



SPECIALIST JOINERY LIMITED

Bespoke Specialists in all Hardwood & Softwood Joinery



Andrew Holdham
19 Middlefield Drive
Binley
Coventry CV3 2UZ

30th March 2020

Dear Andrew,

I am writing to confirm that in the light of the current loss of trade due to social restrictions caused by the coronavirus, we do not have sufficient work within the business to maintain current staffing levels.

We do have the right to lay-you off within your contract of employment. However, lay off is only paid at Statutory Guarantee Pay for a week and then is unpaid. Therefore, as we discussed, on 20 March 2020, the Government announced a scheme for employers to designate employees as 'furloughed workers'. We understand that under the scheme, HMRC will reimburse to the employer 80% of furloughed workers wages, up to a cap of £2,500 per month. Guidance for employees of the scheme can be found at <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/covid-19-guidance-for-employees#furloughed-workers>.

As we discussed, we propose to designate you as a 'furloughed worker' from 1st April 2020 and I would be grateful if you could sign the attached copy of this letter to confirm your agreement to this. Please return this to me as soon as possible – your agreement can be emailed back to paulb@raphaeltd.co.uk. This is in order to avoid layoffs and/or making staff redundant. You will then be deemed to be a furloughed worker and during the period of furlough, I will make payments to you of 80% of your wages (subject to the stated cap if relevant and any other rules of the scheme). If for any reason, you can't go onto the furlough scheme then we would have to class the absence as lay off.

During the period of furlough, you must not do any work for the Company, but remain an employee of the Company and as such you must hold yourself available for work – any work would then bring to an end the furlough period. However, a furlough period has to be for a minimum of three weeks. I know this is a very worrying and uncertain time for many reasons and we will do all we can during this time to generate work and alleviate this situation, within the government restrictions. I am of course always available if you want to talk anything through. I obviously hope we can return to normal working as soon as possible, but I will keep you informed of any changes or developments, including if the government ends the furlough scheme.

This process does not affect your continuity of service with the Company, nor does it break your employment in any way.

If you have any queries relating to this letter, please do not hesitate to contact me and I will endeavour to answer any questions that you raise.

JMS Specialist Joinery Ltd.

Unit B, Bourne End, Kineton Road, Southam, Warks CV47 0NA

Tel: 01926 813 813 Fax: 01926 812 777

admin@jmsjoineryltd.co.uk www.jmsspecialistjoinery.com

