# Furloughing staff in response to Covid-19: template letter from departments to staff who are to be furloughed for the first time under the extended CJRS (ie who were not furloughed during the period March to 31 October 2020).

The text below is to be used in a letter (sent electronically if staff are already at home) to all staff who are to be furloughed, where they were not furloughed during the initial CJRS (March to 31 October 2020). It should be on departmental headed paper and signed (again, electronically) by a suitable senior member of the department.

*If a member of staff does not have email access at home*: please call them and ask them to text you using the text provided for response below. You should 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

Delete all text above this line before sending

Dear [Name]

## COVID-19 furlough confirmation

Following discussions with your PI/line manager, I would like to thank you for agreeing to be furloughed under the extended Coronavirus Job Retention Scheme (CJRS). This letter outlines the scheme and seeks your confirmation by return that you will not conduct any work for the University or a linked or associated employer, while you are furloughed.

The government has extended the CJRS as part of its response to the COVID-19 pandemic. This means that employers can obtain a grant to cover 80% of the salary (capped at £2,500 per month) of employees if they need to be placed on furlough. The University is implementing this scheme to reduce the financial impact of the crisis.

Employees or workers are eligible to be furloughed if, because of the pandemic, they are not able to work:

* because of their caring responsibilities, or
* because there is not enough work for them, or
* because they cannot do any work remotely.

Members of staff furloughed by the University under the CJRS remain on the payroll and will receive 100% of their pay). Their pension and other benefits will not be affected. The decision to place a staff member on furlough has no bearing whatsoever on their future employment status or job security.

You are receiving this notice because you have been identified as someone who is eligible to be furloughed on the basis that, because of the coronavirus pandemic, *[select one of the following and delete the others]* [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.] [*If more than one criterion applies, pick the most relevant*].

As a result, [you ceased all work in relation to your employment with the University from [DATE].] **OR** [you should cease all work in relation to your employment with the University with effect from [DATE].]

It is a condition of the 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.

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.

*[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:* Please put an ‘out of office’ message on your email account. 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.]

During the 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.

Your furlough leave will continue until *[select one]* [DATE / you are notified otherwise]. We will keep you informed of progress in planning for a return to on-site working. *[If a date for the end of furlough has been provided in the line above:* We may end your furlough and ask you to return to work earlier than this date if the situation changes]. 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. Therefore, should there be any period when you will be unavailable for work with one day’s notice, you should book this period as annual leave, as normal. It is the University’s intention to begin returning to normal work as soon as possible in accordance with Government and public health advice.

The University’s guidance on the furlough scheme 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 have any other questions or concerns, please contact [*select appropriate contact:* HR contact / your line manager] in the first instance.

Please indicate your agreement by emailing [*email address*], including the form of words set out on the following page.

Yours sincerely

[NAME]

[POSITION]

For and on behalf of the University of Oxford

*[Select the appropriate paragraph before emailing to the member of staff]*

**Form of words to indicate your agreement, to be emailed to [NAME]**

*[PLEASE ADD YOUR FULL NAME AND THE DATE]*

*For employees beginning furlough with immediate effect:*

*I confirm that, with effect from today’s date, I shall be treated as being on furlough. I agree that, while I am furloughed, I will not undertake any work in relation to my employment/contract with the University of Oxford (including all work for or on behalf of the University of Oxford itself or any linked or associated organisation).*

*[PLEASE ADD YOUR FULL NAME AND THE DATE]*

*For employees beginning furlough on future date:*

*I confirm that, with effect from [DATE], I shall be treated as being on furlough. I agree that, while I am furloughed, I will not undertake any work in relation to my employment/contract with the University of Oxford (including all work for or on behalf of the University of Oxford itself or any linked or associated organisation).*

*[PLEASE ADD YOUR FULL NAME AND THE DATE]*