

## FAQS FOR STAFF - (ISSUE 4)

Date: 09/04/20

**Q: If I have been furloughed, how long will it be for?**

A: The Government's Coronavirus Job Retention Scheme is available for a three-month period. We will continue to monitor the Government advice on releasing lockdown measures and make our decisions on that basis.

**Q: What do I do if I am sick?**

A: You should continue to report, however, please notify "payroll@" rather than your line manager.

**Q: Can I still work on future plans for my service/team?**

A: No work can be done which would constitute a service or generate an income to Live borders.

**Q: Have the Trade Unions been consulted?**

A: Yes, the Trade Unions have been consulted and are supportive of our approach. All our communications have been shared with them.

**Q: What training am I likely to be asked to undertake?**

A: At the moment there are no specific plans, however, we will continue to monitor this. Staff can continue to access the e-learning resources we have. If you have not yet been set up to access these, please contact "payroll@" to get set up.

**Q: Will I be asked to take annual leave?**

A: Yes, staff will be asked to take a proportion of their annual leave commensurate with the period of lockdown. This is to ensure we can operate effectively when our facilities re-open. Staff who have annual leave, pre booked, will be required to continue to take full planned leave.

**Q: If I need to contact Live Borders during my period of furlough, who do I contact?**

A: Please do not contact your line manager. There are a number of staff who will continue to work, detailed below who are available. In addition the "payroll@" and "hello@" e-mails will continue to be monitored.

Ewan Jackson, Linda Ross, Sarah Halliday, Jane Munro, James Brosnan, David Speirs, Lio De Luca, Val Foggon, Slywia Miller and Lucy Brown

In addition, a number of our staff are supporting SBCares and Education. The contacts for the Education hubs are, Dez Wilson, Mark Burke, Carl Spence and Andrew Richardson

Government guidelines on furlough is available:

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/covid-19-guidance-for-employees>