

Orridge & Co Ltd

Coronavirus - Casual Worker Furlough

IMPORTANT & URGENT: PLEASE READ

Tuesday 21st April 2020

Strictly Private & Confidential

Following on from my last update on 1st April 2020, I am writing to clarify what Orridge are now doing regarding casual workers during the Coronavirus pandemic.

Due to the lockdown which continues in the UK, Orridge are currently unable to offer any retail work to casual workers. This has been the situation since 23rd March 2020 and will remain so until further notice.

As a Company we realise that for our casual workers the lack of work means a significant loss of income and is extremely challenging for many of you. In order to assist as many of you as we are able to do, we are offering eligible casual workers the opportunity to agree to be furloughed and thereby receive a level of income despite not carrying out any work for Orridge.

Who is eligible?

Workers will only be eligible for furlough if:

- a) You were paid in either the week 44 payroll (paid on 7th February 2020) or the week 46 payroll (paid on 21st February 2020); and
- b) You have not since notified us of ceasing to work for Orridge; and
- c) Have not undertaken any work for Orridge since Monday 23rd March 2020

By being paid in either the week 44 or week 46 payrolls, this means you would have been included on the RTI submission to HMRC on or before 19th March 2020. An RTI submission is the UK government's 'Real Time Information' payroll record which they will cross-check against to ensure you were on the company payroll.

We are pleased that our assessment indicates that nearly 900 casual workers are eligible.

If I am not eligible, why not?

Unfortunately, if you were not included in either the week 44 or week 46 payrolls then you will not be included on the relevant RTI submission on or before 19th March 2020.

What happens if I am eligible to be furloughed? Do I need to do anything?

If you are eligible you should receive an email communication to your personal email address by 5pm on Wednesday 22nd April 2020. This sets out details of how to accept furlough status:

- You should read the email carefully
- If you agree to being furloughed on the terms set out within, you must respond to the email address contained in the email, confirming “I agree” and provide your payroll number. We are unable to answer any questions you may have.
- By agreeing to be furloughed, you are agreeing to take any holiday you earn while furloughed at the same time as you are furloughed
- If you do not state that you agree, or do not provide your payroll number, we will be unable to make any payment to you.
- If you do agree and do provide your payroll number, then you will receive a payment on Friday 1st May 2020.
- You must do this no later than 5.00pm on Friday 24th April 2020

If you believe you are eligible because you were paid in either week 44 or week 46 and wish to be furloughed but you do not receive an email, you can still email casualworkerfurlough@orridge.co.uk setting out your payroll number and writing “I agree”. If you are eligible and do this by 5.00pm on Friday 24th April 2020 then you will still receive a furlough payment.

If I am eligible and agree to be furloughed, how much will I receive?

The amount you receive will depend on what you earned from working for Orridge previously, and will amount to the higher of 80% of either:

- The same month’s earning from the previous year; or
- average monthly earnings for the 2019 to 2020 tax year

The amount you receive on 1st May will relate to the period of furlough, as applicable, from 24th March 2020 to 30th April 2020.

If I am eligible, when will I be paid?

Due to the reduced numbers of staff currently working, we are minimising administration. As such we will only make payments every 4 weeks and not every 2. So, the next payroll will be paid on Friday 1st May 2020, and then the next one after that on Friday 29th May 2020. This will continue until further notice. When stocktaking resumes, we would expect to return to two-weekly payrolls.

What happens if I am not eligible to be furloughed?

If you are not eligible, you will not receive an email or any further communication and, unfortunately, we are unable to pay you anything while no stocktaking is being carried out. This is

because you do not meet the government's eligibility criteria and the Company cannot afford to make any payment to you where it is currently not being paid any income by its customers.

What happens if I am on Statutory Sick Pay?

You cannot receive SSP and furlough pay at the same time. If you are or have been on SSP during the period but are eligible for furlough, your furlough pay will only relate to the period when you were not receiving SSP. This means you must have finished receiving any SSP before you will be paid for being furloughed.

What happens if I am on Statutory Maternity Pay?

You cannot receive SMP and furlough pay at the same time. If you are or have been on SMP during the period but are eligible for furlough, your furlough pay will only relate to the period when you were not receiving SMP. This means you must have finished receiving any SMP before you will be paid for being furloughed.

I have further questions – what should I do?

Due to the small active workforce the company is currently operating with, we will not be able to respond to any queries relating to the above.

Dan Prickett
UK Retail & Pharmacy Managing Director
21st April 2020