

From: [Angela Girardi](#)
To: [All Employees](#)
Subject: Information regarding COVID Sick Days, Carry Over Vacation Days, and Switch Days
Date: Monday, March 30, 2020 10:24:36 AM

Dear Employees,

Please see the following guidelines for using COVID Sick Days, Carry Over Vacation, and Switch Days.

COVID-SICK:

- The additional sick days being provided for the employees for COVID-19 have been populated in the time management system
- Employees utilizing these days should select the code "COVID SICK" to use these days
- These days will follow the regular sick days as to expiration and/or payout for all employees, Union or Non-Union. If you have questions, please reach out to your manager

Carry Over Vacation Days:

- The Company is allowing employees to use carry over vacation days AFTER April 1, 2020 due to COVID 19
- Payroll will be running a report tomorrow for unused carry over vacation days – after close of business
- Any unused carry over vacation days will be moved to "SWITCH" days and will be labeled "COVID SWITCH" days
- These SWITCH DAYS will follow the policy of all SWITCH days and employees will only be allowed to carry over (2) SWITCH DAYS to 2020

SWITCH DAYS:

- The Company is allowing employees with unused SWITCH DAYS from 2019 to use those days AFTER April 1, 2020
- Unused SWITCH DAYS from 2019 will not expire April 1, 2020 – but will be subject to the limitation of carrying over (2) SWITCH DAYS to 2021

Kind regards,

Angela Girardi

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