

From: [Danielle Olson](#)
To: [Danielle Olson](#)
Subject: Important Information for All Employees: Families First Coronavirus Response Act effective April 1, 2020
Date: Tuesday, March 31, 2020 11:32:00 AM
Importance: High

From: Danielle Olson
Sent: Tuesday, March 31, 2020 11:30 AM
Subject: Important Information for All Employees: Families First Coronavirus Response Act effective April 1, 2020
Importance: High

Attention All Town Employees
***** Please post in all departments *****

As you may be aware, the Federal Government passed the Families First Coronavirus Response Act on March 18, 2020, and it is effective on April 1, 2020. The Federal Department of Labor notice to all employees regarding this act is [available online here](#). This notice will also be posted on the Town's [Employee Notices website here](#), and posted in all departments within areas commonly visited by employee.

In order to comply with this Federal law, [Administrative Procedure #1-20-7 entitled Emergency FMLA Leave and Sick Pay Pursuant to the Families First Coronavirus Response Act of 2020](#), and benefit request forms ([EFMLA](#) and [EPSL](#)), may be found online as noted.

The following is a summary of the two primary benefits provided by the Federal law; however, **employees should review the policy in its entirety** (available on the [Employee Notices website](#)) to be fully aware of the provisions of these benefits.

1. Emergency Family and Medical Leave Expansion (EFMLA)
 - a. Eligible employees may take FMLA leave if the employee is unable to work (or remote work) due to a need for leave to care for their son or daughter if the school or place of care has been closed, or the childcare provider is unavailable.
 - b. The initial 10-days of EFMLA is unpaid, but the employee may elect to use Emergency Paid Sick Leave during this period.
 - c. A [EFMLA request form](#) will need to be completed.
 - d. After the initial 10-day period, the employee shall receive 10 weeks of paid emergency family medical leave (PEFML) at 2/3 their regular rate of pay.
 - e. Emergency Paid Sick Leave (EPSL) or Town leave may be used during the initial 10-day period or to supplement any difference between PEFML and the regular rate of pay.

2. Emergency Paid Sick Leave (EPSL)
 - a. When an employee cannot work due to one of the [six reasons outlined in the policy](#), they may be eligible for Emergency Paid Sick Leave (EPSL).
 - b. The amount of paid leave will vary based on the reason for the leave as described in

the policy.

- c. An employee may first use EPSL prior to using any other Town provided paid leave. A [EPSL request form](#) will need to be completed.

Should you have any questions regarding this benefit, please contact either me or Kennie Wells, Assistant Director of Human Resources.

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Director of Human Resources

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