

Coronavirus Job Retention Scheme

Frequently Asked Questions Document for Weekly Paid Colleagues

(As at 10/06/20. Subject to review)

Below are several questions we believe weekly paid colleagues may have in relation to the furloughing process. HMRC's definition of a furloughed worker is 'someone who has been placed on a temporary leave of absence for at least three consecutive weeks, but hasn't been made redundant'.

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
Pay and benefits related questions	
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?	The Government has advised us that we must calculate the furlough payment you'll receive, based on your pay before 19th March 2020 . Colleagues will be paid 80% of their post salary sacrifice average weekly pay over the past 12 months (see example below) or the same month's earnings 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, after any salary sacrifice deductions. The payment made to you is gross, and subject to the usual tax and NI deductions. (See working examples below)
I started work after 28 th Feb but before 19 th March, so can I now be furloughed?	To be eligible for furlough you must now have been employed before 19 th March, but we also must have filed a payroll submission to HMRC to pay you before that date
If a colleague left can they now be re-hired and furloughed?	If a colleague left due to a non-Coronavirus related reason, we have been given legal advice recommending that we should not re-hire them
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 however 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 cancel Share save or take a payment holiday from the share payments
Will the company continue to match pension contributions during the time I am furloughed?	Greencore will continue to pay contributions at your agreed percentage. For Auto-enrolled colleagues, this is 3% of Qualifying Earnings

Do I have to still pay tax + national insurance while I am on furlough with 80%?	Yes
Can I reduce child care vouchers whilst I am furloughed	While you can normally reduce the amount of your childcare vouchers down to a minimum of £1, keeping your account open, as this benefit is paid by the company through salary sacrifice, this must continue to be deducted before you receive furlough pay, as it was at 28 th Feb. This benefit is then paid by Greencore, so for furloughed colleagues, reducing Childcare voucher amounts will not affect your take-home pay.
Can apply for the Cycle to Work scheme whilst I am furloughed?	No, furloughed colleagues cannot make salary sacrifice deductions as their pay has already been calculated. Also cycle to work is for those who plan to use the bike for over 50% of their journey to work.
Will my tax change as a result of being furloughed	It might do, everyone's circumstances are different, therefore you will need to make contact with HMRC or login to their website https://www.gov.uk/log-in-register-hmrc-online-services
If the Government is paying 80% of the salary, is Greencore paying the 20%?	No – we are following the guidance set out by the government
Holiday related questions	
Can I take holiday whilst on furlough?	Although Government guidance currently states that colleagues can request to take holiday whilst on furlough, it also says that employers will have the flexibility to restrict when this leave can be taken if there is a business need. At Greencore we have made the decision not to agree to colleagues taking holiday whilst on furlough due to the operational complexities of calculating the top-up holiday pay payments that would need to be paid. On a related note, Government guidance is unclear as to whether people can be required to take holiday whilst on furlough.
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 your contractual rate during this time. Note that statutory holidays are 20 days plus bank holidays per year i.e. total of 28 days
Can I carry over holidays I haven't been able to take in the previous holiday calendar year (ends 31 March 2020)	Yes - The Government guidance currently allows carry over of unused annual leave for up to 2 years, where it has not been reasonably practicable to take this due to Covid19. However, we will be expecting everyone to use all of their annual leave within this holiday year, unless this is not reasonably practicable.
Do I accrue Bank Holidays whilst I am furloughed	Yes – bank holidays are accrued whilst furloughed.
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?	Despite the current crisis, we will still be expecting everyone to use all of their annual leave within this holiday year, unless this is not reasonably practicable. For example; there are areas of the business where increases in demand have meant colleagues have been unable to take leave over the last three months. We will do everything we can to support you in being able to take your holidays through the rest of the year. If it is not reasonably practicable for you to take all of your annual leave due to Covid19 , the site leadership team, or functional leads for central teams, will make the decision on any changes to this approach.
General questions	
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. If a vulnerable colleague is not entitled to company sick pay due to length of service, we will top up and pay up 80% of pay Where company sick pay has been exhausted, the vulnerable colleague will continue to receive Statutory Sick Pay entitlement. From 1 st July, anyone who is classed as a vulnerable (not shielding) colleague ceases to receive the 80% pay top up from this date. They'd then either be returned to work, furloughed, sick on SSP (if they are ill) or on an agreed period of unpaid leave
If I am off work sick, but not vulnerable or shielding, what rate am I paid at?	If a colleague is ill, they will receive their sick pay entitlement until the end of their sickness but they may also be furloughed if their role is not required
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 th February, can I be furloughed?	While it is possible to furlough colleagues on Long Term Sick leave, Greencore is not currently looking at this option
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 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.
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.
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.
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?	No – we have moved to online payslips and you should have received information about how to access these
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
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 continue to 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
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 if their role would have been furloughed if they were in work. 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
I am due to go on maternity pay however I have been furloughed, how will my ordinary pay be calculated	Updated guidance states that in the case of maternity allowance, the average amount of the specified payment for determining entitlement to, or the amount of, that allowance) are to be calculated as if the person had not been a furloughed employee for all or part of the relevant period
I am studying a Greencore Qualification can I continue	People can continue their Greencore Qualification if they wish to do so, although everyone maybe in a slightly different position, we will be making contact with all people on programme
Will weekly staff be written to about online payslips?	we have put guidance on the internet (www.greencore.com/colleagues) and will contact people to let them know that guidance is available
Can I register for My Core Benefits?	Yes you can take advantage of My Core Benefits anytime, the guidance on www.greencore.com/colleagues will outline how to

