

FREQUENTLY ASKED QUESTIONS:

Families First Coronavirus Response Act (FFCRA)

Q: How is the length of leave time determined?

A: Once eligibility to take leave is determined and designated, the frequency or duration would be outlined and a time-frame established. This will be communicated between manager or supervisor, employee, and Human Resources.

Q: I was impacted by school closures. What are my options?

A: If you cannot work due to school closures or lack of childcare, you are entitled to full or partial FFCRA benefits beginning April 1. Until then, you may use your accrued paid time off or take unpaid time off for school activity leave.

Q: Will I be required to verify my leave reasoning? If so, how?

A: Depending on the type of leave necessary, there are different ways of verifying eligibility. These eligibility requirements and determinations will be coordinated with Human Resources and communicated to your manager or supervisor collaboratively.

Q: Will taking extended leave for the reasons outlined by FFCRA put my job at risk?

A: Taking a leave of absence that is outlined by FFCRA does not put your job at risk.

Q: Will I be required to turn in all my work equipment or clear my desk?

A: If its determined you will be on leave for an extended period of time, and not working, it is requested that you turn in your work equipment to your manager unless otherwise directed. Please contact your manager or supervisor for further clarity.

Q: I took time off prior to April 1. May any leave taken before this date be retro-activated?

A: The FFCRA will not be in effect until April 1, 2020. Any leave time after this date may be applied using the FFCRA benefit. For leave time used prior to this date, you may apply your PTO balance or take unpaid time-off.

Q: Will I keep my healthcare benefits during any extended leave time?

A: As outlined in our Leave of Absence guidelines located in the employee handbook, your health insurance benefits will remain throughout your protected leave time. You will, however, still be expected to pay your portion of the health insurance premiums. More details will follow once your leave is underway.

Q: Does the COVID-19 pandemic alone count as a qualifying event to take leave?

A: If you are eligible under the FFCRA, and are not able to work in any capacity due to COVID-19 events, you may be eligible to take leave.

Q: May I change my health insurance coverage due to the COVID-19 pandemic?

A: Attached are Kaiser's provisions. We are awaiting Boon Chapman's response. The HR Department will provide more information as it becomes available.

Q: What is the CARES Act and how is it different from the FFCRA?

A: The Coronavirus Aid, Relief, and Economic Security Act (CARES) provides an estimated \$2 trillion stimulus package to help counter the economic effects of the COVID-19 pandemic. Here's what's offered for those who are eligible:

- Unemployment insurance provided for four months (instead of three), and temporary unemployment compensation of up to \$600 per week, which is in addition to, and delivered during the same period as, regular state and federal UI benefits. For more information about unemployment insurance under the CARES ACT, please [visit here](#).
- Provides a \$1,200 direct payment to many Americans and \$500 for each dependent for those who filed taxes in 2018 and 2019. Some limitations apply. For additional information on eligibility requirements, [visit here](#).
- [Click here](#) for all other available benefit resources provided

For more information or questions not answered here, please contact the HR Department by email at hr@epic-care.com or call (925)392-0927. Thank you!

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