

Families First Coronavirus Response Act

Employee Paid Leave Rights

Congress recently passed the Families First Coronavirus Response Act which requires our company to provide certain employees with paid sick or family leave for specified reasons related to COVID-19. This notice is intended to provide you a summary of those benefits. These provisions will apply from April 1, 2020 through December 31, 2020.

Generally, the Act provides that certain employees may be eligible for two kinds of benefits: (a) Emergency Paid Sick Leave; and/or (b) Emergency Paid Family Leave.

Qualifying for Emergency Leave

Under the Act, you will qualify for *Emergency Paid Sick Leave* if you are unable to work (or unable to telework) because you:

1. are subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. have been advised by a health care provider to self-quarantine related to COVID-19;
3. are experiencing COVID-19 symptoms and are seeking a medical diagnosis;
4. are caring for an individual subject to an order as described in (1) or self-quarantine as described in (2);
5. are caring for your child whose school or place of care is closed (or childcare provider is unavailable) for reasons related to COVID-19; or
6. are experiencing any other substantially similar condition, specified by the Secretary of Health and Human Services.

Under the Act, you will qualify for *Emergency Paid Family Leave* if you have a bona fide need for leave to care for your child whose school or child care provider is closed or unavailable for reasons related to COVID-19 and have been employed with our company for at least 30 calendar days.

Duration of Leave

For reasons (1)-(4) and (6): If you normally work 40 hours per week, you are eligible for up to 80 hours of leave. If you normally work less than 40 hours per week, you are eligible for the number of hours of leave that you normally work on average over a two-week period.

For reason (5): If you normally work 40 hours per week, you are eligible for up to 12 weeks of leave (two weeks of Emergency Paid Sick Leave followed by up to 10 weeks of Emergency Paid Family Leave) at 40 hours a week. If you work less than 40 hours per week, you are eligible for leave for the number of hours that you are normally scheduled to work over that period.

Calculation of Pay

For leave reasons (1), (2), or (3): You are entitled to pay at either your regular rate or the applicable minimum wage, whichever is higher, up to \$511 per day and \$5,110 in the aggregate (over a 2-week period).

For leave reasons (4) or (6): You are entitled to pay at 2/3 your regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$2,000 in the aggregate (over a 2-week period).

For leave reason (5): You are entitled to pay at 2/3 your regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$12,000 in the aggregate (over a 12-week period).

Notice

Where the need is foreseeable, you should provide notice of the need to take this leave to your supervisor, as is practical. After the first workday of emergency leave, we may require you to follow reasonable notice procedures in order to continue receiving this emergency leave.

Documentation

At the time of your request for Emergency Paid Sick Leave or Emergency Paid Family Leave, or while you are on leave, we may ask you to provide documentation of your qualification for the leave as needed.

Health Insurance Requirements During Emergency Paid Family Leave

If you are taking Emergency Paid Family Leave we will still provide your health plan benefits under the same terms as if you were actively at work, if you are eligible. However, if we make a decision to cease offering benefits to all eligible employees, you will also no longer receive health benefits offered by the company.

Enforcement

The U.S. Department of Labor's Wage and Hour Division has the authority to investigate and enforce compliance this Act. We may not discharge, discipline, or otherwise discriminate against an employee based on the fact that an employee lawfully takes Emergency Paid Sick Leave or Emergency Paid Family Leave, files a complaint, or institutes a proceeding under or related to this Act.

Please Note: Small businesses with fewer than 50 employees may qualify for exemption from the requirement to provide leave due to school closings or childcare unavailability if the leave requirements would jeopardize the viability of the business as a going concern. By providing this notice we are not waiving our right to do so.