

May 6th 2020

Coronavirus Job Retention Scheme and Furlough

We are delighted to be able to confirm that we've decided to base our furlough payments on average gross earnings, including the bonus element, rather than National Minimum Wage (NMW).

As outlined in previous updates, this decision still represents a risk to us, but following updated guidance received by FCSA and discussion with our professional advisors, we are now comfortable including the bonus in our furlough payments.

We always believed that it was grossly unfair for our employees to only receive 80% of NMW, and we know many of your contractors will be relieved at this news. We are now focused on getting payments to your contractors as quickly as possible.

We have committed to making our first payments by Friday 8th May at the latest and this change does not alter that commitment.

Affected contractors will receive communication from us very shortly, inviting them to accept a furlough agreement. We need them to accept the furlough agreement before we can proceed, as this represents a change to their terms of employment. This can be done electronically via our portal. Once we have received this confirmation we will calculate and process payment as soon as possible.

Payments will be based on the higher of:

- Their pay for the same week/month in the last tax year
- Their average weekly/monthly pay for the whole of the last tax year
- If they were not employed for the whole of the last tax year, we'll use average weekly/monthly earnings since they started work.

Damon Cochrane

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