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**Subject:** Families First Coronavirus Response Act

Good afternoon,

Effective April 1, 2020, the Families First Coronavirus Response Act (FFCRA) provides employees with two additional types of leave. First, employees with a qualifying circumstance as defined by the FFCRA will be eligible for up to 80 hours of paid Emergency Sick Leave. Second, employees who have a minor child whose school or place of care is closed will be eligible for leave under the Family and Medical Leave Act (FMLA), a portion of which is paid leave. These provisions will apply from April 1, 2020 through December 31, 2020. Below are 2 charts outlining the qualifying reasons and eligibility of employees.

Emergency Paid Sick Leave	
Qualifying Reasons	Leave Eligibility
<p>An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:</p> <ol style="list-style-type: none"> <li>1. is subject to a Federal, State, or local quarantine or isolated order related to COVID-19.</li> <li>2. has been advised by a health care provider to self-quarantine related to COVID-19.</li> <li>3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis.</li> <li>4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2).</li> <li>5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable due to COVID-19 related reasons).</li> <li>6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.</li> </ol>	<ul style="list-style-type: none"> <li>• All career and non-career employees, regardless of tenure, are immediately eligible for up to two weeks of fully or partially paid Emergency Sick Leave.</li> <li>• <b>Full time Career Employees</b> can receive up to 80 hours of paid Emergency Sick Leave.</li> <li>• <b>Part time Career Employees</b> can receive Emergency Sick Leave up to the number of hours equal to their average work hours during a 2-week period or the hours they would have worked.</li> <li>• <b>Non-Career Employees</b> can receive Emergency Sick Leave for up to 80 hours based on their average work hours during a 2-week period or the hours they would have worked.</li> <li>• Qualifying reasons <b>1, 2, and 3</b> allow for Emergency Sick Leave will be 100% of employees pay, but capped at \$511.00 per day and \$5,110.00 in the aggregate.</li> <li>• Qualifying reasons <b>4, 5, and 6</b> will be no less than 2/3 of employees pay; but capped at \$200.00 per day and \$2,000.00 in the aggregate.</li> </ul>

Emergency Family and Medical Leave Expansion	
Qualifying Reasons	Leave Eligibility
<p>An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:</p> <ul style="list-style-type: none"> <li>is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons.</li> </ul> <p>Note that this qualifying reason is the same as qualifying reason number 5 for Emergency Sick Leave above.</p>	<ul style="list-style-type: none"> <li>All employees that have been employed for 30 days or longer are eligible for this benefit should they meet the qualifying reason.</li> <li>The first 10 days of the 12-week FMLA coverage will be unpaid. To receive paid leave, an employee can choose to use their own earned leave or may use the Emergency Sick Leave as outlined in the previous chart.</li> <li>The remaining 10 weeks of FMLA leave for this qualifying reason will be paid leave. This leave is required to be paid out at not less than 2/3 of employee's pay, but capped at \$200.00 a day and \$10,000.00 in the aggregate.</li> </ul>

Failure to provide employees with Emergency Sick Leave or FMLA Leave for this additional qualifying reason is considered an FLSA violation, and thus can result in significant liability for the Postal Service.

We are continuing to work on how the Postal Service will implement these new leave requirements by April 1, and will be disseminating additional corporate wide communications in the coming days, including how this leave is to be managed and tracked within the Time and Attendance System (TACS). For immediate reference, attached is the timekeeping quick reference table. In the interim, we ask that you share this information with your teams, and ensure the required Department of Labor (DOL) flyer [attached](#) is posted within all offices.

Thank you for your support as we continue to prioritize the safety and well-being of our employees during this challenging time.

Sincerely,  
 Isaac Cronkhite  
 Chief Human Resources Officer