



Handbook Addendum for

MINNESOTA

2026

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GENERAL INFORMATION

About This Minnesota Supplement

Dahl Consulting (“The Company”) is committed to workplace policies and practices that comply with federal, state and local laws. For this reason, Minnesota employees will receive the Company’s Assignment Handbook and the Minnesota Addendum to the Handbook (together, the “Employee Handbook”).

The Minnesota Addendum applies only to Minnesota employees. It is intended as a resource containing specific provisions under Minnesota law that apply to the employee’s employment. It should be read together with the Assignment Handbook and, to the extent that the policies in the Minnesota Addendum are different from or more generous than those in the Assignment Handbook, the policies in the Minnesota Supplement will apply.

The Minnesota Addendum is not intended to create a contract of continued employment or alter the at-will employment relationship. Only the President/Owner of Dahl Consulting or that person’s authorized representative has the authority to enter into an agreement that alters the at-will employment relationship, and any such agreement must be in writing and signed by the President/Owner of Dahl Consulting or an authorized representative.

If employees have any questions about these policies, they should contact their Dahl representative.

COMMITMENT TO EQUAL EMPLOYMENT OPPORTUNITY

Equal Employment Opportunity

As set forth in the Employee Handbook, Dahl Consulting 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, as described in the Employee Handbook, the Company will provide employees with reasonable accommodations for health conditions related to pregnancy or childbirth in accordance with Minnesota's Nursing Mothers, Lactating Employees and Pregnancy Accommodations law.

Employees may request reasonable accommodations, such as temporary transfer to a less strenuous or 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 without 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, an employee must obtain the advice of their licensed health care provider or certified doula, and the request need not be granted if it would impose an undue hardship on the operation of the Company's business.

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 their Dahl representative. Employees returning from a leave lasting longer than one month must notify their Doherty representative at least two weeks prior to the anticipated return date. Pregnancy and Parental Leave will run concurrently with Minnesota Paid Leave and any other local, state, or federal leave laws.

Employees with questions or concerns regarding this policy or who would like to request an accommodation should contact Dahl representative. The Company will not discharge, discipline, penalize, interfere with, threaten, restrain, coerce, or otherwise discriminate or retaliate 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, 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 their Doherty representative. 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 <https://dli.mn.gov/newparents>.

Wage Disclosure Protection

No employee will be prohibited from disclosing the amount of their own wages or discussing another employee's wages. 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 Wage Disclosure Protection Law, including if appropriate, reinstatement, back pay, restoration of service credit, and expungement of adverse employment records.

GENERAL EMPLOYMENT PRACTICES

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 their Doherty representative. The review will take place in the presence of a company representative, at the employee's place of employment or a reasonably nearby location, and during normal business hours. 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 their Dahl representative. 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 the employee's 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.

PAY PRACTICES

Lactation Accommodation

In compliance with Minnesota's Nursing Mothers, Lactating Employees and Pregnancy Accommodations law, the Company 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.

The Company 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 Dahl representative 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 the Company that they intend to take breaks for expressing milk upon returning to work.

The Company will not discharge, discipline, penalize, interfere with, threaten, restrain, coerce or otherwise retaliate or discriminate 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 their supervisor, a Human Resources representative [or insert name of appropriate company representative or department]. 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.

Meal and Rest Breaks

Nonexempt 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.

Nonexempt 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 choose to waive their meal or rest break should notify their manager or Dahl representative in writing.

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 their Dahl representative.

Minimum Wage Rights for St. Paul Employees

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 their Dahl representative. 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 Saint Paul's Department of Human Rights & 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.

TIME OFF AND LEAVES OF ABSENCE

Minnesota Paid Leave

Minnesota Paid Leave ("MN Paid Leave") is a state-run program administered by the Minnesota Department of Employment and Economic Development's Paid Leave Division ("Department") that provides leave and partial wage replacement to eligible employees who are unable to work for certain qualifying reasons. The amount of MN Paid Leave 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 MN Paid Leave.

MN Paid Leave 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 MN Paid Leave.

