



New Federal Emergency Leave Mandates Frequently Asked Questions

Legal Disclaimer: This document will change over time with new information and developments. It does not provide, and is not intended to constitute, legal advice. All content and materials are for general informational purposes only. **Important:** as necessary, consult an attorney familiar with the federal, state and/or local law at issue, and with dealership operations, to obtain specific advice with respect to any specific legal matters. **Note:** since many state and local governments have instituted emergency COVID-19-related measures and may have stricter or different employment laws that apply to your operations, please pay close attention to the information you receive from your state and metro dealer associations and your outside counsel.

THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA)

Responses to Frequently Asked Questions (FAQ) on the Federal Emergency Leave Mandates
As of 3/30/2020

OVERVIEW AND APPLICABILITY TO DEALERSHIPS

Q What is the FFCRA?

A FFCRA, signed into law on March 18, 2020, is a targeted economic stimulus plan aimed at addressing the impact of the COVID-19 outbreak on Americans by, among other things, providing for emergency paid sick and childcare leave for parents who cannot work due to having to care for children whose schools or daycare providers have closed. FFCRA's emergency leave mandates generally apply to employers with less than 500 employees. Covered employers are generally entitled to receive 100% reimbursement for the costs of the paid emergency paid leave they provide in the form of tax credits.

Q When do the emergency leave provisions of FFCRA take effect?

A The emergency leave mandates of FFCRA are effective on April 1, 2020 and apply to leave taken between April 1, 2020 and December 31, 2020. Covered dealerships will be able to claim tax credits for qualifying emergency paid leave provided during this time period.

Q Are the emergency paid sick and childcare leave mandates retroactive?

A No, if you provided paid sick or childcare leave for a reason identified in FFCRA prior to April 1, 2020, that leave does *not* qualify as FFCRA leave. The FFCRA leave mandates and tax credits only apply to emergency paid sick and childcare leave requested and taken on or after April 1, 2020.

Q What dealerships are covered by the emergency leave mandates?

A The emergency leave mandates apply to dealerships with less than 500 employees. See discussion below on the 500-employee threshold. There is no 50-employee threshold such as normally applies to the Family and Medical Leave Act (FMLA). But, employers with less than 50 employees may be exempt if the emergency leave mandates "jeopardize the viability of the business as a going concern," meaning that:

1. Providing emergency paid sick or childcare leave would result in a dealership's expenses and financial obligations to exceed available business revenues, causing it to cease operating at a minimal capacity;
2. Absence of the employee or employees would entail a substantial risk to the financial health or operational capabilities of the dealership due to their specialized skills, knowledge of the business, or responsibilities; or

3. There are not sufficient able, willing, and qualified workers who will be available at the time and place needed, to perform the labor or services provided by the employee or employees requesting emergency paid sick or childcare leave, and these labor or services are needed for the dealership to operate at a minimal capacity.

The DOL has stated that employers need not submit a request for approval for this exemption and that it intends to issue rules in April 2020 clarifying what documentation must be kept in support of an under 50 employee exemption.

Q How do I know if a dealership is under the 500-employee threshold?

A A dealership has less than 500 employees if, at the time an employee's leave is to be taken, it employs less than 500 full-time and part-time employees within the U.S. The Fair Labor Standards Act (FLSA) definition of "[employees](#)" applies, which includes those on leave; temporary employees jointly employed by a single dealership and another employer (regardless of whether the jointly-employed employees are maintained on only the dealership or another employer's payroll); and day laborers supplied by a temp agency. Independent contractors are not employees for purposes of the 500-employee threshold.

Q How are separate entities counted as one employer for purposes of the new emergency leave mandates?

A Dealerships should reach out to legal counsel for guidance on this issue as it involves an analysis of specific facts and circumstances. Typically, a corporation (including its separate establishments or divisions) is a single employer and its employees must each be counted towards the 500-employee threshold. Where a corporation has an ownership interest in another corporation, the two corporations are separate employers unless they are joint employers under the FLSA with respect to certain employees. If two entities are joint employers, their common employees must be counted in determining whether paid leave must be provided *under both emergency leave provisions of the FFCRA*.

In general, two or more entities are separate employers unless they meet the integrated employer test under the FMLA. If two entities are an "integrated employer", then employees of the entities making up the integrated employer will be counted in determining employer coverage *for purposes of emergency childcare leave provisions*.

