Date

**Private and Confidential**

Employee’s Name

Delivered by hand/e-mail (email address: xxxx)

Dear First Name,

**Re: COVID-19 - Your move to "flexible furlough" and return on reduced hours**

I refer to our [conversation/video conferencing call] on [date]. I 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 aid our company’s recovery.

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 means that you are able to return to work on reduced hours, whilst some of your pay is maintained 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, 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 if the employer is rotating staff on an "A team" and a "B team";
		- rotate staff on a shift system; or
		- rotate which staff are on furlough weekly or fortnightly.

**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 is agreed that you carry out whilst furloughed or any agreed voluntary work that you may be undertaking which can continue as normal during designated hours of furlough.

**Pay during flexible furlough**

For hours when you are working in line with the above agreement, you will be paid your normal rate of pay in line with your contract of employment.

For furloughed hours (ie hours when you are not working), you will be paid

80% of your normal pay, up to a pro-rata of £2500 per month.

**OR**

A top up of the government scheme which means that you will be paid your normal rate of pay during both the hours that you are working and your furloughed hours.

Your payslip will itemise the relevant payments.

**Duration of this Agreement**

This arrangement is temporary and will be in effect from (date) until (date).

We also reserve the right to return you to your normal working hours before this date and we will do our best to provide you with as much notice as possible.

**Next Steps**

If you agree to this temporary change, please sign and date a copy of this letter using the form below.

If not, please contact (Name, Job Title) to discuss the situation.

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 and unusual time for us all.

Yours sincerely,

**Name**

**Position**

**Employee Declaration:**

I agree to be placed on flexible furlough as described and in line with the conditions contained within this letter and understand that it forms a temporary change to my employment contract.

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_