**Claims can only be made retrospectively a month in arrears, if you have employees that meet the criteria above and you have fulfilled your employer obligations please email the form below to** [**payroll@buckinghamshire.gov.uk**](mailto:payroll@buckinghamshire.gov.uk) **no later than the 12th of each month in line with the normal payroll deadline.**

**Please note that we can only process claims from January 2021 onwards, if you do have employees you wish to place on Furlough for January please send the information no later than the 31st January.**

**It is the school’s responsibility to inform the payroll department asap of any changes that need to be made with regards to the hours being claimed and start and end dates of the furlough claims being made**

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| --- | --- | --- | --- | --- | --- | --- |
| Month | Employee Name | SAP number | Furloughed Post Title | School Expenditure Code | Furlough Start Date | Furlough End Date |
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\*If your employee is furloughed for a number of separate periods in the month, please list these separately.

\* We have assumed above that employees are furloughed for full days at a time.

\* If your employee is not being furloughed in full days, please advise a list of the dates and hours that you wish to claim for each week

Please ensure the application is approved and signed by Headteacher or Chair of Governor (digitally or scanned)

|  |  |  |
| --- | --- | --- |
| Name: | Signature: | Date: |