



CIWM

The webinar will begin shortly

Covid-19 Return to Work: Q&A



Furlough and Returning to Work: Questions and Answers

23rd June 2020



Introductions

Presenters



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HR Operations Manager



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Agenda

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



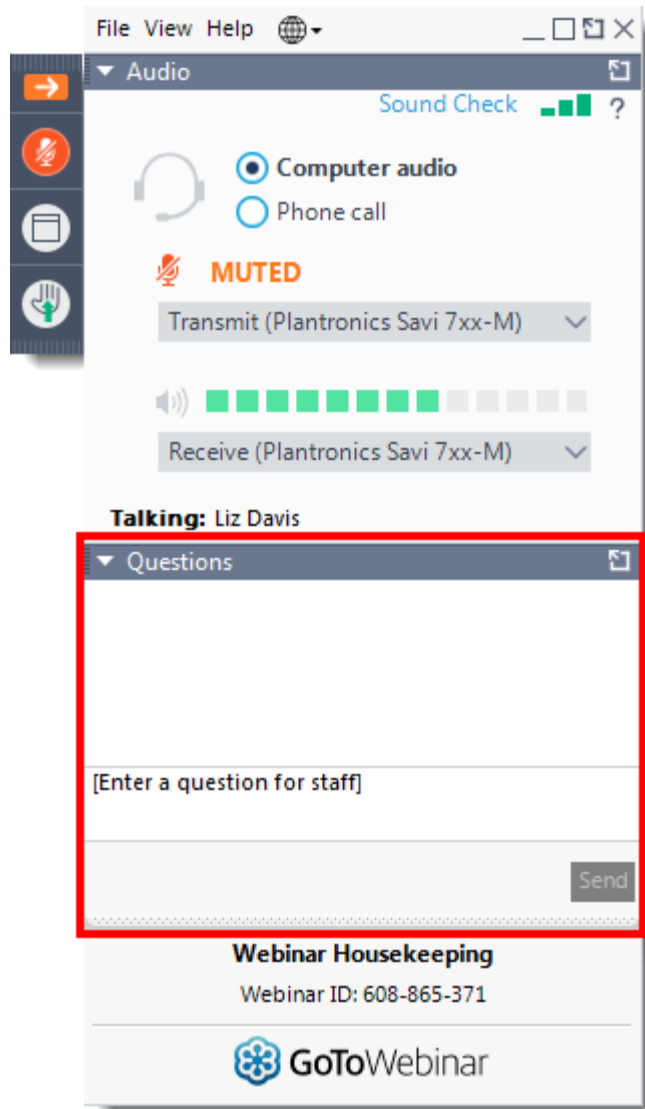
A group of diverse people are seated in a meeting room. In the center, a man with a beard and glasses, wearing a grey cardigan, has his right hand raised. To his left, a woman with long dark hair is looking towards him. To his right, a woman with long blonde hair is also looking towards him. In the background,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

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



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 peak commute 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>
- Keep distance from people outside your household by maintaining at least 2 meters

Current Situation

- 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
- 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.

Agenda

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



Resource Planning - Furlough

- **June and July**
 - no change to the payment terms
 - Minimum duration of 3 weeks (June only)
 - 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
- Unfurlough

Agenda

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





Furlough:

We have 6 people furloughed, in different roles. For two of them, work is now available, 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:

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? But also, when on furlough, what classes as training?

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? And how do we go about communicating new working practices to all staff, including those on furlough?

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 holiday 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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