# Furloughing staff in response to Covid-19: template letter from departments to staff who are to be furloughed part-time 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) to staff who are to be furloughed part-time under the extended CJRS scheme, and who have not been previously furloughed. 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 part-time furlough confirmation

The government has announced that the Coronavirus Job Retention Scheme (CJRS or furlough) has been extended, in light of the new national lockdown, until 30 September 2021 and that part-time furlough arrangements will be allowed under the scheme.

This means that staff can spend part of each week working, and part furloughed. During the period they are furloughed, they must not do any work for the employer or a linked or associated employer, but can volunteer for other organisations or undertake training.

Following discussions with your PI/line manager, I would like to thank you for agreeing to be furloughed part-time under the extended CJRS. This letter outlines the arrangement, and seeks your confirmation by return that you will not conduct any work for the University or a linked or associated employer, during the hours / days that you are furloughed.

The University will seek reimbursement for a proportion of the employment costs for staff members who are furloughed but will continue to pay them 100% of their normal pay until further notice. Your pension and other benefits will not be affected. The decision to place a staff member on part-time furlough has no bearing whatsoever on their future employment status or job security.

With effect from [date], you will work for [xx] hours per week. Your working hours will be [details]. Therefore, you will be furloughed for the rest of your contracted hours of [days/hours] and should conduct no work for the University or any linked or associated employer during those hours or at any other time apart from your working hours set out above. You will work at [home / location]. This arrangement will last until *[insert date, noting that an individual’s part-time furlough hours should not be changed more than once in any pay period],* when [it will be reviewed / you will return to work full-time]. 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 part-time furlough period, although we will do our best to give you more. Therefore, if you will be unavailable for work with one day’s notice during this period you should book the required time as annual leave as normal.

During your working hours, you will work on [insert main duties / priorities – if appropriate].

[At present, when you are not on furlough you will [continue to] work from home. There will be a separate communication process when it is possible to return to your normal place of work at the University OR [*For employees who had already returned to work*] When you are not on furlough, you will continue to work at your normal work location, in accordance with the guidance that has been circulated separately OR [*For employees who will be returning to work for the first time add in the agreed text from the separate return to work letters and/or refer to the fact of separate correspondence on this point].*

During the days / hours when you are on furlough you may carry out unpaid voluntary work for other organisations and you may undertake training, provided that it relates to your work, and does not provide services to or generate revenue for the University (or any linked or associated organisation).

The University’s guidance on the extended 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 questions or concerns, please 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

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

*I confirm that, with effect from [DATE], I shall be on part-time furlough. I agree that, during the days or hours that 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]*