**COMPANY/BUSINESS NAME**

**AGREEMENT FOR FURLOUGH LEAVE**

Employee Name: XXXX

This is a variation to your contract of employment, designed to implement and take advantage of the government’s Coronavirus Job Retention Scheme (CJRS).

1. We agree that from [DATE] you shall be on Furlough Leave. This means your contract of employment continues, but you shall not be required to come into work. We will pay you the maximum amount permitted under the CJRS, which we understand to be 80% of your normal gross pay, up to a maximum of £2,500 per month**,** on which you will be taxed on as normal. If full details of the CJRS regulations do not become available until after we have made the first payment to you in respect of Furlough Leave, we reserve the right to adjust future payments accordingly, to reflect any under or overpayments.
2. Your Furlough Leave shall end on the earliest of the following events:-  
     
   (a) the government’s Coronavirus Job Retention Scheme ending

(b) either you or us ceasing to be eligible for funding under that scheme; or,

(c) us deciding to cancel Furlough Leave and bring you back to work.

1. During your Furlough Leave, you may not work for any other organisation, or on your own account. If you do, you must tell us, and you may be liable to repay any sums we have paid you under this scheme if we become liable to repay it to the Government.
2. When your Furlough Leave ends, while we will always endeavour to provide you with work, in the event of insufficient work being available you agree we are entitled to place you on short time or lay you off without any pay except for statutory guarantee payments.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_

(Employer)

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_

(Employee)