

Human Resources Branch Memorandum

SUBJECT: New COVID-19 Hotline E-Mail to Answer Leave Related Questions	NUMBER: HRB 20-012
	DATE ISSUED: April 9, 2020
DISTRIBUTION: CDFW All Employees	EXPIRES: Until Superseded

Action Required Informational Only Control Agency Directive

Purpose

The purpose of this memorandum is to notify California Department of Fish and Wildlife (CDFW) employees that the CDFW has created a new email address intended for all employees, including managers and supervisors, to ask any COVID-19 leave-related questions to navigate and better understand available leave under the recently enacted Families First Coronavirus Response Act. The new email address for leave-related questions is: Covid-19leavesupport@wildlife.ca.gov.

If you have any questions related to COVID19 that are not related to leaves, please continue to submit them to the department's COVID-19 email.

New COVID-19 Hotline E-Mail

Employees, including managers and supervisors, can now email the Human Resources Branch (HRB) to ask specific questions related to the leaves under the Emergency Paid Sick Leave Act (EPSLA), Emergency Family and Medical Leave Expansion Act (E-FMLA), the traditional Family and Medical Leave Act or any other types of leave that may be enacted as a result of this pandemic. HRB staff will be monitoring the emails and will provide a response within 48 hours. HRB staff will respond by email, or if necessary, by telephone.

The HRB Team will maintain a list of the questions and answers and publicize those as often as necessary. Employees are encouraged to review the posted Q&A's that were issued on [HRB Memo 20-011](#) before sending an email, as your question(s) may have already been addressed. Please note that [HRB Memo 20-011](#) has been updated to include an additional Q&A resource. If there appears to be certain trends in questions, HRB can provide additional guidance to managers and supervisors to ensure effective and efficient communication related to leave benefits for employees.

Contact

If you have any questions, please contact the new [COVID-19 Hotline Email](#).

Resources

- [HRB 20-011: Families First Coronavirus Response Act \(FFCRA\)](#)