LETTER TO AGREE FLEXIBLE FURLOUGH (NOVEMBER 2020 ONWARDS) WHEN JSS AGREED

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.

* The Job Retention Scheme (JRS) was originally intended to close on 31 October 2020 and be replaced by the Job Support Scheme, however, the JRS has been extended to run throughout November. It permits both full furlough and flexible furlough.
* This letter should be sent to employees who had already agreed to be placed into the Job Support Scheme from 1 November 2020 and the employer wishes to put them on flexible furlough i.e. part time work combined with furlough. It informs the employee that the Job Support Scheme has been postponed and, therefore, their unworked hours in November, and for as long as the extended JRS will be in place, or until business circumstances change, will be classed as furlough under the JRS.
* It also confirms the payment arrangements that apply under the JRS. They are more favourable to the employee than those under the Job Support Scheme i.e. the employee will receive more money. Accordingly, you will be able to obtain a higher wage grant. This letter should be used only after you have discussed the change with the employee.
* The extended JRS will continue to provide employers with a grant to cover 80% of wage costsfor unworked hours to a set maximum amount. The maximum amount you can claim under the Scheme for an employee on flexible furlough will be reduced on a pro-rata basis proportionate to the amount of time the employee is recorded as being on furlough during the flexible furlough period. You are not required to make up wages to 100%. If you choose to do this, this should be set out in the letter and forms part of the agreement to furlough.
* Our Face2Face service consists of a team of advocates equipped to conduct, or support and assist you to conduct, any face to face meeting you are undertaking with your staff. For further information please 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 am writing further to our letter to you on (***insert date***) regarding our access to the Job Support Scheme in November 2020 to receive a Government grant to cover an element of your wage costs for the hours not worked as part of your part-time work arrangement.

In that letter, we explained that we are temporarily unable to provide you with your normal hours of work because of the impact that coronavirus is having on our business, specifically (***insert details as per previous letter***). We asked you to confirm your written agreement to a change to your working hours and pay during this time to enable us to receive wage assistance from the Government. (***Add if employee had already returned a signed copy of the letter***) You subsequently returned a signed copy of the agreement to us.

Since our letter to you, the Government has confirmed that the Job Support Scheme will no longer begin on 1 November 2020 as planned. Instead, the Job Retention Scheme that has been in place since March 2020 will continue into November, and we intend to apply to obtain a grant to cover a portion of your wage costs.

The agreement contained in our previous letter of (***insert date***) regarding your temporary part-time working hours still applies. However, you will temporarily be classed as a ‘furloughed worker’ in respect of your unworked hours from this date and the payment arrangements to apply from November during the cessation of work will change from that contained in the letter as outlined in our discussion.

To confirm, your part-time working hours from (***insert date***) are:

(***insert details of working hours as set out in previous letter***)

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

(***EITHER***)

You will receive full pay for the hours that you work. You agreed that, for the hours that you are on furlough, you will receive 80% of your wages to a maximum cap of £2,500 per month pro-rated down to reflect the hours for which you are actually furloughed.

For example, if your part-time hours are 4 days per week instead of your normal 5 days, you will receive full pay for ~~4~~ days per week. For the remaining “furloughed” hours (1 day or 20% of your normal hours), you will receive 80% of your wages to a maximum of £500 per month (20% of £2,500).

(***OR***)

During our discussion on (***insert date***), we agreed that you will continue to receive 100% of your wage during this period of flexible furlough, which means that the Company will top up the wage grant it receives for you.

I have enclosed two copies of this letter. Please confirm your written agreement to your temporary designation as a furloughed worker during your unworked hours and the payment arrangements that will apply during the temporary period of part-time work previously agreed by signing where indicated below and let me have one copy by return. If you are posting a copy, please send to (***insert details***).

(***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 regarding the contents of this letter, please do not hesitate to contact me on (***insert details***).

Yours Sincerely

[Firstname] [LastName]

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

**Employee signature………………………………**

**Date……………………………………………….**