

Focused Furlough Scheme

Payment cycles

Furlough pay will only accrue from the date that you are placed on furlough. Furlough takes effect from the date that you ceased working for COVID-19 related reasons and subject to you having signed and returned the furlough letter. The signed agreement and all evidence must be received by the cut-off date to ensure payment can be processed within the pay cycle.

Please note that you must have been furloughed for a minimum of 3 weeks before the cut-off date to be paid within that pay cycle.

Furlough Period	Cut-off Date	Payment Processed	Receipt of Payment
1 March – 3 May	6 May	13 May	15 May
4 May – 31 May	3 June	10 June	12 June
1 June – 30 June	8 July	15 July	17 July