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|  | | [Departmental Letterhead] |
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| **STRICTLY PRIVATE AND CONFIDENTIAL**  «Title» «Initial» «Surname»  «Address\_for\_Correspondence» |  |
| «OurLetterDate» | Our Ref:«Personal\_Reference»/«Position\_Reference» |

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| --- |
| [Department Name]  [Address]  [Address]  [Address]  Cb2 1TT |
|  |
| Email: HR\_coronavirus@admin.cam.ac.uk |
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Dear «Title» «Surname»

**Re: COVID-19 – Agreement for furlough**

The ongoing COVID-19 pandemic continues to impact the way in which people are able to work. The Government’s Coronavirus Job Retention Scheme (CJRS), which has been extended because of the continued disruption,is designed to provide certainty for employers and employees, by providing financial support where employees are unable to work their contracted hours.

In line with the extension of the CJRS, and because the University remains unable to operate the business as normal, we are proposing to place you on flexible furlough.

The changes we are proposing to your Contract of Employment (“Contract”) will enable us to resume operations as the restrictions are gradually lifted. The proposed changes to your Contract are as follows:

1. With effect from [FLEXIBLE FURLOUGH START DATE] up to and including [FURLOUGH END DATE – PLEASE USE A DATE NO LATER THAN 30 SEPTEMBER 2021] ("flexible furlough period"), you will be placed on a period of flexible furlough. Your hours of work will be agreed in writing between you and your line manager.
2. During the flexible furlough period, any periods of time during your usual working hours when you have been authorised not to work shall be referred to as “furloughed hours”.

1. Unless otherwise agreed, during any period when you are working for us, your normal terms and conditions of employment will apply. During any furloughed hours, we shall be under no obligation to provide any work to you, and you agree not to attend your usual workplace or carry out any work on our behalf. You should note that it is a condition of our eligibility for the CJRS that furloughed employees do not provide any services or generate any revenue for the employer, or for any organisation linked or associated with the employer, during furloughed hours.
2. During the flexible furlough period you will continue to receive your normal pay.
3. If you become sick during the flexible furlough period, you are required to notify your line manager of your absence.
4. Your flexible furlough period will end on [FURLOUGH END DATE – PLEASE USE A DATE NO LATER THAN 30 SEPTEMBER 2021] or, if earlier, when any of the following events occur:
   1. your employment is resumed on your normal terms and conditions or on such terms and conditions as further agreed between us to take account of the applicable circumstances, provided that we have provided at least one week's notice to you (or such shorter period as agreed between us) that your employment will resume on such terms; or
   2. your employment is terminated for any reason.
5. You will continue to accrue holiday in the normal way during the flexible furlough period and you should request and take holiday during furlough provided that you obtain prior approval for any holiday in the usual way.
6. You will be required to confirm the amount of time worked each day, at the end of each month, to enable the University to make any relevant claim under the CJRS, if appropriate.

1. The remaining terms of your Contract shall be unaffected by these changes. You may carry out unpaid voluntary work and may undertake training during furloughed hours, provided that it does not involve the generation of any revenue for the University or any associated organisation and that it meets any criteria set out in the CJRS.

If you agree to these changes, we do not require anything further from you at this stage. However if you have any questions or do not wish to accept these terms please email [hr\_coronavirus@admin.cam.ac.uk](mailto:hr_coronavirus@admin.cam.ac.uk) within 5 working days of this letter. You should keep a copy of this letter safe, together with your Contract, which shall be amended by this letter.

Yours sincerely

Name

**Job Title**