Reasons for and Duration of Leave

Employees may be eligible for up to 20 weeks of combined MN Paid Leave 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.
 - To respond to issues such as domestic violence, sexual assault or stalking.

Family Member. For purposes of MN Paid Leave, a “family member” includes the employee's spouse, domestic partner, child (including a child-in-law and the child of a domestic partner), parent (including a parent-in-law), sibling, grandchild, grandparent (including a grandparent-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 reside together.

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

Employees may take MN Paid Leave on an intermittent basis (*i.e.*, taking leave in blocks of time), 4 hour increments, up to 8 hours. For information about wage replacement benefits for intermittent MN Paid Leave, see the *Wage Replacement Benefits* section, below.

Providing Notice to the Company Before MN Paid Leave

Employees must provide at least 30 days' written notice to the Company before the start of MN Paid Leave. Notice should be provided by notifying their Dahl representative and

completing the Minnesota [Paid Leave Notice Form](#). 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 MN Paid Leave 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.

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 delay or denial of an employee's MN Paid Leave by the Department.

Applying for MN Paid Leave Benefits with the Department

Employees must apply for MN Paid Leave benefits through the Department's online system at <https://secure-login.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 MN Paid Leave.

Applications generally must be submitted no later than seven days after the start of MN Paid Leave, unless the Department approved backdating the application.

Wage Replacement Benefits

MN Paid Leave 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 MN Paid Leave 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 MN Paid Leave benefits.

Employees cannot apply with the Department for payment of MN Paid Leave 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 MN Paid Leave

The Company will not require employees to use or exhaust any accrued Earned Sick and Safe Time (ESST) available prior to or while receiving MN Paid Leave.

Employees who choose to use accrued and available Company provided, Earned Sick and Safe Time (ESST), rather than receiving MN Paid Leave benefits will not receive MN Paid Leave benefits for the period of time during which they received Company-provided ESST. The use of Company-provided ESST will run concurrently with MN Paid Leave and the leave and benefits will be deducted from the employee's MN Paid Leave entitlement.

Employees may choose to use Company-provided ESST, to supplement or "top off" MN Paid Leave benefits to receive their usual salary during some or all of the MN Paid Leave, if the request for MN Paid Leave also qualifies for ESST.

If an employee uses Company-provided paid time off and receives MN Paid Leave 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

MN Paid Leave will run concurrently with protected leave taken under **FMLA-covered employers**: the federal Family and Medical Leave Act, the Minnesota Parental Leave Act, and any other applicable federal, state, or local leave law. will run concurrently with MN Paid Leave and the leave and benefits will be deducted from the employee's MN Paid Leave entitlement.

During an approved MN Paid Leave, 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 MN Paid Leave, 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 MN Paid Leave 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. Upon reinstatement, taking MN Paid Leave will not affect an 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 during MN Paid Leave. If an employee is laid off during the course of taking MN Paid Leave 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 MN Paid Leave

Employees who are approved for and use intermittent MN Paid Leave 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 MN Paid Leave benefits will not receive the protections and benefits provided by the law and may have benefits suspended.

Protected Rights

The Company takes its MN Paid Leave 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 MN Paid Leave law. If an employee believes that their MN Paid Leave rights have been violated in any way, they should immediately report the matter to Dahl Consulting, Corporate Human Resources at hr@dahl.com.

Additional Information

Employees should contact Dahls Corporate Human Resources at hr@dahl.com with questions regarding MN Paid Leave or benefits. For more information on MN Paid Leave, see the [Minnesota Paid Leave Employee Notice](#).

Pregnancy and Parenting Leave

Employees will be allowed up to 12 weeks of unpaid pregnancy or 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. The leave 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.

Where both the federal Family and Medical Leave Act (FMLA) and MPPLA apply, the leave provided by each will count against the employee’s entitlement under both laws. An employee who is eligible for leave under only one of these laws will receive benefits in accordance with that law only. MN Paid Leave will run concurrently with the Pregnancy and Parenting Leave.

