



Amendment to Holiday Entitlement 2020-21

Dear Employees,

Due to the COVID-19 outbreak and the continuous lockdown period Early Learners will be using up to 7 holidays out of all employee's allowances to offset the impact caused through this recent pandemic. Your allowance depends upon your contract of employment and how many set days you work per week. This therefore means that these holidays will be allocated and paid in April, so therefore up to 7 working days will be at 100% pay. We may need to review this again as the lockdown period is dictated by the government's decision to allow businesses to return to work.

If an employee leaves prior to accumulating this holiday entitlement or has chosen not to return to work, then this money would need to be repaid back to the business or this would be deducted from your final wage.

The new breakdown will be as follows:

- 8 bank holidays
- 3 Christmas closure days
- 7 mandatory holidays – link to COVID-19
- 10 'employee's holidays' to take prior to 31/03/21

Due to the nature of our business we have needed to take this reasonable action to ensure we comply to ratios set out by the DfE. To the best of our ability we also want to treat all employees fairly and equally when assigning and approving holidays. These amendments only relate to 1st April 2020 to 31st March 2021.

We need to make this difficult decision to ensure the smooth operations of the business when we reopen. We are now providing you with ample notice to take our decisions into consideration when making your future plans. We hope you all understand the actions we have needed to take, and we apologise for any inconvenience this may cause.

If you have any questions, please don't hastate to contact myself.

Kind regards

H. McCann

Hayden McCann
Director

15/04/20

Guidance for Employees

Other frequent questions from employees:

Q: Will I receive full pay for my holidays?

A: Yes, you will get 100% full pay for any holidays.

Q: I am still owed Holidays from last year (1st April 2019- 31st March 2020), what happens to them?

If you had holidays accumulated and not taken them due to COVID-19 then your Manager has made a record of these. You will not lose this entitlement, and these will be added to your 'employees holidays' from 1st April 2020 to 31st March 2021.

Q: I have already booked and had my holidays confirmed by the Manager and there are more than 7 days, what should I do?

A: Early Learners will honour any approved holidays from a Manager, however, we will only pay for the remaining entitled holidays, the other days will need to be taken with no pay.

Q: Can I send my Manager a holiday request now?

Yes, you can now send a request to your Manager. However, our Managers are currently furloughed so they will not approve any holiday requests until returning to work. Directors will not approve holidays for employees.

Q: Why does it say up to 7 holidays?

A: This is because some employees may work less than 5 days per week.

How many days you work:	Holidays we will pay you:
Working 5 days per week =	We will pay you for 7 days holiday
Working 4 days per week =	We will pay you for 6 days holiday
Working 3 days per week =	We will pay you for 5 days holiday
Working Causal	If applicable, we will work out your accumulated entitlement based on historic information
Layoff =	You will receive 0 days holiday

Please note this is only for a maximum of 7 working days. We are trying to manage the businesses to the best of our ability and give all employees a fair opportunity.

Q: Why has the company done this?

Due to the COVID-19 outbreak this has had financial impact upon the businesses as they have been made to close for a period of time therefore, we need to plan effectively to ensure less disruption to the operations when we reopen. This is also to ensure we treat all employees fairly and are able to offer all employees time off up to 31st March 2021.

Q: At this time, is the company offering voluntary redundancies?

A: No, not at this time. We are closely monitoring our registered clients and we will continue to evaluate the businesses prior to reopening.

Q: What happens to my wage increase?

A: Our new salary rates start on 1 April 2020 and results in an increase. The National Living Wage (*for over 25-year olds*) will increase 6.2% from £8.21 to £8.72. However Early Learners pay our teams more at £8.75 (*for employees over 25-years old*). Wages will rise across all age groups, including:

	Government increase to:	Early Learners increase to:
21-24 year olds	A 6.5% increase from £7.70 to £8.20	£8.25
18-20 year olds	A 4.9% increase from £6.15 to £6.45	£6.50
Under 18s	A 4.6% increase from £4.35 to £4.55	£5.00
Apprentices	A 6.4% increase from £3.90 to £4.15	£5.00

Please note salary rates also depends upon your title and grade (*for example: Managers, Deputy Managers, Supervisors*). Employees should keep their contract of employment and salary details private and confidential. Please also take into consideration that this month you may be only getting 80% of your pay (salary) if you are furloughed.

