**APPENDIX 1**

**TEMPLATE LETTER WHERE EMPLOYMENT WAGE SUBSIDY SCHEME APPLIES**

(COMPANY LETTERHEAD)

(NAME)

(ADDRESS)

Delivered by (HAND / EMAIL / POST)

(DATE)

RE: Notice of Temporary Layoff - Employment Wage Subsidy Scheme

Dear (NAME),

Following the latest Government announcement on 6th January 2021, construction sites must now close from 6pm on Friday, 8th January 2021 due to the Covid-19 pandemic. We are, therefore, unable to continue working until the current restrictions are eased. In these difficult times, we wish to maintain continuity of employment. In order to do that, we have no option but to place you on temporary layoff. Therefore, I am writing to confirm that you will be placed on temporary layoff effective from (DATE).

During this period of temporary layoff, (COMPANY NAME) will process the Employment Wage Subsidy Scheme (EWSS) through payroll directly to workers. The EWSS provides for a gross payment of up to €350 per week, depending on an individual worker’s gross weekly wage. This subsidy payment is subject to normal income tax, USC and PRSI which will be facilitated through payroll.

OPTIONAL: We will also endeavour to provide employees with an additional top-up payment of €AMOUNT per week. In total you will receive a (X%) of your normal gross pay. This will be processed from your first day of temporary layoff on (DATE), and any change to this will be communicated to you in advance.

You will be given as much notice as possible of a recall to work from this period of temporary layoff.

If you have any questions on the above, please contact me at (EMAIL / PHONE NUMBER).

Yours sincerely,

(NAME)

(POSITION)