



SPECIALIST JOINERY LIMITED

Bespoke Specialists in all Hardwood & Softwood Joinery



Harry Wildman
3 Wellesley Avenue
Southam
Warwickshire CV47 1AT

4th March 2021

Dear Harry,

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 3rd November and your agreement was dated 9th November.

We have now agreed to re-furlough you from 8th 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.

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



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.

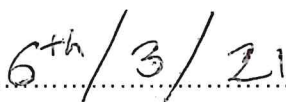
If you have any queries relating to this letter, please do not hesitate to contact me and I will endeavour to answer any questions that you raise.

Yours sincerely

Martin O'Brien
Director

I confirm receipt of this letter, which sets out the agreement made on 4th March 2021 between the company and myself.

SIGNED

DATED.....



SPECIALIST JOINERY LIMITED

Bespoke Specialists in all Hardwood & Softwood Joinery



Harry Wildman
3 Wellesley Avenue
Southam
Warwickshire CV47 1AT

30th March 2021

Dear Harry,

On 8th March 2021 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 the work within the business to maintain current staffing levels. The terms of the Scheme were set out in our letter dated 4th March 2021.

Unfortunately, the workload at JMS has worsened since then and we have no alternative but to close the factory temporarily and place all staff on furlough.

As such, we have now agreed to re-furlough you from 1st April 2021 on 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 furlough, as before, you 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 contributions.

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

For the avoidance of doubt, there is no longer a requirement that a period without work should be three weeks or more.

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

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



I confirm receipt of this letter, which sets out the agreement made on 30th March between the company and myself

SIGNED 

DATED..... 31/3/21



SPECIALIST JOINERY LIMITED

Bespoke Specialists in all Hardwood & Softwood Joinery



Lee Doran
42 Limbrick Avenue
Tile Hill
Coventry CV4 9EW

12th March 2021

Dear Lee,

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 3rd November and your agreement was dated 8th November.

We have now agreed to re-furlough you from 15th 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.

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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 12th March 2021 between the company and myself.

SIGNED

DATED.....13/3/21.....