



VanderHouwen

Recruiting • Relationships • Opportunity

Minnesota Contractor Addendum **Effective July 1, 2026**

Equal Employment Opportunity

As set forth in the New Hire Orientation Guide, VanderHouwen is committed to equal employment opportunity and to compliance with federal antidiscrimination laws. We also comply with Minnesota law, which prohibits discrimination and harassment against employees or applicants for employment based on race (including traits associated with race, such as hair texture and hair styles (e.g., braids, locs and twists)), color, creed, religion, national origin, sex (including pregnancy, childbirth and related disabilities), marital status, familial status, actual or perceived sexual orientation, gender identity, status with respect to public assistance, membership or activity in a local commission, disability, military status, the use of lawful products (e.g., tobacco products) off company premises during nonworking hours, genetic information and age (over 18).

The Company also complies with the Minnesota law prohibiting discrimination against employees because they decline to contribute or donate to charities or community organizations, and the law prohibiting discrimination based on an employee's wages being subject to garnishment. The Company will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state, or local law.

Pregnancy Accommodation

In addition to the pregnancy accommodations provided in accordance with the federal Pregnant Workers Fairness Act (PWFA), the Company will provide employees with reasonable accommodations for health conditions related to pregnancy or childbirth, in accordance with Minnesota law.

Employees may request reasonable accommodations such as temporary transfer to a less strenuous or less hazardous position, temporary leave of absence, modification in work schedule or job assignments, seating, more frequent or longer break periods and limits to heavy lifting. The following reasonable accommodations will be provided upon request and do not require medical certification: (1) more frequent or longer restroom, food, and water breaks; (2) seating; and/or (3) limits on lifting over 20 pounds.

For all other requests for reasonable accommodation, employees must obtain the advice of their licensed health care provider or certified doula. The Company reserves the right to refuse such requests if it would impose an undue hardship on the Company's business operations.

A reasonable accommodation does not require the Company to create a new or additional position, terminate any other employee, transfer any other employee with greater seniority, or promote any employee.

During a leave of absence taken in accordance with this policy, the Company will continue to make insurance coverage under any group insurance policy, group subscriber contract or healthcare plan available to the employee and the employee's dependents on the same basis as if the employee were not on leave. This means that, if an employee wants their insurance coverage to continue during their leave, they must continue to make the same payments for benefits for themselves and their dependents as when they were not on leave.

Employees who take a leave of absence under this policy will be reinstated to the same position and pay (including any automatic adjustments that occurred during the leave period) or to a position of comparable duties, hours and pay. Employees may be permitted to return to employment on a part-time basis during the leave period. Employees wishing to return on a part-time basis should contact VanderHouwen Human Resources. Employees returning from a leave lasting longer than one month must notify VanderHouwen Human Resources at least two weeks prior to the anticipated return date.

Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact VanderHouwen Human Resources.

The Company will not terminate, discipline, penalize, interfere with, threaten, restrain, coerce, or otherwise retaliate or discriminate against employees because they request or make use of accommodations in accordance with this policy. This policy does not limit a pregnant employee's rights under any other policy or laws protecting gender, pregnancy and childbirth, or health conditions related to pregnancy or childbirth.

Employees who believe they have been denied an accommodation or break time, retaliated against, or otherwise treated in a manner that violates this policy should immediately report this concern to VanderHouwen Human Resources. Employees who believe their rights under the Nursing Mothers, Lactating Employees and Pregnancy Accommodations law have been violated can also contact the Minnesota Department of Labor and Industry's Labor Standards Division at dli.laborstandards@state.mn.us or 651-284-5075. Individuals have the right to file a civil lawsuit for relief. Additional information about the law can be found at dli.mn.gov/newparents.

Wage Disclosure Protection

No employee will be prohibited from disclosing the amount of their wages or discussing another employee's wages which have been disclosed to them voluntarily. The Company will not take any adverse employment action against an employee because the employee makes such a disclosure, engages in such discussion, or asserts any rights under this policy.

Nothing in this policy will be construed to require an employee to disclose their wages to anyone. Moreover, this policy does not permit the disclosure of any proprietary information, trade secret, or information that is otherwise subject to a legal privilege or protected by law, without the express written consent of management; nor does it condone the disclosure of protected information concerning other employees to a competitor where prohibited by policy or contract.

An employee may bring a civil action for a violation of this policy seeking any of the remedies available under the Minnesota's Wage Disclosure Protection Law, including if appropriate, reinstatement, back pay, restoration of service credit, and expungement of adverse employment records.

Access to Personnel Files

Employees may review or obtain a copy of their personnel file once per six-month period, by submitting a written request to VanderHouwen Human Resources. Upon separation from employment, employees may obtain a copy of their personnel file once each year after separation for as long as the personnel record is maintained.

The following records are not subject to inspection: written references or letters of recommendation; certain information pertaining to a criminal or civil investigation; certain protected educational records; results of employer testing (except for cumulative scores); medical records; information relating to the Company's salary system and staff planning; certain information relating to other people, including co-workers; and certain privileged information.

Employees who disagree with any of the information contained in their personnel file should notify VanderHouwen Human Resources. If an employee and the Company cannot agree to remove or correct the specified information, the employee may submit a written statement, not to exceed five pages in length, explaining their position regarding the disputed information. The statement will be maintained as part of the employee's personnel file and included in any disclosure to a third party.

Paid Sick Leave

The Company provides eligible employees with sick leave according to the Minnesota Earned Sick and Safe Time Law (ESSTL).

Eligibility

All employees anticipated by the Company to work in Minnesota for at least 80 hours in any year are eligible to receive sick leave under this policy. Eligible employees under this policy do not include individuals who are covered under a Minnesota local paid sick leave law. They will be provided paid sick leave under the applicable local paid sick leave policy only.

Accrual and Carryover of Leave

Employees begin to accrue sick leave on their first calendar day of employment with the Company or their date of eligibility under this policy, whichever is later.

Sick leave accrues at a rate of one hour for every 30 hours worked, up to a maximum of 48 hours in a benefit year, and an overall accrual cap of 80 hours. Employees may carry over all accrued but unused sick leave from one benefit year to the next. The Company does not pay out any unused sick leave at year-end in lieu of carryover.

Once an employee's sick leave balance reaches 80 hours, no further sick leave will accrue until previously accrued sick leave is used. Employees will not be given retroactive credit for any period of time in which they do not accrue sick leave because their balance was at the accrual cap. For purposes of this policy, the "benefit year" is an anniversary year based on your hire date.

Employees accrue sick leave based on all hours worked, including overtime.

Employees will be able to determine the amount of sick leave available for use by reviewing their paystubs.

Using Leave

Employees may use sick leave as it accrues.

Employees must use sick leave in one hour increments to cover all or part of a workday.

Employees are not required to search for or find a replacement worker to cover the period during which they use sick leave.

Covered Reasons for Use

Sick leave may be used only during times that an employee cannot work for the following reasons:

- The employee's mental or physical illness, injury, or health condition; need to seek medical diagnosis, care or treatment for the illness, injury, or health condition; or need for preventive medical or health care.

