

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

FSIS NOTICE

24-20

5/7/20

THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT EMERGENCY PAID SICK LEAVE ACT PROVISIONS

A. This notice provides FSIS employees with information on the Families First Coronavirus Response Act (FFCRA) Emergency Paid Sick Leave Act (EPSLA) provisions. FSIS will continue to provide pertinent instructions to its employees as the government's response to the national emergency presented by COVID-19 continues to evolve. Below are links to relevant documents:

1. Implementing guidance from USDA detailing who is eligible, qualifying reasons for paid sick leave, rate of pay and application of EPSLA pay caps, the use of EPSLA (including the types of documentation needed depending on the qualifying reasons for use), and [frequently asked questions \(FAQs\)](#); and
2. USDA [Supervisor Checklist](#) to monitor the use of EPSLA.

B. To amend paid leave used between April 1 - 25, 2020, employees are to provide the required supporting documentation to their supervisor and submit a corrected time sheet request to FSCgeneral@usda.gov.

NOTE: It is imperative for supervisors to use the checklist and review the transaction codes to ensure employees do not exceed the entitlement of up to 80 hours under EPSLA.

Refer questions to PayAndLeaveGuidance@usda.gov.



Acting Assistant Administrator
Office of Policy and Program Development

DISTRIBUTION: Electronic; All Field
Employees

NOTICE EXPIRES: 5/1/21

OPI: OPPD