

Issued 1 July 2020

## **An action note for all OCC maintained schools and schools where the Governors are the employer**

### **Furlough actions**

For employees who are already furloughed, and whose furlough is continuing, you should check that their furlough absence is correctly recorded, using the 'Maintain HR' app in IBC self-service and selecting the 'Covid-19 Furlough' absence subtype under the infotype 'Absences' list.

For casual workers who are already furloughed, and whose furlough is continuing, payment will still be made by entering claims in the usual way and the school should also continue to complete the absence type for casual workers.

As previously communicated, no new furlough arrangements can begin after 10 June as the scheme is now closed to new entrants. The only exception is if someone has returned from statutory parental leave.

Please be reminded that if you have recalled someone from furlough, you need to issue a letter to confirm this, using the template letter to recall an employee or casual worker from furlough. If the furlough notification letter you originally issued to an employee or casual worker had a specified end date, and you now need to extend the furlough period, you should issue another letter, using the template letter to notify an employee or casual worker of furlough.

### **Return to work (full-time or part-time) from 1 July**

From 1 July, furlough can be applied part-time, enabling employees to return to work for part of their contracted hours. Part-time furlough will only apply where an employee or casual worker has previously been furloughed for at least three consecutive weeks at any time between 1 March and 30 June 2020.

You are encouraged to consider whether there are furloughed individuals who can now return to work on either a full-time or part-time basis.

In cases of **full-time return to work**, you should issue the letter confirming recall from furlough.

You should also end the furlough absence using the 'Maintain HR' app.

In cases of **part-time return to work**, you will need to keep a record of hours worked so that these can be input via IBC self-service to enable the IBC to calculate hours which have not been worked and which can therefore be subject to a furlough claim. You should issue the letter confirming part-time furlough (see below link).

Where staff are brought back in on a part time basis, the school will need to monitor the hours worked by these staff so that they can be entered into IBC.

### **A reminder about how to record an employee on furlough**

Schools should use the 'Maintain HR' app as normal for entering absences. Link to the help pages below:

<https://extra.hants.gov.uk/employee/maintainabsences>

The new Covid-19 Furlough absence is shown in the subtypes for infotype 'Absences' (1) list. You are unable to enter overlapping absence types. Employees who have existing absences for sickness, maternity, adoption or parental leave cannot be placed on Furlough.

### **Further support**

Questions about the technical system aspects of recording absence can be followed up using 'My Enquiry' or webchat.

More general questions, including those about the application of furlough, can be dealt with by the EPS helpdesk, [eps.consultants@hants.gov.uk](mailto:eps.consultants@hants.gov.uk).

- [Letter to notify contracted staff you wish to bring them back on a part time basis \(docx format, 22Kb\)](#)
- [Letter to use to bring back casual staff for less hours than are being paid as an average payment \(docx format, 21Kb\)](#)

Previous notes for info (and links to other furlough letters):

[Important action notice for OCC maintained schools and schools where Governors are the employer](#)

[Paying staff during the Covid 19 Pandemic](#)