	register for my core benefits, this will be required in order to access electronic payslips
Can the union representative continue to perform their role and represent people's views	Union representatives' individual situations will be reviewed on a case by case basis
How will I know about alternate roles	All vacant roles will be advertised internally for 1 week ahead of them being advertised externally, the vacancy list will be emailed to all email users and also placed on the internet (www.greencore.com/colleagues) and also on the intranet
Returning from furlough	
What if I've had a bereavement when I'm due to return to work?	This will be taken into consideration when we are deciding your return date and we'll make sure you have the time to grieve and make arrangements as normal

Definitions

Dependant	A dependant could be a spouse, partner, child, grandchild, parent, or someone who depends on you for care.
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Weekly Paid - Auto Enrol Pension (NOT Salary Sacrifice)			
Annual Gross Pay (12 months to 28/2/20)	£20,020.00		
Average weekly pay (average/52)	£385.00		
80% of average weekly pay	£308.00		
PAYSLIP DETAILS			
Furloughed payment	£308.00		
Furloughed payment (gross)	£308.00		
Employees Pension (5% Auto enrol)	£9.40	ER's pen	£5.64
Employees Tax Due (based on 1250L)	£11.61		
Employees NI Due	£15.00	ER's NI	£19.18
Total Deductions	£36.01		
Total Net (take home pay)	£271.99		

Weekly Paid - Greencore (matched) Pension (NOT Salary Sacrifice)				
Annual Gross Pay (12 months to 28/2/20)	£28,000.00			
Average weekly pay (average/52)	£538.46			
80% of average weekly pay	£430.77			
PAYSLIP DETAILS				
Furloughed payment	£430.77			
Furloughed payment (gross)	£430.77			
Employees Pension (5% Master Trust)	£21.54	ER's pen	£21.54	
Employees Tax Due (based on 1250L)	£33.74			
Employees NI Due	£29.73	ER's NI	£36.12	
Total Deductions	£85.01			
Total Net (take home pay)	£345.76			

Weekly Paid - No pension - with Cycle to Work				
Annual Gross Pay (12 months to 28/2/20)	£28,000.00			
Average weekly pay (average/52)	£538.46			
Cycle to work	-£9.61			
Post Sacrifice Salary	£528.85			
80% of average weekly pay	£423.08			
PAYSLIP DETAILS				
Furloughed payment	£423.08			
Cycle to work		9.61 C2W	ER cost	
Total Gross Pay	£423.08			
Employees Tax Due (based on 1250L)	£36.51			
Employees NI Due	£28.81	ER's NI	£35.06	
Total Deductions	£65.32			
Total Net (take home pay)	£357.77			