Dear XXXXXX,

**Flexible Furlough Scheme**

As you will be aware the Corona Job Retention Scheme (CJRS) has changed from 1st July 2020 to allow flexible working. This means employees can return to work on a flexible or part time basis and still claim furlough for the time they aren’t working through the CJRS scheme. For any period of your normal contracted hours minus any hours worked you will be able to claim furlough. The minimum period which can be claimed under the scheme is one week. You will receive 80% of your wages for any furlough period and 100% of wages for any period worked. As your employer we are able to receive a contribution towards your furloughed period and for this purpose the need to keep strict records is necessary. You are only entitled to flexible furlough if you have been placed on full time furlough for three weeks or more at any time prior to 1st July 2020. Should any payments not be made or any claim invalid for any reason we reserve the right to rely upon any lay off clause or unpaid leave and only pay you for periods worked.

**How does Flexible Furlough work?**

In an example of your normal contractual hours being 35 hours a week (7 hours x 5 days) and you are being asked to return for 2 days a week (Monday and Tuesday) then you will be paid -100% pay for Monday & Tuesday and 80% pay for Wednesday, Thursday and Friday. On the table below your normal hours will be 35, your working hours will be 10 hours and your furlough hours will be 25. Although our contribution changes between August, September and October which you will have seen in the Press, you will still receive 80% of your wages for any weekly furlough period.

**What hours am I being asked to work?**

You are being asked to work the following hours for the forthcoming period

|  |  |
| --- | --- |
| For the 7 day period commencing; | <Date> |
| Your normal contracted hours are; | <Normal hours> |
| You are being asked to work; | <Working hours> |
| This means you are being placed on furlough for the remaining; | <Furlough hours> |

**What happens to my holiday on Flexible Furlough?**

You are entitled to book holidays during any working period or any furlough period. You will be notified if you are required to take any period of holidays off during this period.

**How will I know the hours I am expected to work? Can these hours change each week?**

The hours you are asked to work can either be set for a determined period or can change week by week. There is no minimum hours you can be asked to work. The hours must be set one week in advance. **If you fail to confirm these hours you may forfeit any payment for this period.** The purpose of this letter is to notify you of the hours you are being asked to work for the period stated. We ask you to agree your understanding of this request. Please check the details and hours, set out above, carefully before agreeing and returning the document. This letter will form the basis of our records for any HMRC claim.

If you are unable to sign and return this document, but agree these hours, please forward an email which states; (a) I have received the letter about flexible working for the <date of the period>, and, (b) I agree and understand the hours I am being asked to work.

**What hapens if I can’t work the requested hours?**

If you are unable to work the hours, or if you have agreed to work the hours and there is a change for example if you become ill or need to self-isolate, then you need to contact the company as a matter of urgency. You will be the reason for your absence. Any genuine reason for absence will be considered. It is likely you will be asked if you can work alternative hours, whether sick pay rules will apply or whether the period will be unpaid.

**Where and how will I be working?**

You will be informed separately by the company where and how you will work and any changes which have been introduced to accommodate safe working or social distancing.

If you have any questions or want to speak with a member of the company about any issues please call <name and number or email>

Yours sincerely

<Company Name>

I confirm I have received the letter above and agree to working the hours as set out.

Signed

Dated