The amount of pregnancy or parenting leave will be reduced by any company-provided paid leave, including disability, personal, medical or sick leave or accrued vacation time,

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 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 must notify their Dahl representative of the date and duration of the requested leave no later than 30 days before the commencement of the leave. Employees returning from a leave lasting longer than one month must notify their Dahl representative at least two weeks prior to the anticipated return date.

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.

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. Employees who are adoptive parents will be permitted to take up to four weeks of leave for the adoption of a child, unless other federal, state, or local leave laws apply. Leave may begin before or at the time the child is placed in the home and can be for the purpose of arranging for the child's placement or caring for the child after placement.

For further information or to request leave under this policy, contact their Dahl representative.

Minnesota Earned Sick and Safe Time ("ESST")

The Company provides eligible employees with paid sick leave pursuant to the Minnesota Earned Sick and Safe Time Law ("ESST").

Eligibility

All employees anticipated by the Company to work in Minnesota for at least 80 hours in any year are eligible to receive paid sick leave under this policy.

Accrual and Carryover of Paid Sick Leave

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

Paid 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. Once an employee's paid sick leave balance reaches 80 hours, no further paid sick leave will accrue until previously accrued paid sick leave is used. Employees will not be given retroactive credit for any period of time in which they do not accrue paid sick leave because their balance was at the accrual cap. For purposes of this policy, the benefit year is January 1, 2026 or the employees first day of employment, whichever is later.

For accrual purposes, exempt employees are assumed to work 40 hours per workweek unless their normal workweek is fewer than 40 hours per week, in which case paid sick leave accrues based upon the employee's normal workweek hours. Nonexempt employees accrue paid sick leave based on all hours worked, including overtime.

Employees may carry over all accrued but unused paid sick leave from one benefit year to the next, up to the maximum amount allowed under the law. The Company does not pay out any unused paid sick leave at year-end in lieu of carryover

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

Using Paid Sick Leave

Employees may use paid sick leave as it is accrued.

Employees must use paid sick leave in 1 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 paid sick leave

Covered Reasons for Use

Paid 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.
- An 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.

Family Member. For purposes of this policy, "family member" means the employee's spouse, registered domestic partner, child, legal ward, parent, grandchild, grandparent, sibling, aunt or uncle, niece or nephew, family member of the employee's spouse or registered domestic partner, any other individual related by blood or whose close association with the employee is the equivalent of a family relationship, or a designated person. A "designated person" means a person identified annually by the employee as another person for whom the employee requests paid sick leave.

Notice Required

If the need to use paid sick leave is foreseeable, such as for prescheduled medical appointments and court dates in domestic violence cases, employees must provide at least seven (7) days' advance notice to their Dahl representative of an absence from work. If the need to use paid sick leave is unforeseeable, employees must provide notice to their Dahl representative as soon as practicable. Employees may provide notice to their Dahl representative by phone, e-mail or text message.

When notifying the Company of the need to use paid sick leave, an employee should include the anticipated duration of the absence, when possible.

In all circumstances, employees are responsible for specifying that the time off is for paid sick leave reasons (as opposed to, for example, vacation), so that the absence may be designated as a paid sick leave absence.

Verification of Absence

If an employee uses paid sick leave for two (2) 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 own or family member's health condition); police report, court document, or court order of protection (indicating domestic violence, stalking, etc.); and/or 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 Paid Sick Leave

Discipline – up to and including termination – may be taken against an employee who uses paid sick leave for a purpose not covered by, or in a manner not consistent with, the ESSTL. In addition, discipline – up to and including termination – may be taken against an employee that violates this policy's requirements concerning requesting, using, recording, verifying, and/or documenting use of paid 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 paid sick leave at any time, including upon separation from employment for any reason.

If an employee's employment with the Company ends and the employee is rehired within 90 days of employment ending, the employee's previously accrued but unused paid sick leave balance will be reinstated and made available for use in accordance with the ESSTL.

No Discrimination or Retaliation

As long as the use of paid sick leave complies with the requirements of this policy and the ESSTL, the Company will not count employees' use of paid sick leave as an absence or "occurrence" under any Company attendance policy. Therefore, any such use of paid 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 paid sick leave for authorized circumstances or for 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 the Minnesota Sick and Safe Time policy should contact their Dahl representative.

