



Lay-Off and Short-Time Working Policy

1. Purpose

This policy sets out Hughes Driver Training's approach to managing lay-off and short-time working (LOSTW) situations. While every effort will be made to avoid disruption to employment, there may be rare occasions when a temporary reduction in available work makes it necessary to lay staff off or reduce their hours. This policy ensures that any such measures are applied fairly, lawfully, and with due consideration for employees' rights.

2. Scope

This policy applies to all employees of Hughes Driver Training, whether permanent, fixed-term, part-time, or full-time. It should be read alongside individual contracts of employment and the Staff Handbook.

3. Definitions

- **Lay-off:** Where an employee is not provided with any work and does not receive normal pay for a temporary period.
 - **Short-time working:** Where an employee's working hours and pay are temporarily reduced.
 - **Guarantee Payment:** A statutory payment employees may be entitled to during lay-off, subject to eligibility.
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4. When Lay-Off or Short-Time Working May Occur

These measures will only be used as a last resort, typically in situations such as:

- A downturn in business demand
- Unforeseen operational or economic disruption

- Site closures (e.g. due to safety concerns or external events)
 - Other genuine business reasons that require temporary adjustment
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5. Contractual Right

Hughes Driver Training reserves the contractual right to introduce lay-off or short-time working where necessary. Employees will be given as much notice as reasonably practicable.

6. Procedure

- Employees will be notified in writing if they are to be laid off or placed on short-time working.
 - The notice will specify:
 - the reason for the change,
 - whether it is a lay-off or short-time arrangement,
 - the expected duration (if known),
 - the employee's statutory rights.
 - Employees may be rotated, where appropriate, to ensure fairness in workload reduction.
 - The situation will be reviewed regularly and normal working arrangements will be resumed as soon as practicable.
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7. Pay During Lay-Off or Short-Time Working

- During lay-off or short-time working, employees are not entitled to their usual salary.
 - Employees may be entitled to **Statutory Guarantee Payments (SGP)**, subject to eligibility under the Employment Rights Act 1996.
 - SGP is currently capped by law and payable for up to **5 workless days in any 3-month period**.
 - If an employee works part of a normal working day, SGP may not apply for that day.
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8. Right to Request Redundancy

If an employee is laid off or kept on short-time working for **4 or more consecutive weeks**, or for a total of **6 weeks within any 13-week period**, they may have the right to apply for redundancy.

- Employees wishing to exercise this right must make a written request.
 - The company will respond in accordance with the Employment Rights Act 1996.
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9. Employee Responsibilities

Employees are expected to:

- Cooperate with the temporary arrangements.
 - Make themselves available for work if called back earlier than anticipated.
 - Keep the company informed of any changes in personal circumstances (e.g. new employment).
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10. Appeals & Grievances

Employees who wish to raise a concern about the way lay-off or short-time working has been applied may use the company's **Grievance Procedure**.

11. Review of Policy

This policy will be reviewed annually, or sooner if legislation changes.

V1 - Document Owner: Rosie Richardson

Effective Date: Sept 2025

Next Review Date: Sept 2026