- A family member's mental or physical illness, injury, or health condition; need to seek medical diagnosis, care or treatment for the illness, injury, or health condition; or need for preventive medical or health care.
- Closure of the employee's place of business, or family member's school or place of care, due to weather or public emergency.
- The employee's inability to work or telework because the employee is:
 - Prohibited from working by the Company due to health concerns related to the potential transmission of a communicable illness related to a public emergency; or
 - Seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and the employee has been exposed to a communicable disease or the Company has requested a test or diagnosis.
- Health authorities having jurisdiction, or a health care professional determines that the employee's or a family member's presence in the community would jeopardize others' health because of the individual's exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.
- The employee's need to make arrangements for or attend funeral services or a memorial, or to address financial or legal matters that arise after the death of a family member.
- Absences due to domestic abuse, sexual assault or stalking of the employee or a family member, provided the absence is to:
 - Seek medical attention related to a physical or psychological injury or disability;
 - Obtain services from a victim services organization;
 - Obtain psychological or other counseling;
 - Seek relocation or take steps to secure an existing home; or
 - Seek legal advice or take legal action, including preparing for or participating in a civil or criminal legal proceeding.

For purposes of this policy, "family member" means the employee's:

- Spouse or registered domestic partner;
- Child, regardless of age or dependency status (including a biological child, adopted child, stepchild, foster child, legal ward, child for whom the employee is a legal guardian and child for whom the employee stands or stood *in loco parentis*);
- Parent (including a biological parent, stepparent and person who stood *in loco parentis* when the employee was a minor child);
- Grandchild (including a foster grandchild and step grandchild);
- Grandparent (including a foster grandparent and step grandparent);
- Sibling (including a foster sibling and stepsibling);
- Parent's sibling;
- Sibling's child;
- Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship; or
- Designated person (i.e., a person identified annually by the employee as another person for whom the employee requests sick leave).

A "family member" also includes a family member of the employee's spouse or registered domestic partner.

Notice Required

If the need to use sick leave is foreseeable, such as for prescheduled medical appointments or court dates in domestic violence cases, employees must provide at least seven days' advance notice of an absence from work to their Client Supervisor and VanderHouwen Human Resources. If the need to use sick leave is unforeseeable, employees must provide notice to their Client Supervisor and VanderHouwen Human Resources as soon as practicable.

For accurate and timely payroll processing, VanderHouwen Human Resources must also receive confirmation of the number of hours of sick leave used by emailing the number of hours to HR@VanderHouwen.com upon your return to work from your absence. When notifying the Company of the need to use paid leave, an employee should include the anticipated duration of the absence, when possible.

In general, all use of sick leave must be pre-approved by the employee's Client supervisor and VanderHouwen Human Resources before the absence.

In all circumstances, employees are responsible for specifying that the time off is for sick leave reasons so that the absence may be designated as a sick leave absence.

Verification of Absence

If an employee uses sick leave for more than three consecutive scheduled workdays, the Company may require a doctor's note or other verification of the employee's need for the absence. Depending on the circumstances, verification may include a doctor's note (for the employee's or a family member's health condition); police report, court document or court order of protection (indicating domestic violence, stalking, etc.); and other verification as permitted by applicable law.

The Company will not ask the employee to provide documentation that details the employee's or family member's health or safety information and will keep confidential any documentation or verification information provided regarding leave use, in accordance with federal, state, and local law.

Discipline for Unprotected Use of Leave

Discipline, up to and including termination, may be taken against an employee who:

- Uses sick leave for a purpose not covered by, or in a manner not consistent with, the ESSTL; or
- Violates this policy's requirements concerning requesting, using, recording, verifying, and/or documenting sick leave.

Rate of Pay

The rate of pay for sick leave will be calculated in accordance with applicable law.

Separation from Employment and Rehire

The Company does not pay employees for unused sick leave at any time, including upon separation from employment for any reason.

If an employee is rehired within 180 days of employment ending, the employee's previously accrued but unused sick leave balance will be reinstated and made available for use in accordance with the ESSTL.

No Discrimination or Retaliation

If the use of sick leave complies with the requirements of this policy and the ESSTL, the Company will not count employees' use of sick leave as an absence or "occurrence" under any Company attendance policy. Therefore, any such use of sick leave will not lead to or result in discipline, demotion, suspension, or termination.

The Company will not retaliate or discriminate against any employee for requesting or using sick leave for authorized circumstances; making a complaint or informing a person about a suspected violation of this policy; cooperating or participating in any investigation, administrative hearing or judicial action regarding an alleged violation; opposing any policy or practice prohibited by any sick and safe time or mandatory paid leave law; or informing any person of their potential rights under the law.

Additional Information

Employees who have questions about this policy should contact VanderHouwen Human Resources.

Paid Family and Medical Leave

Minnesota Paid Leave is a state-run program administered by the Minnesota Department of Employment and Economic Development's Paid Leave Division (Department) that provides paid family and medical leave (PFML) and partial wage replacement to eligible employees who are unable to work for certain qualifying reasons. The amount of PFML available to employees is calculated on a "benefit year" basis, which is defined as the period of 52 consecutive weeks beginning on the effective date of an employee's leave.

PFML benefits are funded by a Company contribution and an employee contribution made through payroll deduction. The payroll deduction is set by the Department as a percentage of an employee's eligible wages and may be adjusted periodically.

Eligibility

Minnesota-based employees who meet the financial eligibility requirements established by the Department are eligible for PFML.

Reasons for and Duration of Leave

Employees may be eligible for up to 20 weeks of combined PFML per benefit year. These 20 weeks may include:

- Up to 12 weeks of paid medical leave to attend to their own serious health condition as certified by a health care provider, including illness, injury or pregnancy/childbirth.
- Up to 12 weeks of paid family leave:
 - To care for a family member with a serious health condition as certified by a health care provider, including illness, injury or pregnancy/childbirth;
 - To bond with and care for an employee's child during the first 12 months after birth, adoption or foster care placement;
 - To attend to certain issues that arise from a family member being called to covered active military duty;
 - To care for a family member who is a covered service member injured in the line of covered military service; or
 - To respond to issues related to domestic violence, sexual assault or stalking of the employee or a family member.

For PFML purposes, a "family member" includes:

- An employee's:
 - Spouse or domestic partner;
 - Child (including a biological, adopted, foster or stepchild, child of a domestic partner, or child to whom the employee stands *in loco parentis*, is a legal guardian or is a de facto custodian);
 - Parent (including a biological, adoptive, de facto, foster or stepparent, or legal guardian of the employee or the employee's spouse, or an individual who stood *in loco parentis* to the employee when the employee was a child);
 - Sibling;
 - Grandchild (meaning a child of the employee's child);
 - Grandparent (meaning a parent of the employee's parent) or spouse's grandparent;

- Child-in-law; and
- An individual who has a personal relationship with the employee that creates an expectation and reliance that the employee care for the individual without compensation, whether or not the employee and the individual live together.

Employees can take both paid medical leave and paid family leave in a benefit year, but the maximum amount of combined PFML an employee can take in a benefit year is 20 weeks.

