

# Furlough

## Long term furlough

Should you need to furlough drivers (workers) for an extended period in Tachomaster, you can do this from the sites menu - Tools> Add/Amend> Sites.

Click on “Update Workers” against the specific site you wish to amend drivers.

You can choose all drivers by click on the check box next to the “Name” text or specific drivers by each driver name.

### Update Workers

Workers currently assigned to SHENLEY HALL

<input type="checkbox"/>	Name	Type	Left Date
<input type="checkbox"/>	A, Tachotest Driver		
<input type="checkbox"/>	A N Other, Tacho Test		

Once you have marked all drivers, scroll to the bottom of the list, choose the left date “Mark as left on” an click the “Mark as furlough in audit”.

### Mark selected workers as left:

Mark as left on:  

Mark as furlough in audit

- Only workers not already marked as left will be updated  
- Users will not be altered

## Returning Drivers

When the drivers (workers) return to work, ask them to download their card and add a new start date at this point. The drivers history will have a left period of furloughed for future reporting.

## Viewing and Reporting Furloughed Drivers

To view all workers currently furloughed you can add a new column to the worker list.

Furloughed - This column will be set to 'Yes' where the worker was set as furloughed at their last employment end. For currently furloughed drivers set 'Active' filter to 'No'.

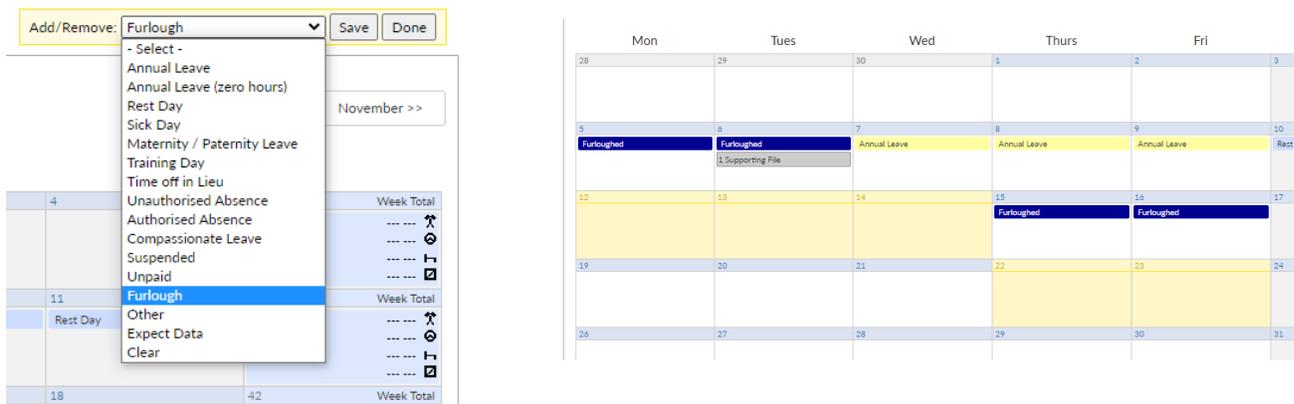
There is a new report that will show workers who have been furloughed unsurprisingly called "Furloughed Drivers".

Driver	Driver Site	Furlough Start	Furlough End	Days on Furlough
A	Wellingborough	01-05-2020	-	-
P	Wellingborough	01-05-2020	-	-
P	Wellingborough	01-05-2020	-	-

## Part time furlough

If you want to add furlough to a driver record for a number of days per week you can add a new leave type to the worker (driver) calendar.

From the worker calendar click on "Select Multiple Days" and from the drop down menu choose the furlough option. While holding down the Control key (CTRL) or shift key choose the multiple days you wish

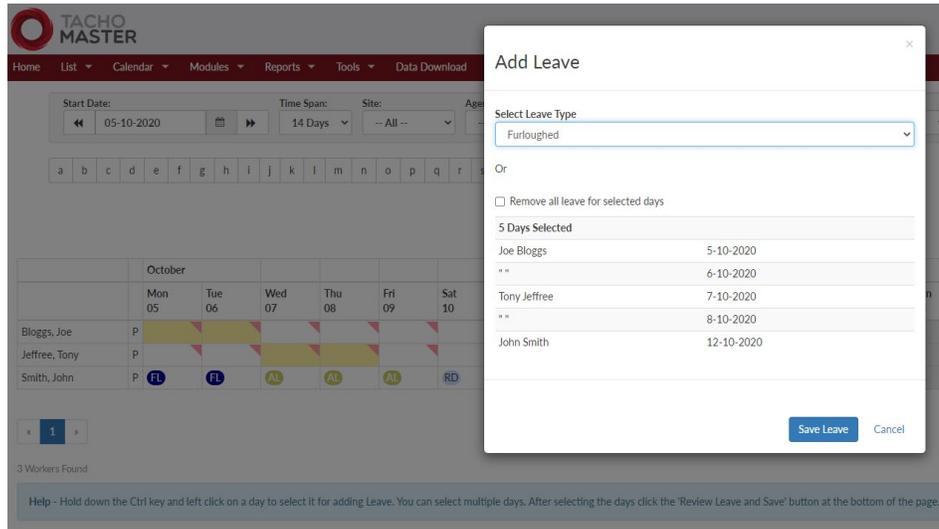


The screenshot shows the 'Add/Remove' dropdown menu with 'Furlough' selected. The calendar grid shows days 5, 6, 12, 13, 14, 15, 16, 17, 19, 20, 21, 22, 23, and 24 highlighted in yellow, indicating they are selected for furlough.

Once you have selected the days you want click "Save".



You can also add furlough days from the group calendar for multiple workers. Hold the Control (CTRL) key and click on each day you want to add as furlough, Click “Review Leave and Save”, choose furlough and click save.



Or from the worker list – choose Add/Amend Leave Dates and add Furlough from the Multiple Leave Utility. Click in each day you wish to add.

### Multiple Leave Utility

	Mon 12/10/20	Tue 13/10	Wed 14/10	Thu 15/10	Fri 16/10	Sat 17/10	Sun 18/10	Mon 19/10	Tue 20/10	Wed 21/10	Thu 22/10	Fri 23/10	Sat 24/10	Sun 25/10	Mon 26/10	Tue 27/10	Wed 28/10	Thu 29/10	Fri 30/10	Sat 31/10	Sun 01/11
Driver	X	⌵	⌵	⌵	⌵	⌵	⌵	⌵	⌵	⌵	⌵	⌵	⌵	⌵	⌵	⌵	⌵	⌵	⌵	⌵	⌵
Bloggs, Joe	»	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									
Jeffree, Tony	»	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Smith, John	»	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

To all operators providing transport for Essential Deliveries and supporting transport operations, thank you from everyone at Road Tech.