[DATE]

**RE.: Flexible Furlough and return on reduced hours**

Dear [ ]

I refer to our [conversation/video conferencing call] with [you/the workforce] on [date]. [I/We] explained how we intend to return gradually to normal operations where possible, while still making use of the Government's Coronavirus Job Retention Scheme to help our business recover.

As a result of the [reopening of your place of work/increased need for your role/expected upturn in business], we are in a position for you to return to work on reduced hours from [date].

We are phasing the return to work because of [reduced capacity within our workplaces as a result of social-distancing measures/the gradual reopening of our places of work/our cautious approach to returning to "business as usual"].

**Flexible furlough**

Changes to the rules on furloughing workers from 1 July 2020 mean that you can work for us on reduced hours, while your [wages/salary] are topped up via the Coronavirus Job Retention Scheme for the hours you are not working ("furloughed hours").

We are therefore asking you to return to work on [date] on the following basis:

[Set out details of the employee's hours and patterns of work on their return. For example;

* Work normal working days, but on reduced hours each day;
* Work normal hours, but on reduced days
* Rotate staff on a shift
* Rotate which staff are on furlough weekly or fortnightly]

[OR

The number of hours that you will be required to work during your furlough period will be agreed with you in writing at the start of each week.]

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

The rules of the Government's furlough scheme mean that we need to maintain a clear distinction 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 with us during the designated hours of furlough.

[However, this does not affect [details of training that may be required], 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 , the furlough scheme covers 80% of your normal pay, up to a maximum of £2,500 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.]

*Optional:* In your case, this would mean that your [monthly/weekly] [wages/salary] while on flexible furlough would be £[amount]. [We have based the calculation of 80% of your normal pay for your furloughed hours on your [current salary/average pay over the past year/pay for the corresponding month last year] as required by the Government's scheme.]

**Terms and conditions during flexible furlough**

[We would like to remind you of clause [number] in your contract of employment requiring you to obtain our written consent before working for any other organisation. This means that, apart from volunteering work, you cannot work for another organisation 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 continue until [date], after which it is our intention that your hours of work will return to normal.

We also reserve the right to return you to your normal working hours before this date, subject to [one week's] notice.

**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. As I am sure you appreciate, time is of the essence. We therefore ask that you return this to [me/name of individual/HR] no later than [date].

When we have received your confirmation, we will be in touch to set out the arrangements for your first day back, including details of the safety measures we have put in place for your return.

As we begin our gradual return to normal operations where possible, I would like to thank you for your continued support during what has been a challenging time for us all.

Yours sincerely,

[NAME ]

ACKNOWLEDGEMENT

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I agree to be placed on flexible furlough as described above. I understand that my working hours will be paid at my normal rate of pay and that any furloughed hours will be paid at 80% of my normal pay, up to a maximum of £2,500 per month [and that the Company will top this up to my normal rate of pay].

I understand that, during my furloughed hours, I must not carry out any work for [name of employer].

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_