

## FAQS FOR STAFF - (ISSUE 7)

Date: 11/01/2021

### Job Retention Scheme

Live Borders have used the Government' Job Retention Scheme (furlough) since March 2020. The scheme was designed to keep people safe, support them to stay at home by providing grants to employers to ensure that they could retain and continue to pay staff.

This has provided invaluable support to Live Borders financially, as well as keeping people safe. The scheme is now due to end 30 April 2021.

#### Q1. Do employees need to have been furloughed in the past in order to take part in the scheme?

A1. No. There is no requirement for employees to have been furloughed before

#### Q2. Will I be made redundant?

A2. The purpose of the Furlough Scheme is to protect viable jobs. While that is not defined, staff on the scheme cannot be made redundant or can they be given notice of redundancy.

#### Q3. Can I keep in touch with colleagues?

A3. Please keep in touch with colleagues and check in on each other. You are welcome to use Teams to arrange informal related catch-ups as often as you like – your manager may invite you for a non-work related catch up. You should not do work during your period of furlough but you should still keep in contact.

We will continue to provide CEO updates and the staff bulletin with corporate updates and activity. We plan to hold an all staff call with the CEO in early/mid February once further information is available.

#### Q4. I have annual leave still to take what will happen?

A4. The UK Government have indicated that this year, due to Coronavirus, that employees must be permitted to carry forward annual leave. However, this only applies to the statutory entitlement of 5.6 weeks (28 days). Live Borders cannot guarantee that we will be able to grant annual leave on your return to work and during the final few months of the annual leave year and you may wish to consider how you would like to utilise your annual leave now. Please follow the usual annual leave request process or if your line manager is currently not at work, email the [payroll@liveborders.org.uk](mailto:payroll@liveborders.org.uk)

Unused enhanced annual leave (leave entitlement over the 28 days) cannot be carried forward and will be lost at 31 March 2021, unless you formally request this leave.

#### Q5. What will I get paid when I am on annual leave?

A5. If you are on annual leave you will be paid 100% of your salary, for the period of annual leave

**Q6. I am part furloughed can I still use my annual leave?**

A6. Yes you can. You would be paid 100% of salary for those leave hours, following same notification process above.

**Q7. I am working but I have childcare issue can I asked to furloughed?**

A7. The furlough scheme does allow parents to request to be furloughed due to childcare issues.

If you have childcare issues please get in touch with [payroll@liveborders.gov.uk](mailto:payroll@liveborders.gov.uk).

There are a number of ways we can support and we will discuss how you may be able to work flexibly.