

**From:** Angela Girardi <[agirardi@fedway.com](mailto:agirardi@fedway.com)>

**Sent:** Wednesday, March 25, 2020 3:59 PM

**To:** All Employees <[All\\_Employees@fedway.com](mailto:All_Employees@fedway.com)>

**Subject:** Update: COVID-19 Communication Regarding Extra Sick Time in Ultipro

Dear Employees,

Payroll and Accounting are working on providing employees with access to the additional five (5) sick days we mentioned in our previous email. Adding the days into Ultipro does not happen automatically and they have been working with our provider to make it available as soon as possible.

We will advise everyone once the system is updated with the extra days. We are hoping this will be no later than Friday, March 27, 2020.

If you do not wish to wait for these additional days to be loaded, you may go in and request existing time off. If you currently do not have any time available, please wait until the extra days are loaded and request at that time. However, employees without time off available **MUST** communicate to supervisors and managers of their intentions to use these days prior to taking them.

Kind regards,

*Angela Girardi*

**Fedway Associates, Inc.**

**Director of Human Resources**

Westgate Corporate Center

505 Westgate Drive

P.O. Box 651

Basking Ridge, NJ 07920

Direct Line (908) 394-6508

Cell Phone (908) 334-5576

