

Letter to agree to the Job Support Scheme (Open)

[Insert name]

[Insert address]

[Insert date]

Dear [insert name]

As you may be aware, we have been receiving financial assistance from the Government to pay wages via the Coronavirus Job Retention Scheme during the Coronavirus pandemic.

We found it necessary to use the Scheme, and place employees on furlough, because of the challenges we faced because of the pandemic, which were [insert details]. This assistance has been vital in helping the company avoid the need for redundancies during recent months.

The Job Retention Scheme is coming to an end on 31 October 2020 which means we will no longer be able to have employees on furlough. However, the Government has announced a new wage assistance scheme, called the Job Support Scheme (JSS), that will start on 1 November 2020 and is expected to run until 30 April 2021.

[Select from the paragraphs below and delete as appropriate]

As you know, you have been on furlough since [insert date] / As you know, you were placed on furlough between [insert date] and [insert date] and have been working according to your normal hours of work since then / As you know, you were placed on furlough on [insert date], after which we were able to bring you back to work on a part-time basis under the flexible furlough scheme/other. As mentioned above, it is no longer possible to furlough you from 1 November 2020. We continue to face challenges presented by Coronavirus, namely [insert details], so we intend to apply to the JSS in order to receive assistance to pay your wage.

[OR]

Although you have not previously been furloughed, we have identified a need to apply for wage assistance for your role. This is because [insert reasons]. To access the JSS, it is not a requirement that you have previously been furloughed.

We discussed our current circumstances on [insert date].

[Select from the paragraphs below and delete as appropriate]

During that discussion, you agreed to work the following part-time hours with effect from [insert date]:

- [insert details – hours must be at least one fifth (20 per cent) of normal working hours]

[OR]

During our discussion, you agreed to work part-time hours with effect from [insert date]. We agreed that we would notify you of the hours you would be required to work on a week-by-week basis [optional] but anticipate that in most weeks your working hours will adhere to the following pattern:

- [insert details – hours must be at least one fifth (20 per cent) of normal working hours]

Although your working hours may fluctuate according to demand, you will never be required to work fewer than one fifth of your normal working hours for the duration of our use of the JSS to help cover your wage.

You will receive full pay for the hours that you work. You agreed that your pay will reduce to 66.67 per cent (to a maximum cap) for the 'unworked' hours with 5 per cent to a maximum of £125 per month funded by us and 61.67 per cent of wages to a maximum of £1,541.75 per month funded by the Scheme.

For example, if you would normally work 5 days a week, receiving £1,400 per month, and have agreed to work for 20 per cent of your working hours, your pay will be made up as follows:

- £280 for the hours you work;
- £747 for the unworked hours (66.67% of what you would have earned for working those hours).
- £1,027 total monthly pay.

We anticipate that this arrangement will last for [insert details]. We continue to monitor the situation and in the event that the position changes, you will be notified.

I have attached two copies of this letter. Please confirm your agreement to this change in your working hours and pay by signing both copies where indicated below and returning one to me by return.

We are doing everything we possibly can to ensure we are able to survive the challenges we are facing. We appreciate that this is a difficult period for everyone, and I would like to thank you, once again, for your continued loyalty to the business.

Yours sincerely

[Insert name]

[Insert job title]

I confirm agreement to the above change to my terms and conditions.

Employee signature.....

Date.....