The process for reviewing furloughing arrangements

The following explains the process that we will use to ensure furloughing is reviewed regularly with each individual:

* In line with the Job Retention Scheme (JRS) rules, an employee can be furloughed for a minimum of three weeks, although consent has been sought and given for furloughing up to the current end of the scheme on 31 May
* Regardless of the individual situation and your role, you will be contacted approximately one week prior to the end of each 3 week furlough period, to enable a check in with you generally (over and above any other ongoing contact you have with your line manager/team members), and to take the opportunity to discuss and seek input from you on the continuation of the furlough arrangement or any plans to un-furlough you or rotate you with another team member, if that is applicable.
* The furlough discussions will be with a departmental partner and/or your line manager who will contact you to arrange a call.

Please do not hesitate to contact your line manager/department partner or Karen/Jill at any time if you have questions, concerns etc. about any aspect of the furloughing arrangements or process described.