



FOLEY & FOLEY^{PC}
ATTORNEYS AT LAW

Families First Coronavirus Response Act Compliance Package

The new Families First Coronavirus Response Act (FFCRA) has placed many additional compliance burdens on employers not seen before. With the rapidly increasing rate of COVID-19 patients in the United States, organizations need to stay ahead of these compliance obligations to avoid violations. In response to the sweeping federal changes, we have developed a Compliance Package to that addresses the requirements under the Act that includes:

1. Sample Employee Verification of Use Form for Paid Sick Leave
 - *The DOL has not currently issued these forms and likely will not. Our forms provide a clear, succinct, and consistent method with verifying leave under these new laws.*
2. Sample Employee Verification of Use Form for Emergency Family and Medical Leave
 - *The DOL has not currently issued these forms and likely will not. Our forms provide a clear, succinct, and consistent method with verifying leave under these new laws.*
3. Emergency Family and Sick Leave Policy
 - *Outlines the parameters of the leave and what is allowable under the law. Includes expanded definitions with the most updated DOL guidance.*
4. Emergency Paid Sick Leave Policy
 - *Outlines employee and employer rights under the law and expanded definitions.*
5. A chart that details the eligibility, leave and pay obligations under the FFCRA.
 - *Provides a clear roadmap for compliance*
6. Notice to employees
 - *DOL's most recent notice required to be posted by employers.*
7. Recent DOL Guidance
 - *DOL's answers to the most frequently asked questions.*
8. FAQs on the FFCRA – Federal DOL
 - *Compilation of our most frequent questions on the new leave laws.*

We are in uncharted territory and there is so much information (and misinformation). Addressing the requirements under this law demands an organized response. We believe this Compliance Package is a valuable foundation for your organization. We also update the contents from time to time as needed with no additional cost.

As always, please contact us with any questions or concerns. We can help.

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