



America's Auto Auction Boston

COVID-19 Response

Addressing your concerns about employment and compensation.

Because of the rapidly escalating COVID-19 pandemic and the stay-at-home advisory by Governor Baker of the state of Massachusetts on March 23, businesses and organizations are required to close their physical workplaces and facilities from noon on March 24, 2020 and shall not reopen to workers, customers, or the public before noon on April 7, 2020.

This letter is to inform AAA-Boston employees about the options for paid leave during this time.

Salaried & Full-time Hourly Employees

- You may only use accrued sick time and vacation time. Employees are not permitted to “go in the hole”. You may only use the current balance of time on the books.
- Employees do have the ability to file for unemployment for the amount of reduced hours without any waiting period (subject to Massachusetts guidelines).
- As an employee not scheduled to work or has limited hours, it does not mean you are terminated.

Part-time Hourly Employees

- You may request accrued sick pay which can not exceed your current balance.

If you have any questions about your accrued time please call either:

Tiffany Rowe 978-330-3056

Corrin Jackson 978-330-3082

or

Access your employee portal: <https://nw14.ultipro.com>

Login: AAAI~~Last~~name~~First~~Name (Cap I after the 3-AAAs)

Password DOB: mmddyear



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