

## The 'F-Word' and other HR Challenges

We are looking forward to welcoming you to our Webinar on Friday 14 May to talk about the 'F-Word' and all things HR that you need to know right now from putting in place the correct documentation if you have made a Coronavirus Job Retentions Scheme claim in the event the of a HMRC audit to calculating furlough pay, self-employed status, holiday and redundancies.

First and foremost, as many of you will know, the Coronavirus Job Retention Scheme is a temporary measure to assist businesses whose operations have been severely affected by coronavirus to retain their employees and protect the UK economy.

The ethos of the scheme is to protect those employees who would have lost their jobs as a result of the pandemic. These employees can be 'furloughed' in order to try and protect their jobs.

Ahead of the webinar we would like you to consider 3 things;

### 1. The Furlough Process and Agreement

If an employer intends to furlough employees, they need to **notify** the employee of the intention to place them on furlough leave, seek **agreement** from the employee and **confirm the agreement** in writing. And, for a belt and braces approach, ensure the employee confirms their agreement in writing.

The contents of the furlough agreement that you need to have in place all depends on the contents of the Statement of Terms and Conditions of Employment / Contract of Employment.

Ahead of the webinar, please check the Statement of Terms and Conditions of Employment / Contract of Employment that you issue to employees at commencement of employment. Please also have to hand a copy of your Furlough Agreement.

### 2. Holiday and Furlough

Think about your holiday year dates and have a record of which employees have what holiday left to use.

Do any of your employees have holiday requests in which coincide with their (anticipated) period of furlough?

Have any employees requested holiday to be cancelled?

Do your employees normally work bank holidays or, do they accrue to take at a time to suit them?

What does the Statement of Terms and Conditions of Employment / Contract of Employment say about holiday?

### 3. Legal Challenge

Finally, we are in unprecedented times and a whole new piece of legislation brings with it a whole host of legal challenges. There will undoubtedly be a huge rise in Employment Tribunal claims as a result of the 'F-word' and associated issues. As an employer, you cannot stop employees trying their luck at a Tribunal, with the Tribunal fees being scrapped, they have nothing to lose. What you can do however, is get your house in order and reduce the risk to your business; seek professional advice (which will be based on established legal principles), document everything (keep evidence and records), get yourself insured if you are not insured already. Many Directors Insurance policies cover legal expenses and representation for Employment Tribunal claims, check to see if you are covered. If you do not have cover, Absolute Works can point you in the right direction of a well-established and reputable Insurance Broker.

We recognise that these are worrying times for businesses so please, if you have any queries regarding the 'F-word', the Coronavirus Job Retention Scheme, about making immediate redundancies, or Insurance Cover please do get in touch. Do not suffer in silence, we are only at the end of the phone – 01926 355560, or email, [amy@absoluteworks.co.uk](mailto:amy@absoluteworks.co.uk)