



Richard Hartley

24th March 2020

S4labour

Coronavirus Job Retention Scheme: furloughed worker

Role/Position:

Dear Richard,

I am writing to advise you that as of the (insert date) you are now classified as a furloughed worker under the governments Coronavirus Job Retention Scheme.

See www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/covid-19-guidance-for-employees#furloughed-workers for further details of the scheme.

Furlough leave

The Coronavirus Job Retention Scheme enables us to "furlough" staff where we cannot provide you with any work. We can continue to pay furloughed staff through funding from the Government's Coronavirus Job Retention Scheme.

The scheme means that we are now in a position to offer to continue to employ you in your current role. Your existing terms and conditions of employment and continuity of service are preserved.

During this period of furlough you are not required to do any work for the company.

Furlough pay

The government scheme allows us to claim support for your employment up to 80% of your pay or £2500/month whichever is the lower. This income is subject to tax and NI payments in line with your normal income as well as pension deductions/contributions. While you are furloughed you will also be entitled to accrue holiday.

Please be aware that the furlough status is a new initiative from the government and as such the advice available at the moment is limited. We have interpreted the information as best we can given what we know. As and when additional information becomes available we will update you.

Optional extra In addition to the support offered by the government we are also going to top up your pay to (x) to ensure that the financial impact to yourself is minimised.

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You will not be classified as furloughed while absent from work as a result of medical advice and self-isolation guidance. In this situation you would be subject to our sick pay rules.

Terms and conditions of employment and continuity of employment will not be affected during this period.

What happens next

The Government's Coronavirus Job Retention Scheme is initially set to run until the end of May 2020, but the Government has said that the scheme will be extended if necessary. We are keeping the situation under review and will keep you updated as the coronavirus crisis unfolds in the coming months.

We must stress that our plans are based on the Government's initial announcement on 20 March 2020 about the Coronavirus Job Retention Scheme. Please bear with us while we await the exact details of the scheme and then determine which workers can be designated as "furloughed workers".

The decision as to whether or not you accept any offer that we make to furlough your employment [on reduced pay] is ultimately going to be one for you. However, the alternative may be compulsory redundancy or unpaid leave.

I would like to reassure you that, even if your employment is furloughed, we are determined to [reopen your place of work/reintroduce your role/see an upturn turn in business] once the situation has improved.

Please look out for further updates and do not hesitate to contact [me/name of individual/the HR department] if you have any queries or concerns.