**FURLOUGHED LEAVE TEMPLATE LETTER**

Dear [specify]

**Furloughed Leave**

You will be aware of the current challenges that the country and the Company are facing as a result of Coronavirus.  As a senior team our objective is to secure the long-term future of the business and the jobs of the people we employ.  As you know, the current situation has led to the cessation of many normal [day-to-day/business] activities.

On Friday (20th March 2020) the Government announced the introduction of a Coronavirus Job Retention Scheme for business in order to reduce the need for redundancies and/or layoffs.  Under the Scheme, 80% of an employee’s normal pay will (subject to further clarification) be funded by Government (up to a maximum of £2500 per month) in respect of those employees who would otherwise be laid off or made redundant but are instead placed on Furloughed Leave.

Your role has been identified as one which could be at risk of redundancy at this time.  Accordingly, the Company would now like to place you on Furloughed leave from [date] 2020. It is anticipated that Furloughed Leave will continue until at least [the end of May 2020] but will be constantly reviewed by the Company during the intervening period.

During the period of Furloughed Leave, you will remain an employee of the Company and continue to be bound by your contractual obligations towards the Company other than to undertake work, until and unless you are instructed to return.

[Subject to any changes in Government guidance or legislation], [t/The] following terms and conditions of employment shall continue to apply during Furloughed Leave unless otherwise notified or agreed:

* You will continue to receive 80% of your pay, or £2,500 per month, whichever is the lower subject to and in accordance with the Government’s Job Retention Scheme.
* [pensions]
* [death in service]
* Annual leave shall [only] continue to accrue under the Working Time Regulations 1998, [but/and][[1]](#footnote-1) you [may/shall] be required to take [specify] of your current entitlement [before commencement of/on return from] Furloughed Leave as directed by the Company.
* You may not work for any other organisation, or on your own account. If you do, you must notify the Company and may be liable to repay any sums the Company has paid to you under this scheme if the Company becomes liable to repay it to the Government.
* You must not undertake any work for the Company during Furloughed Leave but [will/may] be required [or invited] to undertake training relevant to or required for your role as directed by the Company. [You will be paid your normal [basic] pay for any [mandatory] period of training].

All of your other terms and conditions of employment shall temporarily be suspended during the period of Furloughed Leave.

For operational reasons the Company shall continue to reserve the absolute right to terminate Furloughed Leave and require you to return to work with [specify] days’ notice.

Whilst the Government’s Job Retention Scheme remains in operation, you may be required to return to work following Furloughed Leave before being placed on further periods of Furloughed Leave as required by the Company. [Each period of Furloughed Leave shall be not less than 3 weeks].

[Again, whilst the Government’s Job Retention Scheme remains in operation, following return to work from Furlough Leave you [may/shall] be required to work at such times as the Company may reasonably require within the hours of [specify] in order to meet business requirements.]

You must ensure that your personal contact details and up to date in order that you may be readily contactable during Furloughed Leave.

I would be grateful if you would reply to this email immediately and confirm your agreement to the temporary variation to your terms and conditions of employment outlined above [and at the same time verify your personal phone number, email address and those of your next of kin/emergency contacts].

In the meantime, if you have any questions in respect of the above please do not hesitate to contact me on [specify no.].

Yours sincerely,

**[specify]**

1. If you insert the word ‘only’ use the word ‘and’ instead of ‘but’ [↑](#footnote-ref-1)