

## COVID – 19: JOB RETENTION (FURLOUGH) SCHEME

### Information for Employers

This document is provided for information only and does not purport to set out the full terms and conditions of the Scheme. For these please refer to the “Guidance Notes and Application Form for Employers”.

#### **What is the Job Retention (Furlough) Scheme?**

This scheme is designed to assist employers who may be unable to fully or partially maintain their current workforce or their employees’ wages, salaries and other employment benefits as a consequence of COVID-19. This assistance aims to allow you to keep trading without needing to make staff redundant.

#### **What assistance does the scheme offer me as an employer?**

The Scheme applies when you are unable, due to the adverse economic effects of coronavirus, to provide an employee with any work of the type they normally undertake and so you ask them (with their agreement) to take a temporary leave of absence from their employment for a period of time. During that period of time (Furlough Period), the employee is said to be on furlough for the purposes of this Scheme.

Alternatively, you may only be able to provide the employee with part of their usual work and so requests them you ask them (with their agreement) to move to short-time working for a period of time. During that period of time (Furlough Period), the employee to be on short-time working for the purposes of the Scheme.

Subject to the agreement of both employer and employee, FIG is offering to pay, for a period of up to 90 days, 80% of the wages, salaries and other employment benefits of those employees who are unable to work (either at their normal workplace or at home) as a consequence of the Virus (and a rateable proportion of that amount for those employees who are only able to work reduced hours). Payments are subject to a cap of £2,500 per month per employee but shall not be less than the rate of the minimum wage.

If an Employee is able to carry out all of their work at home during any proposed Furlough Period, or the remaining part of their work at home in any proposed period of short-time working, the Employer is unable to make a claim in respect of them under this Scheme

#### **In which cases should I use this scheme?**

This scheme is aimed to support businesses that, on account of the adverse economic effects of the Virus, are unable to provide a number or all of their employees with any work of the type they ordinarily undertake.

In addition, if your Employee(s) have symptoms of Covid-19 and are required to self-isolate for 14 days or more on a precautionary basis, or are associated with people who have such symptoms who are also required to self-isolate for up to 14 days, then you may claim support under this Scheme (subject to its Terms).

## **How do I apply under Job Retention (Furlough) Scheme?**

To apply for Scheme Payments, please send a completed “*Job Retention (Furlough) Scheme: Application Form for Employers*” to the Scheme Administrator

Alongside this, you must submit an “*Employee’s Declaration*” completed and signed by each employee (electronic signatures will suffice for this), along with a copy of their employment contract or terms of employment.

Payments will be made through the Treasury Accounts Payable system, therefore if you are not a current recipient of non-cash payments from FIG you will also need to complete a “New Creditor Form”.

Completed application forms and required additional documentation should be submitted to the Scheme Administrator by e-mail to [treasury.support@sec.gov.fk](mailto:treasury.support@sec.gov.fk) or by post to:

The Treasury, Secretariat, Thatcher Drive, Stanley.

Applications may be submitted at any time during the Scheme Term, or until FIG gives notice that no further funds are available under the Scheme. Each application must have been submitted before the end of the Scheme Term or by the date specified in that notice. Applications will be assessed by the Scheme Administrator who may request and receive further information or clarification from an applicant as they think fit.

## **Where can I get the application forms?**

Application forms are included as Annexes to the “COVID – 19: JOB RETENTION (FURLOUGH) SCHEME Guidance Notes and Application Form for Employers” document.

These documents are available from:

- The FIG website: <https://www.fig.gov.fk/covid-19>
- The FIDC website: <http://www.fidc.co.fk/library/covid-19>
- Hardcopies are available from the Post Office.

If you need further clarification as you fill out the forms please contact FIG’s Finance branch by telephone at 28400.

## **How long will my application take to process?**

The Scheme Administrator will endeavour to decide an application and communicate that decision as soon as reasonably practicable (and in any event within twenty-one days) after receipt of an application.