

COVID-19

The end of furlough: your options explored

Navigating the end of furlough with Citation's HR & Employment Law experts.



Citation



Remember!

Before embarking on any of these options, you must discuss the situation and explain your next steps to your employee.

Employee is on furlough or flexible furlough under the Coronavirus Job Retention Scheme, which comes to an end on 30 September 2021. Can the employee now return to their normal working hours/normal working arrangements?

NO

Consider the reason for this.
NB: You will still need to confirm to employees that the furlough scheme is coming to an end

YES

Although it depends on the wording of the furlough agreement, it will be either necessary or good practice to formally remove your employee from furlough in writing and confirm the arrangements for their return to work. As part of this, you will need to ensure all Health & Safety risk assessments are up to date, followed and communicated with employees, as appropriate.

If employees are returning to work, consider whether you want to explore any new working arrangements with them - e.g. hybrid working - and consult with employees on these proposed changes. If you decide to change working arrangements, it's always best to take advice from an expert.

Is it because there is a lack of work available? Is this lack of work envisaged to be a temporary situation (rather than a more permanent change)?

Is it because the employee is unwell?
You will need to formally remove your employee from furlough on to sick leave in writing.

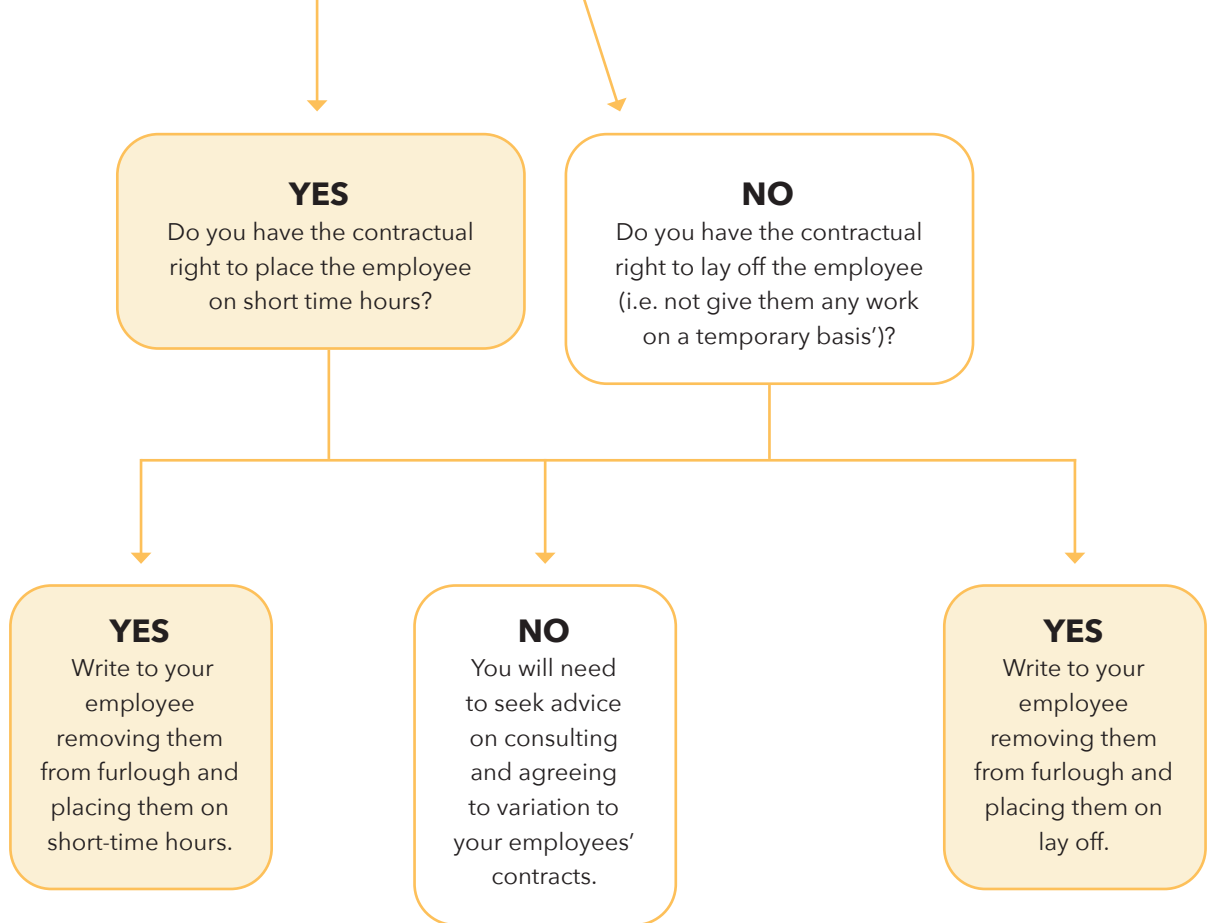
Is it because the working environment is not safe for the employee?
If so, seek advice on how to proceed.

YES

Do you have **any** work available for the employee?

NO

Where the lack of work is a more permanent situation, consider taking expert advice on potential redundancy procedures, variation in contract or other options.



How can Citation help?

If you need help navigating your different options as the furlough scheme starts to change, Citation's HR & Employment Law experts are on your side 24/7.

Remember, as a Citation HR & Employment Law client you can call our 24/7 advice line any time of the day or night on **0345 844 4848**.

If you're not yet an HR & Employment Law client of ours and you'd like to benefit from the same round the clock advice you get as a Health & Safety client, give our team a call on **0345 528 0331** to talk through your business needs

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