

Small Business Guide to DOL Guidance on Coronavirus-Related Paid Leave

Basics:

What is the effective date of the paid leave provisions of the Families First Coronavirus Response Act (FFCRA)?

- [Question 1](#)

Who is a covered employer that must provide paid sick leave and expanded family and medical leave under the FFCRA?

- [Question 39](#)

How do I know if my business is under the 500-employee threshold and therefore must provide paid sick leave or expanded family and medical leave?

- [Question 2](#)

If I am a small business with fewer than 50 employees, am I exempt from the requirements to provide paid sick leave or expanded family and medical leave?

- [Questions 59, Question 58](#)

Assuming I am a covered employer, which of my employees are eligible for paid sick leave and expanded family and medical leave?

- [Question 38](#)

What is a full-time employee under the Emergency Paid Sick Leave Act?

- [Question 48](#)

What is a part-time employee under the Emergency Paid Sick Leave Act?

- [Question 49](#)

Which employees are exempt from the leave requirements as “health care providers” and “emergency responders”?

- [Questions 55, 56 and 57](#)

If I am a staffing company, how do I count internal workers and staffed workers under the FFCRA?

- [Question 74](#)

What records do I need to keep when my employee takes paid sick leave or expanded family and medical leave?

- [Question 15](#)

Will DOL begin enforcing FFCRA immediately?

- [Question 78](#)

Does the non-enforcement position mean businesses do not need to comply with the FFCRA from the effective date of April 1, 2020 through April 17, 2020?

- [Question 79](#)

Calculating Employee Hours & Pay:

How do I count hours worked by a part-time employee for purposes of paid sick leave or expanded family and medical leave?

- [Question 5](#)

When calculating pay due to employees, must overtime hours be included?

- [Question 6](#)

Are the paid sick leave and expanded family and medical leave requirements retroactive?

- [Question 13](#)

How much do I pay a seasonal employee with an irregular schedule for each day of paid sick leave or expanded family and medical leave that he or she takes?

- [Question 75](#)

May I supplement or adjust the pay mandated under the FFCRA with paid leave that the employee may have under my paid leave policy?

- [Question 32](#)

If I want to pay my employees more than they are entitled to receive for paid sick leave or expanded family and medical leave, can I do so and claim a tax credit for the entire amount paid to them?

- [Question 34](#)

May I require my employee to take paid leave he or she may have under my existing paid leave policy concurrently with expanded family and medical leave under the FFCRA?

- [Question 33](#)

Poster Requirements:

I am a small business owner. Do I have to post this notice?

- [Question 7](#)

Do I have to pay for notices?

- [Question 10](#)

Where do I post this notice? Since most of my workforce is teleworking, where do I electronically “post” this notice?

- [Question 1](#)

Do I have to post this notice in other languages that my employees speak? Where can I get the notice in other languages?

- [Question 2](#)

Do I have to give notice of the FFCRA requirements to new hires?

- [Question 5](#)

How do I know if I have the most up-to-date notice? Will there be updates to this notice in the future?

- [Question 8](#)

Do we have to post this notice at all of our different worksite locations, break rooms, and/or buildings?

- [Questions 9, 12, and 13](#)

By when do I have to post the notice?

- [Question 14](#)

Other Resources for Employers:

[Collected Resources](#) | “COVID-19 and the American Workforce”

[Fact Sheet](#) | “Families First Coronavirus Response Act: Employer Paid Leave Requirements”

[Q and A Resource](#) | “COVID-19 and the Fair Labor Standards Act”

[Q and A Resource](#) | “COVID-19 and the Family and Medical Leave Act”

[Temporary Rule](#) | “Paid Leave under the Families First Coronavirus Response Act”

[Webinar](#) | “Webinar: The Families First Coronavirus Response Act”

- [Webinar Slides \(pdf\)](#)

[Required Poster](#) | “Families First Coronavirus Response Act Notice”