



# SPECIALIST JOINERY LIMITED

Bespoke Specialists in all Hardwood & Softwood Joinery



Mark Reading-Jones  
87 Strathmore Road  
Hinckley LE10 0LW

30<sup>th</sup> March 2021

Dear Mark,

On 15<sup>th</sup> 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 12<sup>th</sup> March 2021 and your agreement was dated 1<sup>st</sup> April 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 1<sup>st</sup> 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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I confirm receipt of this letter, which sets out the agreement made on 30<sup>th</sup> March between the company and myself

SIGNED Mark Reading

DATED 03-05-2021