Bloomington Earned Sick and Safe Leave (for Bloomington Employees Only)

The Company provides eligible employees with paid sick leave pursuant to the Minnesota Earned Sick and Safe Time Law (“ESST”) and the Bloomington Earned Sick and Safe Leave Ordinance (“ESSL”). The Company will comply with all applicable requirements of the law that is more favorable to employees.

Eligibility

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

Accrual and Carryover of Paid Sick Leave

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

Paid sick leave accrues at a rate of one hour for every 30 hours worked in Bloomington, up to a maximum of 48 hours in a benefit year, and an overall accrual cap of 80 hours. Once an employee’s paid sick leave balance reaches 80 hours, no further paid sick leave will accrue until previously accrued paid sick leave is used. Employees will not be given retroactive credit for any period of time in which they do not accrue paid sick leave because their balance was at the accrual cap. For purposes of this policy, the benefit year is January 1, 2025 or the employees first date of employment, whichever is later.

For accrual purposes, exempt employees are assumed to work 40 hours per workweek unless their normal workweek is fewer than 40 hours per week, in which case paid sick leave accrues based upon the employee’s normal workweek hours. Nonexempt employees accrue paid sick leave based on all hours worked, including overtime.

Employees may carry over all accrued but unused paid sick leave from one benefit year to the next. The Company does not pay out any unused paid sick leave at year-end in lieu of carryover.

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

Using Paid Sick Leave

Employees may use paid sick leave as it is accrued.

Employees must use paid sick leave in 1 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 paid sick leave.

Covered Reasons for Use

Paid 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.
- An 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.

Family Member. For purposes of this policy, “family member” means the employee’s spouse, registered domestic partner, child, legal ward, parent, grandchild, grandparent, sibling, aunt or uncle, niece or nephew, family member of the employee’s spouse or registered domestic partner, any other individual related by blood or whose close association with the employee is the equivalent of a family relationship, or a designated person. A “designated person” means a person identified annually by the employee as another person for whom the employee requests paid sick leave.

Notice Required

If the need to use paid sick leave is foreseeable, such as for prescheduled medical appointments and court dates in domestic violence cases, employees must provide at least seven (7) days’ advance notice to their Dahl representative of an absence from work. If the need to use paid sick leave is unforeseeable, employees must provide notice to their Dahl representative as soon as practicable. Employees may provide notice to their Dahl Staffing representative by phone, e-mail or text message.

When notifying the Company of the need to use paid sick leave, an employee should include the anticipated duration of the absence, when possible.

In all circumstances, employees are responsible for specifying that the time off is for paid sick leave reasons (as opposed to, for example, vacation), so that the absence may be designated as a paid sick leave absence.

Verification of Absence

If an employee uses paid sick leave for more than three (3) 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 own or family member’s health condition); police report, court document, or court order of protection (indicating domestic violence, stalking, etc.); and/or 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 Paid Sick Leave

Discipline – up to and including termination – may be taken against an employee who uses paid sick leave for a purpose not covered by, or in a manner not consistent with, the ESSTL or the ESSLO. In addition, discipline – up to and including termination – may be taken against an employee that violates this policy's requirements concerning requesting, using, recording, verifying, and/or documenting use of paid 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 paid sick leave at any time, including upon separation from employment for any reason.

If an employee's employment with the Company ends and the employee is rehired within 90 days of employment ending, the employee's previously accrued but unused paid sick leave balance will be reinstated and made available for use in accordance with the ESSTL.

No Discrimination or Retaliation

As long as the use of paid sick leave complies with the requirements of this policy, the ESST, and the ESSL, the Company will not count employees' use of paid sick leave as an absence or "occurrence" under any Company attendance policy. Therefore, any such use of paid 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 paid sick leave for authorized circumstances or for 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 the Bloomington Sick and Safe Leave policy should contact their Dahl representative.