Q What is the "integrated employer" test under the FMLA?

A Normally, an employer is the legal entity employing an employee. Therefore, each dealership corporation (rather than any single store franchise within that corporation) is the employer. Separate entities that meet an "integrated employer" test may be considered a single employer.

Factors used to determine integrated employer include:

- Common management,
- Interrelation of operations,
- Centralized control of labor relations, and
- Degree of common ownership/financial control.

Thus, for the purposes of applying the 500-employee test, separate stores or franchises may be considered a single integrated employer if some or all of the above factors are present. Again, dealers with this question are encouraged to reach out to legal counsel for guidance as this involves an analysis of specific facts and circumstances.

Note: NADA has asked DOL to establish a process by which an employer with multiple smaller locations totaling 500 employees or more may elect to subject itself to the new emergency leave mandates. NADA specifically suggested a one-time, irrevocable election that would apply to each of the employer's business entities at issue (and to the eligible employees of those business entities). DOL has yet to provide for such a process.

Q Does the FFCRA impose an employee notice mandate?

A Covered dealerships must post an emergency leave entitlement [notice](#) in a conspicuous location where employee notices are normally posted. Dealers should also email or direct mail this notice to employees or put it up on an employee information internal or external website. For further information on this mandate, [see DOL's Employee Notice FAQ](#).

Q What documentation should employees expect to provide in support of their leave requests?

A The DOL details what information employees must provide in order to demonstrate that they are qualified for emergency paid sick or childcare leave. [See DOL FAQs 15 and 16](#). Employees requesting emergency leave also must show that they "cannot work or telework." [See DOL FAQs 17-19](#).

Q May employees collect both unemployment and emergency leave pay?

A No. [See DOL FAQ 29.](#)

Q Must health care coverage be continued for employees on emergency paid sick or childcare leave?

A In general, but certain conditions may be imposed. [See DOL FAQ 30](#) and 51.

Q What if employees requesting emergency leave have already taken some FMLA leave?

A Employees eligible to take emergency paid sick leave may do so regardless of how much leave they have taken under the FMLA.

Employees of dealerships covered by the FMLA prior to April 1, 2020, are limited to a total of 12 workweeks of FMLA leave, including emergency childcare leave, during a 12-month period. Thus, an eligible employee who has taken some, but not all, of 12 workweeks of FMLA leave during the current [12-month period determined by the dealership is only eligible to take up to the](#) remaining portion of the 12 weeks as emergency childcare leave. For more general information on FMLA leave, see: NADA's [A Dealer Guide to the Family and Medical Leave Act.](#)

Also, eligible employees who take less than 12 weeks of emergency childcare leave in a 12-month period may be eligible to take the remainder for other FMLA leave purposes.

Q Who is an “employee’s child” for purposes of the emergency leave mandates?

A FFCRA refers to a child as a “son or daughter” as defined by the FMLA. FMLA regulations define a “son or daughter” as a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis who is either under 18 years of age, or is 18 years of age or older and is [“incapable of self-care because of a mental or physical disability”](#) at the time the emergency leave is to commence. See [Fact Sheet #28B](#) for additional information on the definition of “son or daughter” as it applies to employees standing in loco parentis.

Q What if a dealership violates the FFCRA?

A Employers may not discharge, discipline, or discriminate against employees who request or take FFCRA emergency leave. They also may not require employees to look for or find replacements to cover the hours during which they are on emergency leave. Employers in violation of the emergency paid sick leave provisions are subject to penalties and enforcement under the FLSA. Employers in violation of the emergency childcare leave provisions are subject to the enforcement provisions of the FMLA.

The DOL is observing a temporary period of non-enforcement from March 18 through April 17, 2020, for employers that act reasonably and in good faith. For purposes of this non-enforcement position, “good faith” exists when violations are remedied and employees are made whole as soon as practicable by their employer, violations are not willful, and the DOL receives a written commitment from the employer to comply with the FFCRA in the future. For more information see the [DOL’s Field Assistance Bulletin 2020-1: Temporary Non-Enforcement Period Applicable to the FFCRA.](#)

EMERGENCY PAID SICK LEAVE

Q What is the FFCRA emergency sick leave mandate?

