled until (DATE) after which time no further work was due to be available and therefore payment on the above basis will be made until (DATE). /Payment on this basis will continue until such time that work of this nature is available again or (LA) makes any further decisions on the provision of this service.

During this period the Council may wish to redeploy you to a frontline service or work of a voluntary nature, based on the hours for which you are being paid. Should you refuse this work without good reason we reserve the right to withdraw the payments made to you.

This payment does not alter your contractual status with (LA).

**Template Letter 2 – Casual worker who has not been used and challenges the right to payment**

Dear

Thank you for your enquiry about payment during the coronavirus pandemic.

As you are aware you are offered work as a Casual (JOB TITLE). You have not undertaken any work of this nature since (DATE). The nature of the casual arrangement means that you are not an employee and do not have continuity of service. We are not obliged to offer you work and you are not obliged to accept any offers of work.

On this basis I regret to inform you that we do not have any work to offer you at this time and you are not entitled to any payments.