

Work and wages during COVID-19

Information for people who work in
Australian Disability Enterprises

Easy Read



How to use this fact sheet



The National Disability Insurance Agency (NDIA) wrote this fact sheet. When you see the word 'we', it means the NDIA.



We have written this fact sheet in an easy to read way.

We use pictures to explain some ideas.



We have written some words in **bold**.

We explain what these words mean.

There is a list of these words on page 20.



You can ask for help to read this fact sheet.

A friend, family member or support person may be able to help you.

Questions you may have

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What is this fact sheet about?



This fact sheet is for NDIS participants who work at **Australian Disability Enterprises**. We often call them ADEs.



An ADE is a workplace, so they employ you and pay your wages.



They also provide you support to do your work.



You pay for this support out of your NDIS plan.



If your workplace is an ADE this information is important to understand.



Many parts of life have changed because of coronavirus (COVID-19).



Things may have changed at your workplace.

This fact sheet answers some questions you might have about changes to:



- how your NDIS plan supports you when you are not at work



- your wages and other Australian Government help



- staying safe at work.

Is it ok to keep working?



Every workplace is different.



Some ADEs have closed down.



Others are continuing to work.



Some workplaces are asking their workers to stay home.



Others still expect their workers to come to work in the usual way.



Some people can't get to work at the moment.



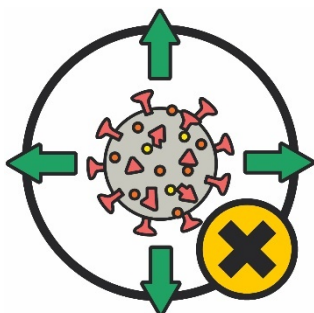
If you do go to work, you must be safe.



This means that you must follow the rules about **physical distancing** at your workplace.



Social distancing means you keep space between you and other people.



This helps to slow the spread of coronavirus.



We all need to make sure we keep at least 1.5 metres from other people.



As time goes on, the rules about social distancing might change.

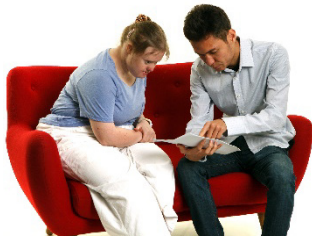


It's a good idea to check on the current rules.



Please visit www.australia.gov.au to stay up to date with the rules.

Will you still get support if you're not working?



You will continue to get support from the NDIS, even if you're not working.



The support we give you for employment is part of your NDIS plan.



It's in the 'Finding and Keeping a Job' budget.



This support is to help you meet your employment goals.



Your ADE might be able to help you keep working toward your employment goals, even if you're not going to work at the moment.



Together, you might be able to find new and creative ways to do this.

For example, your ADE could help you to:



- learn new things



- stay in touch with your friends from work.



They might help you take part in an online meeting.



This might be a new skill for you.



And it will help you stay in touch with people from work.



We want you to be happy with any new ideas that your ADE comes up with to help you meet your employment goals.



If your ADE can't help you at the moment, another organisation might be able to help you.

If you need advice or information about what you can be doing from home, please talk to your:



- manager at work



- **Support Coordinator** – a person who helps you manage supports and services



- **Local Area Coordinator** – a person who helps you find supports and services. You can find a Local Area Coordinator on our [website](#).

Can your NDIS budget be used for wages?



Your NDIS budget can't be used for wages.



The budget is for support to help you reach your employment goals.



Talk to your ADE about the ways they can help you meet your employment goals even if you are not at work.

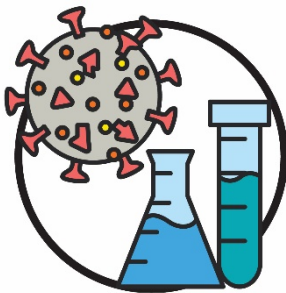
What should you do if you're not feeling well?



If you're not feeling well, you should stay home.



Please tell your ADE straight away if you're not feeling well.



You need to tell your ADE if you have been tested for coronavirus.



That way, your workplace can take steps to keep everyone who works there safe and healthy.

What should you do if you have to stay in quarantine?



Some people might:

- have coronavirus
- be in close contact with someone who has coronavirus.



These people might be asked to stay at home for 14 days.



This is called '**quarantine**'.



If this happens to you, you won't be able to go to work.



Please tell your ADE straight away.



They might be able to continue to support you while you are at home.

What is the JobKeeper Payment?



Many businesses have lost their income recently.



The Australian Government is helping these businesses keep paying the people who work for them.



The payment is called a JobKeeper Payment.



It helps people keep their jobs.



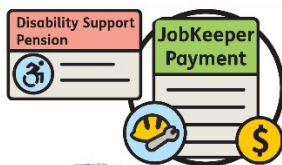
It is a payment of \$1,500 every 2 weeks.



Your ADE might start using the JobKeeper Payment.



Some people get the Disability Support Pension.



If this applies to you, the JobKeeper Payment will affect your Disability Support Pension.



You can read this **Easy Read fact sheet** about the way these 2 payments work together.

Can you take leave during coronavirus?



Many people who work get **annual leave**.



People use annual leave to take a day off or have a holiday from work. They get paid for this time.



The Fair Work Commission looks after people's rights at work.



They have recently made changes to the rules about leave.



The rules say that businesses, including ADEs, can ask people to use their annual leave during coronavirus.



You can also take unpaid leave if you need to.
If you take this kind of leave, you won't get paid.



You find out more at this website:
www.coronavirus.fairwork.gov.au/

Where can you get more information?

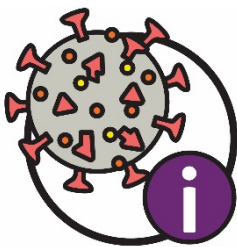


You can get good information and advice from the Department of Social Services.

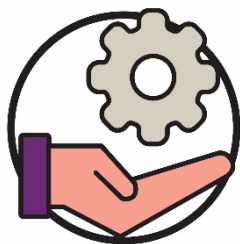


Please visit www.dss.gov.au/disabilityhelp

This web page has Easy Read information about:



- coronavirus



- how you can get support.



You can also call the Disability Information Helpline on **1800 643 787**.

What do these words mean?



Annual leave

Many people who work can use annual leave to take a day off or have a holiday from work. They get paid for this time.



Australian Disability Enterprise (ADE)

An Australian Disability Enterprise provides work and support for people with disability. We often call them ADEs.



Local Area Coordinator

A Local Area Coordinator is a person who helps you find supports and services.



Quarantine

During coronavirus, some people need to stay home for 14 days. This is called 'quarantine'.



Support Coordinator

A Support Coordinator is a person who helps you manage supports and services.



Physical distancing

Social distancing means you keep space between you and other people.

How can you contact the NDIS?



1800 800 110



enquiries@ndis.gov.au



GPO Box 700

Canberra

ACT 2601



www.ndis.gov.au



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