

**OBLIGATION OF PRIVATE EMPLOYERS
TO NOTIFY EMPLOYEES, AT THE TIME OF TERMINATION OR REDUCTION OF
REGULAR HOURS OF WORK, ABOUT AVAILABILITY OF UNEMPLOYMENT
INSURANCE BENEFITS**

The Puerto Rico Department of Labor and Human Resources (“PR DOL”) issued Circular Letter No. 2020-02, dated April 16, 2020, requiring employers to notify employees, at the time of termination or reduction of regular hours of work, about the availability of Unemployment Insurance benefits. Employers must provide this notice by letter, email, brochure or text message following the model notice that appears in Section IV of the Circular Letter. A copy of the Circular Letter in its original Spanish version is attached hereto. This obligation is effective immediately.

To date, the PR DOL has published the following documents related to the state of emergency declared by the government due to COVID-19: (1) Frequent Questions about Unemployment – COVID-19; (2) Circular Letter No. 2020-02; (3) What you should know about the COVID-19; (4) Opinion No. 2020-01; (5) Opinion No. 2020-02; (6) a copy of Act No. 37-2020, Special Emergency Leave; (7) a copy of Act No. 180-1998, as amended; (8) a copy of the Families First Coronavirus Response Act of 2020 (“FFCRA”); (9) Wage and Hour Division of the United States Department of Labor (“WHD”) FFCRA Poster in Spanish; and (10) WHD’s FFCRA Poster in English. You can find said documents at: <https://www.trabajo.pr.gov/covid19.asp>

We will continue to keep you informed of further developments and are available to answer your questions on how to comply with new legal requirements.

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