Dear XXXX

**Furlough Leave**

Further to the government announcements it will come as no surprise that we are suffering from a reduction in work and having to make decisions in relation to staff and how we are going to pay wages.

The decision we reached is that with effect from today, your role would otherwise have been laid off and this therefore entitles you to become a Furlough Worker. Below we provide some information and FAQ’s which we hope will answer any questions you have.

As a business we firmly believe that by pulling together we will come out of this as a strong and thriving business.

**What does being a Furlough Worker mean?**

Being ‘Furlough’ means that, with your agreement, you are being laid-off work for this period and until further notice. We expect this to be until the crisis passes, when the government lifts restrictions or we undertake a review the situation. This means, if you agree, you don’t have to come to work as there is no work for you currently.

**Will I be paid whilst I am a Furlough Worker?**

Yes, you will be paid 80% of your wages for being at home during this period.

**How long is this for?**

This is subject to the government and our business being able to fully reopen again. However, we envisage this to be for a period of 12 weeks. Should we need you to work in the meantime, or in a different capacity or anything changes we reserve the right to be in touch with you and notify you of any changes.

**Does this mean I have lost my job or that I am terminated?**

No, with your agreement to be a Furlough Worker, your employment status is the same as it was before and you remain an employee. Holidays, pension and your continuity will continue as before. However, you are considered a Furlough worker meaning you are currently laid off and do not have to come to work.

**What happens if I don’t agree?**

If you don’t agree to these changes then we would be in the unfortunate position of having to look at individual situations, it is likely that we will need to look at a redundancy situation or something called an SOSR (some other substantial reason) on the basis that we can’t afford to keep paying wages without the government assistance.

**When will this be reviewed?**

Whilst we believe this position to be in place for 12 weeks we will be reviewing it and in contact with you every few weeks with any changes or updates.

**Do I need to be worried about my job if I go on Furlough Leave?**

Not at all. Since the government has stepped in to pay a large percentage of your wages (80% of income) this does not depend on business turnover or sales income.

**Are all staff being treated the same? How have you made the decision who to put on Furlough leave?**

Yes, all staff in the business are being considered under the same criteria of available or necessary work and being treated the same.

**Who can I call if I have any issues or want to talk this through with someone?**

You can call me anytime, if I don’t know the answers then I will seek guidance and be able to come back to you as soon as possible.

Additionally, we have obtained access to a separate independent employee helpline for confidential advice for employees who have issues or want to check their legal rights as set out. You can reach out to the independent employee helpline at 0330 400 4493.

**What happens next?**

For those who agree to go on Furlough Leave, we are in the process of claiming back salary and waiting for more government guidance we are asking that you bear with us until this is in place. We ask that you make sure we have your up-to-date contact details, phone numbers and email addresses so we can be in touch with updates for pay queries, any sickness concerns or if any additional work may become available.

If you have any questions please be in touch. Please stay safe, wishing you all the best.

Regards,