I write further to our recent discussions regarding the impact of the coronavirus, and in particular regarding our proposal to designate you as a furloughed worker under the Government’s Coronavirus Job Retention Scheme (CJRS). I understand that you have agreed to be furloughed, and this letter sets out the terms of that.

Subject to your agreement to the terms set out in this letter, you will become a furloughed worker with effect from XX March/ April 2020. This means that from this date you will not be required to do any work for us, but you must remain available for work so that we can bring you back in as soon as the situation changes. You will remain our worker during the furlough period, so your terms and conditions will continue to apply (except in relation to pay) and your continuity of service will be preserved.

During the furlough period we will continue to pay you, but based on our current understanding of the CJRS, this will be at the rate of 80% of your basic pay. By giving your agreement to the terms set out in this letter, you are therefore authorising us to reduce your pay by 20%. We will comply with the rules of the CJRS, but this letter does not create any legal obligation for us to pay more than the Government will reimburse under the CJRS.

The period during which you will be furloughed will initially be until 31st May 2020, unless the period is ended sooner by us if appropriate work becomes available. We will notify you if that is the case. It may be that the furlough period will be extended, and we will inform you if that is the case. Please note that the Government has not issued full information about the Coronavirus Job Retention Scheme (under which furlough can be offered) at this stage. However, they have indicated that they intend for the scheme to last at least 3 months from 1 March 2020 and that they will extend it if necessary.

We shall attempt to keep your period of furlough as short as we can. We will continue to seek appropriate work for you and will notify you as soon as possible when work becomes available. In this respect, please ensure that you have provided us with your current contact details to avoid any delay in us contacting you. For example, it is important to ensure that you have provided:

• a working personal email address

• your landline telephone number

• your mobile telephone number

• your home address; and

• if you temporarily leave your permanent address (such as to self-isolate), please provide us with your temporary address and update us when you return to your permanent/normal address.

It is also important that you keep us updated as to whether you have been advised to self-isolate or are ill, since this may affect your entitlement to furlough pay. For speed and efficiency (and to avoid unnecessary burden on the postal service), our intention is to communicate with all staff via the emails that they provide. If you do not have an email address or there are reasons why this is not a suitable form of communication for you, please let us know as soon as possible and we will discuss alternative arrangements with you if necessary.

During the period when you are furloughed, you will continue to accrue statutory holiday in accordance with your contract, but by signifying your agreement to the terms set out in this letter you agree that during your furlough you will take all of the holiday entitlement which you accrue during the furlough period.

If you have any queries about the above, please let me know. I will keep you updated as the situation develops.

Please email XXXXXXXXXXXXX to confirm that you accept the terms set out in this email.

Yours sincerely