



Sent: Tuesday, April 14, 2020 10:58 AM  
Subject: Families First Coronavirus Response Act – Update

As the agency receives guidance pertaining to the Families Coronavirus Response Act (FFCRA), we will continue to update employees with information pertaining to this benefit.

**Updates:**

- Attached are *revised* Employee Request (FFCRA-HR-1) and Notice of Eligibility (FFCRA-HR 2a) forms which are required to be completed.
- Attached is an agency classification list outlining positions which are exempt or non-exempt based upon #8 of the FFCRA questions and answer sheet. There are some classification which have a ? in the exemption column which means there is a large degree of variability in how positions in the class are designated across the agency. If telework is not possible, employees are not eligible for this Act, has utilized the paid leave under 5-248 (a), an employee may request to use any of earned accruals, including sick leave or take unpaid leave or *maybe* eligible for FMLA. Employees should contact their human resources representative for eligibility of 5-248 or request leave time through his/her supervisor.
- Attached is an *updated* FFCRA Question & Answer sheet as of April 8, 2020.

**FFCRA Questions**

The preferred method for questions is by email; however, staff may also may contact us by phone. The following human resources staff are available to answer questions: **Lisa Cheesbro** at [Lisa.Cheesbro@ct.gov](mailto:Lisa.Cheesbro@ct.gov) or (860) 594-3114 or Cheryl Starosz at [Cheryl.Starosz@ct.gov](mailto:Cheryl.Starosz@ct.gov) or (860) 594-2351 or your human resources representative.

We will continue to keep our staff updated as more information becomes available and supplementing this information as we receive additional guidance and questions related to FFCRA.