

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. 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 2/3rds 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. GT Independence will help you with those amounts based on the reason and what they have been 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 from 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 FMLA under the FFCRA?**

- An employee may get FMLA FFCRA 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 needed information on the form.
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**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 case-by-case 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.
- If you have any questions, contact us using one of the below options:  
Phone: 715-494-9440  
Email: [outreachhealth.com\wi](mailto:outreachhealth.com\wi)  
Mail: PO Box 945  
Osceola, WI 54020

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

- Employees are paid based on the hours they normally work. Outreach 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 fill out and send Outreach's Employee FFCRA Claim Form.

**When will my employees be paid for sick leave and FMLA 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 FMLA linked to COVID-19 for those still employed. An employee could not 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.

**Where can I learn more?**

- <https://www.dol.gov/agencies/whd/ffcra>

**Who can I call if I have questions?**

- Please call Outreach at 715-494-9440