



Artisan | Accounts

Flexi Furlough

How
it
Works

Email: info@artisan-accounts.co.uk
Tel: 020 8819 8762

The new Flexible Furlough system can seem complicated. Here's what you need to know.



Who is eligible?

Only employees who were previously furloughed for at least 3 weeks before June 30th 2020 can come back to work under the flexi-furlough scheme. Exemptions are made for workers returning from leave such as: maternity, paternity, shared parental, adoption, & parental bereavement.

How much work can they do?

From July 1st you can bring back furloughed employees for any amount of time and claim for the rest. E.g. if they normally work 3 days a week and you need them for 2 days, you can bring them back for that amount of time and claim for the remaining 1 day. The only caveat to this is if you re-furloughed anyone after June 10th (the last date an employee could be furloughed for the first time) they must complete 3 weeks on the old full furlough scheme before switching to flexi-furlough.

When Do I Claim?

You must submit your final claim for the old scheme by July 31st. After July 1st, you do must separate claims for each calendar month. In addition:

- Claims must last at least 7 days
- You must include all furloughed staff in one claim.
- If possible match your claim dates to your usual payroll dates
- HMRC recommends not claiming until you are sure of your dates. Under-claiming is difficult to fix after the fact and will require HMRC's help.

How Do I Work Out Pay?

Your calculations stay the same if you are keeping your employees on full-time furlough, though you will pay more from August.

In order to calculate hours for employees you bring back part-time, you must first decide if they are on fixed or variable hours. This can be a complicated process and the government has provided [examples of how this might work for various scenarios](#).

If in doubt, contact your accountant for guidance and if they have been doing your payroll for you, this should all be more straight-forward. The HMRC calculation guidance is [here](#).

Written Agreement

As with the original furloughing system, you must receive written agreement from your employee to say they accept these temporary terms. We have a template you can use [here](#).

Keep Records

You are required to keep records for 6 years. The information you save should include:

- Claim reference number
- Amount and period claimed for each employee
- Your calculations
- When you flexi-furlough, save your calculations, their usual hours and the hours they worked.

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