

HR
Solutions

Furlough & Returning to Work: Questions and Answers

18th June 2020



Introductions

Presenters



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HR Operations Manager



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Presenters



Sue Watson

HR Operations Manager



Agenda

1. Current situation
2. Options available
3. Q&A: Furlough and RTW



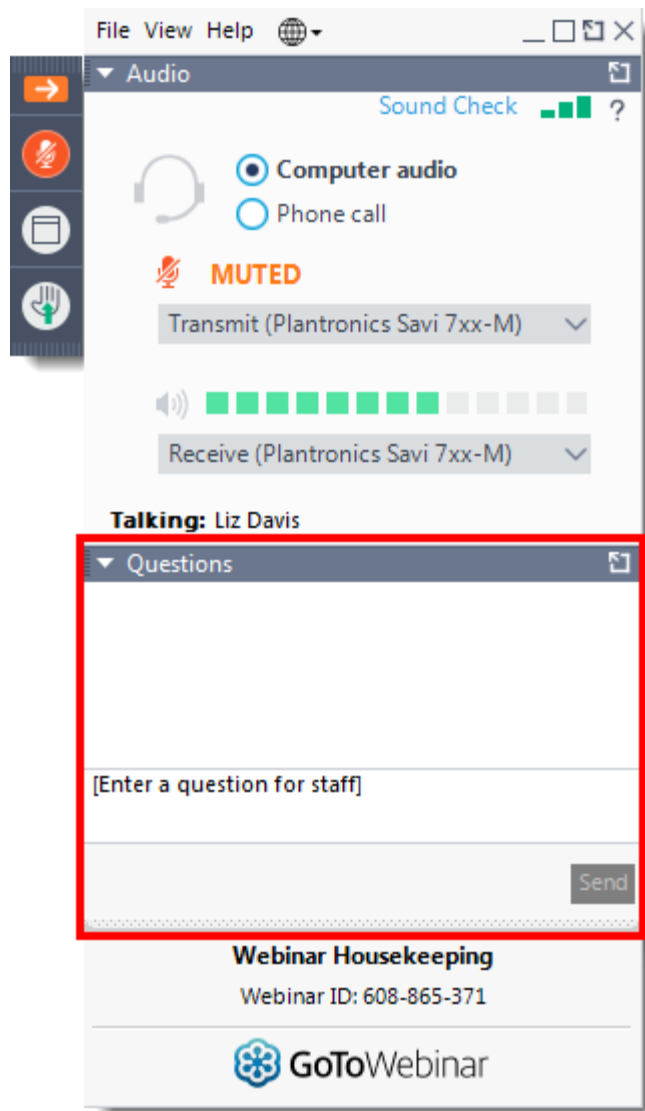
A group of diverse people are seated in a meeting room. In the center, a man with a beard and glasses, wearing a grey cardigan, has his right hand raised. To his left, a woman with long dark hair is looking towards him. To his right, a woman with long blonde hair is also looking towards him. In the background, other people are visible, some looking towards the front of the room. The room has large windows and indoor plants.

How to ask questions





GoToWebinar Housekeeping: Time for Questions



Your Participation

- Please continue to submit your text questions and comments using the Questions panel



CORONAVIRUS

Agenda

1. **Current situation**
2. **Options available**
3. **Q&A: Furlough and RTW**



COVID Alert Levels



HM Government

Level	Description	Action
5	As level 4 and there is a material risk of healthcare services being overwhelmed	Social distancing measures increase from today's level
4	A COVID-19 epidemic is in general circulation; transmission is high or rising exponentially	Current social distancing measures and restrictions
3	A COVID-19 epidemic is in general circulation	Gradual relaxing of restrictions and social distancing measures
2	COVID-19 is present in the UK, but the number of cases and transmission is low	No or minimal social distancing measures; enhanced testing, tracing, monitoring and screening
1	COVID-19 is not known to be present in the UK	Routine international monitoring

STAY ALERT › CONTROL THE VIRUS › SAVE LIVES



Current Situation

- Work from home wherever possible
- Anyone who cannot work from home should be actively encouraged to attend work but must avoid public transport wherever possible
- If this is not possible public transport is to be used outside rush hour times and face coverings will be mandatory
- New guidance for Employers to make workplaces Covid-19 secure have been published
- <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>
- £14 million investment in the HSE to support their contact centre, but also help them to resource spot checks and inspections

Current Situation

- Keep distance from people outside your household by maintaining at least 2 meters
- Keep hands and face as clean as possible, washing hands regularly
- Reduce the number of people you spend time within a work setting
- Avoid crowds
- Those who are shielding can spend time outdoors, though not in other buildings, households or enclosed spaces

Current Situation

- If you have to travel, think about how and when you travel
- Wash your clothes regularly
- Keep indoor places well ventilated
- If possible, wear face coverings when in an enclosed space where social distancing is not possible or when you come into contact with people you do not normally meet.
- When at work, follow the advice given by your employer
- People entering the UK (there are exceptions will be required to self-isolate for 14 days