A The FFCRA requires covered employers with fewer than 500 employees to provide up to 80 hours (generally two weeks) of emergency paid “sick” leave for full-time employees for certain qualifying coronavirus-related events. As noted below, different rules apply to part-time employees.

Q How do the emergency paid sick leave mandates apply to dealerships?

A See the discussion above on the 500-employee cap and the potential 50-employee floor.

Q For what reasons may employees qualify for emergency paid sick leave?

A No matter how long they have been employed, employees may qualify for emergency paid sick leave if they are unable to work and are:

1. subject to a federal, state, or local quarantine or isolation order related to COVID-19;
2. advised by a health care provider to self-quarantine due to COVID-19 concerns;
3. experiencing COVID-19 symptoms and seeking medical diagnosis;
4. caring for an individual subject to a federal, state, or local quarantine or isolation order or advised by a health care provider to self-quarantine due to COVID-19 concerns;
5. caring for the employee's child if the child's school or place of care is closed or the child's care provider is unavailable due to public health emergency; or
6. experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretaries of Treasury and Labor.

The DOL has clarified that with respect to qualification 1 above, general government-issued orders to close some or all a dealership, or for citizens to generally “stay-at-home,” are not federal, state, or local quarantine or isolation orders. [See DOL FAQs 23-28.](#)

For how long may emergency paid sick leave be taken? Full-time employees (normally scheduled for 40 or more hours/week) are entitled to up to 80 hours of paid leave. Part-time employees (normally scheduled for fewer than 40 hours/week) are entitled to up to the number of hours they work, on average, over a 2-week period. Leave may be taken intermittently subject to certain conditions. [See DOL FAQs 20-23.](#)

Q How much must employees on emergency sick leave be paid?

A Emergency sick leave pay is calculated based on the higher of a qualifying employee's regular rate of pay (RRP) or the applicable state or Federal minimum wage. For the first three qualifications listed above, paid leave is capped at \$511/day or \$5,110 total (over the entire paid sick leave period). For the second three qualifications, paid leave is capped at \$200/day or \$2,000 total (over the entire paid sick leave period).

For purposes of the FFCRA, the RRP is based on the average regular rate over a period of up to six months prior

to the date on which leave is taken. For employees that have not worked at the dealership for six months, calculate the average of RRP for the weeks they have worked for the dealership. FFCRA requires employees to be paid for the hours the employee normally would have been scheduled to work even if that is more than 40 hours in a week. But note the daily and aggregate pay caps described above. Generally, an employee's RRP is calculated by dividing the total compensation earned by the total number of hours worked. For additional guidance on how to calculate the RRP for dealership employees, including those with commission compensation, please see [NADA's A Dealer Guide to Federal Wage and Hour, Child Labor, and Wage Discrimination Compliance.](#)

Q How are part-time employees treated?

A Qualifying part-time or irregularly scheduled employees are entitled to be paid based on the average number of hours they worked for the six months prior to taking emergency paid sick leave. Employees who have worked for less than six months are entitled to the average number of hours they would normally be scheduled to work per day for up to a two-week period.

Q How does the FFCRA emergency paid sick leave interact with the emergency paid childcare leave?

A Employees may be eligible for both types of leave, but only for a total of twelve weeks of paid leave. Employees may take both emergency sick leave and childcare leave to care for their child whose school or place of care is closed, or childcare provider is unavailable, due to COVID-19 related reasons. Emergency paid sick leave may be substituted for the initial two weeks of unpaid emergency childcare leave. For more details, please see the Emergency Childcare Leave section below.

Q What if an employee has accrued paid sick leave or paid time off?

A Employees may substitute accrued leave under the dealership's paid leave policy. Employers may not require qualifying employees to use employer-provided accrued paid leave in lieu of emergency paid sick leave.

For additional guidance on the emergency sick leave mandate, see the [DOL WHD's COVID-19 and the American Workplace Page.](#)

EMERGENCY CHILDCARE LEAVE

Q How does the emergency childcare mandate apply to dealerships?

A See the discussion above on the 500-employee cap and the potential 50-employee floor.

Q Which employees are potentially eligible for emergency childcare leave?

