

**From:** [Alan Hofmann](#)  
**To:** [FMFCD](#)  
**Subject:** Important COVID-19 Employee Rights Please read  
**Date:** Monday, March 30, 2020 4:38:53 PM  
**Attachments:** [FFCRA Poster WH1422 Non-Federal.pdf](#)

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Staff,

The newly enacted Federal 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. This new Act applies to the District's employees. Attached is a fact sheet laying out what employee rights are, regarding COVID-19-specific paid leave for quarantine, illness, or loss of child care.

Please be aware of the provisions as outlined for qualifying reasons. An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or
6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.

The District will notify all employees if they are under the qualifying provision #1. Those that would like to apply under, or believe they are subject to, provisions #2-4, please obtain the forms from HR and obtain medical documentation that should be emailed to [HR@fresnofloodcontrol.org](mailto:HR@fresnofloodcontrol.org) or faxed to (559) 456-2013 to process approval. Leave associated with provision #5 must also be documented with a form from HR and can be obtained as noted above. For any other questions related to FFCRA or to inquire about qualifying under any of the six (6) provisions above, please contact Karyn Kruser or Berta Mims.

Alan

**Alan Hofmann**  
General Manager-Secretary  
5469 E Olive Avenue - Fresno CA 93727-2541  
559-456-3292 - FAX 559-456-3194  
[alanh@fresnofloodcontrol.org](mailto:alanh@fresnofloodcontrol.org)  
[www.fresnofloodcontrol.org](http://www.fresnofloodcontrol.org)



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