

McDonald's
1210 – Waverly Market
01210@uk.mcd.com

Furlough Payments

Dear Tyler Power,

Given the extreme situation we find ourselves in with the worldwide Covid-19 Pandemic, following our recent discussions about how we are able to respond to this situation and protect our people and customers, it is with regret that you are being placed on temporary furlough (or lay off as it can also be known). This does not mean that you have lost your job or have been made redundant. You are still a valued employee and you remain on our payroll. This is a temporary situation and one which we hope will be resolved very soon.

We have made every effort to maintain business continuity but given the ever evolving situation and for public health reasons in line with guidance from the UK Government, we have made a decision to fully close the restaurant. As a result, we are temporarily unable to provide you with work or to continue paying your normal salary during any period in which you are not working. We know this is a difficult time for many but maintaining your safety and protecting lives is critical.

As discussed, I anticipate that this furlough will be a temporary situation however, I cannot currently guarantee a return to work on any specific date and your Business Manager or myself will keep in touch throughout this period to notify you of any changes. This will mean that from April 6th you will become what is referred to as a "furloughed worker". What that means is that we will utilise the recently announced UK Government Coronavirus Job Retention Scheme.

To qualify for the scheme, you will not be able to undertake any work for us while you are furloughed. The scheme allows me to pay you up to 80% of your pay for all employment costs, up to a cap of £2,500 per month. Please also note that we are not yet clear whether you can do any work for other businesses whilst on this scheme so please do speak to me about this if you are concerned.

Therefore, from April 6th you will be paid 80% (capped at £2,500) of your normal salary. We expect that this will be based on your average pay calculated over a 12 week period, and it will be paid in the normal way on April 16th. The period we intend to use to calculate your average pay will be from 9th December 2019 to 1st March 2020. This period is subject to change, dependent on the government scheme rules and we will notify you in this event.

You can find out more about the scheme here –

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/covid-19-guidance-for-employees>

Please can I ask that you send me a photograph of your signed letter or an acknowledgement of your acceptance, **by replying to this email attaching the letter. You can simply reply saying yes you are happy with this.**

I know that this is very unsettling for you but rest assured we are doing absolutely everything we can to support our people at this time, whilst adhering to all the Government scheme guidelines and requirements.

This situation will be under constant review and we will keep you informed as and when required.

If you need some support or someone to talk to you, please contact the Employee Assistance Programme, or the WELLBEING SERVICES. In addition to this please don't hesitate to contact your Business Manager or myself.

Yours sincerely,

Caroline Anderson

Operations Consultant

McDonald's

I have read this letter and confirm that I understand its contents.

Print Tyler Power (Employee)

Signed *T. Power* (Employee)

Date 29/03/20