

## **What does furlough mean?**

Furlough is the name of the process we need to apply to ensure all jobs are safeguarded by the Government's job retention scheme. Essentially, it is the process of putting your role on 'pause' during this unprecedented closure.

## **Isn't that redundancy?**

No, it's not the same as redundancy which means a role no longer exists. In furlough, the role still exists and there is a need for that role within the business. However, due to the unprecedented conditions at the moment the role cannot be fulfilled as it would usually.

## **Why have I been furloughed?**

During this period of closure, the vast majority of our staff team have been furloughed. Only those with roles critical to the management of the immediate situation and forward planning are not being placed on furlough.

## **How long will this last?**

We don't know right now. But we're constantly monitoring the situation and as soon as we have more information about this, we will let you know.

## **Do I still have a job at Eureka!?**

Yes. As things stand right now, we are planning to retain our current staff team.

## **What happens to my annual leave entitlement?**

All annual leave will still continue to accrue at your contractual rate while you're furloughed.

## **Do I have to cancel my annual leave if I'm furloughed?**

For the majority of staff, we've already done this. However, if you have to take bank holidays as annual leave these need to remain for

April. For the bank holidays in May we're still awaiting further guidance from the government.

### **What if I can't take all my annual leave this year?**

We are looking into options around annual leave as how it is addressed may depend on the length of closure. We will let everyone know their choices in due course.

### **How will I keep in touch with Eureka?**

We will continue to be in touch at least weekly through the same channels as currently. Our HR Manager Sarah Lister will be available for all staff, as will all members of the SLT team.

### **How will you tell me when I need to come back to work?**

You will either get an email or call from us. Keep an eye on social media too.

### **Can I go and work for someone else while I'm furloughed? Do I need to let Eureka! know if I get another job elsewhere?**

Although you cannot do any work for Eureka!, you can work elsewhere while on furlough. Working for someone else does not affect your employment or furlough with Eureka! The only time we need to know is if you decide that you don't want to come back to Eureka!

### **What support will there be from Eureka! for furloughed staff?**

During the period of furlough, you can still contact the AXA EAP line if you feel you need to talk to someone about your mental or physical health, finances or are generally worried about the situation we're all in.

If you're worried about anything to do with work, you can still contact our HR Manager Sarah Lister or any member of the SLT.

### **What is happening to people who aren't furloughed?**

During this period of shut down we still need to keep some essential functions running at Eureka! Together with the trustees, we have identified core roles which are required. These include the senior leadership team, some admin and finance support, site and facilities, HR and communications. The people in these roles are working and being paid for 80% of their usual hours.

### **Can we still access work emails?**

You cannot access any emails to do with work.

We ask that you place an out of office message on your emails requesting that the sender contact the relevant member of the SLT.

Your Out-of-office message should read: I am currently out of the office on furlough. During this time, please contact [Director name and email] with any urgent enquiry.

### **Will access to emails and files be de-activated?**

We have no plans to do this at this time. However, as part of the furlough conditions you must not access emails or files related to your work at Eureka!

### **Are we still able to arrange virtual social meetings with members of Eureka?**

As long as this is a social call then yes this is fine.

### **Can I take part in free online CPD opportunities?**

Of course! You should continue to develop your skills and personal growth while you're in furlough. Just make sure this is for your personal use and not for Eureka!

### **If I'm ill during furlough do I need to report this?**

No, we will only need to know if this may affect you when coming back to work.

# **Pay**

## **Who will pay it?**

Eureka! will continue to make payments as normal.

## **When will it be paid?**

The usual payday, there's no change here.

## **How much will I get?**

On 24<sup>th</sup> April 2020 you will get 100% of your wage/salary. If you're paid hourly, you will receive the higher of these two amounts:

- Your average monthly earnings for the 2019/20 tax year, or
- Your earnings for the same month in 2019.

On 22<sup>nd</sup> May 2020 you will get 80% of your wage/salary based on the same calculations as above.

The government job retention scheme currently only runs to the end of May and so we are unable to confirm pay details beyond then. As soon as we have further information, we'll be sure to let you know.

## **How will tax and other deductions work?**

All deductions will continue in exactly the same way as they do now.