

# Individual Employers Guide To Furlough And The Job Retention Scheme

## What does furlough mean?

The concept of furlough was introduced in the UK shortly after the first national lockdown to support employers and prevent job losses as a result of the Coronavirus pandemic. It can simply be defined as a leave of absence. Employees can be furloughed when they are not working due to the Coronavirus pandemic as an alternative to being made redundant or laid off without pay.

## What is the Job Retention Scheme (JRS)?

The Job Retention Scheme or JRS is a financial support package for employers who need to furlough their staff due to the Coronavirus pandemic. The JRS will pay 80% of an employee's salary to successful applicants.



More info about the scheme can be found here  
<https://www.gov.uk/government/collections/coronavirus-job-retention-scheme>

## I receive Direct Payments so my PAs wages are publicly funded, can I access the JRS?

Yes, Direct Payment recipients can access the JRS in some circumstances, despite being publicly funded. For more info please see government guidance below



Government guidance for Direct Payment recipients who need to use the JRS  
<https://www.gov.uk/government/publications/coronavirus-job-retention-scheme-people-receiving-direct-payments>

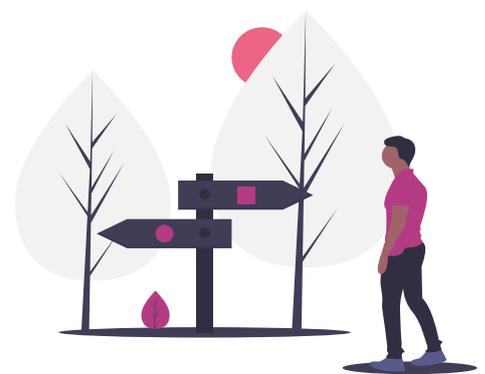
## Personal Assistants are Key/Critical workers. When can they be furloughed?

Personal Assistants (PAs) are defined as Key or Critical workers and are expected to keep working with safe infection control measures in place. PAs should only be furloughed in the following circumstances.

If your PA is Clinically Extremely Vulnerable (CEV) or at the highest risk of severe illness from Coronavirus and following public health guidance.

If your PA has caring responsibilities resulting from the pandemic, such as caring for children who are at home as a result of school closures or caring for a vulnerable individual in their household.

If you or someone in your household is at risk and decide to limit or reduce the number of PAs coming into your home during the pandemic.



If you need any further employment support or legal advice

**Call** 01476 512192

**Email** [advice@ilgsupport.com](mailto:advice@ilgsupport.com)



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## **I receive Direct Payments, should I consult my funding body before furloughing staff?**

Yes, it is essential that you seek agreement from your funding body before furloughing your PAs. In many cases you will be able to use your Direct Payment funding to pay your PA wages while on furlough, without accessing the Job Retention Scheme.

## **I need to furlough one of my PAs who is shielding but my other PA has agreed to cover his hours. What should I do?**

You should seek agreement from your funding body. They may provide the additional funding via your Direct Payment or direct you to the Job Retention Scheme to make up the shortfall.

## **My PA started work for me in December, can I furlough them?**

It is possible to furlough a PA who started in December 2020 if you were funding it yourself or via your Direct Payment and authorised by your funding body.

However, the Job Retention Scheme can only be used for PAs who were already on the payroll on or before 30th October 2020.



## **How do I put someone on Furlough?**

Employers should seek written agreement before putting anyone on furlough and be clear how much the PA will be paid.

ILG Support can provide you with a written agreement to issue to your PA as required.

Employers should regularly review furlough agreements and give PAs notice in writing as early as possible, when they intend to end furlough.

If you need to access the Governments Job Retention Scheme you can find out more below or ask your payroll provider to do this for you.



<https://www.gov.uk/guidance/claim-for-wages-through-the-coronavirus-job-retention-scheme>

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