

[Insert name]

[Insert address]

[Insert date]

Dear [insert name]

## **Clarifying the conditions for furlough**

Firstly, I hope you are keeping safe and well in these difficult times. My best wishes extend to you and your loved ones.

I am providing an update in respect of the current coronavirus outbreak, and the challenges we face as a business to provide you with work for the foreseeable future.

Like all businesses, we are doing our very best to manage the significant economic impact. We are focussed on our survival and we thank you for your cooperation and flexibility in helping us to adapt so quickly. We shall continue to do the best we can to support our teams and all individuals through the challenges ahead.

During our discussions, I set out the impact that the current situation is having on our business. Our main priority is to preserve jobs and look after our teams from a wellbeing perspective. We know that this situation remains a temporary one, and we want to ensure we are in the strongest possible position to bounce back once the current restrictions are lifted.

In order to help avoid significant large-scale redundancies across the country from those businesses directly affected by this measure, on Friday 20 March 2020 the Government announced that it was setting up a new Coronavirus Job Retention Scheme (the Scheme) to help businesses.

So as to prevent the potential redundancies that would have arisen from the position we are currently in, we are applying to join the Scheme, which will entitle us to receive a grant to cover up to 80% of our employees' wage costs for as long as we remain in the Scheme, up to a total of £2,500 per month per employee. The Scheme is initially expected to be in operation for three months, but it may very well be extended.

The Scheme requires us to designate affected employees as 'furloughed workers', and we intend to do this for your role. We must then pass this information to HMRC and will be able to receive a grant to cover your wages to the extent set out above.

*[Select from the paragraphs below and delete as appropriate]*

*Further to our discussion, we have agreed that you will be designated as a 'furloughed worker' from [insert date] which means that your status as an employee has temporarily changed. You will now be a 'furloughed worker' for as long as we are*

*unable to provide you with work and are enrolled on the Scheme. You will continue to receive 100% of your wage whilst you are a furloughed worker.*

**[OR]**

*Further to our discussion, we have agreed that you will be designated as a 'furloughed worker' from [insert date] which means that your status as an employee has temporarily changed. You will now be a 'furloughed worker' for as long as we are unable to provide you with work and are enrolled on the Scheme. You have also agreed to a reduction in your wage to 80 per cent of your basic wage, capped at £2,500 per month, whilst you are a furloughed worker.*

## **Whilst you are furloughed**

We will not ask you to, and you should not undertake any work for us whilst you are furloughed. You can undertake training or volunteer subject to public health guidance, provided it doesn't:

- Generate revenue for us as a company;
- Provide services for us as a company

We may, for example, ask you to complete relevant training courses whilst you are furloughed.

## **Rules on taking a second job**

We recognise that some people may wish to work for another company during the period of furlough. If your contract allows, you may undertake other employment whilst we have placed you on furlough, and this will not affect the grant that we can claim under the scheme. We ask that you discuss any potential second employment opportunities with us first before you commit to anything. This ensures we can take a reasonable assessment of the situation and ensure there is no conflict of interest with your role in our business. You will need to be able to return to work for us if we decide to stop furloughing you, and you must be able to undertake any training that is required while on furlough.

If you take on new employment, you should ensure you complete the starter checklist form for PAYE with your new employer correctly. As you would be furloughed from your employment with us, you should complete Statement C. Any activities undertaken while on furlough must be in line with the latest Public Health guidance during the COVID-19 outbreak.

If you have any queries relating to the above, please contact me and I will be pleased to discuss further.

We will keep your status as a 'furloughed worker' under continuous review, and in the event the position changes, we will contact you again. We have provided an enclosure

to support your health and wellbeing whilst furloughed. I recognise this is an uncertain time and I want to ensure people are still able to access help and support should they need it whilst isolated. It is important we keep the lines of communication open as we move forwards. At the present time I do not know how long the furlough period will last, but I can assure you that the Company will continue to monitor the evolving situation very carefully.

We are doing everything we possibly can to ensure we are able to survive the challenges we are facing. We appreciate that this is a difficult period for everyone, and I would like to thank you for your continued loyalty to the business.

[Delete as appropriate]

I would like to remind you that you have access to the Apex HR team if you would like to talk about any worries that you may be having about the impact of coronavirus, whether work related or not. You can access this by [insert details].

If you have any queries regarding the contents of this letter, please do not hesitate to contact me on [insert details].

Yours sincerely

[Insert name]  
[Insert job title]

Enc Wellbeing Document