Minneapolis Earned Sick and Safe Time (for Minneapolis Employees Only)

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

Eligibility

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

Accrual and Carryover of Paid Sick Leave

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

Paid sick leave accrues at a rate of one hour for every 30 hours worked in Minneapolis, up to a maximum of 48 hours in a benefit year, and an overall accrual cap of 80 hours. Once an employee's paid sick leave balance reaches 80 hours, no further paid sick leave will accrue until previously accrued paid sick leave is used. Employees will not be given retroactive credit for any period of time in which they do not accrue paid sick leave because their balance was at the accrual cap. For purposes of this policy, the benefit year is January 1, 2026 or the employees 1st day of employment, whichever is later.

For accrual purposes, exempt employees are assumed to work 40 hours per workweek unless their normal workweek is fewer than 40 hours per week, in which case paid sick leave accrues based upon the employee's normal workweek hours. Nonexempt employees accrue paid sick leave based on all hours worked, including overtime.

Employees may carry over all accrued but unused paid sick leave from one benefit year to the next. The Company does not pay out any unused paid sick leave at year-end in lieu of carryover.

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

Using Paid Sick Leave

Employees may use paid sick leave as it is accrued.

Employees must use paid sick leave in 1 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 paid sick leave.

Covered Reasons for Use

Paid 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.
- An 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.

Family Member. For purposes of this policy, "family member" means the employee's spouse, registered domestic partner, child, legal ward, parent, grandchild, grandparent, sibling, aunt or uncle, niece or nephew, family member of the employee's spouse or registered domestic partner, any other individual related by blood or whose close association with the employee is the equivalent of a family relationship, member of the employee's household, or a designated person. A "designated person" means a person identified annually by the employee as another person for whom the employee requests paid sick leave.

Notice Required

If the need to use paid sick leave is foreseeable, such as for prescheduled medical appointments and court dates in domestic violence cases, employees must provide at least seven (7) days' advance notice to their Dahl representative of an absence from work. If the need to use paid sick leave is unforeseeable, employees must provide notice to their Dahl Staffing Solutions, Inc. representative as soon as practicable. Employees may provide notice to their Dahl representative by phone, e-mail or text message.

When notifying the Company of the need to use paid sick leave, an employee should include the anticipated duration of the absence, when possible.

In all circumstances, employees are responsible for specifying that the time off is for paid sick leave reasons (as opposed to, for example, vacation), so that the absence may be designated as a paid sick leave absence.

Verification of Absence

If an employee uses paid sick leave for two (2) 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 own or family member's health condition); police report, court document, or court order of protection (indicating domestic violence, stalking, etc.); and/or 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 Paid Sick Leave

Discipline – up to and including termination – may be taken against an employee who uses paid sick leave for a purpose not covered by, or in a manner not consistent with, the ESST or the MESST. In addition, discipline – up to and including termination – may be taken against an employee that violates this policy's requirements concerning requesting, using, recording, verifying, and/or documenting use of paid 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 paid sick leave at any time, including upon separation from employment for any reason.

If an employee's employment with the Company ends and the employee is rehired within 90 days of employment ending, the employee's previously accrued but unused paid sick leave balance will be reinstated and made available for use in accordance with the ESST

No Discrimination or Retaliation

As long as the use of paid sick leave complies with the requirements of this policy, the ESST, and the MESST, the Company will not count employees' use of paid sick leave as an absence or "occurrence" under any Company attendance policy. Therefore, any such use of paid 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 paid sick leave for authorized circumstances or for 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 the Minneapolis Earned Sick and Safe Time policy should contact their Dahl representative.

Saint Paul Earned Sick and Safe Time(for Saint Paul Employees Only)

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

Eligibility

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

Accrual and Carryover of Paid Sick Leave

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

Sick leave accrues at a rate of one hour for every 30 hours in Saint Paul up to a maximum of 48 hours in a benefit year, and an overall accrual cap of 80 hours. Once an employee's paid sick leave balance reaches 80 hours, no further sick leave will accrue until previously accrued paid sick leave is used. Employees will not be given retroactive credit for any period of time in which they do not accrue paid sick leave because their balance was at the accrual cap. For purposes of this policy, the benefit year is January 1, 2025 or the employees first date of employment, whichever is later.

