

Dear

As you are well aware the outbreak of COVID 19 affected us all. The situation the country finds itself in is without precedent. Our workload and revenue decreased considerably and at that point we can no longer provide adequate or alternative work for you. Therefore as of 1st April 2020 (can be changed) we intend to use the Job Retention scheme in relation to your work status. As a valued worker we want to keep you in our company and we want to make sure your place is safe with us. We intend to enter the scheme in order to help us safeguard jobs and minimise redundancies.

What this means for you:

You will be put on Furlough Leave with effect from(date)

- your contract of employment will continue and you will continue to accrue holiday and other work benefits. We will normally expect you to be on Furlough Leave for at least three weeks, as that is the minimum period. Once into the retention scheme you will not under any circumstance do any work for us.
- you will receive 80% government grant based on your average monthly salary with effect from 1/4/20 (the date can be changed)
- to the 80% we will top up 20% ourselves (optional)
- your NIC and private pension will be covered
- we will keep the situation under constant review and will notify you every 3 weeks if your employment status is about to change and you have to be ready to return to work at short notice

Your pay will be calculated as follows:

- [for salaried employees] your actual salary before tax as it stood on 28 February 2020.
- [for employees with irregular earnings who have been employed for a full 12 months] the higher of:
 - (a) your same month's earnings from the previous tax year; or,
 - (b) your average monthly earnings from the 2019-20 tax year.
- [for employees with irregular earnings who have been employed for less than 12 months] an average of your monthly earnings since you started.
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Your Furlough Leave shall end on the earliest of the following events:

- (a) the government's Job Retention Scheme ending
- (b) either you or us ceasing to be eligible for funding under that scheme;
- (c) us deciding to cancel Furlough Leave and asking you back to work.

Please feel free to share any concerns or objections you may have. We will be ready to assist you in the best possible way.

Signed
Director

Date: 31/03/20 (can be changed)