Employees may take PFML on an intermittent basis (i.e., taking leave in blocks of time), in one-day increments, up to 480 hours. For information about wage replacement benefits for intermittent PFML, see the *Wage Replacement Benefits* section, below.

Providing Notice to the Company Before Taking PFML

Employees must provide at least 30 days' written notice to the Company before the start of PFML. Notice should be provided by emailing VanderHouwen Human Resources at HR@vanderhouwen.com. When providing notice, employees should specify the anticipated starting date of the leave, the anticipated length of the leave and the expected date of return. If the employee is unable to provide 30 days' notice due to circumstances beyond their control, the employee must provide notice as soon as practicable.

Employees seeking intermittent PFML must notify the Company of the schedule for intermittent leave. Employees must make a reasonable effort to schedule intermittent leave in a way that will not unduly disrupt the Company's business operations.

Employees are not required to search for or find a replacement worker to cover the period during which they use PFML.

The Company will treat any medical or health information as confidential and will not disclose such information except with the permission of the employee requesting leave, unless disclosure is otherwise required by law.

Failure to provide the Company with adequate notice before leave may result in the delay or denial of an employee's PFML by the Department.

Applying for PFML Benefits with the Department

Employees must apply for PFML benefits through the Department's online system, when available, at <https://paidleave.mn.gov/>.

In order to avoid delays in approvals and/or payments, applications should be submitted to the Department as soon as possible, as early as 60 days prior to the anticipated start date of PFML.

Applications generally must be submitted no later than seven days after the start of leave, unless the Department approves backdating the application.

Wage Replacement Benefits

PFML wage replacement benefits are determined and administered by the Department, not the Company. The amount of wage replacement benefits is calculated based upon an employee's average weekly wage in relation to the state average weekly wage and is capped at a maximum weekly benefit amount that may be adjusted annually.

There is no waiting period for PFML benefits; however, except for leave to bond with a newly born or placed child, an individual must be out of work for at least seven calendar days in order to be eligible for PFML benefits.

Employees cannot apply with the Department for payment of PFML benefits for intermittent leave until they have accumulated eight hours of leave time or until 30 calendar days following the first use of intermittent leave, whichever comes first.

Use of Company-Provided Accrued Paid Time Off During PFML

The Company will not require employees to use or exhaust any accrued and available Company-provided sick leave prior to or while receiving PFML.

Employees who choose to use accrued and available sick leave rather than receive PFML benefits will not receive PFML benefits for the period of time during which they received Company-provided paid time off. The use of Company-provided paid time off will run concurrently with PFML, and the leave and benefits will be deducted from the employee's PFML entitlement.

Employees may choose to use Company-provided sick leave to supplement or "top off" PFML benefits to receive their usual salary during some or all of the PFML.

If an employee uses Company-provided paid time off and receives PFML wage replacement benefits for the same hours, the Company-provided paid time off may be considered an overpayment. The Company and/or the Department may seek to recoup any overpayments made.

Coordination With Other Leaves and Benefits

PFML will run concurrently with protected leave taken under the federal Family and Medical Leave Act, the Minnesota Pregnancy and Parenting Leave Act and any other applicable federal, state or local leave law.

During an approved PFML, the Company will continue making contributions for an employee's group health benefits on the same terms as if the employee had continued to work. This means that, if an employee wants benefits coverage to continue during PFML, the employee must continue to make any premium payments they were required to make for themselves or their dependents prior to the leave. Failure to make timely payments may result in termination of health insurance coverage.

Return to Work

An employee who has been employed by the Company for at least 90 consecutive days prior to taking PFML and returns to work on or before the approved leave's end date will be reinstated to their former job or to an equivalent job with the same status, pay, employment benefits, length-of-service credit and seniority as they had on the day their leave began. Taking PFML will not affect a reinstated employee's previously held right to accrue Company-provided paid time off, bonuses, advancement, seniority, length-of-service credit or other employment benefits, plans or programs.

An employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed and had not taken PFML. If an employee is laid off during a period of PFML and employment is terminated, the Company's responsibility to continue the leave, maintain group health plan benefits and restore the employee ceases at the time the employee is laid off, provided the Company has no continuing obligations under a collective bargaining agreement or otherwise.

Consequences of the Misuse of PFML

Employees who are approved for and use intermittent PFML must adhere to the leave schedule approved. An employee is not eligible for benefits for days not included in their approved leave schedule.

Employees who fraudulently obtain PFML benefits will not receive the protections and benefits provided by the law and may have benefits suspended.

Protected Rights

The Company takes its PFML obligations very seriously and will not retaliate or discriminate against an employee for requesting or obtaining benefits or leave, or for exercising any other right under the Minnesota Paid Leave Law. An employee who believes that their PFML rights have been violated in any way should immediately report the matter to VanderHouwen Human Resources.

Additional Information

Employees should contact VanderHouwen Human Resources by emailing HR@vanderhouwen.com with questions regarding PFML benefits. For more information on PFML, see the Minnesota Paid Leave Employee Notice at the end of this Addendum or [contact the state's Division of Paid Leave](#).

Pregnancy and Parenting Leave

Employees will be allowed up to 12 weeks of unpaid pregnancy and parenting leave in accordance with the Minnesota Pregnancy and Parenting Leave Act (MPPLA).

MPPLA leave is available to biological or adoptive parents in conjunction with the birth or adoption of a child. A *child* is a person under the age of 18 or under the age of 20 but still attending a secondary school. Leave for this purpose must begin within 12 months of the birth or adoption of the employee's child, or if the child remains in the hospital longer than the mother, within 12 months after the child leaves the hospital. MPPLA leave is also available to female employees for prenatal care or for incapacity due to pregnancy, childbirth or related health conditions and will begin at a time requested by the employee.

Employees must notify their Client Supervisor and VanderHouwen Human Resources of the date and duration of the request as soon as possible before the commencement of the leave.

Where both the federal Family and Medical Leave Act (Fed-FMLA) and MPPLA apply, the leave provided by each will count against the employee's entitlement under both laws. Employees who are eligible for leave under only one of these laws will receive benefits in accordance with that law only. The amount of pregnancy or parenting leave will also be reduced by any company-provided medical or sick leave, so the total leave (pregnancy/parenting plus paid leave) is generally not more than 12 weeks. However, the length of pregnancy or parenting leave will *not* be reduced by any period of paid or unpaid leave taken for prenatal care medical appointments.

The Company will continue to make insurance coverage under any group insurance policy, group subscriber contract or healthcare plan available to the employee and their dependents on the same basis as if the employee were not on leave. This means that, if an employee wants their insurance coverage to continue during their leave, they must continue to make the same payments for benefits for themselves and their dependents as when they were not on leave.

Upon return, employees will be reinstated to the same position and pay (including any automatic adjustments that occurred during the leave period) or to a position of comparable duties, hours and pay. Employees may be permitted to return to employment on a part-time basis during the leave period. Employees wishing to return on a part-time basis should contact VanderHouwen Human Resources.

Employees returning from a leave lasting longer than one month must notify their Client Supervisor and VanderHouwen Human Resources at least two weeks prior to the anticipated return date.

The Company will not discharge, discipline, penalize, interfere with, threaten, restrain, coerce or otherwise retaliate or discriminate against an employee for requesting or taking a pregnancy or parenting leave of absence in accordance with this policy.

Adoption Leave

Employees who are adoptive parents will be permitted to take up to four weeks of leave for the adoption of a child. Leave may begin before or at the time the child is placed in the home.

For further information or to request leave under this policy, employee may contact VanderHouwen Human Resources.

Family Military Leave

Employees will be given time off to attend a send-off or homecoming ceremony for an immediate family member who is a member of the United States armed forces and has been ordered into active service in support of a war or other national emergency unless the time off would unduly disrupt the operations of the Company. For purposes of this leave, "immediate family member" means an employee's grandparent, parent, legal guardian, sibling, child, spouse, fiancé, or fiancée. The time off will be limited to the actual time necessary to attend the send-off or homecoming ceremony for the mobilized service member, not to exceed one day in any calendar year.

Additionally, employees who are the spouse, parent, or child of a member of the United States or state military forces will be allowed a reasonable amount of unpaid time off, not to exceed two consecutive days or six days in a calendar year, to attend:

- The departure or return ceremonies for deploying or returning military personnel or units;
- Family training or readiness events sponsored or conducted by the military; and
- Events held as part of official military reintegration programs.

Employees must provide reasonable notice when requesting time off for these purposes.

Employees will also be allowed a leave of absence of up to 10 working days in the event that an immediate family member is injured or killed while engaged in active service as a member of the United States armed forces. For purposes of this leave, "immediate family members" include an employee's parent, child, grandparent, sibling, or spouse. Employees must give as much notice to the Company as practicable of the intent to take this leave. The Company may require employees to use any available paid leave.

Where applicable and allowed by law, time off under this policy will run concurrently with time off under the federal Family and Medical Leave Act.

Time of under this policy will be unpaid.

The Company will not discriminate or retaliate against employees who request or take leave in accordance with this policy.

Employees with questions about this policy, or who would like to request a leave of absence should contact VanderHouwen Human Resources.

School Conferences and Activities Leave

The Company will grant up to 16 hours of time off during any 12-month period for employees to attend their child's special education, preschool or school conferences or school-related activities if those conferences or activities cannot be scheduled during nonwork hours.

For purposes of this policy, "child" includes foster children.

When the need for leave under this policy is foreseeable, employees must provide reasonable advance notice to their Client Supervisor and VanderHouwen Human Resources and must make a reasonable attempt to schedule the leave so as not to unduly disrupt the client's operations.

Time off under this policy will be unpaid.

Bone Marrow Donor Leave

Employees who work an average of 20 hours or more per week will be allowed a paid leave of absence to undergo a medical procedure to donate bone marrow. The length of the leave may not exceed 40 work hours.

Employees must provide VanderHouwen Human Resources with reasonable notice of the need for leave and must submit verification from a physician detailing the purpose and length of the leave requested. If there is a medical determination that the employee does not qualify as a donor, the paid leave of absence provided to the employee prior to that medical determination will not be forfeited.

The Company will not retaliate against an employee for requesting or obtaining leave under this policy.

Military Leave

In addition to the rights set forth in the New Hire Orientation Guide, employees who are members of the military or naval forces of the United States or Minnesota will be allowed an unpaid military leave of absence of up to four years when called to active state or federal military service during time of war or emergency.

The Company will reinstate employees returning from military leave to the same position or a position of like seniority, status and pay, provided that the:

- Leave does not exceed four years, unless a period of additional service is imposed by law;
- Employee is not precluded by a mental or physical disability from performing the duties of the position;
- Employee provides a certificate of honorable discharge or other official document that shows satisfactory completion of service; and
- Employee applies to the Company within 90 days of discharge from actual service or from hospitalization for a service-connected injury (as long as recuperation has not taken more than one year).

Upon reinstatement, employees will have the same rights with respect to accrued and future seniority status, efficiency rating, sick leave, and other benefits as if they were actually employed during the time of military leave.

The Company will not terminate an employee who is returning from military leave with the United States armed forces, without cause, within one year following the date of reemployment.

The Company will not discriminate or retaliate against an employee because they take a leave of absence in accordance with this policy.

Quarantine Leave

The Company will not terminate, discipline, threaten, or otherwise penalize an employee who is absent from work as a result of being isolated or quarantined due to an illness caused by bioterrorism or certain communicable diseases for up to 21 consecutive workdays.

The Company will not retaliate against employees for requesting or obtaining a leave of absence under this policy.

Jury Duty Leave

The Company encourages all employees to fulfill their civic responsibilities and will provide time off to respond to jury service summons or subpoenas, attend court for prospective jury service or serve as a juror. Employees will be released from their regular work schedules as needed to attend court for prospective jury service and will not be required to work alternative shifts on any day when they must report to the courthouse for jury service.

Employees should provide their Client Supervisor and VanderHouwen Human Resources with notice of any jury summons or subpoena within a reasonable amount of time after receipt and before their appearance is required. Verification from the court clerk of having served may also be required.

Time spent engaged in attending court for prospective jury service or for serving as a juror is not compensable.

Crime Victim or Witness Leave

Employees who are crime witnesses or crime victims and who are subpoenaed or requested by a prosecutor to attend court for the purpose of giving testimony in a criminal proceeding will be given reasonable time off from work to do so.

Additionally, employees will be allowed reasonable time off from work to attend criminal proceedings related to a violent crime, if they are: (1) the victim of the crime; (2) the spouse or next of kin of the victim or (3) the family member, guardian or custodian of a minor, incompetent, incapacitated, or deceased individual who was the victim.

Employees seeking leave under this policy must provide 48 hours' advance notice to their Client Supervisor and VanderHouwen Human Resources unless it is impracticable or an emergency prevents them from doing so. The Company may require that employees provide verification to support the need for this leave.

Time off under this policy will be without pay.

The Company will maintain as confidential any information related to an employee's leave under this policy.

Time Off to Vote

The Company encourages employees to fulfill their civic responsibilities and to vote in all public elections. Most employees' schedules provide sufficient time to vote either before or after working hours.

Employees who are eligible to vote may take the necessary amount of time off to appear at the employee's polling place, cast a ballot and return to work. Time off is paid and may be taken to vote in any regularly scheduled state primary or general election, an election to fill a vacancy in the office of a United States senator or United States representative, or an election to fill a vacancy in the office of a state senator or state representative.

Please notify your Client Supervisor and VanderHouwen Human Resources of the need to take time off. Proof of voting may be required by VanderHouwen.

Political Leave

Employees who are members of a state central committee or executive committee or who are a delegate to a party convention will be allowed a leave of absence to attend such meeting or convention. Employees wishing to take leave under this policy should notify their Client Supervisor and VanderHouwen Human Resources in writing at least 10 days in advance. Leave under this policy will be unpaid.

Election Judge Leave

Employees will be allowed time off to serve as an election judge.