For accrual purposes, exempt employees are assumed to work 40 hours per workweek unless their normal workweek is fewer than 40 hours per week, in which case paid sick

leave accrues based upon the employee's normal workweek hours. Nonexempt employees accrue paid sick leave based on all hours worked, including overtime.

Employees may carry over all accrued but unused paid sick leave from one benefit year to the next. The Company does not pay out any unused paid sick leave at year-end in lieu of carryover.

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

Using Paid Sick Leave

Employees may use paid sick leave as it is accrued.

Employees must use paid sick leave in 1 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 paid sick leave.

Covered Reasons for Use

Paid 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.

- An 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, harassment, 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.

Family Member. For purposes of this policy, "family member" means the employee's spouse, registered domestic partner, child, legal ward, parent, grandchild, grandparent, sibling, aunt or uncle, niece or nephew, family member of the employee's spouse or registered domestic partner, any other individual related by blood or whose close association with the employee is the equivalent of a family relationship, or a designated person. A "designated person" means a person identified annually by the employee as another person for whom the employee requests paid sick leave.

Notice Required

If the need to use paid sick leave is foreseeable, such as for prescheduled medical appointments and court dates in domestic violence cases, employees must provide at least seven (7) days' advance notice to their of an absence from work. If the need to use paid sick leave is unforeseeable, employees must provide notice to their Dahl representative as soon as practicable. Employees may provide notice to their Dahl representative by phone, e-mail or text message.

When notifying the Company of the need to use paid sick leave, an employee should include the anticipated duration of the absence, when possible.

In all circumstances, employees are responsible for specifying that the time off is for paid sick leave reasons (as opposed to, for example, vacation), so that the absence may be designated as a paid sick leave absence.

Verification of Absence

If an employee uses paid sick leave for three (3) 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 own or family member's health condition); police report, court

document, or court order of protection (indicating domestic violence, stalking, etc.); and/or 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 Paid Sick Leave

Discipline – up to and including termination – may be taken against an employee who uses paid sick leave for a purpose not covered by, or in a manner not consistent with, the ESST or the ESST. In addition, discipline – up to and including termination – may be taken against an employee that violates this policy's requirements concerning requesting, using, recording, verifying, and/or documenting use of paid 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 paid sick leave at any time, including upon separation from employment for any reason.

If an employee's employment with the Company ends and the employee is rehired within 90 days of employment ending, the employee's previously accrued but unused paid sick leave balance will be reinstated and made available for use in accordance with the ESST

No Discrimination or Retaliation

As long as the use of paid sick leave complies with the requirements of this policy, the ESST, and the SESST, the Company will not count employees' use of paid sick leave as an absence or "occurrence" under any Company attendance policy. Therefore, any such use of paid 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 paid sick leave for authorized circumstances or for 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 the Saint Paul Paid Earned Sick and Safe Time policy should contact their Dahl representative.

Military Leave

Military Leave Governed by the Uninformed Services Employment and Reemployment Rights Act

Employees who take a leave for military service that is governed by the federal Uniformed Services Employment and Reemployment Act (USERRA) will be entitled to the rights and protection provided by that law, as is described further in the Military Leave policy in the National Handbook. In addition, employees who take such a leave in Minnesota and are returning from active service will be allowed up to 90 days to return to work following completion of a period of active duty or from hospitalization or convalescence from an injury or illness incurred or aggravated during active duty ("Convalescence Period"). The Convalescence Period may be up to two years, unless seeking reinstatement after expiration of that period is impossible or unreasonable due to no fault of the employee.

Leaves Not Governed by the Uninformed Services Employment and Reemployment Rights Act

Employees who are members of the Minnesota National Guard whose service is not "state active duty" governed by USERRA will be allowed an unpaid military leave of absence in accordance with Minnesota law.

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 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 service or from hospitalization for a service-connected injury (so 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, vacation, 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 the employee takes a leave of absence in accordance with this policy.

