

## RETURNING TO WORK AFTER FURLOUGH

An employer can adapt this template to confirm a return to work from temporary furlough with employees and workers. [See more about coronavirus and furlough on the Acas website.](#)

Instructions or options to fill in this template are in (brackets)

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Dear (name of employee/worker)

As you know, in view of the impact of the Covid-19 virus on the Company, it was necessary to place you on Furlough Leave under the Government's Coronavirus Job Retention Scheme from (date).

### Returning to work

We are pleased to inform you that due to (the reopening of your place of work/an increased need for your role/an upturn in business), we now need you to resume work from (date).

Note: use option A or B.

**A. This means that you will need to return to the workplace on** (insert date).

We have taken relevant steps to protect your health and safety including -

- Temporary barriers between staff
- Relevant Covid 19 Information sheets/posters
- redesigned processes to allow social distancing in place

General hygiene rules at work will apply

- Wash your hands after using the toilet, before eating, and if you cough/sneeze into your hands (follow the 20-second hand-washing rule). You can also use the sanitizers you'll find around the office.
- Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
- Open the windows regularly to ensure open ventilation.
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
- if you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your co-workers and take extra precautionary measures (such as requesting sick leave).

**B. This means that you will start working from home from** (insert date).

In the current circumstances of the Covid-19 pandemic, we require you to work from home on a temporary basis. We enclose a copy of our Homeworking Policy for your

information. For home working risk assessment information -  
<https://www.hse.gov.uk/simple-health-safety/risk/steps-needed-to-manage-risk.htm>

## **Pay & Holidays**

After you return to work, your pay will be restored to your full/contractual pay.

Your annual holiday year runs from (insert date) until (insert date) and you have (insert holiday days left). Please book holiday in the usual way.

During 2020 you have accrued (insert number) of days, which have now been carried over into the 2021 holiday year.

If you have any concerns or questions, you should speak to (name of HR/Manager) as soon as possible to help us resolve them.

Thank you for your flexibility during these difficult times.

Yours sincerely

(name of employer)

(Date)