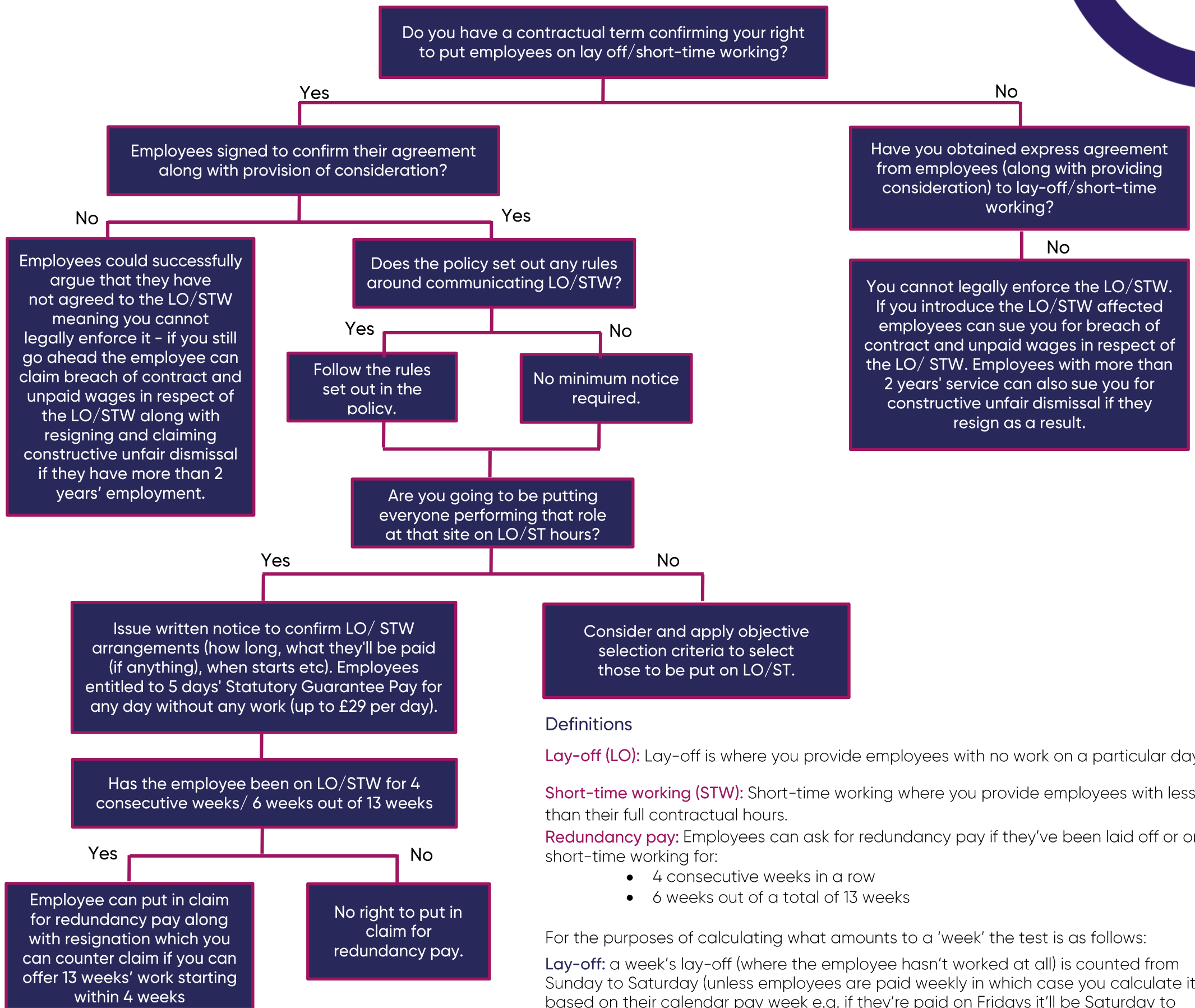


LAY-OFF/SHORT-TIME WORKING FLOWCHART



Definitions

Lay-off (LO): Lay-off is where you provide employees with no work on a particular day.

Short-time working (STW): Short-time working where you provide employees with less than their full contractual hours.

Redundancy pay: Employees can ask for redundancy pay if they've been laid off or on short-time working for:

- 4 consecutive weeks in a row
- 6 weeks out of a total of 13 weeks

For the purposes of calculating what amounts to a 'week' the test is as follows:

Lay-off: a week's lay-off (where the employee hasn't worked at all) is counted from Sunday to Saturday (unless employees are paid weekly in which case you calculate it based on their calendar pay week e.g. if they're paid on Fridays it'll be Saturday to Friday).

Short-time working: a week's short-time working will only be counted where an employee is doing 49% or less than their usual hours – so if they're working 50% + of their usual hours, it can't be counted towards the redundancy weeks set out above.