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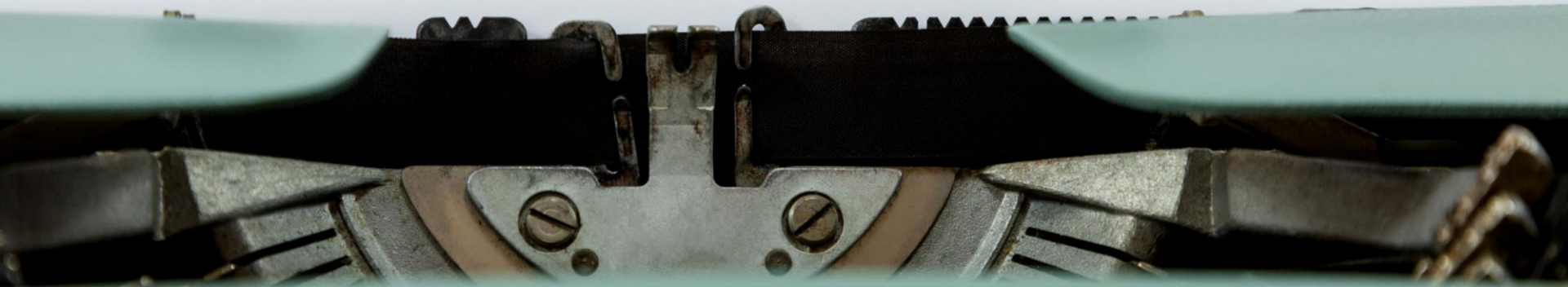


Resource Planning

- What roles do you need in your operation moving forward?
- What roles you need back?
- When do you need them back?
- How can the Furlough scheme help the business?
- Can you support all your employees back?
 - Do you have enough work?
 - Can you afford to pay all employees?



Furlough



Resource Planning - Furlough

- **June and July**
 - no change to the payment terms
 - Minimum duration of 3 weeks
 - Government pay 80% wage costs (capped)
- **1 July**
 - Employees can start to return part time, alongside being furloughed
 - FT employee working 2 days, furloughed 3 days
 - Minimum duration of 1 week
- **30 June**
 - The scheme will close to new entrants
- **10 June**
 - The final date by which an employer can furlough an employee for the first time (with the exception of those on maternity/adoption/paternity leave)

Resource Planning - Furlough

- **August**
 - Employers to pay the NI and pension contributions.
 - Government continue paying 80%
 - Capped £2,500
- **September**
 - Of the 80% furlough pay; Government pays 70% vs Employer 10%
- **October**
 - Of the 80% furlough pay; Government pays 60% vs Employer 20%
- <https://www.gov.uk/guidance/claim-for-wage-costs-through-the-coronavirus-job-retention-scheme>

Resource Planning

Options:

- Lay off
- Short time working
- Redundancy
 - 100+ employees = 45 days consultation
 - 20+ employees = 30 days consultation
 - Less than 20 = meaningful consultation
- Be careful not to inadvertently discriminate those on Furlough

Resource Planning

- Unfurlough
- Make sure you can justify those employees you have unfurloughed over other employees

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Furlough:

We have 6 people furloughed, in different roles. For two of them, work is becoming available again, although one of them needs to shield. How would you suggest we handle this?

Furlough:

How do we manage flexible furlough

<https://www.gov.uk/government/publications/find-examples-to-help-you-work-out-80-of-your-employees-wages/example-of-a-full-calculation-for-an-employee-who-is-flexibly-furloughed>

https://www.gov.uk/government/publications/find-examples-to-help-you-work-out-80-of-your-employees-wages?utm_source=b473fe86-d0d2-4a06-ba3e-2ebd8272ce07&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate

Furlough:

How much notice should we give to people to bring them back to work following furlough?

Furlough:

**Can you give notice whilst someone is on furlough?
Is this allowed within the job retention scheme?**

Furlough:

When on furlough, what classes as training?



Furlough:

Can the 10/20% contribution towards furlough in September and October be paid as holiday if staff cannot return to work?

Redundancies:

How would layoff be beneficial in lockdown?



Redundancies:

If the company suffers from financial pressures, how can we give assurances to our staff about their salaries and benefits??

Training:

Just before lockdown we had recruited a new employee, what happens with their probation period and training?

Training:

We have introduced new working practices what is the best way to communicate these to all staff, including those on furlough?

Training:

It is daunting to re-open the workplace as the virus is still around, how can I reassure my staff?

Returning to the workplace

Do you have any thoughts around how the role could be adjusted whilst we are still in the pandemic?

Returning to the workplace

I have a sales person who works mostly in London and has to travel by public transport. He has underlying medical conditions and very nervous about returning.

Given it is now mandatory to wear a face mask on public transport can we insist he travels – assuming his clients wish to have him on site?

Returning to the workplace

Where do we stand with employees who refuse to return to work following furlough?

Returning to the workplace

Where do we stand when childcare remains an issue and the employee asks to work flexibly or to work from home?

Returning to the workplace

One of our employees has to use public transport to get to work; what is our responsibility?

Returning to the workplace

What is the process when someone who is shielding wants to return to work? Could we ask them to sign a disclaimer so the company isn't liable? Especially as it is their choice they are returning as the company's isn't forcing them to

Returning to the workplace

Are we allowed to refuse an employee on site?

Returning to the workplace

My employee had to self isolate back in March and had two weeks off sick. They've now had a further absence, not related to Covid-19, which has triggered a formal meeting? Can we take action for covid-19 absences?

Returning to the workplace

My employee has been working throughout lockdown, but wants to use holiday going into next year, following the Government's announcement that carry over can be for up to 2 years after. Where do I stand?

A group of diverse people, including men and women of various ethnicities, are seated in a meeting or classroom. One man in the center, wearing glasses and a grey cardigan, has his right hand raised. The background features a bookshelf and indoor plants. The image has a light blue overlay.

Further questions?

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