



INSTRUCTIONS FOR LEAVE UNDER FFCRA

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020. Employers will receive a payroll tax credit for any wages paid out under the FFCRA. For more details on the FFCRA and other COVID 19 information visit our Resource Center at www.elminfo.com/resources.

To help you satisfy the requirements of the Act, ELM has created a FFCRA Leave Request form for you and eligible employees to complete as well as a timesheet for you to report these hours separate from regular payroll hours. These hours will be processed along with your regular payroll but under special pay codes that will automatically calculate the proper % of pay and limits in accordance with the ACT. These codes will also give you the payroll tax credit on your invoice.

Here are the steps you need to take:

- The employee must complete the Leave Request Form and provide you with documentation to support the reason for the leave. This form must be signed by the employee and the employer.
- Send a copy of the form and the documentation to your Payroll Coordinator so we will be able to apply the appropriate pay when hours are reported.
- Each pay period, include the FFCRA Time sheet listing all employees receiving pay under the Act for that pay period and their hours. The system will automatically calculate the correct % of pay and limits outlined in the Act so you do not need to do anything but report hours.

We have provided a great deal of information in the Resource Center listed above but we are always available to answer questions and help any way we can.

Stay Well!

The ELM Team