

## Employee Update 25/3/20

- Factory and operations to be closed by Friday 27<sup>th</sup> March
- Last few day's deliveries are constantly under review, to cancel, hold, or bring forward



Wednesday, 25  
March 2020

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- All colleagues are being offered ‘furloughed workers’ rights.
- When the business can release you, you will be asked if you agree to update your terms and conditions of employment to allow us change your status to a ‘furlough worker’.
- This in turn allows us to avoid lay off and redundancies temporarily, and pay 80% of your basic wage, under written by the UK Government.

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- Phased Furloughing underway – please don't leave the business until you have completed the relevant documents



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- COVID19 page being uploaded to [www.claytonglass.co.uk](http://www.claytonglass.co.uk) – please check these whilst on Furlough, it will be updated weekly
- While ‘Furloughed’ you have a duty:
  - To be available for work
  - To advise if your situation changes and you can no longer work (due to illness or change in circumstances)

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- Please follow all government advice, this is not a holiday, you are continuing to be being paid to be available as and when circumstances allow.
- Thank you all and stay safe.



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