



To: All Warehouse and Delivery Personnel

From: Patty Dopkin, HR Manager

Date: March 20, 2020

Re: What Happens to Pay If You Can't Work?

Kramer Beverage is committed to assisting with slowing the pandemic as well as balancing the continuation of work so that we and our accounts can provide for ourselves and our families. That being said, there will be situations that may require individuals to stay home. We are fortunate to live in a state that has safety nets and that there were some additional benefits added by the Federal Government yesterday. Today's update is regarding various pay options that are available if you are not working due to the current COVID-19 situation.

Kramer Personal/Vacation – All employees have access to their Personal and Vacation time.

Federal Paid Sick Leave – Beginning April 2 – If you are ill, seeking treatment/diagnosis or are told by your healthcare provider to self-quarantine, you can receive up to 10 days of full pay (max \$511/day). If you are providing for a family member who is under one of those situations or who is home due to the closure of school/day care, you can receive 2/3 of pay (max \$200/day) for up to 10 days. This will be paid by KBC.

Federal Paid Family Leave – Beginning April 2 - The FMLA has been extended to situations where someone has to care for someone due to school/day care closures. It has also added a pay provision that will provide 2/3 of pay up to \$200/day for weeks 3 – 12 of an approved leave for the purpose of caring for someone under 18 due to school/day care closures caused by a public health emergency. This will be paid by KBC.

NJ State Disability - If confirmed infected by COVID-19, employee can apply for NJ State Disability, which has a 7 calendar-day waiting period. Pay after that is 2/3 pay up to \$633/week. (The waiting period can also be paid by the state if the employee is out more than 21 consecutive days.) Apply online. <https://myleavebenefits.nj.gov/worker/tidi/>

New Jersey Paid Family Leave – If caring for an ill or disabled family member, employee can receive up to 6 weeks of pay at 2/3 pay up to \$667/week. (Amount is increasing on 7/1/20 to 12 weeks, 85% of pay up to \$881/week.). Apply online. <https://myleavebenefits.nj.gov/worker/fli/>

NJ unemployment – Employee can file for unemployment should the company declare a temporary layoff (such as requiring someone to stay home for a 14-day quarantine or there isn't work available). Pay is up to \$677/week and determined based upon prior gross pay. Apply online. <https://myunemployment.nj.gov/>



Unpaid Leave – If an employee is sick or needs to care for an ill family member, they may apply or may be asked to complete FMLA paperwork to provide job protection while out. This is not a pay benefit but may run concurrent with other paid options as listed above. All requests for any type of leave will go through Human Resources and will start with an email (or letter if email is unavailable). A determination of what type of documentation is required will be made.

Governor Murphy has also put into place actions that will not allow evictions on foreclosures for the time being.

Whenever possible, employees can request that the company utilize vacation and personal time available to offset the difference in pay for partial-pay programs. This is not an option under unemployment and we have not received guidance on if we can do that for the Federal Paid Family Leave.

We know this is a LOT of information, but Tess and I are available to anyone that wants to reach out and discuss the options. If you need to stay home for any reason, please contact me at 609-444-9521 or Tess Pino at 609-335-4263 so that we can help you navigate. We may not have all of the answers yet, but we are keeping on top of things as much as possible. You may also want to contact your union representative to discuss your situations.

I have attached a document that works through some of the possible situations and how New Jersey programs would be applied. It does not incorporate the Federal programs. This is also a helpful link with New Jersey's most updated information: <https://www.nj.gov/labor/worker-protections/earnedsick/covid.shtml>

