

Davis Brown Employment and Labor Law Blog

Don't Forget to Document – March 31, 2020

Jo Ellen Whitney

While dealing with a crisis including supply chain issues, closures, and layoffs, it is easy to forget what documentation will be needed to help your business recover once the crisis is over. Federal legislation including the FFCRA and CARES Act make certain funds available to offset the cost of paid employee leave and for general business recovery.

Iowa Workforce Development

Employers are aware that under the [Iowa Workforce Development COVID-19 plan](#), their job service accounts will not be charged for unemployment benefits paid due to COVID-19 job loss. However, employers should keep all notices of filed claims and check these carefully against job service statements to ensure that their job service accounts are not accidentally charged.



Documentation for EFMLA or Sick Leave

For leave under the FFCRA, including EFMLA or sick leave, employers must get appropriate proof of the need for leave from employees in order to utilize tax credits or reimbursement. This proof includes:

1. Quarantine or isolation orders
2. Name and contact data for any healthcare provider used for certification
3. Notice of any school or daycare closure
4. Federal, state and local orders or proclamations regarding closures and quarantines.

With everything else going on right now, it may be difficult to prioritize paperwork and documentation, but a number of programs to help businesses depend on this documentation, so it is worth the time taken. Employers are encouraged to contact an attorney with any question about necessary documentation, retention policies, or other programs.

The [Davis Brown Coronavirus/COVID-19 Legal Resources webpage](#) can also answer many questions about the new guidelines coming out from the state and federal government.

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