MYSALONMANAGER

This letter serves as a template to inform your team how many times you can pay them before you will have to wait for reimbursement from the Government. The Government

If you are only paying one payroll period, you can amend the letter as appropriate. Many of our members have opted to cover two pay runs before they will have to wait for reimbursement of furlough pay.

We recommend you send this via email requesting your team to respond with confirmation that they have read the email in absence of a read receipt.

Please contact one of our coaches if you require further support.

Amend all text in blue. Once completed select all text and change colour to black.

**PLEASE CONFIRM YOU HAVE READ THIS CORRESPONDANCE BY RESPONDING TO THIS EMAIL**

Dear Team,

We hope this email finds you in good health.

As you’re aware, you are currently furloughed, and this means the Government is currently paying you 80% of your average/basic/monthly earnings (OPTIONAL) based on the last 12 months/based on the same month last year .

Whilst furloughed, we pay you the 80% via the normal means and then we claim whatever furlough pay you’ve received back from the Government.

IF YOU’RE TOPPING UPTO 100% - As you’re aware (COMPANY NAME) will be adding 20% of your AVERAGE/MONTHLY EARNINGS to keep your earnings the same as if you were not furloughed.

At the moment we are unable to request reimbursement for the furlough, the Government has indicated that the portal for us to submit your furlough pay will be potentially available from the end of April.

That means that you wouldn’t be paid for furlough pay until *at least* the beginning of May.

In light of this we have paid you as normal on the (DATE) inclusive of (DETAIL WHAT THEIR PAY WAS LAST CONSTRUCTED OF HERE, FOR EXAMPLE: 3 weeks normal pay 1 week furlough)

Our next pay run on the (DATE) will be a completely based on furlough pay and as previously mentioned, it is unlikely that we will be in receipt of the furlough pay reimbursement from the Government (SELECT ONE OF TWO) 1) ,however, (COMPANY NAME) is committed to helping you all through this challenging time and has committed to paying you the furlough pay on the (YOUR NEXT PAYROLL DATE).

However, if by the following pay date the(DATE), we have not received the reimbursement for your pay from the (LAST PAYROLL DATE TO WHICH YOU ARE AWAITING FUNDS FROM THE GOV) – we will be unable to pay you on the (FOLLOWING PAYROLL DATE AT START OF THIS PARAGRAPH) but we will prioritise payment as soon as we have received the funds from the previous payroll.

We sincerely hope this won’t be the case, but at that stage the business will be unable to sustain paying you if we have not received your furlough pay from the Government.

If you have any questions, please don’t hesitate to contact me.

Kindest regards,

(SALON OWNER)

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