

From: [Donna Hewa](#)
To: [All Employees](#)
Subject: Childcare leave - coronavirus
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The coronavirus outbreak presents unique challenges for our employees, our business and the communities where we live and work. Fedway remains committed to understanding how it affects our employees and make necessary adjustments to ensure the health and safety of all. To that end, as many school districts announce extended closings, we want to address the issue of childcare and the ability to provide access to time off for effected employees.

Any employee that needs to access time off for childcare will be accommodated.

At the direction of the employee, the time off will be granted as use of vacation time or other accumulated paid time off compensation. If the employee elects to take time off as unpaid leave, that will also be permitted. Unpaid leave will be renewable with the permission from the direct supervisor every two weeks.

Our company will continue to monitor developments in this area and be further guided by the inevitable guidelines that will be promulgated by our Federal and State governments regarding this issue.