

Employee Information Sheet - Furlough

1. What is Furlough

The word furlough generally means temporary leave of absence from work. This can be due to economic conditions affecting one particular company or matters affecting the country as a whole. Until now the expression has not carried any meaning in UK employment law.

Furlough leave has been introduced by the government during the coronavirus pandemic to mean leave offered which keeps employees on the payroll without them working. As the furloughed staff are kept on the payroll, this is different to being laid off without pay or being made redundant.

People who get furloughed must not work for the employer during the period of furlough but usually return to their job afterwards unless redundancies follow.

2. How will I be placed on furlough?

The Company will write to you to advise it is looking to place you on furlough.

3. What will I get paid if I get placed on furlough?

You will be paid 80% of your monthly wage whilst on furlough up to a maximum of £2,500 per month. Your Company can choose to pay you the remaining 20% during furlough but there is no requirement to do this.

4. Do I accrue annual leave during a period of furlough?

Yes. Your annual leave will accrue as normal during any period of furlough.

5. How will a period of furlough impact my pension contributions?

If you are enrolled in the Company pension scheme your pension contribution will still be deducted from your monthly wage.

6. Can I work for another employer whilst on furlough?

You are not able to work for another employer whilst on furlough.

7. What if I work part-time and have another part-time job with another employer?

There is no guidance as yet relating to part-time employees who currently work 2 or more jobs.

For example, an employee works two days a week for Employer A and three days a week for Employer B. The employee on furlough from Employer A would receive their 80% of salary

for those two days. If their other role continues the employee could receive their normal salary from Employer B as well.

8. Can I be made redundant whilst on furlough?

Yes. Your employer can make you redundant during a period of furlough but the normal redundancy consultation process must be followed and you will be entitled to your statutory redundancy rights.

You can also request to be made redundant after being on furlough for 4 weeks or more.

9. I am on a zero hours contract so will I be covered by furlough?

There is no clarity on this yet but the Chancellor has said the intention was to try to cover as broad a group of people as possible.

10. Where can I get help from as my wages have been cut by 20%?

If you have a mortgage you are able to request a 3 month mortgage holiday from your mortgage provider which may help reduce your monthly outgoings.

If your salary is reduced as a result of these changes, you may be eligible for support through the welfare system, including Universal Credit.

Useful Links

Universal Credit - <https://www.understandinguniversalcredit.gov.uk/coronavirus/>

Government guidance for employees -

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/covid-19-guidance-for-employees#claiming-benefits>

Looking after your mental health during the Coronavirus outbreak -

<https://www.mentalhealth.org.uk/publications/looking-after-your-mental-health-during-coronavirus-outbreak>

Government Coronavirus Information page - <https://www.gov.uk/coronavirus>

Acas: Coronavirus advice for employers and employees -

<https://www.acas.org.uk/coronavirus>