**Strictly Private and Confidential**

NAME

ADDRESS

DATE

Dear NAME

As you know, the coronavirus (COVID-19) pandemic has continued to have a significant impact on us. In particular, unfortunately we continue to experience a reduction for the need for your role. The government have confirmed that the furlough scheme has been extended until 30th April 2021, this means that we can agree to place you on full time furlough or can request that you can work on reduced hours, while your salary is topped up via the Coronavirus Job Retention Scheme for the hours you are not working ("furloughed hours").

*OPTION A*

As discussed, we are now asking that with effect from DATE until DATE you work on the following basis:

* [Set out details of the employee's hours and patterns of work on their return. For example, the employer could:
	+ ask the employee to work their normal days, but on reduced hours each day;
	+ ask the employee to work on specific days during a split working week, for example

**OR**

*OPTION B*

As discussed, with effect from DATE until DATE you will not be required to work for us so will be placed on furlough. Please note that we have the right to bring you back to work at any time during your period of furlough.

**Strict requirement not to work during furloughed hours**

The rules of the Government's furlough scheme mean that we need to maintain a sharp boundary between the times when you are working and the times when you are on furlough. It is very important that you confine your work to the times that we have agreed and do not perform any of your duties during the designated hours of furlough.

However, this does not affect any training which may be required from time to time, which can continue as normal during designated hours of furlough.

**Pay during flexible furlough**

For hours when you are working, you will be paid your normal rate of pay. For furloughed hours (ie hours when you are not working), the furlough scheme covers 80% of your normal pay, up to a maximum of £2,500.00 (gross) per month.

Your furloughed hours will be paid at this reduced rate.

[OR

We are topping up your pay during your furloughed hours - this means that you will be paid your normal rate of pay during both the hours that you are working and your furloughed hours.

In your case, this would mean that your [monthly/weekly] salary while on flexible furlough would be £[amount].

**Terms and conditions during flexible furlough**

We would like to remind you that you must obtain our written consent before working for any other employer. This means that, apart from volunteering work, you cannot work for another employer during your furloughed hours without our prior written agreement.

You remain employed throughout your period of flexible furlough and your continuity of employment is not affected. Annual leave will continue to accrue in the normal way.

**Duration of this agreement**

This arrangement is temporary and will be reviewed on an ongoing basis.

**What you must do now**

To show that you agree to this arrangement, please sign and date a copy of this letter using the form below. We therefore ask that you return this to myself no later than date.

If you do not have access to a printer and scanner, an email confirmation is sufficient.

I would like to thank you for your continued support during what has been a challenging and unusual time for us all.

Yours sincerely,

Employer Name

**Acknowledgment of Employee**

I agree to be placed on flexible furlough as described above. I understand that I will receive my full salary whilst working but will continue to receive 80% for the hours not worked. I understand that, during my furloughed hours, I must not carry out any work for my Employer.

Signed:

Dated: