MICHIGAN EARNED SICK TIME ACT (ESTA) POLICY

(page 15 of Duke & Duke Services' Employee Handbook)

1. Purpose and Overview

In accordance with the Michigan Earned Sick Time Act (ESTA), Duke & Duke Services, Inc. provides job-protected sick leave to all eligible employees. This benefit is tracked in a standalone "ESTA Bank" completely separate from standard company vacation or regular Paid Time Off (PTO). Vacation policies and advance-notice rules do not govern the use of this legally protected sick leave.

2. Eligibility

All employees working in Michigan—including full-time, part-time, temporary, and seasonal workers—are eligible to utilize ESTA leave under this policy.

3. Accrual Plan

- **Accrual Method:** Employees accrue ESTA hours at a rate of one (1) hour for every thirty (30) hours worked. Accrual begins immediately upon hire. Employees may accrue and utilize up to a maximum of 72 hours of paid ESTA time per benefit year. Unused accrued ESTA hours will carry over to the next benefit year, up to the maximum annual usage cap. Unused accrued ESTA hours will not be paid out at the end of employment, or at the end of the year.

4. Waiting Period

Newly hired employees begin accruing ESTA hours immediately upon their start date but may not utilize hours from their ESTA bank until they have completed 120 days of employment.

5. Permissible Uses

ESTA hours may be used for an employee's own needs, or to care for a family member (spouse, child, parent, sibling, grandparent, grandchild, or legal ward) for the following reasons:

- **Medical Care:** Mental or physical illness, injury, health conditions, medical diagnosis, care, or treatment. For example, the employee's or the employee's family member's mental or physical illness, injury, or health condition; medical diagnosis,

care, or treatment of the employee's mental or physical illness, injury, or health condition; or preventative medical care for the employee. For meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child.

- **Preventative Care:** Preventive medical care, wellness checkups, or addressing severe exhaustion/illness before it worsens.
- **Domestic Violence/Sexual Assault:** Legal, medical, psychological, or relocation needs arising from domestic violence or sexual assault. For example, if the employee or the employee's family member is a victim of domestic violence or sexual assault, for medical care or psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim services organization; to relocate due to domestic violence or sexual assault; to obtain legal services; or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.
- **Public Health Emergencies:** Closure of the employee's workplace or a child's school/childcare facility by order of a public official due to a public health emergency. For closure of the employee's place of business by order of a public official due to a public health emergency; for an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency; or when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or employee's family member's presence in the community would jeopardize the health of others because of the employee's or family member's exposure to a communicable disease.

Employees will not be made responsible to search for or secure a replacement worker as a condition for using earned sick time.

6. Requesting ESTA Time & Notice Requirements

- **Foreseeable Leave:** If the need to use ESTA time is foreseeable (such as a scheduled doctor's appointment), employees must provide 7 days advanced notice.
- **Unforeseeable Leave:** If the need is unexpected (such as a sudden illness or acute fatigue health issue), the employee must notify their supervisor (via text/phone) as soon as practicable.

- **Increments:** Employees may utilize ESTA time in minimum increments of one (1) hour increments.

7. Documentation Rules

Duke & Duke Services, Inc. respects your right to medical privacy.

- For absences lasting **one (1) to three (3) consecutive days**, documentation (such as a doctor's note) is **not required**, and managers will not ask for a diagnosis.
- If an employee utilizes ESTA for **more than three (3) consecutive days**, the company requires reasonable documentation confirming that the time was used for a permissible ESTA purpose. The documentation does not need to disclose specific, confidential medical diagnoses.

8. Separation of Employment

Unused hours in the ESTA bank hold no cash value. Upon termination, resignation, or retirement, unused ESTA hours will not be paid out.

If you are laid off, and the time period lasts for **more than 2 months** (e.g., three months, a season, or half a year), the law states that Duke & Duke Services, Inc. is **no longer required to protect or reinstate your balance**. In this scenario, your accrued ESTA hours will legally reset to zero, and you will begin accruing hours fresh at a rate of 1 hour per 30 hours worked upon your return

9. Non-Retaliation Policy

Duke & Duke Services, Inc. strictly prohibits retaliation, discrimination, or any adverse employment action against any employee for exercising their rights under Michigan law, including requesting, or using accrued ESTA hours, filing a complaint, or cooperating in an investigation.

10. EST Provisions

EST is not additional to Vacation Time. EST is applicable only if the employee does not qualify for Vacation Time or the amount of Vacation Time provided to employee is less than EST that is required to be provided to employee under ESTA.