



WRIGLEYS
— SOLICITORS —



Coronavirus Job Retention Scheme Q&A

Sue King & Alacoque Marvin
Employment Team
28 April 2020

Coronavirus Job Retention Scheme

2 parts to the Scheme:

- Employer and employee *agree* the employee will not work but goes on “furlough leave”
- Employer applies for a government grant to cover 80% of furloughed employee’s gross wages (to max. £2,500)

Overview

Coronavirus Job Retention Scheme (CJRS)

WHY

WHEN

WHO

**WHERE
+
WHAT**

Why?

Operations severely affected by coronavirus

Retain employees and protect the economy

Insufficient work/insufficient funds

Businesses affected differently - all employers eligible if had PAYE scheme pre 19 March

Alternative to lay off or redundancy

When

Four months from 1 March

Employee ceases to undertake work for employer

At any time - minimum 3 weeks

Portal open 20 April onwards

Claims maybe backdated to 1 March providing the employee has not worked in that time

Who?

“Employees” on PAYE payroll and notified to HMRC on an RTI submission on or before 19 March 2020

Employees who left the business on or after 28 February (unless already furloughed elsewhere)

Office holders including company directors (if on PAYE) and salaried members of LLP

Agency Workers

Workers not classed as employees



Who?



Part time, fixed term, casual, zero hours, bank workers

Shielding employees

Employees with caring responsibilities

TUPE'd employees for transfers post 19 March

Employees on short term/long term sick leave

**Where
+
What**

○ **HMRC Online portal to claim/Webchat/portal for suspected fraud**

○ <https://www.gov.uk/guidance/work-out-80-of-your-employees-wages-to-claim-through-the-coronavirus-job-retention-scheme>

○ **80% salary to £2.5K, NICs, pension contributions**

○ **Salary includes non-discretionary overtime, commission, fees, piece rate payments**

○ **Employers choice to top up pay**

Can furloughed employees take annual leave?

Annual leave:

- Accrues while furloughed
- Holiday may be taken on furlough leave
- Normal rate of pay (full salary)
- Employer may require holiday to be taken or cancel holiday
- Holiday carry over

Government Guidance – useful links

Government Guidance is updated/changes regularly

- <https://www.gov.uk/guidance/claim-for-wage-costs-through-the-coronavirus-job-retention-scheme>
- <https://www.gov.uk/guidance/work-out-80-of-your-employees-wages-to-claim-through-the-coronavirus-job-retention-scheme>
- <https://www.gov.uk/guidance/check-if-you-could-be-covered-by-the-coronavirus-job-retention-scheme>
- <https://www.gov.uk/government/publications/coronavirus-job-retention-scheme-step-by-step-guide-for-employers>
- <https://www.acas.org.uk/coronavirus/furlough-closing-workplaces>

Questions





Sue King
Partner
Tel : 0113 204 5708
Mobile: 0784 191 9768
Email: sue.king@wrigleys.co.uk



Alacoque Marvin
Solicitor
Tel : 0113 204 1148
Email: alacoque.marvin@wrigleys.co.uk

