

### Dear Employers,

We are writing to give you information on the Families First Coronavirus Response Act (FFCRA). This is a new law to help employees in this time of national emergency. The law requires that you let your employees know about FFCRA benefits. Please share the poster included with all your employees.

#### What is the Families First Coronavirus Response Act (FFCRA)?

- The FFCRA provides paid sick time and paid Family Medical Leave Act (FMLA) time to those affected by the novel coronavirus disease, COVID-19. It starts April 1, 2020 and goes through December 31, 2020. It is being enforced starting April 18, 2020.
- There are two types of benefits your employees may be eligible for:
  - One is for up to 14 days of Paid Sick Time. It is for employees who cannot work due to being sick or a closed care setting because of COVID-19 (Paid Sick Time).
  - The other is for up to 10 weeks of 2/3<sup>rd</sup>s pay when employees cannot work because their child's school or childcare provider is closed because of COVID-19 (FMLA).
  - There are different rates of pay based on their situation. iLIFE will help you with calculating those amounts based on the reason and what your employees have been previously paid.

#### Will the funds come out of my budget?

- No, the funds will come out of taxes that would normally go to the government.

#### How does an employee qualify for paid sick time?

- The employee must fall under one of the six reasons on the poster. All of these reasons are related to COVID-19. Please see the poster from the Department of Labor that is also with this letter to help you.

#### How does an employee qualify for Expanded Family and Medical Leave under the FFCRA?

- An employee may get Expanded Family and Medical Leave benefits if they are caring for their child whose school or place of care is closed (or childcare provider is closed) due to COVID-19.
- The employee must have worked for at least 30 days.

#### Will an employee need to provide documentation for their leave?

- Yes, employees will need to complete the employee FFCRA Claim Form showing that they fall under one of the six reasons. Employees will need to list all requested information on the form.

#### Does it apply to me and my employees?

- Yes, the FFCRA applies to you because you have less than 500 employees. In very rare cases, you could be exempted from this act. This would have to be decided on a case-by-case basis and would have to be sent in writing.
- You must tell your employees about these benefits. A poster from the Department of Labor is with this letter for you to share with them.

### How is the paid time figured out if they are not working?

- Employees are paid based on the hours they normally work. iLIFE will help you with the amount using what they were paid in the past.

### How does an employee apply to be paid under the FFCRA?

- Employees must complete and return iLIFE's FFCRA Claim Form.

### When will my employees be paid for sick leave and Expanded Family and Medical Leave through FFCRA?

- Employees will be paid by the payroll schedule. Employees should complete and send the form by the due date listed on the schedule.

### Is this the same as unemployment benefits?

- No, employees get unemployment benefits when they are laid off or cannot work. The FFCRA benefit is paid for sick time and Expanded Family and Medical Leave related to COVID-19 for those still employed. An employee cannot get benefits for both FFCRA and unemployment at the same time.

### Can my employee just say they have COVID-19 symptoms and get this benefit?

- Generally, no, an employee must be seeking a medical diagnosis or be told by a health care provider to self-quarantine.

### Should I provide this leave to my employees?

- To help you make the decision that fits your situation best, please refer to the FFCRA decision tree on our website at: <https://www.iLIFEfms.com/iLife/COVID-19-Updates.htm>

### Where can I learn more?

- <https://www.dol.gov/agencies/whd/ffcra>
- <https://www.iLIFEfms.com/iLife/COVID-19-Updates.htm>

### Who can I contact if I have questions?

- If you have any questions, contact us using one of the below options:
  - Phone: 888-490-3966
  - Email: [FFCRA@iLIFEfms.com](mailto:FFCRA@iLIFEfms.com)

**For a digital copy of this packet, as well as additional resources regarding the Families First Coronavirus Response Act (FFCRA), please visit our website by scanning the QR code to the right, or using the URL referenced throughout this FAQ.**

