

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 earnings, including the bonus element, rather than at 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 discussions 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 you will be relieved at this news. The next thing we need to do is get payment to those affected as quickly as possible.

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

If you are affected, you will receive communication from us by email very shortly, inviting you accept a furlough offer. We need you to accept the furlough offer before we can proceed as this represents a change to your terms of employment. You can accept it electronically via our portal.

Once we have received this confirmation we will calculate and process payment for you as soon as possible.

Payments will be based on the higher of:

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

If you have any questions please contact our Contractor Support Team at helpme@orangegenie.com

Stay safe

Damon Cochrane

Operations Director