



MEMORANDUM

TO: All Staff

FROM: Judy Ayer
Human Resource Manager

DATE: April 1, 2020

SUBJECT: Families First Coronavirus Response Act
Paid Sick Leave and Expanded Family Medical Leave

In response to the Coronavirus Pandemic, the Families First Coronavirus Response Act was enacted into law on March 18, 2020, and becomes effective April 1, 2020.

For a US Department of Labor poster which provides information regarding FFCRA – Paid Sick Leave and Expanded Family Medical Leave, [please follow the link here](#).

Supervisors, you are **mandated** to:

1. Ensure the poster, which was emailed to you on April 1, 2020, is displayed at respective locations on the first day you and/or your staff are required to return to your respective work location.
2. Refer all staff under (directly or indirectly) your supervision to the Middle Georgia Community Action Agency Website (www.mgcaa.org) for access to this posting.