



# SPECIALIST JOINERY LIMITED

Bespoke Specialists in all Hardwood & Softwood Joinery



Mark Reading-Jones  
87 Strathmore Road  
Hinckley LE10 0LW

12<sup>th</sup> March 2021

Dear Mark,

On 2nd November 2020 we placed you on flexible 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 Scheme were set out in our letter dated 3<sup>rd</sup> November and your agreement was dated 8<sup>th</sup> November.

We have now agreed to re-furlough you from 15<sup>th</sup> March 2021 on flexible furlough under the same conditions as previously set out until we remove you or the government ends the Scheme, whichever is the earlier. This is in order to avoid layoffs/short time working and/or making staff redundant. For our records, I would be grateful if you could sign the attached copy of this letter to confirm your receipt of this letter and return this to me.

Under flexible furlough, as before, where there is no work available, you will be fully furloughed and will receive 80% of your normal wages as furlough pay, up to the usual limit of £2,500 per month. Usual tax and employee National Insurance contributions will be deducted from furlough pay, as well as pension. Your 'normal wages' will still be calculated by the same method as before.

However, where the Company has got work to give you, then you would work on 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.

As before, 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 month's furlough pay.

If for any reason, you can't go onto the Scheme then we would have to class the absence as lay off or short time, as appropriate.

In terms of your work schedule your work will be as follows:

- 8:00am to 4:30pm Monday to Wednesdays.

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

JMS Specialist Joinery Ltd.  
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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, [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 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 confirm receipt of this letter, which sets out the agreement made on 12<sup>th</sup> March 2021 between the company and myself.

SIGNED Mark Reading

DATED 01-04-2021