**FFCRA DESIGNATION NOTICE**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We have reviewed your request for leave under the FFCRA and determined:

 \_\_\_ Your request for EPS leave for reason \_\_\_\_ is approved for \_\_\_\_\_ hours effective \_\_\_\_\_\_\_\_\_\_\_\_\_, 2020.

 \_\_\_ Your request for EPS leave is not approved because:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 \_\_\_ Your request for E-FMLA to care for your child is approved for \_\_\_\_\_ hours/weeks effective \_\_\_\_\_\_\_\_\_\_\_\_\_, 2020.

 If you are otherwise eligible for leave under the FMLA, these hours will count towards your FMLA entitlement. E-FMLA does not extend your entitlement to 12 weeks of leave under the FMLA. Instead, it adds an additional qualifying reason for leave and payment provisions. Therefore, you are only entitled to a total of 12 weeks per year for any FMLA-qualifying reason, including a COVID-19 related reason.

 \_\_\_ Your request for E-FMLA is not approved because:

 \_\_\_ You have not met the E-FMLA length of service requirement.

 \_\_\_ You have exhausted all of your FMLA entitlement in the applicable 12- month period.

 \_\_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please contact Human Resources if you have any questions.

*Please note that these are fast-moving times, and the information provided is only accurate as of the day posted (April 22, 2020).The information provided does not, and is not intended to, constitute legal advice; instead, all information is prepared and provided for general informational purposes only.*

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