LETTER TO PLACE EMPLOYEE ON FULL FURLOUGH (NOVEMBER 2020 ONWARDS) AFTER 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 the employee on full 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 provide employers with a grant to cover 80% of wage costs, to a maximum of £2,500 per employee per month.
* You are not required to make up the remaining 20% of wage costs. If the 20% will not be made up, this should be set out in the letter and forms part of the agreement to furlough.
* You should ensure that your position on pay is covered in the letter by including, amending or deleting the relevant clause.
* 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.

In that letter, we explained that we are temporarily unable to provide you with any 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 to temporarily cease to do all work from (***insert date***) still applies. However, you will be classed as a ‘furloughed worker’ 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.

(***EITHER***)

During our discussion on (***insert date***), you agreed that you will receive 80% of your basic wage, capped at £2,500 per month. You must not undertake any work for the Company when on furlough.

(***OR***)

During our discussion on (***insert date***), we agreed that you will continue to receive 100% of your wage during this period of furlough, which means that the Company will top up the wage grant it receives for you. You must not undertake any work for the Company when on furlough.

I have enclosed two copies of this letter. Please confirm your written agreement to your temporary designation as a furloughed worker and the payment arrangements that will apply during the temporary cessation of 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……………………………………………….**