

April 7th 2020

Hi All,

I hope this email finds everyone safe and healthy.

In order to comply with the Families First Coronavirus Response Act (FFCRA), we have implemented the attached FMLA Leave Expansion and Emergency Paid Sick Leave Policy. Please review it and familiarize yourself with it. **This policy will be in effect from April 1, 2020 until December 31, 2020.**

If you are in need to use these Leave Benefits, please contact me immediately so I can provide you with the form that needs to be completed.

Please stay safe and reach out to me with any questions.

Thank you,

Irene