

Your Team	3.1	3.2	3.3	3.4	3.5
Topic	Team Communication / Morale	Statutory Sick Pay	Coronavirus Job retention scheme (furloughed workers)	Furloughed Directors	Zero hours contracts
Available to:	Employers	Eligible Employees	Employers of staff that can no longer work as a result of Covid-19	Directors who cannot work	Employees on zero hours contracts
Details	Staff will be concerned for their job security as well as being paid for work already completed.	Eligible employees are entitled to SSP from the first day they are self isolating and cannot work. You will be entitled to £94.25 per week for up to 28 weeks.	An employee can be furloughed (instructed to no longer work) rather than being made redundant. 80% of the employees wage up to £2,500 per month can be reclaimed	There is clear guidance that Directors who are unable to work can be furloughed. They will receive a grant of 80% of their salary. They must be on the February payroll.	If employees were on the payroll in February (including this on zero hour contracts).
Dates	From now	13/03/2020 and onwards	Back dated to 01/03/2020 and onwards for three months	From 01/03/2020	From 01/03/2020
Latest thoughts	Clear communication with employees concerning pay, plans for future employment and Statutory Sick Pay (SSP) if ill is vital so that they understand the system. For most people, their biggest monthly outlay and therefore the concern is paying rent or the mortgage. See 5.2/5.3 for help	Employers will be entitled to reclaim up to two weeks SSP per eligible employee who has been off work because of Covid-19. Employees will not need to provide an employee fit note.	TBLA has written an extensive information blog on this initiative - check it out on our blog	See the attached links from ICAEW and HMRC stating the rules for Directors. It is considered that fulfilling fiduciary duties (the obligations of being a company Director) do not count as working. But you cannot actively run your company and raise invoice for work done. SEE OUR BLOG ON JOB RETENTION SCHEME FOR DETAILS OF WHAT TO DO	The calculation for zero hours contracts is complicated. It can be based on an average or the same month from last year. SEE THE TBLA BLOG ON THE JOB RETENTION SCHEME FOR DETAILS OF WHAT TO DO
What we don't know yet	When business's that are currently forced to close re-open. The retail and hospitality closure will be reviewed on a monthly basis	How the repayment mechanism works. It is anticipated to take at least 30 days to set this up.	When the scheme will end. Possibly extended beyond the initial three months.		
Don'ts	Don't ignore your employee's concerns or palm them off. Seek guidance from your professional advisor		Avoid knee jerk reactions in making staff redundant. This may be more costly in the long run	Work and claim 80% of your pay. Raise invoices for any work done during this period.	Don't make your zero hour staff redundant. You can pay them 80%
Useful weblinks	https://bit.ly/398pqTC	https://bit.ly/2J5G7Vg	https://bit.ly/2wwgAC8	https://bit.ly/2wwgAC8	https://bit.ly/3bocdaO
More links	https://bit.ly/2wsxi5a	https://bit.ly/2U9TUOX	https://bit.ly/3dxw5Kq	https://bit.ly/3dxw5Kq	https://bit.ly/3dxw5Kq
About the links	Employee specific Covid 19 from UK Government and also ACAS	Government Eligibility Checker and specific information on reclaiming SSP	Guidance from HMRC and ICAEW (reliable sources)	Guidance from HMRC and ICAEW (reliable sources)	Guidance from HMRC and ICAEW (reliable sources)
Who to call	Your employees	Your payroll provider	Your payroll provider	Your payroll provider	Your payroll provider

About: Triple Bottom Line Accounting

We are a young dynamic accountancy practice (except for Peter who is an old git).

We have always been fully digital, paperless and cloud based.

All seven employees are working at their respective homes.

Check us out our services: <https://triplebottomlineaccounting.com/services/>

Press the "Find out more" button on the services page to see our package prices.

In addition we offer an ability to pay service to help our clients, especially when they are trying to help others.