



SPECIALIST JOINERY LIMITED

Bespoke Specialists in all Hardwood & Softwood Joinery



Andrew Barlow
14 Grange Farm Drive
Stockton
Warwickshire CV47 8FT

11th January 2021

Dear Andrew,

On 6th April we had to place you on furlough under the Coronavirus Job Retention Scheme ('the Scheme'), with your agreement, as the social restrictions caused by the coronavirus meant we did not have sufficient work within the business to maintain current staffing levels. The terms of the furlough were set out in our letter dated 30th March and your agreement was dated 3rd April. We were then able to ask you to return to working your normal hours on 26th May 2020.

'Flexible furlough'

Unfortunately, however, we have now seen a downturn in work. As a consequence, we would like to ask you if you would be willing to go onto flexible furlough from 18th January. Under the flexible furlough rules, employees can work reduced hours and the employer claims the furlough grant for the difference between the hours they would normally have worked and the hours actually worked.

Therefore, we now propose to designate you as a 'flexible furloughed worker' from 18th January 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. You will then be deemed to be a flexible furloughed worker. All the previous rules of the Scheme, as set out in my letter dated 30th March will apply, but you will now be permitted to do work for the Company.

Under flexible furlough, where there is no work available, then you would remain fully furloughed. However, where the Company has got work to give you, then you would work adjusted hours at our discretion, as suits the needs of the business. You must be available to work as the Company requires. Whilst there is no minimum notice required to amend the hours you will be working, we will try to give you as much notice as we can.

You will receive your normal pay for any hours that you work. Any shortfall between the hours you normally work and the hours you have actually worked will be paid to you at 80% of those shortfall hours pay as furlough pay. Please be aware that there is still a maximum amount that we can claim for your furlough pay. This is calculated as a percentage of the £2,500 limit, depending on how much you have worked. For example, if you worked 25% of your hours, then you would only receive a maximum of 75% of £2,500 (i.e. £1,875) as your furlough pay.

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Working hours

In terms of your work as a flexible furlough worker, with effect from 18th January, we would like you to work as follows:

- 8.00am to 5.00pm 3 days a week, exact days to be agreed.

However, these are unpredictable times and we will need to keep these working hours under review.

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

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. I am of course always available if you want to talk anything through. I obviously hope we can return to normal hours as soon as possible, but I will keep you informed of any changes or developments. I would like to thank you for your support during this difficult period.

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.

Yours sincerely



Martin O'Brien
Director

I agree to the contents of this letter and in particular to being placed on 'flexible furlough' under the conditions detailed in this letter from 18th January.

SIGNED 

DATED 02/02/2021