# Furloughing staff in response to COVID-19: template letter from departments to staff to end a period of furlough.

The text below is to be used in a letter (sent electronically) to staff who have been furloughed in order to advise them of the arrangements for returning to work after a period of furlough. It should be on departmental headed paper and signed (again, electronically) by a suitable senior member of the department.

Where possible, this emailed letter should be sent after an initial phone call with the individual advising them of the end of the furlough. If the employee is expected to return to a different working location or timetable, the proposed arrangements must be discussed with them before this written confirmation is sent and the individual should sign and return a copy of the email to indicate

If a member of staff does not have email access at home you should call them and then follow up in writing by post, using the template text below, so that they have all the information in the letter in written form.

Text in yellow – optional paras, or text to complete

Text in blue – instructions to be deleted

Dear [Name]

## Notification of the end of furlough (Coronavirus Job Retention Scheme).

As discussed with [name of line manager/HR contact] on [date] I am writing to confirm that your period of furlough leave will end on [date].

This means that from that date *[select one, or draft case specific wording]*

you will need to return to your normal workplace and working hours OR

you will start working from home, as a temporary measure OR

you will need to return to work but due to health and safety measures being implemented to support social distancing you will be asked to work *[ie doing the same job but in a different location and/or to a different working pattern, or in a redeployed capacity, give details]* as a temporary measure. Further details are attached/will be shared with you shortly.

## We have taken the following steps to protect your health and safety when you return[give details, or explain how this information will be given]

If you have any questions or concerns about the arrangements set out above please contact [*give contact details]* as soon as possible.

*If the return to on-site working involves a change to hours or place of work include the following:* Please sign and return a copy of this letter to indicate your agreement to the temporary change in your working arrangements.

Yours sincerely

[NAME]

[POSITION]

For and on behalf of the University of Oxford

I agree to the temporary change to my working hours/location as set out in this letter

Signed:

[NAME]