

## Coronavirus Job Retention Scheme

### Frequently Asked Questions Document for Colleagues

Below are several questions we believe colleagues may have in relation to the furloughing process. 'Furloughing' is the term being used for colleagues who will not be required to work but who will be protected from redundancy by the Government's Job Retention Scheme.

There is detailed guidance on the specifics of this scheme on the government website: <https://www.gov.uk/guidance/check-if-you-could-be-covered-by-the-coronavirus-job-retention-scheme>

Questions	Answer
<b>Pay and benefits related questions</b>	
Will my travel costs be paid if I'm moved to a different site?	No, if it has been deemed as a suitable alternative then distance will have been taken into account and Greencore won't pick up the travel costs
How will the 80% be calculated?	Colleagues will be paid 80% of their average weekly pay over the past 12 months or the same months earning from the previous year (whichever is the highest)
Is the 80% furlough payment gross or net?	The furlough payment is based on your gross pay
What if I am due to take paternity leave in the next few weeks?	If you are already on paternity or shared parental leave, then this will continue at the same rate of pay. If you have not yet started paternity or shared parental leave then your role could be furloughed.
Can I cancel my share options during this time?	Yes – it is possible to take a holiday with the share payments
Do I have to still pay tax + national insurance while I am on furlough with 80%?	Yes
If the Government is paying 80% of the salary, is Greencore paying the 20%?	We are following the guidance set out by the government
<b>Holiday related questions</b>	
If I've already booked a holiday during the time that I'm on furlough, will I lose my holiday, or will I have it given back to take later in the year?	Your holiday will be held until you return, and you will then be able to take it later in the year.

Will we still accrue holiday during the period of furlough?	We will follow Government guidance on the accrual of holidays during the furlough period and therefore those on furlough will accrue holidays at the statutory rate during this time. Note that statutory holidays are 20 days plus bank holidays per year ie total of 28 days
Can I carry over holidays I haven't been able to take in the current holiday calendar year (ends 31 March 2020)	Yes, you will be able to carry to the statutory amount.
If I am not able to take all of my statutory annual leave in the next holiday year (April 2020 – April 2021) due to COVID -19, am I able to carry that entitlement over into the next year?	Yes, you will be able to carry to the statutory amount.
I have purchased additional holidays, can I now cancel them?	Yes – if you have purchased additional holidays that you no longer need you can contact payroll in order to cancel them
<b>General questions</b>	
If a colleague has been self-isolating because they are classed as vulnerable (over 70 or have a medical condition), but are not a shielded person, can they be furloughed?	If a colleague is ill or self-isolating, they will receive their sick pay entitlement until the end of self-isolation but they may also be furloughed if their role is not required due to the Covid-19 outbreak
Will colleagues be redeployed if there are suitable alternatives within 12 miles?	Yes, we will redeploy where it is appropriate to do so, we will work with each impacted colleague individually to confirm if there is a suitable alternative
I am long-term sick and have been prior to the 28 <sup>th</sup> February, can I be furloughed?	No – you can't be furloughed as you are on long-term sick
Can we rotate people through furlough (e.g. 4 weeks on-4 weeks off)?	No – we want to protect people and part of the reason to furlough people is to ensure we are reducing the number of colleagues coming into and out of our factories
How long are colleagues being furloughed for?	We are following the Government guidance and all letters will say that furloughing is for a minimum of 3 weeks and that the individual will be contacted when they are required to return to work
Can I volunteer for the NHS (as an example) whilst I am furloughed?	Yes – people can volunteer during this period as it is not paid, however if you are required back at work, we would expect you to volunteer in your own time
Can Fixed Term Contracts be furloughed?	Yes – where we no longer need those on Fixed Term Contracts the choice to furlough them is available, however we would need to take each case individually
Can those on fixed term contracts be furloughed?	Yes – where we no longer need those on fixed term contracts the choice to furlough them is available, however we will look at each of these on an individual basis

Can I volunteer for furlough?	In some cases, yes. Where we have too many people who do the same job, we may offer the opportunity to volunteer, if no-one volunteers, we will use selection criteria
Can I continue another job whilst I am furloughed	If you already have another job then you can continue with this job, however this would need to be outside of what would be your “normal” working hours
Can I get a new job whilst I am furloughed	Yes – you can go and get a new job whilst you are furloughed, however we would expect you to be available to return back to work when needed (updated 6/4/20 following updated Govt guidance)
Rather than furloughing colleagues, can we move them to other sites and reduce agency colleagues?	We will look at this on a case-by-case basis; however, we will still need some element of agency workforce due to the variable nature of our business and the current demand for our products
How will we be contacted to return to work when the volume returns?	You need to ensure that we have the correct contact details for you. We will then be in touch with you when you are required to return to work.
If I am one of the people who stay at work (not furloughed) and the volume is low, and I am sent home will I receive 100% pay?	You will receive your minimum contractual payments. If volumes continue to be low, it may be necessary to furlough more colleagues, and this may affect you.
What if I am asked to return to work and I cannot due to childcare reasons	You are classed as a key worker so you should be able to get your child into school. If you require a letter this can be provided. If there is still a problem, then please talk to us on an individual basis.
What about our colleagues that are currently stuck in other countries – how will they be affected	Their jobs are safe, but currently they will be on authorised unpaid leave.
Can I travel to my home country while I am on furlough?	No – you are required to remain available so that we can call you back to work if required.
If I am Furloughed and I get sick, should I contact the site to inform them?	If you have been confirmed with covid-19 then you should inform the site. If you are ill with anything else there is no need to inform
Will I receive a payslip through the post weekly?	We are looking at moving to online payslips – we will communicate detail to you on this over the coming days
What if I am selected to work over this period and I cannot due to childcare reasons	You are classed as a key worker so you should be able to get your child into school. If you require a letter this can be provided. If there is still a problem, then please talk to us on an individual basis
What about our colleagues that are currently stuck in other countries – how will they be affected	Their jobs are safe, but currently they will be on Authorised unpaid leave.
Can I take 80% and come to work some days also?	No – If you are Furloughed you cannot work.

Can you be furloughed more than once?	Yes. The situation is constantly changing and you may have been brought back from furlough for a specific reason which may change again and therefore you may be furloughed again if the role is not required again. We would make every effort to avoid this happening.
What notice will I get of a need to return from furlough status to working again?	As the situation is constantly changing you may be given minimal notice of a requirement to attend work. We will aim to give you as much notice as possible and will only give minimal notice in exceptional circumstances.
Can a woman who is pregnant be furloughed?	Yes, if her job is not required and she would otherwise be made redundant as a result, then she can be furloughed?
Pregnant women can currently self-isolate on full pay. Will they get full pay if they are furloughed?	No, if their role is furloughed, they would receive 80% of their normal salary
Can people work for another company while furloughed?	If colleagues have another job, they can continue to work in that job on their usual work pattern while furloughed by Greencore
Can women on maternity leave be furloughed?	No because they are already not in work
What if I am furloughed in my probationary period?	If you have been furloughed in your probationary period, we will “stop the clock” and continue whatever is outstanding of the probationary period upon your return
Is there an appeals process if people dispute being placed on furlough?	No – the outcome of the review is not dismissal from the organisation and the process is designed to ensure fairness
Can someone on maternity leave return early to be furloughed to get 80% of earnings instead of maternity pay?	Yes, someone could choose to end their maternity leave early and return to work and then be furloughed. It should be noted that if someone ends their maternity leave, they cannot go back on it. If they have ended their maternity leave, they would then be expected to be called back from furlough at any time and return to work