**LETTER SEEKING AGREEMENT TO**

**A PERIOD OF LAY OFF OR SHORT TIME**

Dear [NAME]

**Lay off**

I refer to our meeting on [DATE], at which we discussed the Company’s proposal to **EITHER** [lay you off] **OR** [put you on short time working] due to the prevailing economic circumstances which have affected our business.

As was explained at the meeting the Company is proposing that the **EITHER** [lay off] **OR** [short time working] take effect from [DATE]. It is currently anticipated that it will last for approximately [NUMBER] [days/weeks]. Although we are unable to give you a definite end date at this stage because it depends on a number of external factors, assuming you agree to the **EITHER** [lay off] **OR** [short time working] arrangement we have proposed, we will keep the position under constant review and continue to keep you updated.

As discussed, we believe this current situation is only likely to be temporary and we hope that by putting in place this **EITHER** [lay off] **OR** [short time working] arrangement, we will avoid the need to implement a redundancy programme. However, we must advise you that if we do not obtain sufficient employee consent to implement the **EITHER** [lay off] **OR** [short time working] arrangement we have proposed, we may be left with no alternative but to consider other ways of managing this situation, which may include redundancy. Therefore, we are seeking your co-operation during what we appreciate is an unsettling and difficult time.

[The short time working arrangement we have proposed is that you will temporarily work [NUMBER] [days per week/hours per day] [on [INSERT DAYS]] [from [TIME] to [TIME]] instead of your normal working pattern.]

**EITHER** [During the proposed period of your **EITHER** [lay off] **OR** [short time working], your employment would continue but you would not receive your normal pay on “workless” days, i.e. those days on which you do no work for the Company as a result of the measures we propose to put in place. Instead, you would be entitled to receive a guarantee payment for the first [5] (*insert lesser number if employee normally works less than five days per week)* workless days within a three month period. The amount of guarantee pay is your normal daily rate of pay subject to a maximum amount set by the Government of £[AMOUNT] per day. Thereafter you would receive no pay for further days of **EITHER** [lay off] **OR** [short time working] in the three-month period. You are advised to contact your local job centre for details of benefits to which you may entitled during this time. Please note that you would not be entitled to a guarantee payment in relation to any day on which you do some work, although not the usual amount of work, for the Company because that is not considered to be a “workless” day. In that scenario, you would be paid based on the actual hours you do work in that day.]

**OR** [During the proposed period of your **EITHER** [lay off] **OR** [short time working], your employment would continue but you would not receive your normal pay on “workless” days, i.e. those days on which you do no work for the Company as a result of the measures we propose to put in place. You would also not be entitled to receive a guarantee payment on workless days because you will not have been continuously employed by the Company for at least one month on the day before the measures are due to start. You are advised to contact your local job centre for details of benefits which you may be entitled to during this time.]

Please be aware that if we offer to provide you with suitable alternative work on any workless day and you unreasonably refuse to perform that work, you will not be entitled to any payment (whether guarantee pay or otherwise) in respect of that day. You are also required to comply with any reasonable requirements we may impose with a view to ensuring your services are available, during the period when we measures we propose are put in place, should we need you to work.

Obviously, we regret having to take this course of action but we are hopeful that, in the long term, it may enable us to avoid redundancies.

Please complete the attached acceptance slip and return it to me by [DATE] to confirm that you are willing to accept the temporary arrangements proposed.

If you have any queries regarding the contents of this letter please do not hesitate to contact me.

Yours sincerely,

[NAME]

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I consent to the temporary arrangements proposed in your letter dated [DATE].

Signed…………………….

Dated……………………..