

STAFF NOTICE

Furlough and Leave

11th June 2020

Dear Colleague

The company has previously advised colleagues about the requirement to take leave during furlough under the Coronavirus Job Retention Scheme. I confirm the following notice will apply to all employees on furlough:

1. In accordance with prevailing legislation I confirm that employees are required to take leave during furlough. This is a notice to take your leave as set out below.
2. I confirm that leave will be paid at the full normal rate of pay and will be deducted from accrued leave balances in the normal way. As this can vary between team members, for example depending on work patterns, the company will circulate an explanatory note in due course to provide further guidance.
3. **All employees** who are on furlough in the period 22-26 June 2020 are required to take 5 days leave for that period. If you have returned to work by that date (either for the full period or part of it) you will only be required to take those days when you are not in work and were on furlough. For example, if you return to work on 25 June, you will only be required to take 3 days leave for the period 22-24 June when you were on furlough.
4. This applies to everybody and ensures that all team members on furlough (both hourly and salaried) will have been treated consistently during the furlough period up to the end of June.
5. Additional leave can be requested in the normal way above these days.

Thank you for your assistance. Please let your manager know if you have any queries.

Yours sincerely