



March 25, 2020

To Our Valued Clients:

As I am sure you know, Congress recently passed the Families First Coronavirus Response Act 2020 (FFCRA) in response to the COVID-19 pandemic. Additional legislation is currently under consideration in Congress, but because the FFCRA may impact your business and your employees, we wanted to go ahead and share with you what we know about its key provisions.

The provisions of FFCRA take effect on April 1, 2020 and only affect employers with fewer than 500 employees.

PAID LEAVE

1. Emergency Family and Medical Leave:

Employees can take up to 12 weeks of job-protected leave (2 weeks unpaid followed by 10 weeks of paid subject to monetary caps) if they are unable to work (including by telecommuting) due to a need to care for a child whose school or childcare provider is closed or unavailable due to the Coronavirus outbreak.

2. Emergency Paid Sick Leave: Employers must offer employees up to 80 hours of paid sick leave (subject to monetary caps) to quarantine, to seek a diagnosis or preventive care for coronavirus, or to care for a child.

TAX CREDITS

To help your business bear the cost of the new paid-leave requirements, the amounts paid for employment taxes can be offset. If the tax credits are not enough to cover payroll, you can seek refunds from the IRS.

NOTICE TO EMPLOYEES

You will be required to provide notice to employees of these new paid leave provisions. The notice should be posted in a conspicuous place on their premises (along with other labor law notices), or the notice requirement can be met by emailing or direct-mailing the notice to employees or posting the notice on an employee information internal or external website. The required notice can be found on the [Lyons HR Coronavirus Resource Center webpage](#) and downloaded [here](#). FAQs about the notice requirement can be found [here](#).

EXEMPTIONS

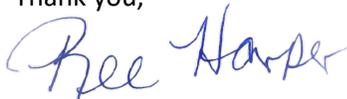
1. Employers that are health providers or emergency responders may exempt themselves from these requirements.
2. Employers with fewer than 50 employees may seek an exemption with the Department of Labor if compliance will threaten the business as an ongoing concern.

VIOLATIONS

Employers are prohibited from retaliating against employees who request or take this expanded leave. Employers found to be in violation of the requirements may be subject to penalties and enforcement under the Fair Labor Standards Act or the Family and Medical Leave Act.

For your convenience, we have uploaded information and links to important information and resources for employers from the Department of Labor and other governmental agencies and authorities regarding COVID-19 on the [Lyons HR Coronavirus Resource Center](#). New information is added as it becomes available. Please feel free to reach out to us if you have any questions or concerns about these new requirements.

Thank you,



Ree Harper

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