A Employees who have worked for a dealership for at least 30 days prior to the designated leave may be eligible to receive up to 12 weeks of childcare leave if unable to work or telework due to having to care for children (under 18 years of age) whose school or place of care is closed or is unavailable due to a public health emergency. Regarding the issue of whether employees are unable to work or telework, [see DOL FAQ 17-19](#).

An employee will be considered employed for at least 30 calendar days, and therefore eligible for leave under FFCRA, if the employee was: (1) laid off by the employer not earlier than March 1, 2020; (2) had worked for the employer for not less than 30 of the last 60 calendar days prior to the employee's layoff; and (3) was rehired by the employer thereafter.

Q What is the emergency childcare leave entitlement?

A The first ten days are unpaid unless an employee chooses to substitute any accrued vacation, personal, or sick leave (including in certain instances the emergency paid "sick" leave described above). After the initial 10 days, dealerships must provide paid leave based on an amount that is not less than two-thirds of an employee's RRP and the number of hours the employee would otherwise be normally scheduled to work. FFCRA requires employees to be paid for hours they would have been normally scheduled to work even if that is more than 40 hours in a week. But note the daily and aggregate pay caps described below. For employees whose schedule varies from week to week, different rules apply to calculate the average number of hours (see below). Emergency childcare leave is capped at \$200 per day and \$10,000 in the aggregate per employee.

If an employee takes paid emergency sick leave in lieu of the first ten unpaid days of the emergency childcare leave period, the emergency paid sick leave is capped at \$200/day or \$2,000 total, meaning under the combined emergency leave pay caps, an employee is not entitled to more than \$200 per day or \$12,000 for the twelve weeks.

For guidance and examples on how to calculate the regular rate of pay for dealership employees, including those with commission compensation, see [NADA's A Dealer Guide to Federal Wage and Hour, Child Labor, and Wage Discrimination Compliance](#).

Q What special requirements apply to qualified part-time employees?

A Employees who work a part-time or irregular schedule are entitled to be paid based on the average number of hours worked for the six months prior to taking emergency childcare leave. If they have worked for less than six months prior to leave, payment is calculated based on a reasonable expectation at the time of hiring of the average number of hours they would normally be scheduled to work. As for full-time employees, the leave pay entitlement for a part-time employee is capped at \$200 per day and \$10,000 in the aggregate.

Q Are there job restoration requirements?

A Employers with 25 or more employees generally must expect to reinstate those who take emergency childcare leave to their same or equivalent positions when they return to work. Employers with fewer than 25 employees and highly compensated "[key](#)" employees are generally excluded from this requirement if an employee's position no longer exists due to an economic downturn or to circumstances associated with a public health emergency. This exclusion is subject to the employer making reasonable attempts to return employees to equivalent positions and requires employers to make efforts to return employees to work for up to a year following their leave.

Q Can two parents invoke the leave for the same children?

A If so, how will this be implemented? DOL has yet to clarify whether two parents may ask for leave for the same childcare.

For additional guidance on the emergency childcare leave mandate, please see the [DOL WHD's COVID-19 and the American Workplace Page](#).

TAX CREDIT REIMBURSEMENT

Q Are tax credits available for employers who provide FFCRA emergency paid sick and/or emergency childcare leave?

A Employers are entitled to receive 100% reimbursement for paid FFCRA leave. A [recent announcement](#) from Treasury states that tax credits can be applied against the employer and employee portion of Social Security and Medicare taxes as well as withheld federal income taxes for each quarter equal to the qualifying leave wages paid by the employer. The amount of the tax credits varies based on the type of leave. We address each of these in turn below.

Emergency Paid Sick Leave: Dealerships may receive a refundable tax credit equal to 100% of “qualified sick leave wages” that the dealership is required to pay for a given quarter. If the dealership is not subject to the emergency paid sick leave requirement, the dealership is not eligible for the tax credit. The amount of qualified sick leave wages that can be considered for purposes of the credit varies depending upon the reason for the leave capped at either \$511 or \$200 per day (see Emergency Paid Sick Leave section above for details). The aggregate number of days that may be considered in calculating the tax credit is capped at 10 days per employee for employees taking qualified sick leave.

