**21. Flexible Furlough Agreement- signed version**

This document should be used to confirm an employee’s agreement to flexible furlough. It can be used with an employee who is working reduced hours from 1st and is eligible for furlough. To be eligible the employee must have been on employed and an RTI submission made before 23.59pm on Friday 30th October 2020.

Dear EMPLOYEE NAME

I agree that from DATE I will be flexibly furloughed from COMPANY NAME under the Coronavirus Job Retention Scheme and that my hours of work will be ENTER DETAILS.

I understand that I will be paid my normal rate of pay for the work which I perform and in respect of the hours during which I am furloughed I will receive 80% of my normal pay during this period. I understand that I must remain available to return to work additional hours up to and including my normal contracted hours of work on reasonable notice.

I agree that this arrangement may continue into September 2021 when the extended Coronavirus Job Retention Scheme will end.

I agree that I will provide the Company with any information that may be required by the Government under the Coronavirus Job Retention Scheme.

Signed

Name

Job Role

Date