<<Name>>

<<Title>>

<<Company Name>>

<<Company Address>>

<<Company Address>>

<<Postcode>>

<<Date>>

Dear <<Insert Title & Name>>

**“Flexible Furlough” arrangements**

As we discussed in our conference **OR** telephone call on << insert date>>, changes to the rules on furloughing workers mean that you can work for the Company on reduced hours, whilst your <<wages OR salary>> are topped up by means of the Coronavirus Job Retention Scheme (CJRS) for the hours you are not working. The new rules are introduced on July 1 and are known as ‘flexible furlough’ arrangements.

As a result of <<state reason e.g. the reopening of your workplace>>, the Company is in a position for you to return to work on reduced hours with effect from << insert date>>. We are, therefore, requesting that you return to work on << insert date>> on the following basis:

* <<Detail work pattern for flexible furlough>>. You will receive your normal rate of pay for the hours when you are working on flexible furlough.
* You will remain on furlough leave for the rest of your working week i.e. <<state period when employee will be on furlough leave>>. The rules of the CJRS state that you must not work for the Company whilst you are on furlough and so there must be a clear separation between the time you are working for the Company and the time when you are on furlough leave and are not permitted to work. For furloughed hours, you will be paid <<EITHER state amount e.g. 80% of your normal pay, up to a maximum of £2,500 per month>>.

**OR**

 <<state amount e.g. 100% of your normal salary>>. As the Company is topping up your pay during furlough leave, you will be paid your normal salary for furlough leave and the hours you are working on flexible furlough.

* **EITHER** <<You will be required to come into your normal workplace during the periods you are working on flexible furlough>>. Please find attached the company’s COVID-19 risk assessment which details the steps the Company has taken to ensure that the workplace is safe and ready for the return of our employees.

 **OR**

 <<You will work from home during the periods you are working on flexible furlough>>.

Flexible furlough is a temporary variation to your normal terms and conditions of employment and will last until <<state date>>, **[**at which point the arrangement will be reviewed**]**.Annual leavewill continue to accrue during flexible furlough and your continuity of employment is unaffected.

The Company reserves the right to return you to your normal working hours or full furlough before this date, subject to <<state e.g. one week’s>> notice.

Please sign and date a copy of this letter, indicating your agreement to being placed on flexible furlough on the terms above.

Please contact me if you have any questions or concerns.

Yours sincerely,

<<Name & Title>>

For and on behalf of <<Company Name>>

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I agree to be placed on flexible furlough on the terms of your letter dated << insert date>>. I understand that I must not carry out any work for the Company whilst on furlough leave.

Name…………………………………………………………………………….

Signed…………………………………………………………………………..

Date……………………………………………