Emergency Childcare Leave: Dealerships providing emergency childcare leave will receive a refundable tax credit equal to 100% of the “qualified childcare leave wages” that the employer is required to pay for a given quarter. Dealerships not subject to the FFCRA leave mandates are not eligible for the tax credits. The amount of the qualified childcare leave wages that can be taken into account for purposes of the credit per employee is \$200 for any day (or portion thereof) for which the employer pays the childcare leave wages, up to a maximum aggregate amount for all calendar quarters of \$10,000 per employee (10 weeks of leave for qualified childcare leave).

Q Are health insurance benefits included in the tax credit?

A For both types of leave, eligible employers are entitled to an additional tax credit determined based on the costs to maintain health insurance coverage for the eligible employee during the leave period.

Q Considering the current economic situation, how will my dealership fund these new employee entitlements? And, how will my dealership be reimbursed through tax credits?

A According to a [recent announcement](#), Treasury intends to issue guidance addressing the concerns that dealers will not have sufficient cashflow to fund the new entitlements. Regarding the source of funding available to dealers providing the mandated sick and FMLA leave, the Treasury announcement states as follows:

“When employers pay their employees, they are required to withhold from their employees’ paychecks federal income taxes and the employees’ share of Social Security and Medicare taxes. The employers then are required to deposit these federal taxes, along with their share of Social Security and Medicare taxes, with the IRS and file quarterly payroll tax returns (Form 941 series) with the IRS.”

Under guidance that will be released shortly, eligible employers who pay qualifying sick or childcare leave will be able to retain an amount of the payroll taxes equal to the amount of qualifying sick and childcare leave that they paid, rather than deposit them with the IRS.

“The payroll taxes that are available for retention include withheld federal income taxes, the employee share of Social Security and Medicare taxes, and the employer share of Social Security and Medicare taxes with respect to all employees.”

This would mean that all dealership taxes held in escrow, including both employee income and payroll taxes and employer payroll taxes, could be used to pay employees on qualifying leave rather than be paid to the IRS. Importantly, this would allow employers to draw funds from the payroll and income tax they withhold from or pay on behalf of all employees and not just those to whom they must provide paid leave under the new statute.

For example, if a dealership must provide paid leave under the statute to 10 of its 100 employees, the dealership could use the amount it withholds in income and payroll taxes from all 100 of its employees to meet this obligation. While dealerships would still report income and payroll taxes on its quarterly return, it would receive a credit from the IRS that would offset this amount.

Consequently, unless a dealership ends up having a significant percentage of its employees utilizing the new statutory leave entitlement, it should find that the collective amounts of its income and payroll tax withholdings are sufficient to meet its funding obligations under the new statute.

And, even if a dealer's withholdings are not sufficient to pay the full amount of the new leave entitlement, Treasury's announcement states that it will create a mechanism for a dealer to apply for and obtain payment of the remaining credit in two weeks. Here is the precise language Treasury used:

"If there are not sufficient payroll taxes to cover the cost of qualified sick and child care leave paid, employers will be able file a request for an accelerated payment from the IRS. *The IRS expects to process these requests in two weeks or less.* The details of this new, expedited procedure will be announced next week." (Emphasis added)

For dealers who cannot manager their cash flow with these mechanisms, the Department of Labor has provided guidance allowing dealers to delay making mandated payments for up to seven calendar days:

"...employers who are eligible for tax credits but who have insufficient cash flow should make payment of sick leave or family leave wages as soon as possible, but not later than seven 7 calendar days after the employer has withdrawn an amount equal to the required paid sick leave and expanded family and medical leave wages from the employer's Federal payroll tax deposits or, to the extent such deposits are not sufficient, has received a refund of the credit amount from the IRS to cover the required wages.

NADA has submitted comments to Treasury asking that it issue rules confirming the availability of these pools of immediately available funds to pay for the mandated leave.

NEXT STEPS

Q What should dealerships do now?

A Dealerships are encouraged to reach out to their attorneys and accountants to develop a plan to address the business implications of these new laws and to best take advantage of the protections they will provide for dealerships and their employees. As part of this process, *note that further guidance and regulations are expected from the DOL and Treasury and that these FAQs may change over time. Questions and comments may be directed to [NADA Regulatory Affairs](#).*

In addition to the issues addressed in this FAQ, please be on the alert for other information from NADA and from your state and local dealership associations designed to assist you with reducing coronavirus-related impacts on your employees, your dealerships, and your communities.