**DIRECTORS AGREEMENT FOR FURLOUGH LEAVE**

Employer Name: **XXXX**  
Directors Name: **XXXX**

This is a variation to your contract of employment, designed to implement and take advantage of the government’s Coronavirus Job Retention Scheme.

1. We agree that from1st March 2020you shall be deemed to have been on Furlough Leave. This means you cannot do any work for us, apart from undergoing training, although your contract of employment will continue and you will continue to accrue holiday. We will normally expect you to be on Furlough Leave for at least three weeks, as that is the minimum period which will allow us to reclaim 80% of your basic salary from HMRC.

2. We will pay you 80% of your basic salary, excluding fees, commission and bonuses, calculated according to paragraph 3, up to a maximum of £2,500 per month. You agree to waive entitlement to any further remuneration during your Furlough Leave.

3. Your salary is calculated as your actual salary before tax as it stood on 28 February 2020.

4. Your Furlough Leave shall end on the earliest of the following events:

(a) the government’s Coronavirus Job Retention Scheme ending

(b) either you or us ceasing to be eligible for funding under that scheme; or,

(c) us deciding to cancel Furlough Leave and asking you back to work.

5. When on Furlough Leave, you may not do any work for any other employer or organisation, whether as an employee or on a self-employed basis, unless you already did that work before going on Furlough Leave.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_  
(Employer)

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_  
(Employee)