Employees taking leave under this policy must provide at least 20 days' written notice to VanderHouwen Human Resources of the need for leave and certification from the appointing authority indicating the hours to be served and compensation to be paid.

The Company will reduce employees' pay by the amount paid by the appointing authority for the hours of service.

Legislative Leave

An employee who is elected to public office will be allowed time off to attend meetings required for that office. Time off under this policy will be without pay. Please notify VanderHouwen Human Resources of your need for leave.

In addition, the Client may, in its discretion, allow an employee to make up time spent away from work for this purpose. Please connect with your Client Supervisor to confirm if this is an option.

The Company will not retaliate against an employee for absences to attend meetings that are required as part of the employee's public office.

Time Off to Obtain a Restraining Order

Employees who are the victim of harassment or physical or sexual assault, the guardian or conservator of such a victim; or the parent, guardian, conservator, or stepparent of a minor who is such a victim; will be allowed reasonable time off from work to obtain or attempt to obtain a restraining order.

If practicable, employees seeking leave under this policy must provide 48 hours' advance notice to VanderHouwen Human Resources except in cases of imminent danger to the health or safety of the employee or the employee's child. The Company may require that employees provide verification to support the need for this leave.

Time off under this policy will be without pay.

The Company will maintain as confidential any information related to an employee's leave under this policy.

The Company will not terminate, discipline, threaten, or otherwise discriminate or retaliate against an employee because they take reasonable time off in accordance with this policy.

Lactation Accommodation

In compliance with Minnesota's Nursing Mothers, Lactating Employees and Pregnancy Accommodations law, VanderHouwen Clients will provide reasonable paid break times each day to accommodate an employee desiring to express milk. The break time can run concurrently with rest and/or meal breaks.

VanderHouwen Clients will make reasonable efforts to provide a clean, private, and secure room or other location that is not a toilet stall and that has access to an electrical outlet for employees to express milk. Employees should discuss with their Client Supervisor and VanderHouwen Human Resources the location to express milk and to store expressed milk and to make any other arrangements under this policy.

Employees should provide reasonable notice to their Client Supervisor that they intend to take breaks for expressing milk upon returning to work.

The Company will not terminate, discipline, penalize, interfere with, threaten, restrain, coerce, or otherwise retaliate against an employee who requests or makes use of the accommodations and break time described in this policy. Employees who believe they have been denied an accommodation or break time, retaliated against, or otherwise treated in a manner that violates this policy should immediately report this concern to VanderHouwen Human Resources. Employees who believe their rights under the Nursing Mothers, Lactating Employees, and Pregnancy Accommodations law have been violated can also contact the Minnesota Department of Labor and Industry's Labor Standards Division at dli.laborstandards@state.mn.us or 651-284-7075. Additional information about the law can be found at dli.mn.gov/newparents.

Meal and Rest Breaks

Employees who work six or more consecutive hours will be allowed a meal break of at least 30 minutes. During the break, employees will be relieved of all duties. An uninterrupted meal break lasting 30 minutes or longer will be unpaid.

Employees will also be allowed a rest break of at least 15 minutes **or** adequate time to use the nearest convenient restroom, whichever is longer, during each period of four consecutive hours of work.

Employees who are unable to take all of the meal or rest breaks to which they are entitled in accordance with this policy or who have been prevented or discouraged from taking a break to which they are entitled under this policy should immediately notify VanderHouwen Human Resources.

All employees must record their meal breaks.

Smoke-Free Workplace

The Company prohibits smoking in the workplace. Employees wishing to smoke must do so outside the company facilities during scheduled work breaks.

Employees who observe other individuals smoking in the workplace have a right to object and should report the violation to their Client Supervisor. Employees will not be disciplined or retaliated against for reporting smoking that violates Minnesota law or this policy.

Employees who violate this policy may be subject to disciplinary action, up to and including termination.

Cell Phone Use/Texting While Driving

The Company prohibits employees from using cellular phones for business reasons while driving or for any reason while driving for work-related purposes or driving a company-owned vehicle. Employees should also be aware that in addition to being a violation of Company policy, it is a violation of Minnesota law to do any of the following while driving: initiate, compose, send, retrieve or read an electronic message (except in a voice-activated or hands-free mode); engage in a cell phone call (except in a voice-activated or hands-free mode); participate in video calling; or access stored content on a device.

Weapons in the Workplace

Regardless of whether the employee is licensed to carry the weapon, the Company generally prohibits the presence or use of firearms and other weapons during the course and scope of employees' employment.

If the client worksite has a different policy, that policy may be followed while working at that client worksite.

In compliance with Minnesota law, the Company does not prohibit employees who have valid permits from carrying or possessing firearms in company parking facilities or parking areas or from storing their firearms inside their locked, privately owned vehicle. Such lawfully possessed firearms may not be removed from the employees' personal vehicle or displayed to others.

Minneapolis Policies

Minneapolis Paid Sick Leave

The Company provides eligible employees with sick leave pursuant to the Minnesota Earned Sick and Safe Time Law (ESSTL) and the Minneapolis Sick and Safe Time Ordinance (MSSTO). The Company will comply with all applicable requirements of the law that is more favorable to employees.

Eligibility

All employees working in Minneapolis for the Company for at least 80 hours in any year are eligible to receive sick leave under this policy.

Accrual and Carryover of Leave

Employees begin accruing sick leave on their first calendar day of employment with the Company or on their date of eligibility under the MSSTO, whichever is later.

Sick leave accrues at a rate of one hour for every 30 hours worked, up to a maximum of 48 hours in a benefit year, and an overall accrual cap of 80 hours. Employees may carry over all accrued but unused sick leave from one benefit year to the next. The Company does not pay out any unused sick leave at year-end in lieu of carryover.

Once an employee's sick leave balance reaches 80 hours, no further sick leave will accrue until previously accrued sick leave is used. Employees will not be given retroactive credit for any period of time in which they do not accrue sick leave because their balance was at the accrual cap. For purposes of this policy, the benefit year is an anniversary year based on the date of hire.

Employees accrue sick leave based on all hours worked, including overtime.

Employees can determine the amount of sick leave available for use by reviewing their pay stubs.

Using Leave

Employees may use sick leave as it accrues.

Employees must use sick leave in one-hour increments to cover all or part of a workday.

Employees are not required to search for or find a replacement worker to cover the period during which they use sick leave.

Covered Reasons for Use

Sick leave may be used only during times that an employee cannot work for the following reasons:

- The employee's mental or physical illness, injury or health condition; need to seek medical diagnosis, care or treatment for the illness, injury or health condition; or need for preventive medical or health care.
- A family member's mental or physical illness, injury or health condition; need to seek medical diagnosis, care or treatment for the illness, injury or health condition; or need for preventive medical or health care.
- Closure of the employee's place of business, or a family member's school or place of care, due to weather or other public emergency.
- The employee's inability to work or telework because the employee is:
 - Prohibited from working by the Company due to health concerns related to the potential transmission of a communicable illness related to a public emergency; or
 - Seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and the employee has been exposed to a communicable disease or the Company has requested a test or diagnosis.
- Health authorities having jurisdiction or a health care professional determines that the employee's or a family member's presence in the community would jeopardize others' health because of the individual's exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.
- The employee's need to make arrangements for or attend funeral services or a memorial, or to address financial or legal matters that arise after the death of a family member.
- Absences due to domestic abuse, sexual assault or stalking of an employee or a family member, provided the absence is to:
 - Seek medical attention related to physical or psychological injury or disability;
 - Obtain services from a victim services organization;
 - Obtain psychological or other counseling;
 - Seek relocation or take steps to secure an existing home; or
 - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding.

For purposes of this policy, "family member" means the employee's:

- Spouse or registered domestic partner;
- Child, regardless of age or dependency status (including a biological child, adopted child, stepchild, foster child, legal ward, child for whom the employee is a legal guardian and child for whom the employee stands or stood *in loco parentis*);
- Parent (including a biological parent, stepparent or person who stood *in loco parentis* when the employee was a minor child);
- Grandchild (including a foster grandchild and step-grandchild);
- Grandparent (including a foster grandparent and step-grandparent);
- Sibling (including a foster sibling and stepsibling);
- Parent's sibling;

- Sibling's child;
- Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship;
- Household member; or
- Designated person (i.e., a person identified annually by the employee as another person for whom the employee requests sick leave).

A "family member" also includes a family member of the employee's spouse or registered domestic partner.

Notice Required

If the need to use sick leave is foreseeable, such as for prescheduled medical appointments or court dates in domestic violence cases, employees must provide at least seven days' advance notice of an absence from work to their Client Supervisor and VanderHouwen Human Resources. If the need to use sick leave is unforeseeable, employees must provide notice to their Client Supervisor and VanderHouwen Human Resources as soon as practicable.

For accurate and timely payroll processing, VanderHouwen Human Resources must also receive confirmation of the number of hours of sick leave used by emailing the number of hours to HR@VanderHouwen.com upon your return to work from your absence. When notifying the Company of the need to use paid leave, an employee should include the anticipated duration of the absence, when possible.

In general, all use of sick leave must be pre-approved by the employee's Client supervisor and VanderHouwen Human Resources before the absence.

In all circumstances, employees are responsible for specifying that the time off is for sick leave reasons so that the absence may be designated as a sick leave absence.

Verification of Absence

If an employee uses sick leave for three or more consecutive scheduled workdays, the Company may require a doctor's note or other verification of the employee's need for the absence. Depending on the circumstances, verification may include a doctor's note (for the employee's or family member's health condition); police report, court document or court order of protection (indicating domestic violence, stalking, etc.); and other verification as permitted by applicable law. The Company will not ask the employee to provide documentation detailing the employee's or a family member's health or safety information, and will keep confidential any documentation or verification information provided regarding leave use, in accordance with federal, state, and local law.

Discipline for Unprotected Use of Leave

Discipline, up to and including termination, may be taken against an employee who:

- Uses sick leave for a purpose not covered by, or in a manner not consistent with, the ESSTL or MSSTO; or
- Violates this policy's requirements concerning requesting, using, recording, verifying and/or documenting use of sick leave.

Rate of Pay

The rate of pay for sick leave will be calculated in accordance with applicable law.

Separation From Employment and Rehire

The Company does not pay employees for unused sick leave at any time, including upon separation from employment for any reason.

If an employee is rehired within 180 days of employment ending, the employee's previously accrued but unused sick leave balance will be reinstated and made available for use in accordance with the ESSTL.

No Discrimination or Retaliation

If the use of sick leave complies with the requirements of this policy, the ESSTL and the MSSTO, the Company will not count employees' use of sick leave as an absence or "occurrence" under any Company attendance policy. Therefore, any such use of sick leave will not lead to or result in discipline, demotion, suspension or termination.

The Company will not retaliate or discriminate against any employee for requesting or using sick leave for authorized circumstances; making a complaint or informing a person about a suspected violation of this policy; cooperating or participating in any investigation, administrative hearing or judicial action regarding an alleged violation; opposing any policy or practice prohibited by any sick and safe time or mandatory paid leave law; or informing any person of their potential rights under the law.

Additional Information

Employees who have questions about this policy should contact VanderHouwen Human Resources.

St. Paul Policies

Minimum Wage Rights

Employees who work within the City of St. Paul, Minnesota, are generally entitled to earn at least the minimum wage rate required under the City's Minimum Wage Ordinance (MWO) for time spent working in the City. The MWO applies to employees working within the city limits for at least two hours in a one-week period, regardless of their immigration status.

Employees who have questions about this policy or their pay should contact VanderHouwen Human Resources. The Company will not retaliate against employees or tolerate retaliation against employees because they request payment of the minimum wage or report a violation of the MWO. Employees have the right to report a violation of the MWO to the City of St. Paul's Department of Human Rights and Equal Economic Opportunity, Labor Standards Education and Enforcement Division, if they have been denied payment of the required minimum wage and/or have been retaliated against for requesting payment of the minimum wage or reporting a violation of the MWO.

St. Paul Paid Sick and Safe Time

The Company provides eligible employees with sick leave pursuant to the Minnesota Earned Sick and Safe Time Law (ESSTL) and the St. Paul Earned Sick and Safe Time Ordinance (ESSTO). The Company will comply with all applicable requirements of the law that is more favorable to employees.

Eligible Employees

All employees working in St. Paul for the Company for 80 hours in any year are eligible to receive sick leave under this policy.

Accrual and Carryover of Leave

Employees begin to accrue sick leave on their first calendar day of employment with the Company or their date of eligibility under this policy, whichever is later.

Sick leave accrues at a rate of one hour for every 30 hours worked up to a maximum of 48 hours in a benefit year, and an overall accrual cap of 80 hours. Employees may carry over all accrued but unused sick leave from one benefit year to the next. The Company does not pay out any unused sick leave at year-end in lieu of carryover.

Once an employee's sick leave balance reaches 80 hours, no further sick leave will accrue until previously accrued sick leave is used. Employees will not be given retroactive credit for any period of time in which they do not accrue sick leave because their balance was at the accrual cap. For purposes of this policy, the benefit year is an anniversary year based on the date of hire.

Employees accrue sick leave based on all hours worked, including overtime.

Employees can determine the amount of sick leave available for use by reviewing their paystubs.

Using Leave

Employees may use sick leave as it accrues.

Employees must use sick leave in increments of one hour.

Employees are not required to search for or find a replacement worker to cover the period during which they use sick leave.

