



To all Employees of ADK Electric Corporation,

March 23<sup>th</sup>, 2020

On 3/19/2020, President Trump signed the “Families First Coronavirus Response Act.” The law is in effect from April 2, 2020 to December 31, 2020. ADK Electric is making this policy effective today.

A full copy of the Act is posted on the company website, [www.adkelectric.com](http://www.adkelectric.com). The required posters will be sent out to the jobsites once they are made available.

Under the FFRCA, ADK Electric Corp is required to offer emergency paid sick leave and paid family leave.

Qualifying emergencies:

- The employee is subjected to a government mandated quarantine or isolation order related to COVID-19.
- The employee has been instructed by a health care provider to self-quarantine because of concerns related to the virus.
- The employee is experiencing symptoms of the coronavirus and seeking a medical diagnosis.
- The employee is caring for a minor family member because the school or place of care has been closed or child care provider is unavailable because of COVID-19 precautions.

Employers must offer up to (10 days/80 hours) of paid sick leave for COVID-19 related reasons. The emergency sick leave provision is for an employee who is sick or seeking a diagnosis and must replace the employee’s full wages.

Under the FFRCA, ADK Electric is required to offer up to 12 weeks of paid family leave for employees who have been employed for at least 30 days with a minor needing childcare. The first 10 days of the emergency leave is unpaid (unless the emergency sick leave provision or vacation time applies). The rate of pay is reduced to 2/3 of the regular pay rate. The amount is further capped to be a maximum of \$200 per day or \$10,000 total.

The employee will need to provide ADK Electric Corp with applicable documentation, i.e. orders/letters from health care providers, notices from schools or daycares, etc.

If you have any questions or require this emergency assistance please be sure to contact Tina Laurila @ 303-781-7400 , cell 303-944-0036 or [tlaurila@adkelectric.com](mailto:tlaurila@adkelectric.com). You may also contact Nick Walker @ [nwalker@adkelectric.com](mailto:nwalker@adkelectric.com)

Please be sure to practice your social distancing and wash your hands frequently.

  
Timothy K Canaday, President