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 not be required to use vacation time.

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 applicable law, time off under this policy will run concurrently with time off under the federal Family and Medical Leave Act (FMLA).

All leave under this policy will be unpaid, except that exempt employees will be paid when required by applicable federal or state law. The Company will not discriminate or retaliate against employees who request or take leave in accordance with this policy. Employees with questions or concerns regarding this policy or who would like to request a leave of absence should contact their Doherty representative.

Civil Air Patrol Leave

Eligible employees will be allowed an unpaid leave of absence to serve as a member of the Civil Air Patrol upon request and under the authority of the state or any of its political subdivisions, unless the leave would unduly disrupt the operations of the Company.

Eligible employees are those who work for the Company an average of 20 or more hours per week.

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.

To qualify for this leave, employees 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.

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. Under no circumstances will employees be terminated, threatened, coerced or penalized because they request or take leave in accordance with this policy. 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 representative 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 except that exempt employees will not incur any reduction in pay for a partial week's absence due to jury duty.

Crime Victim and 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 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 except that exempt employees will receive pay when required under applicable law.

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

Time Off to Obtain a Restraining Order

Employees who are the victim of harassment or physical or sexual assault 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 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 except that exempt employees will receive pay when required under applicable law.

The Company will maintain as confidential 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 on the day of the election or during the early voting period prior to Election Day. 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. Employees

are not required to use vacation time, personal leave or any other available paid time off for leave taken in accordance with this policy.

Proof of voting may be required.

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 Dahl representative in writing at least 10 days in advance. Leave under this policy will be unpaid, except that exempt employees will be paid when required by applicable federal or state law.

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 of the need for leave and certification from the appointing authority indicating the hours to be served and compensation to be paid.

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, except that exempt employees will receive pay when required under applicable federal or state law. In addition, the Company may, in its discretion, allow an employee to make up time spent away from work for this purpose.

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

School 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 non-work 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 and must make a reasonable attempt to schedule the leave so as not to unduly disrupt the Company's operations.

Time off under this policy will be unpaid, except that exempt employees will receive pay when required under applicable law. Additionally, employees may substitute any accrued paid vacation leave or other appropriate paid leave for any part of this leave.

SAFETY AND SECURITY

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 that observe other individuals smoking in the workplace have a right to object and should report the violation to their supervisor their Dahl representative. 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

As set forth in the Employee Handbook, 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 composing, reading or sending an electronic message, including email, a text message, and an instant message or accessing the internet, while driving is a violation of Minnesota law, in addition to being a violation of Company policy.

Weapons in the Workplace

In the interest of maintaining a workplace that is safe and free of violence, and in accordance with the policy set forth in the National Handbook, the Company generally prohibits the presence or use of firearms and other weapons during the course and scope of employees' employment, regardless of whether the employee is licensed to carry the weapon. However, 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.

ADDITIONAL DOCUMENTS

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.

Pregnant employees have the right to request and receive 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.

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.

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.

[SAMPLE] Minnesota Earned Sick and Safe Time Employee Notice

Employees in Minnesota are entitled to earned sick and safe time, a form of paid leave. Employees must accrue at least one hour of earned sick and safe time for every 30 hours they work, up to at least 48 hours in a year. [If you are using a more generous accrual system or a front-loading system, edit the previous sentence and insert the applicable system for the employee who will receive this notice.] A year for purposes of the employee's earned sick and safe time accrual is: [Note here how you define the accrual or benefit year for the employee. Examples include the calendar year, year by work anniversary or another 12-month period.]

At the end of each pay period, employers must provide employees with the number of earned sick and safe time hours used by the employee during the pay period and available for future use. Earned sick and safe time must be paid at the same base rate employees earn from employment. Employees are not required to seek or find a replacement for their shift to use earned sick and safe time. They may use earned sick and safe time for all or part of a shift, depending on their need.

Earned sick and safe time can be used for:

- an employee's mental or physical illness, treatment or preventive care;
- the mental or physical illness, treatment or preventive care of an employee's 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
- when determined by a health authority or health care professional that an employee or their family member is at risk of infecting others with a communicable disease.
- to make arrangements for or attend funeral services or a memorial or address financial or legal matters that arise after the death of a family member.

