



Your Payments during Covid-19 Job Retention Scheme (JRS): Furlough

Dear colleague,

We are pleased to confirm that you will be receiving your May payment on Friday 22 May. We appreciate that you may have some question on this and we have tried to anticipate some of these below.

These are difficult and anxious times and the payroll team want to help and support you with your queries and concerns. At this time they are all working from home and limited resources are available, so some of their work is taking longer than it normally would. We would really appreciate your patience at this time and understand that we may not be able to answer all of your questions until we are able to return to the business.

Useful link: <https://www.gov.uk/guidance/check-if-you-could-be-covered-by-the-coronavirus-job-retention-scheme>

1. I was furloughed for the two Easter Bank holidays in April, which are part of my working week, but I didn't receive 100% of my pay?

In our normal payroll processing, any holiday top up is paid in arrears. We are doing the same during the furlough period for the bank holidays, so you will see the 10% top up for the two Easter Bank holidays in your April Pay.

**Colleagues who qualify for "Average Pay Holiday" will receive the 10% top up and the top up to average pay.*

For May, if the bank holiday falls on a day you would normally work and you are furloughed, this has already been considered in your May calculation of 85% of pay, detailed below. If you are not furloughed and usually receive average pay for your holiday in line with your contract of employment and qualifying criteria, we will pay you any top up in June, in the normal way.

2. What has happened to holiday that I had booked in SelectHR whilst I was on furlough?

This was explained in Frequently asked Questions – Edition 2, point 23, shown below. We are currently working with SelectHR to remove the holiday booked during your furlough leave and give you back this entitlement.

23. What happens to annual leave already booked and authorised during furlough leave?
Any holiday you may have booked during the furlough leave period will be cancelled out of Select HR. In order to manage holiday accrued during this period of furlough leave, it is our intention that you will be required to take a proportion of your holiday after the end of your period of furlough leave before you return to work. This is because we will need to manage a large amount of accrued holiday in the period after we re-open the business until the end of the holiday year.

3. I was informed in the FAQ's above and in Daksh's video that I will be using some of my holiday as part of my furlough leave, what does this mean?

The company have instructed furlough colleagues that they will take 5 days holiday (pro rata for part time colleagues) in May, where colleagues have been furloughed for all of April and

May. This means that we will deduct 5 days annual holiday from your holiday entitlement in SelectHR.

4. I haven't been furloughed for the whole of April and May, will I still be expected to use 5 days of my holiday?

No, we will pro rata the 5 days for the period you were furloughed in April and May

5. How will this affect my Pay?

Below shows what we have paid to furloughed colleagues so far and how we will pay May:

In March – we paid all furloughed colleagues 100% of basic

In April – we paid all furloughed colleagues 90% basic and 100% of variable pay earned in February. We also then carried out an exercise where we topped this up to variable pay, if this was higher.

In May – we will pay 85% of pay to furloughed colleagues, for the furloughed period. This equates to 80% furlough pay and 100% pay for the holiday the company has asked you to use, during the furlough period. This also includes the May Bank holiday(s) if you have been furloughed for these days and they fall on your normal working day.

6. How will this show on my payslip?

Your basic salary will be shown on your payslip, if you have been calculated as a Variable Pay colleague you will also see an amount under "Variable Pay Top Up" this, added to your basic pay will be your Variable Pay amount, under the JRS

We will then apply a deduction under "Furlough Adjustment", this will reduce your pay to the amount due to you under the furlough scheme, either 80% of pay or to the £2,500 cap.

We will then apply a payment under "MMG Furlough Adj" which will bring you to 85% of your basic/variable pay amount.

Marshall have also agreed **not** to apply the £2,500 cap in May, any amount above the cap and up to 85% of salary will also be included in the MMG Furlough Adj. This is funded by Marshall and not claimed through the JRS.

Example 1: Colleague A: salary below £2,500 (JRS Cap)

Salary 1,500

Minus 'Furlough Adjustment' (20%) **-300.00**

Plus 'MMG Furlough Adj' (5%) 75.00

Total 85% of Salary: $1,500 - 300 + 75 = \underline{\underline{1,275.00}}$

Example 2: Colleague B: salary above £2500 (JRS Cap)

Salary 4,000

Minus 'Furlough Adjustment' (4,000 – 2,500) **-1,500**

Plus 'MMG Furlough Adj' 900

Total 85% of Salary: $4,000 - 1,500 + 900 = \underline{\underline{3,400.00}}$

7. Have the new National Living Wage and National Minimum Wage, effective 1st April been applied?

Under the JRS there is no expectation to pay this if you are furloughed, as this applies to hours worked. For May, where your pay is under the rates prior to 1st April, we will uplift any hours to these previous NLW and NMW rates.

8. Will I be paid an average of my bonus?

All bonus payments, such as MPSP, department and individual objectives are discretionary and do not form part of your employment contract, therefore these are not included in the JRS calculation for furlough pay.

9. I have a query on the amount I have been paid – who should I contact?

Please email payroll@marshall.co.uk. You will receive an automated response stating that your query is being looked at. The payroll team will review your query and investigate where possible. Any adjustments that need to be made will be notified to you in the first week of June, and paid to you in the June payroll.

Due to the unprecedented circumstances we find ourselves in and the limited resource the payroll team will prioritise queries relating to your May pay and deal with all other queries as soon as possible.