



Guidance for Employees

Q. Am I eligible for the Job Retention Scheme?

A: Furloughed employees must have been on your PAYE payroll on 28 February 2020, and can be on any type of contract, including:

- full-time employees
- part-time employees
- employees on flexible or zero-hour contracts

To be eligible for the subsidy all employers have written to their employee confirming that they have been furloughed and keep a record of this communication. Employees who are not eligible have also been contacted directly. In line with government announcement published on 26 March 2020 employees hired after 28 February 2020 cannot be furloughed or claimed for in accordance with this scheme.

Q: Employees not eligible, what happens next?

A: Due to the new government regulations released on 26/03/20 if an employee has started employment in March 2020 these employees are not eligible for the job retention scheme therefore these employees are classed as being '*lay off*' and their employment is but on hold. They will be entitled to £29.00 per day for 5 working days (totalling £145.00) in a 13-week period. Employees will be paid up to date for any works completed.

A: If you are due to start employment your start date will be deferred until the government announce that companies are allowed to reopen and return to work.

We advise employees who fall into either of these categories to contact their local job centre or citizens advice to seek what financial support is available.

Q: Can an employee who is a furlough worker work for another company?

A: To be eligible for the subsidy, when on furlough, an employee can not undertake work for or on behalf of the organisation. This includes providing services or generating revenue. While on furlough, the employee's wage will be subject to usual income tax and other deductions.

Q: If an employee qualifies as a furlough worker will the employee's monthly salary be affected?

A: Yes, employees who are eligible as a 'furlough Worker' may only be able to claim 80% of their salary. Employees' wages will therefore be adjusted as of the date they went on leave (*for example, effective from 23/03/20*).

Q: When will employees get paid?

A: Employees will continue to get paid as per usual. The last working day of the month.

Q: What happens if an employee is on Statutory Sick Pay

A: Employees on sick leave or self-isolating should get Statutory Sick Pay, but can be furloughed after this. They cannot claim both at the same time.

Q: When employees return will employees be made redundant?

A: Early Learners has every intention of reopening. However Early Learners does not know at this stage how it will affect the business or how long this period of closure will last for. We await a government announcement.

Q: An employee wants to resign

A: All normal procedures are the same. Employees would need to confirm this decision in writing. Please refer to your contract of employment.

Q: An employee requests to cancel a holiday

A: All normal procedures apply. All requests need to be put in writing.

Depending on how long the government intend to keep businesses closed we may need to increase our mandatory company holidays, to ensure all employees can claim their holidays by 31/03/2021. However, we are monitoring this closely. Currently the company only use 3 mandatory holidays between Christmas and New Year.

Q: Employee wants to book a future holiday

A: Whilst the businesses are closed Early Learners cannot confirm or approve any holidays.

Q: Can an employee be a volunteer?

A Yes, you can take part in volunteer work (*for example NHS*)

Q: Where does the employer access this guidance?

A: Early Learners seeks advice and guidance from our HR provider and further information can be found on the following link: <https://www.gov.uk/guidance/claim-for-wage-costs-through-the-coronavirus-job-retention-scheme>

Q: How does an employee communicate with their employer during this shutdown period?

A: From the Wednesday 1st April 2020 all businesses and employees will be closed. The directors will be monitoring the companies emails during this time. If an employee has an urgent question they can email Hayden McCann on elenquiries@outlook.com