# Families First Coronavirus Response Act Expiration Notice (FFCRA)

Dear [**insert employee name**]

The Families First Coronavirus Response Act (FFCRA) is a temporary law in effect from April 1, 2020 - December 31, 2020. The FFCRA grants paid leave for certain absences caused by the COVID-19 pandemic. As of this notification, the federal government has not extended this law or its leave entitlements beyond December 31, 2020. Therefore, FFCRA paid leave entitlements expired on December 31, 2020.

We want to provide clarify and ensure you are aware of the expiration and what this means for employees out on an FFCRA leave or have a need for FFCRA leave.

[**Please choose an option. NOTE Employers may, but are not required to, continue providing paid leave that would have been required by the FFCRA from January 1, 2021 forward. The FFCRA provided a refundable payroll tax credit for mandated paid sick and family leave. The bill extends the tax credit through March 2021 for employers that continue to voluntarily offer paid sick and family leave to their employees.**

The amendment does not increase the total amount of the tax credit available to pay for leave for any single employee. FFCRA sick leave or expanded FMLA leave taken before December 31, 2020 will still count against the total amount of any tax credits that can be claimed for leave taken through March 31, 2021.

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As of January 1, 2021, all employees are no longer eligible for paid leave under the FFCRA and if employees were out on FFCRA paid leave before the expiration with time left such employees will be expected to explore other leave options with the [**Insert other entity if not Human Resources Department**] which may be available depending on individual circumstances and leave availability.

OR

As of January 1, 2021, the Company will continue to provide paid leave that would have been required by the FFCRA from January 1, 2021 forward. FFCRA sick leave or expanded FMLA leave taken before December 31, 2020 will still count against the total amount of time an employee may qualify for. For example, if you took 80 hours of paid sick leave in 2020 then you have exhausted your paid leave and are no longer eligible for paid sick leave for 2021.

The Company will comply with the ADA, FMLA, leave mandates under Federal, State, and local directives as well as any applicable contract and bargaining obligations.

[**Insert Company Name**] will continue to monitor any changes in the FFCRA affecting employees. The Company will also communicate directly with any employees directly impacted if and when there are any changes in the law.

Please contact the [**Insert appropriate Company contact**] at [insert email, phone number, or other contact information]