

# Topping Up with Annual Leave

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## Answer:

Latest guidance states that if an employee requests annual leave, and the leave is granted that annual leave should be paid at 100% pay.

The employer can continue to claim the 80% from the furlough scheme and must top up the remaining 20%.

As employees on furlough are required not to work, it is important to remember that employees who are on annual leave should not be required to attend team meetings and it should be treated as ordinary annual leave.

Annual leave requests can be refused, so if your business is not in a financial position to pay the 20% the leave can be refused. However you should bear in mind that the liability will remain, though it can be carried over for up to 2 years.

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