

## Earned Sick Time Act (ESTA) General Notice to Employees

*Pioneer Resources' "year" for the purposes of ESTA is: October 1<sup>st</sup> through September 30<sup>th</sup>*

Per the Earned Sick Time Act (ESTA), Pioneer Resources is classified as a large employer (10 or more employees). As such, we are required to provide at least one (1) hour of paid sick leave for every thirty (30) hours worked, up to a minimum of seventy-two (72) hours per year. In general, Pioneer Resources provides paid leave in at least the same amounts as provided under this act, that may be used for the same purposes and under the same conditions as provided in this act, and that is accrued at a rate equal to or greater than the rate described in subsections (1) and (2) of Section 3 of the act.

Pioneer Resources utilizes an accrual system, where paid time off (PTO) is awarded to staff as it is earned based on all hours worked. In general, all employees earn paid time off at a minimum rate of 0.0333 per one-hour worked. PTO may not be used in advance of accruing the time off. Depending on tenure and/or worker category, employees may earn paid time off at a higher accrual rate and waiting periods for new hires to use accrued time off are applicable. See Pioneer Resources' Paid Time Off Policy for specific details as they apply to your position.

Paid leave includes, but is not limited to, paid vacation days, personal days, paid sick days, and other paid time off. Although it is our policy to allow paid time off to be used for whatever needs the employee may have, under ESTA specifically, paid sick leave can be used for any of the following reasons:

- 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.
- 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.
- 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.
- 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.

An employer or any other person shall not interfere with, restrain, or deny the exercise of, or the attempt to exercise, any right protected under this act. An employer shall not take retaliatory personnel action or discriminate against an employee because the employee has exercised a right protected under this act. For the precise language of the statute, see Public Act 338 of 2018, as amended: (<https://legislature.mi.gov/Laws/MCL?ObjectName=MCL-ACT-338-OF-2018>).

An employee affected by an alleged violation, at any time within three (3) years after the alleged violation or the date when the employee knew of the alleged violation, may file a complaint with the Wage & Hour Division ([www.michigan.gov/wagehour](http://www.michigan.gov/wagehour)) or toll-free 1-855-4MI-WAGE).