Q: If I get paid above living wage do I need to attend training?

Yes, it is a requirement for employees to attend training above and beyond their contracted hours. It is also mandatory for all employees to have and hold a Paediatric First Aid award and attend Safeguarding / Child Protection within a 12 month period. These conditions have not changed.

Q: How do I opt out of my pension with B&CE? Or how do I seek further advice?

The Peoples Pension (B&CE) operate our workplace pension on behalf of Early Learners Nurseries. To opt out, please click on the link below and ensure all fields below are completed. If you do not have all the information please call B&CE on 0300 2000 555

Link: <https://myproducts.bandce.co.uk/account/optout>

Q: Can I access any benefits to support me?

Whether you are currently in or out of work, if you are on a low income and affected by the economic impacts of COVID-19, you may be able to access a range of support via the welfare system, including Universal Credit. From 6 April the government have increased the standard allowance in Universal Credit and the basic element in Working Tax Credit for 1 year. Both will increase by £20 per week on top of planned annual uprating. This will apply to all new and existing Universal Credit claimants and to existing Working Tax Credit claimants.

Telephone: 0800 328 5644

Link: <https://www.gov.uk/universal-credit/contact-universal-credit>

Q: How do I access my payslip or p60

Simply log into your Moorepay account via this link: <https://www.login.moorepay.co.uk/moorepay>
Your 'Username' is an employee's email address. You can also reset your password if you have forgotten it. Moorepay advise you use a computer to access PDF documents. The app sometimes does not work on some electronic devices.

Q: I think my tax code is wrong

The amount of Income Tax deducted from employees depends on their tax code and how much of their taxable income is above their Personal Allowance. These figures apply from 6 April 2020 to 5 April 2021.

England and Northern Ireland
PAYE tax rates and thresholds 2020 to 2021
Employee personal allowance:

- £240 per week
- £1,042 per month
- £12,500 per year

To find out more information click on the following link: <https://www.gov.uk/tax-codes>
Please note that only you can contact HMRC to discuss your personal tax code. If HMRC change your tax code this gets sent to us directly from them and is applied immediately once the notification has been received.

Q: Am I still a Key-person?

No. Whilst you are furloughed you are not a key-person. The only working employees on behalf of Early Learners is Hayden McCann who is acting as the key-person for the businesses.

Police enforcement:

The police will act with discretion and common sense in applying these measures and we expect the public to act responsibly, staying at home in order to save lives.

However, if the police believe that you have broken these rules – or if you refuse to follow their instructions – a police officer may issue you with a fixed penalty notice for £60 (reduced to £30 if paid within 14 days). If you have already received a fixed penalty notice, the amount will increase to £120 and double on each further repeat offence. The government will keep this under review and will increase the penalties if it becomes clear that this is necessary to ensure compliance.

More information can be found here about social distancing:

<https://www.gov.uk/government/publications/full-guidance-on-staying-at-home-and-away-from-others/full-guidance-on-staying-at-home-and-away-from-others#going-to-work>

Q: What happens to children going to school in September 2020?

A: Ideally, we want to have a final parent meeting with all parents/carers prior to them leaving. At this meeting all key-workers will complete a personal baseline assessment with the parent and a copy of this report will be sent onto school. This is so the school has a clear starting point to support the children's progression.

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

A: The directors will be monitoring the companies emails during this time. Directors are only working limited hours and days. If an employee has an urgent question they can email Hayden McCann on elenquiries@outlook.com