LETTER TO AGREE FLEXIBLE FURLOUGH

Sample Letter

This letter must be transferred to your own letterhead, removing the title and all references to Peninsula and with all optional and personalised information completed.

* From 1 July 2020, previously furloughed employees can be brought back to work on a part-time basis. You will need to pay the employees for the hours they work and you can still claim wage support from the Government’s Job Retention Scheme to a maximum limits.
* Our Peninsula Face2face service will conduct, or support and assist you to conduct, any face to face meeting you are undertaking with your employees. For further information, please visit https://www.peninsulagrouplimited.com/services/hr/peninsula-face2face/ or speak to your HR Expert.

Need Further Advice?

**T: 0844 892 2772 E: advice@peninsula-uk.com W: peninsula-uk.com**

**(Date)**

Dear [Subject],

I write further to our discussion on (insert date) regarding your return to work on a part-time basis in accordance with the adjustments made to the Government’s Job Retention Scheme.

As you know, you were designated as a furloughed worker and agreed to cease all work for the company on (***insert date***), as confirmed in our letter to you of (***insert date***). This letter also confirmed your agreement to receiving 80% wage during the period of furlough.

Adjustments to the scheme from 1 July 2020 allow for a furloughed worker to return to work on part-time hours whilst still being considered as furloughed for the remainder of the normal working hours. This is called ‘flexible furlough’. We are now in a position to provide to you part-time hours under the flexible furlough arrangement.

During our discussion, you agreed to return to work on the following part-time hours:

(***insert details***)

You will be recorded as being on furlough for the remainder of your normal working hours. You agree to continue to cease all work for the company outside of the hours set out above.

You will receive full pay for the hours that you work. For the hours that you are on furlough, you will receive 80% wages to a pro-rated maximum of £2,500 per month that we are able to claim from the Scheme.

You are therefore required to return to work on (***insert date***) on the hours set out above. We anticipate that this arrangement will last for (***insert details***). However, we will keep this under continuous review and in the event that the position changes, you will be notified. At the present time I do not know when this will be, 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 a confidential telephone counselling service if you would like to talk to a trained counsellor about any worries that you may be having about the impact of coronavirus, whether work related or not. You can access this by (insert).

If you have any queries about the contents of this letter, please do not hesitate to contact me.

Yours Sincerely

[Firstname] [LastName]

***\*delete/amend as appropriate***