



7 April 2020

HELPING FORMER EMPLOYEES – A REQUEST FOR HELP AND SUMMARY OF GUIDANCE

This is a template response to help employers understand how they can assist former employees who have recently moved jobs at this time of national crisis. It includes an update on the latest guidance about the Job Retention Scheme, as this may relate to your former employee.

The Coronavirus Job Retention Scheme is a temporary scheme open to all UK employers for at least three months starting from 1 March 2020. It is designed to support employers whose operations have been severely affected by the Coronavirus (COVID-19) outbreak.

As of the 3rd April 2020 the Government guidance for the scheme states:

Furloughed employees must have been on your PAYE payroll on 28 February 2020, and can be on any type of contract, including full-time employees; part-time employees; employees on agency contracts; and employees on flexible or zero-hour contracts

The scheme also covers employees who were made redundant since 28 February 2020, if they are rehired by their employer.

You can view the latest guidance any updates on the Gov.uk website at <https://www.gov.uk/guidance/claim-for-wage-costs-through-the-coronavirus-job-retention-scheme>

HMRC have also now confirmed that the Coronavirus Job Retention Scheme is aimed at those who would otherwise be unemployed as a result of coronavirus. It allows for those who were on the payroll of a company on 28 February 2020 but subsequently left to be put back on payroll and furloughed.

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