

<<Name>>
<<Title>>
<<Company Name>>
<<Company Address>>
<<Company Address>>
<<Postcode>>

<<Date>>

Dear <<Insert Title & Name>>

Flexible Furlough arrangements

As you may be aware, the Coronavirus Job Retention Scheme (CJRS) was due to finish at the end of April. As the arrangements were due to end at the same time. The Government has decided to extend the CJRS until 30 September 2020.

The flexible furlough scheme allows you to place employees on reduced hours, whilst you are not working. You must continue to pay your employees the agreed times. During the designated period, employees must not do any work for the Company.

EITHER

[This letter is to seek your agreement to place you on Flexible Furlough because of <<state reason>>. This change to your terms of employment will take effect from <<state date>> and will continue until <<state date>>.]

This is a variation to your contract of employment as agreed as follows:]

OR

[This letter is to seek your agreement to keep you on Flexible Furlough because of <<state reason>>. This means that your terms of employment and conditions will continue to apply to you during the period of furlough.]

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Coronavirus Job Retention Scheme (CJRS) was due to finish at the end of April. As the arrangements were due to end at the same time. The Government has decided to extend the CJRS until 30 September 2020.

The flexible furlough scheme allows you to place employees on reduced hours, whilst you are not working. You must continue to pay your employees the agreed times. During the designated period, employees must not do any work for the Company.

[This letter is to seek your agreement to place you on Flexible Furlough because of <<state reason>>. This change to your terms of employment will take effect from <<state date>> and will continue until <<state date>>.]

This is a variation to your contract of employment as agreed as follows:]

[This letter is to seek your agreement to keep you on Flexible Furlough because of <<state reason>>. This means that your terms of employment and conditions will continue to apply to you during the period of furlough.]

These agreed changes are

- <<Detail work pattern>>. You will receive your normal rate of pay for the time you are working on flexible furlough.
- **EITHER** You will remain on furlough for the rest of your working week i.e. <<state period>>. You will be on furlough leave>>. As stated above, the Company must ensure that you must not work for the Company whilst you are on furlough and so there must be a clear separation between the time when you are on furlough for the Company and the time when you are not permitted to work. For furloughed hours, the Company will pay you <<state amount e.g. 80% of your normal pay or £2,500 per month>>.

OR

- <<state amount e.g. £2,500 per month>>. As the Company is topping up your pay to your normal salary for furlough leave, you will be paid your normal salary for the time you are working on flexible furlough.
- **EITHER** <<You will be required to return to your normal workplace during the periods you are on furlough>>. Please find attached the company's COVID-19 safety assessment, which details the steps the Company has taken to ensure the workplace is COVID-safe.

OR

<<You will work from home during the periods you are working on flexible furlough>>.

Annual leave will continue to accrue during furlough and your continuity of employment is maintained.

Please sign and date a copy of this letter and place it in the envelope provided. Your agreement to being placed on flexible furlough is required.

Please contact me if you have any queries or concerns.

Yours sincerely,

<<Name & Title>>

For and on behalf of <<Com

I agree to be placed on flexi
insert date>>. I understand
Company whilst on furlough

Name.....

Signed.....

Date.....

ms of your letter dated <<
at any work for the

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