

Frequently Asked Questions

IMPORTANT

UPDATED 31ST MARCH 2020

These frequently asked questions have been pulled together to guide you through the **three-week period** from 25th March to 14th April. We will be reviewing the situation regularly and inform you of any further actions beyond this period in good time.

This document is valid for this three-week period and will be reviewed on a regular basis.

1. What is furlough?

Furlough is a term used to describe a temporary leave of absence; you may be more familiar with the term 'layoff.' It was adopted by the Chancellor in his announcement in relation to the Coronavirus Job Retention Scheme

2. What is the Coronavirus Job Retention Scheme

This is a newly introduced scheme open to all employers to avoid redundancies, by supporting payments to employees to ensure they can keep their job whilst on leave. It runs for 3 months from 1st March 2020 to 31st May 2020, with a possibility of being extended.

HMRC reimburse employers with 80% of the cost of employing a 'worker' who is 'retained' under the scheme, up to a maximum of £2,500 per month per person.

3. The job retention scheme covers employee pay up to 80% - will Marshalls top up to 100%?

It has been agreed that Marshalls **will** pay 100% of employee pay during the three-week furlough period in April. We will need to review the position towards the end of April.

4. Can I start work for another employer whilst I am furloughed?

You can take part in volunteer work or training, as long as it does not provide services to or generate revenue for, or on behalf of Marshalls.

You **must** gain permission from Marshalls if you wish to take up a second employment at any time whether furloughed or not. Please contact PeopleServices@marshalls.co.uk if you are considering taking up second employment. It should be noted that currently there is a lack of clarity of how working for a **new** second employer affects payments from job retention scheme; therefore, we cannot guarantee what will be paid from the job retention scheme. We will update you as soon as we have further information.

5. I have started after the 28 February 2020 – what happens to me now?

31st March 2020

If your role has been identified as business critical, you will be asked to work – either from home wherever that is possible, or at site – in this latter case the holiday ‘thank you’ scheme applies; in the three-week initial furlough period you will receive ½-day holiday for every day worked.

If your role is not business critical, and your manager cannot provide you with useful work, we will ask you to stay home, be available for essential communications from Marshalls and honour your contractual T&Cs in the three-week period 25 March -14 April.

6. What if I become sick whilst I am furloughed?

If you become sick during furlough leave, you are not absent from work due to sickness as you are not normally working, so furlough leave would carry on, and any statutory sick pay or contractual sick pay would not apply.

7. Can I suspend my payment to the Share Incentive Plan during this period of uncertainty to make sure I have more cash in my hand?

Contributions to the Share Incentive Plan can be suspended at any point in time.

Please contact Payroll directly on Payroll.monthly@marshalls.co.uk or for Edenhall employee’s angie.thurgar@edenhall.co.uk if you wish to do this.

8. What happens after these three weeks? OR When will I know when to come back to work?

We are reviewing the situation on an ongoing basis; we will update you in good time. During this three-week furlough period we will expect you to be available to pick up critically important messages and news from your manager or Marshalls.

9. Can I get a reduction in my benefit in kind if I am not using my car whilst I am in a furlough period?

The company car would need to be returned to site and not available for use for a period in excess of 30 consecutive days in order for a reduction in car benefit to be applied

10. Can I volunteer to be furloughed?

The business will determine where there is no work to do and therefore employees who would normally undertake this work will be furloughed. If you are classed as being critical to run the business then we will expect you to do this as agreed with your line manager.

11. I am over 70 or in the vulnerable category and I am self-isolating for 12 weeks – what happens to me now?

You have been off work under the normal sick pay rules.

If furlough status is applied to your role, you would move to furlough.

If your role is classed business critical, you would remain under normal sick pay rules until such time as a decision were made to furlough your role. At that point, you would move to furlough.

12. The Government guidance has changed some of the rules on what health conditions are classed as vulnerable. What if I am no longer on the vulnerable list and therefore not required to self-isolate for 12 weeks?

If you are in a critical role, you should return to work as normal.

If you are in a non-critical role, you will be furloughed.

13. I'm in a critical role; can I take holiday in the next three weeks?

This needs to be discussed and agreed with your line manager.

14. Where do I get updates from?

Please to our dedicated [intranet page](#), the external webpage the Facebook group or People Services – PeopleServices@marshalls.co.uk.