



ARCHER, BYINGTON, GLENNON & LEVINE LLP

COUNSELORS AT LAW
ONE HUNTINGTON QUADRANGLE, SUITE 4C10
P.O. BOX 9064
MELVILLE, NY 11747-9064
(631) 249-6565

MEMORANDUM

TO: Our Valued Clients

FROM: Archer, Byington, Glennon & Levine, LLP

DATE: March 31, 2020

RE: Families First Coronavirus Response Act” (FFCRA) Posting Requirements

We hope that you are managing the Covid-19 pandemic well and that you and your members are safe. ABGL is fully operational and we are available to consult with you on any issues, including understanding the impact of Covid-19 on your operations and your membership.

The federal government recently passed the “Families First Coronavirus Response Act” (FFCRA) which sets forth obligations for employers, including unions and their affiliated funds, relating to new leave obligations created under the FFCRA.

As a covered employer, you are required to “post” the attached FFCRA notice for your current employees. As you may have employees working remotely, there are multiple ways to comply with the FFCRA posting requirement, including:

1. Posting in a conspicuous place on your premises;
2. Emailing or direct mailing this notice to employees; or,
3. Posting this notice on an employee information internal or external website.

A copy of the notice can be printed from this link:

https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA_Poster_WH1422_Non-Federal.pdf

You should use a posting methodology, or combination of methodologies, that will most reasonably reach your employees. Please do not hesitate to contact us with any questions regarding this posting requirement or other new requirements that impact your operations.