

(On agency official letterhead in memo format with agency head initials)

Agency FFCRA Leave Exclusion Plan – Healthcare Provide or First Responder

In accordance with the Families First Coronavirus Response Act (FFCRA), (agency name) is hereby submitting this plan to exclude designated healthcare provider and/or emergency responder positions from the leave provisions of the FFCRA.

(Agency name) plans to exclude certain positions as outlined in the table below.

Total # of Positions	Excluded (Yes/No)	***Affected Job Family	Reason for Exclusion

***If positions or job codes within a defined job family is not reflective please attach a spreadsheet or chart which lists the positions by job code/position title within the affected job family.