# Furloughing staff in response to Covid-19: template letter from departments to staff who have are currently furloughed and whose furlough is to be extended under the extension of the CJRS

*Where staff who are currently furloughed are to have their period of furlough extended, an appropriate member of the department (line manager, HR contact) should arrange to speak to the individual to explain the extension, and seek their agreement both to the extension and that they will not carry out work for, or on behalf of, the University or a linked or associated employer during the extended furlough period. The text below is to be used in a letter to be sent (either electronically or by post if the member of staff does not have email access at home) confirming this conversation. It should be on departmental headed paper and signed (again, electronically if appropriate) by a suitable senior member of the department.*

Text in yellow – optional paras, or text to complete

Text in blue – instructions to be deleted

*Delete everything above this line before sending*

Dear [Name]

## COVID-19 confirmation of extension of furlough

I wrote to you on [date] explaining that we needed to furlough you until [date/further notice]. The government has announced that the Coronavirus Job Retention Scheme (CJRS or furlough) has been extended until 30 September 2021 and [eg your PI/line manager] spoke with you on [date] to explain that we need to continue to furlough you under the extended CJRS until [date/further notice].

Thank you for confirming that you agree to this extension to your period of furlough, and that you will not conduct any work for the University or a linked or associated employer, while you are furloughed. As previously advised, it is a condition of the extended CJRS grant that, while you are on furlough, you do not undertake any work for, or on behalf of, the University or any linked or associated organisation. This includes providing any services or generating any revenue.

The extension to your furlough period is on the basis that, because of the coronavirus pandemic, *[select one of the following and delete the other. If more than one criterion applies, pick the most relevant]* [you cannot carry out any work because there is currently no requirement for the work that you normally do, and redeployment has not proved possible.] **OR** [your work cannot be carried out remotely, and redeployment has not proved possible.] **OR** [you are unable to do any work because of the extent of your caring responsibilities.] **OR** [there is a reduced requirement for the type of work carried out by your team and so the work is to be carried out by fewer staff members, with the remaining members of the team being furloughed.]

*[For variable hours employees:* Whilst you are normally only entitled to receive pay for hours scheduled and worked, you will be provided with discretionary continued pay for the hours you would have been expected to work (if not for the pandemic) until the scheduled end of your assignment or the end of the furlough period.]

*[For those with a University email account:* If you have put an ‘out of office’ message on your email account with an end date, please update this. You do not have to say that you are on furlough, if you prefer not to, but you should make clear that you are unavailable and will not be answering emails. You should state that [NAME] should be contacted instead of you.]

Other than as stated above the terms of your continued furlough are unchanged from those set out in my letter to you of [date].

Members of staff furloughed by the University under the extended CJRS remain on the payroll and will continue to receive 100% of their pay until further notice. Their pension and other benefits are not affected. The decision to place a staff member on furlough, or to extend their period of furlough, has no bearing whatsoever on their future employment status or job security.

As previously advised, during this period of furlough you may carry out unpaid voluntary work for other organisations and you may undertake training, provided that it relates to your work, does not provide services to or generate revenue for the University (or any linked or associated organisation), and is agreed in advance by your manager in writing. You are encouraged to maintain a social link with the department and may take part in any social activities.

You will continue to receive all-staff emails from the University and the Department may also make contact with you for the purposes of keeping in touch. You may, if you wish, check your University email account to look for such emails but you should not read or respond to other emails. You may find it easiest to provide your line manager with a personal email address and to ask them to forward any emails intended to keep you up to date to that address.

It is the University’s intention to begin returning to normal work as soon as possible in accordance with Government and public health advice. We will keep you informed of progress in planning for a return to on-site working. Please note that we may end your furlough and ask you to return to work at any point depending on circumstances. We will give you a minimum of one day’s notice of the end of the furlough period, although we will do our best to give you more. If you will be unavailable to return to work with one working day’s notice at any point please ensure that you have booked annual leave for that period. Annual leave should be booked through the normal departmental process.

The University’s guidance on the furlough scheme has been updated in light of the extended scheme and can be found at [https://hr.admin.ox.ac.uk/the-job-retention-scheme](https://hr.admin.ox.ac.uk/the-job-retention-scheme#tab-1957821) and there are some frequently asked questions for those who are on furlough at <https://hr.admin.ox.ac.uk/the-job-retention-scheme#tab-1957841>.

If you think that you have received this notice in error, please raise this with your manager, in order that we can avoid making an incorrect grant application under the CJRS.

If you have any questions or concerns, please contact [*select appropriate contact:* HR contact / your line manager] in the first instance.

Yours sincerely

[NAME]

[POSITION]

For and on behalf of the University of Oxford