**Lay-Off Policy**

This policy sets out the procedures and entitlements for staff who are laid off due to unforeseen circumstances, such as a reduction in stakeholder numbers, lack of funding, operational changes or environmental factors.

**Definition of Lay-Off**

A lay-off is defined as a situation where staff are temporarily unable to work and are not provided with work due to reasons beyond their control. This may include financial constraints, operational restructuring, changes in stakeholders’ needs or environmental factors.

**Scope**

This policy applies to all employees of Wickselm House, regardless of length of service, unless specified otherwise in their employment contract.

**Notice of Lay-Off**

Wickselm House will:

* Give as much notice as possible to affected staff, outlining the reasons for the lay-off, expected duration (if known), and next steps.
* Consult with employees and representatives (e.g., trade unions or staff councils) to explore alternatives to lay-offs, where applicable.
* Pay During Lay-Off

**Wickselm employees are entitled to pay during a lay-off period as follows:**

Statutory Guarantee Pay (SGP):

* In accordance with UK law, employees are entitled to Statutory Guarantee Pay for up to 5 workdays in any 3-month period. The current SGP rate (as of 2025) is £35 per day or the employee’s normal daily rate, whichever is lower.

To be eligible for statutory layoff pay an individual must satisfy all of the following requirements:

* Be continuously employed by Wickselm House for at least 1 month, including part-time employees

• Reasonably ensure they are available for work

• Not refuse any reasonable alternative work, including work not in their contract of employment

• Not have been laid off because of industrial action

**Duration of Lay-Off**

The maximum lay-off period will be 4 consecutive weeks or 6 weeks within a 13-week period, after which employees may request redundancy pay if no work is available, in accordance with UK employment law.

**Alternatives to Lay-Off**

Where possible, Wickselm House will consider the following alternatives to lay-offs:

• Reduced working hours

• Temporary redeployment to an alternative site, such as Manor Farm

• Voluntary unpaid leave

• Job-sharing opportunities

**Employee Rights**

During a lay-off period, employees retain their statutory rights, including:

• The right to seek alternative employment

• Continued accrual of statutory holiday entitlement

• The right to redundancy pay, if applicable

**Communication and Support**

Wickselm House is committed to open and transparent communication during a lay-off process. Affected employees will have access to:

• Regular updates on the situation

• Support for accessing statutory benefits

• Mental health and well-being resources

• Approval and Review

This policy will be reviewed annually to ensure compliance with employment legislation and fairness.