



## FURLOUGH POLICY TEMPLATE

## XXXXXX Furlough Policy

As an alternative to lay-off, and in order to protect jobs, the Company has adopted the following policy:

Furlough is a company initiated, short-term mandatory leave of absence from work. Where it is not possible for the business to function as normal for a period, whether this is because of economic, technical or other reasons, we reserve the right to furlough employees.

During the furlough, employees do not have the right to pay, but are still employed. Where there is government assistance in place to assist the business with employment costs, this will be accessed and whatever salary costs are able to be claimed, will be paid to employees. All other statutory rights remain unaffected.

The Company reserves the right, in extended periods of financial difficulty, to temporarily cease other benefits in order to keep the business viable.

Due to the circumstances, the Company may not know the length of the furlough but will communicate with you during this period to keep you fully appraised.

The Company may, in order to implement the policy fairly, rotate the employees furloughed in a particular period. However, if some employees are needed because of a particular skill set, to keep the business running/viable, they may be excluded from the rotation.

If furlough is any longer than a month, the Company will give you notice to use some of your holiday entitlement during that period, as it would be unsustainable for employees to have furlough time out of the business and then also have large amounts of holiday entitlement too.

Whilst we do not wish financial hardship on our team and therefore do not object to you taking additional work elsewhere to make up any shortfall in your earnings, you must remain available for work in your primary role. Please do not take up work in competing businesses and be mindful that the Company policy on confidentiality about our business applies whilst you are furloughed.