Covered Reasons for Use

Sick leave may be used only during times that an employee cannot work for the following reasons:

- The employee's mental or physical illness, injury or health condition; need to seek medical diagnosis, care or treatment for the illness, injury or health condition; or need for preventive medical or health care.
- A family member's mental or physical illness, injury or health condition; need to seek medical diagnosis, care or treatment for the illness, injury or health condition; or need for preventive medical or health care.
- Closure of the employee's place of business, or family member's school or place of care, due to weather or other public emergency.
- The employee's inability to work or telework because the employee is:
 - Prohibited from working by the Company due to health concerns related to the potential transmission of a communicable illness related to a public emergency; or
 - Seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and the employee has been exposed to a communicable disease or the Company has requested a test or diagnosis.
- Health authorities having jurisdiction or a health care professional determines that the employee's or a family member's presence in the community would jeopardize others' health because of the individual's exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.
- Absences due to domestic abuse, sexual assault or stalking of an employee or a family member, provided the absence is to:
 - Seek medical attention related to physical or psychological injury or disability;?
 - Obtain services from a victim services organization;?
 - Obtain psychological or other counseling;?

- Seek relocation or take steps to secure an existing home; or?
- Seek legal advice or take legal action, including preparing for or participating in a civil? or criminal legal proceeding.

For purposes of this policy, "family member" means:

- An employee's:
 - Spouse or registered domestic partner;
 - Child, regardless of age or dependency status (including a biological child, adopted child, stepchild, foster child, legal ward, child for whom the employee is a legal guardian and child for whom the employee stands or stood *in loco parentis*);
 - Parent (including a biological parent, adoptive parent, stepparent, foster parent or person who stood *in loco parentis* when the employee was a minor child);
 - Grandchild (including a foster grandchild and stepgrandchild);
 - Grandparent (including a foster grandparent and stepgrandparent);
 - Sibling (including a foster sibling and stepsibling);
 - Parent's sibling;
 - Sibling's child; or
- Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship; or a
- Designated person (i.e., a person identified annually by the employee as another person for whom the employee requests sick leave).

A "family member" also includes a family member of the employee's spouse or registered domestic partner.

Notice Required

If the need to use sick leave is foreseeable, such as for prescheduled medical appointments or court dates in domestic violence cases, employees must provide at least seven days' advance notice of an absence from work to their Client Supervisor and VanderHouwen Human Resources. If the need to use sick leave is unforeseeable, employees must provide notice to their Client Supervisor and VanderHouwen Human Resources as soon as practicable.

For accurate and timely payroll processing, VanderHouwen Human Resources must also receive confirmation of the number of hours of sick leave used by emailing the number of hours to HR@VanderHouwen.com upon your return to work from your absence. When notifying the Company of the need to use paid leave, an employee should include the anticipated duration of the absence, when possible.

In general, all use of sick leave must be pre-approved by the employee's Client supervisor and VanderHouwen Human Resources before the absence.

In all circumstances, employees are responsible for specifying that the time off is for sick leave reasons so that the absence may be designated as a sick leave absence.

Verification of Absence

If an employee uses sick leave for more than three consecutive workdays, the Company may require a doctor's note or other verification of the employee's need for the absence. Depending on the circumstances, verification may include a doctor's note (for the employee's or a family member's health condition); police report, court document, or court order of protection (indicating domestic violence, stalking, etc.); or other verification as permitted by applicable law.

The Company will keep confidential any documentation or verification information provided regarding leave use, in accordance with federal, state and local law.

Discipline for Unprotected Use of Leave

Discipline, up to and including termination, may be taken against an employee who:

- Uses sick leave for a purpose not covered by, or in a manner not consistent with, the ESSTL or the ESSTO; or
- Violates this policy's requirements concerning requesting, using, recording, verifying or documenting use of sick leave.

Rate of Pay

The rate of pay for sick leave will be calculated in accordance with applicable law.

Separation From Employment and Rehire

The Company does not pay employees for unused sick leave at any time, including upon separation from employment for any reason.

If an employee is rehired within 180 days of employment ending, the employee's previously accrued but unused sick leave balance will be reinstated and made available for use in accordance with applicable law.

Antidiscrimination and Retaliation

If the use of sick leave complies with the requirements of this policy, the ESSTL and the ESSTO, the Company will not count employees' use of sick leave as an absence or "occurrence" under any Company attendance policy. Therefore, any such use of sick leave will not lead to or result in discipline, demotion, suspension or termination.

The Company will not retaliate or discriminate against any employee for requesting or using sick leave for authorized circumstances; making a complaint or informing a person about a suspected violation of this policy; cooperating or participating in any investigation, administrative hearing or judicial action regarding an alleged violation; opposing any policy or practice prohibited by any sick and safe time or mandatory paid leave law; or informing any person of their potential rights under the laws.

Additional Information

Employees who have questions about this policy should contact VanderHouwen Human Resources.

Earned sick and safe time (ESST)

What is ESST?

ESST is paid leave employers must provide to employees in Minnesota that can be used for certain reasons, including when an employee is sick, to care for a sick family member or to seek assistance if an employee or their family member has experienced domestic abuse, sexual assault or stalking.

ESST must be paid at the same base rate an employee earns when they are working.

Who is eligible for ESST?

An employee is eligible for ESST if they:

- are anticipated to work at least 80 hours in a year for an employer in Minnesota; and
- are not an independent contractor.

Part-time, seasonal and temporary employees are eligible for ESST.

How do you accrue and use ESST?

- Employees accrue at least one hour of ESST for every 30 hours worked, unless an employer front loads ESST hours as allowed by law.
- ESST begins accruing on the first day of work and employees are allowed to use ESST as it accrues.
- Employers must allow an employee to accrue at least 48 hours of ESST every year and to roll over unused ESST to the next year up to a maximum accrual of at least 80 ESST hours.
- Employers can require documentation from employees when ESST is used for more than two consecutive scheduled workdays.

What can you use ESST for?

ESST can be used for reasons that include:

- the mental or physical illness, treatment or preventive care of an employee or their family member;
- absence due to domestic abuse, sexual assault or stalking of an employee or their family member;
- closure of an employee's workplace due to weather or public emergency or closure of their family member's school or care facility due to weather or public emergency; and
- making funeral arrangements, attending a funeral service or memorial or addressing financial or legal matters that arise after the death of a family member.

Retaliation is against the law.

An employer may not retaliate, or take negative action, against an employee for asserting their legal rights under the ESST law.



Sick time

For mental or physical illness, treatment or preventive care



Safe time

To address domestic abuse, sexual assault or stalking



Paid Leave provides payments and job protections for Minnesotans who need time away from work for life's important moments. Paid Leave makes it possible to take care of yourself and your loved ones when it matters most.

What does Paid Leave cover?

You may qualify for Paid Leave if you need time away from work for:

Medical Leave	Family Leave
1-12 weeks	1-12 weeks
<p>Medical Leave to care for your own serious health condition</p> 	<p>Bonding Leave to bond with a child within 12 months of:</p> <ul style="list-style-type: none"> • Birth • Adoption • Foster placement 
	<p>Military Family Leave when a family member is on active duty or has been notified of an impending call or order to active duty in the Armed Forces</p> 
	<p>Caring Leave to care for a family member with a serious health condition</p> 
	<p>Safety Leave to respond to abuse, sexual assault, or stalking involving you or a family member</p> 
<p>Maximum of 20 weeks combined in one benefit year if someone qualifies for both Medical and Family Leave.</p> <p>Qualifying conditions must last at least seven days and be certified by a healthcare or service provider.</p>	

Who counts as family?

