**Letter to respond to annual leave request during furlough**

**HR notes**:

* This letter can be used to respond to annual leave request during furlough
* Complete all details indicated in **[brackets, blue and bold font]**
* Delete these HR notes
* Change all font to black and not bold
* Print/Save on Company headed paper or plain paper
* Send or Email (ideally pdf format) to the employee.
* Ensure a copy is stored on the individual’s personnel file.

PRIVATE AND CONFIDENTIAL

**[Company name]**

**[Company address]**

04 May 2020

**[Addressee]**

**[Home address]**

Dear **[employee’s first name]**

I refer to your request to take annual leave on **[insert date(s)]** which fall during your current period of furlough. On **[insert date]**, you agreed to be temporarily designated as a furloughed worker so that the Company may access the Job Retention Scheme to receive a grant to cover 80 per cent of our wage costs due to the challenges faced by the coronavirus outbreak.

[Select from the paragraphs below and delete as appropriate]

I can confirm that your request has been authorised and you will on annual leave **on [insert date(s)]**. Because annual leave can be taken at the same time as furlough, your furlough period is not interrupted and will continue as normal. You are currently receiving your normal pay whilst on furlough and will continue to receive this during annual leave.

[OR]

You have agreed to a reduction to 80 per cent pay during furlough. However, annual leave remains payable at normal pay when taken during furlough so you will receive normal pay for the period of annual leave. You will revert to 80 per cent pay once the period of annual leave is over.

You have **[insert number]** days/hours of annual leave remaining in this leave year.

[OR]

Unfortunately, I am unable to authorise this request due to the fact that we notified all of our furloughed employees that no annual leave is permitted to be taken during periods of furlough.

Please rest assured that you will not lose any annual leave accrued in this leave year because of furlough or other circumstances related to coronavirus. As time passes, we will assess the position with regard to the taking of annual leave and if circumstances mean that we are unable to authorise the taking of all of your remaining annual leave by the end of the leave year, you will be permitted to carry it over. Your manager will discuss carry over with you should it become necessary.

[OR]

Unfortunately, I am unable to authorise your request due to the fact that annual leave must be paid at normal pay during furlough and the Company’s current financial position means that it is not possible to meet this requirement. As you know, you have agreed to be temporarily designated as a furloughed worker so that we can access the wage grant offered by the Job Retention Scheme and are currently relying on that grant in order to continue paying you. The grant covers 80% of your wages and we are unable to fund any excess at this time.

Please rest assured that you will not lose any annual leave accrued in this leave year because of furlough or other circumstances related to coronavirus. As time passes, we will assess the position with regard to the taking of annual leave and if circumstances mean that we are unable to authorise the taking of all of your remaining annual leave by the end of the leave year, you will be permitted to carry it over. Your manager will discuss carry over with you should it become necessary.

[OR]

Unfortunately, I am unable to authorise your request because **[insert other reason.]**

Please rest assured that you will not lose any annual leave accrued in this leave year because of furlough or other circumstances related to coronavirus. As time passes, we will assess the position with regard to the taking of annual leave and if circumstances mean that we are unable to authorise the taking of all of your remaining annual leave by the end of the leave year, you will be permitted to carry it over. Your manager will discuss carry over with you should it become necessary.

If you have any queries regarding the contents of this letter, please do not hesitate to contact me on **[insert details].**

Yours sincerely,

**[Insert name]**

**[Insert job title]**