April 10, 2020

TO:　　　　　　　All DOC Employees

FROM:　　　　　　Melia Olsen, Director
　　　　　　　　　　Human Resources

SUBJECT:　　　　**Families First Coronavirus Response Act (FFCRA) Resources**

First of all, I apologize for the delayed information related to the expanded Families First Coronavirus Response Act (FFCRA). Although effective, April 1, 2020, the final rule on FFCRA was not published by the Federal Department of Labor until April 6, 2020.

The FFCRA requires certain employers, which includes state agencies, to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. The FFCRA enables employers to keep their workers on their payrolls, while at the same time ensuring that workers are not forced to choose between their paychecks and the public health measures needed to combat the virus.

These provisions will apply from the effective date of April 1, 2020 through December 31, 2020.

While there are some benefits to us, to include up to 80 hours of sick leave for qualified COVID-19 related reasons, there are also some limitations and impacts we want to make you aware of as you navigate options for you and your families. In order to assist you with questions you may have related to FFCRA, the agency has created the following resources:

1) A new mailbox titled DOC Families First Leave was created to help respond to questions docfamiliesfirstleave@DOC1.WA.GOV. A team of Human Resources professionals have been created to oversee these responses.

2) A new DOC form was created to assist you in applying for leave under the FFCRA. The form is entitled: Families First Coronavirus Response Act Approval Request form #03-113 and is located on the forms page and a copy is attached. Requests should be routed through your human resource office.

We know that these are stressful times and our goal is to support you with your individual and family needs.

Thank you for your patience as we learn together.

Attachment