

We are committed to keeping you informed of the latest information regarding the COVID-19 impact on employers and their workforce.

The government has now [published its guidance](#) regarding Holiday for employees during this time including those on furlough and claiming on the CJRS.

The key points are as follows:

- **employers can insist on furloughed employees taking holiday (notice requirements needed)**
- **employers must pay 'usual' holiday pay at 100% not 80%**
- **employees being asked to take or requesting holiday will not break furlough**
- **employers can claim the CJRS 80% pay for the holiday pay (employers will top up to 100%)**

Template letters to be used for holiday to be taken whilst someone is on furlough are available in our [Resource Centre](#).

To read the full government guidance, including required notice periods for employers and employees, click here:

<https://www.gov.uk/guidance/holiday-entitlement-and-pay-during-coronavirus-covid-19?fbclid=IwAR1-UaMWV1JRNmbfkbkr1-rjIjQXG8tltR25vkK83ATyN575qfMSihPCOM>

We are continually updating our workplace guidance in line with government announcements and these can also be found on our website.