

# 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”