Under Paid Leave, family can include your relatives, and anyone who has a relationship with you that creates an expectation and reliance for unpaid care, whether or not you live together.

How do payments work?

Paid Leave pays part of your normal pay. Most people will receive between 55% and 90% of their regular wages while on leave, with a maximum amount set at the state's average wage. Right now, this is \$1,423 per week.

Your payment depends on:

- Your average weekly wage
- State benefit calculations

To receive payments, you must have earned at least \$3,900 in the last year. This amount can come from one job or be combined from multiple jobs. Payments are sent directly to you through direct deposit or a prepaid debit card by the state.

Who can apply?

You may qualify if you:

- Earned wages for work in Minnesota
- Need leave for a qualifying reason

Paid Leave covers most workers in Minnesota – including full time, part time, temporary, and most seasonal workers. Self-employed workers and independent contractors are not automatically covered but can choose to opt in.

How does Paid Leave work?

1. Tell your employer you need to take leave
2. Apply online through your Paid Leave Account
3. Submit a certification form, and other documents if requested
4. Your application is reviewed and you receive a determination
5. If approved, you will receive weekly payments

To apply now or learn more, go to paidleave.mn.gov

If you have questions or need assistance, please contact the Paid Leave Contact Center at paidleave@state.mn.us or call us at 651-556-7777 or 844-556-0444 (toll-free). Information is available in alternative formats for people with disabilities or people needing language assistance by using the contact information listed above.





Wage disclosure protection notice

Notice to employees – Under the Minnesota Wage Disclosure Protection law, you have the right to tell any person the amount of your own wages. Your employer cannot retaliate against you for disclosing your own wages. Your remedies under the Wage Disclosure Protection law are to bring a civil action against your employer and/or file a complaint with the Minnesota Department of Labor and Industry at 651-284-5075 or 800-342-5354.

Nursing Mothers, Lactating Employees, and Pregnancy Accommodations employee notice

Minnesota's Nursing Mothers, Lactating Employees, and Pregnancy Accommodations law (Minnesota Statutes § 181.939) gives pregnant and lactating employees certain legal rights.

Pregnancy accommodations

Pregnant employees have the right to request and receive reasonable accommodations in the workplace. An employer must provide the following accommodations to a pregnant employee upon request, **without** asking for or requiring medical documentation such as a doctor's note: limits on lifting 20 pounds, access to seating, and more frequent or extended breaks to use the restroom and eat or drink water.

Pregnant employees have the right to request and receive additional reasonable accommodations which may include, but are not limited to, more frequent or longer breaks, seating, limits to heavy lifting, temporary transfer to another position, temporary leave of absence, or modification in work schedule or tasks. An employer cannot require an employee to take a leave or accept an accommodation.

Lactation breaks and space

Lactating employees have the right to reasonable paid break times to express milk at work unless they are expressing milk during a break that is not usually paid, such as a meal break. Employers should provide a clean, private and secure room that is not a bathroom near the work area that includes access to an electrical outlet for employees to express milk.

Retaliation prohibited

It is against the law for an employer to retaliate, or to take negative action, against a pregnant or lactating employee for exercising their rights under this law.

Employees who believe their rights have been violated under this law can contact the Minnesota Department of Labor and Industry's Labor Standards Division at dli.laborstandards@state.mn.us or 651-284-5075 for help. Employees also have the right to file a civil lawsuit for relief. For more information about this law, visit dli.mn.gov/newparents.



Notice to Employees

Wage Theft, Minimum Wage, Earned Sick and Safe Time (ESST) ordinances apply to employees performing work within the geographical boundaries of Saint Paul.



WAGE THEFT

Wage theft occurs anytime employers fail to pay employees what they are legally owed, such as paying below minimum wage, not paying overtime, requiring work without pay, denying legal breaks, misclassification, withholding tips, non-payment of fringe benefits, and illegal deductions.

EARNED SICK AND SAFE TIME

What can you use ESST for?



For yourself or a family member's mental or physical illness, injury, or other health conditions.



Reasons related to domestic abuse, sexual assault, harassment, or stalking.



School or work closure due to weather or public emergency.



Funeral arrangement and bereavement.

How do you accrue and use ESST?

- Earn 1 hour of ESST for every 30 hours worked; and a minimum of 48 ESST hours in a year.
- Employees begin accruing ESST on their first day of work and are allowed to use accrued ESST if their employer anticipates they will work 80 hours in a year.
- Employers can frontload 48 hours with payout or frontload 80 hours with no payout.
- Documentation may only be requested for ESST absences of longer than 2 consecutive scheduled workdays.

Language interpretation, translation, and accommodations are available upon request

MINIMUM WAGE INCREASES

The Saint Paul Minimum Wage is updated annually

BUSINESS SIZE	2025	EFFECTIVE JAN. 1, 2026	EFFECTIVE JULY 1, 2026
City Rate Includes Macro & Large (101+ employees)	\$15.97	\$16.37	\$16.37
Small (6-100 employees)	\$15.00	\$15.00	\$16.37
Micro (5 or fewer employees)	\$13.25	\$13.25	\$14.25

REPORT A VIOLATION

If you believe your rights have been violated, you can file a complaint with HREEO using any of these methods:



- Call us at 651-266-8966
- Email us at LaborStandards@stpaul.gov
- Online at www.stpaul.gov/laborstandards
- Saint Paul City Hall, 15 W Kellogg Blvd, Office 280, Saint Paul, MN 55102

Retaliation is Illegal

Updated 11/2025

Receipt of Minnesota Contractor Addendum

This acknowledges I have received a copy of the VanderHouwen & Associates, Inc. (referred to throughout this Addendum as VanderHouwen or the Company) Minnesota Contractor Addendum. As an employee of VanderHouwen, I agree to read this Contractor Addendum, and to ask VanderHouwen Human Resources about any portion of the Addendum I do not understand. I understand and agree that VanderHouwen has the right to add, delete, or otherwise modify the policies, procedures, or other information provided in this Contractor Addendum at any time. I also understand and agree that VanderHouwen has the right to interpret and apply the policies and procedures in this Addendum in their discretion. I agree to abide by these policies, procedures, and other requirements of this Addendum. I understand that my failure to do so will lead to disciplinary action, up to and including immediate termination for the first offense.

I understand that, except where required otherwise by applicable state law, neither this State Contractor Addendum nor any verbal statements made by VanderHouwen constitute an agreement or promise of continued employment and that the provisions of this Addendum may be changed at any time. I understand that I am employed at-will and that VanderHouwen reserves the right to terminate my employment at any time for any reason, with or without cause or notice, and that I also reserve the right to terminate my employment at any time for any reason, with or without cause or notice. Only the President, Chief Executive Officer, or Chief Operating Officer of VanderHouwen are authorized to modify this at-will employment policy or enter into an agreement contrary to this policy. Any such modification must be in writing and signed by me and the President, Chief Executive Officer, or Chief Operating Officer.

If I have any questions about this employment relationship, I understand that I can contact VanderHouwen Human Resources.

Employee's Name (printed): _____ Date: _____

Employee's Signature: _____