Notifying employer, documentation

An employer can require their employees to provide up to seven days of advance notice when possible (for example, when an employee has a medical appointment scheduled in advance) before using sick and safe time. An employer can also require their employees to provide certain documentation regarding the reason for their use of earned sick and safe time if they use it for more than two consecutive scheduled workdays.

[The following is an example of an employer policy for employees to provide notice before using earned sick and safe time. Edit the following text to match your company's policy.]

If an employee plans to use earned sick and safe time for an appointment, preventive care or another permissible reason they know of in advance, inform [name or position] by [phone, email or other communication] as far in advance as possible, but at least [number between one and seven] days in advance. In situations where an employee cannot provide advance notice, the employee should contact [name or position] at [phone, email or other communication] as soon as they know they will be unable to work.

Retaliation, right to file complaint

It is against the law for an employer to retaliate, or to take negative action, against an employee for using or requesting earned sick and safe time or otherwise exercising their earned sick and safe time rights under the law. If an employee believes they have been retaliated against or improperly denied earned sick and safe time, they can file a complaint with the Minnesota Department of Labor and Industry. They can also file a civil action in court for earned sick and safe time violations.

For more information

Contact the Minnesota Department of Labor and Industry's Labor Standards Division at 651-284-5075 or esst.dli@state.mn.us or visit the department's earned sick and safe time webpage at sickleave.mn.gov.

This document contains important information about your employment. Check the box at the left to receive this information in this language or write at the bottom of the document the language you are requesting.

EARNED SICK AND SAFE LEAVE

NOTICE OF EMPLOYEE RIGHTS

EFFECTIVE JULY 1, 2023



The Earned Sick and Safe Leave (ESSL) Ordinance requires employers with five or more employees to provide PAID sick and safe leave to employees working in Bloomington.

YOU HAVE A RIGHT TO SICK AND SAFE LEAVE THAT YOU CAN USE FOR THE CARE, TREATMENT OR SAFETY OF YOU OR A FAMILY MEMBER.

WHO QUALIFIES?

Employees working in Bloomington for 80+ hours in a year. Employees can be full-time, part-time, temporary, or seasonal.

HOW IS IT PAID?

If an employer has five or more employees, ESSL must be paid on the same schedule and at the same rate as regular wages.

HOW DO I EARN LEAVE TIME?

ONE hour of ESSL for every 30 hours worked.
Employees can earn up to 48 hours/year.
Unused ESSL carries over to the next year.

CHECK YOUR PAY STUB

Employers must list the amount of earned sick and safe leave on your pay check stub.

WHEN AND HOW CAN LEAVE BE USED?

Employees can use leave time (a) for medical, physical, mental or health needs, (b) for school or workplace closures, and (c) when they or a family member is a victim of domestic violence, sexual assault, or stalking.

Retaliation against an employee trying to use ESSL is prohibited. An employee can file a complaint against an employer who retaliates against the employee or fails to provide ESSL.

If you believe your right to ESSL has been violated, you can file a complaint at:

Email: ESSL@bloomingtonmn.gov • Website: blm.mn/essl • Call: 952-563-8753

Mail/In-person: City of Bloomington, Legal Department, Compliance Division,
1800 W. Old Shakopee Road, Bloomington, MN 55431



For more information scan the QR below.



Posting required by law in a location where employees can easily see this notice.

CITY OF MINNEAPOLIS NOTICE TO EMPLOYEES

Minneapolis Labor and Employment Rights

Wage Theft Prevention

All employees have a legal right to receive full and timely payment of *all* earnings and “employee notice” documentation.

Wage Theft includes:

- Work without pay
- Denial of overtime
- Unlawful deductions

Documentation includes:

- Paystubs
- Information about pay rate(s), paydays, and sick and safe time

Minimum Wage effective Jan. 1, 2026

- Applies to *all* employees performing work in Minneapolis.
- Increases every year on January 1st.

2026 Minimum Wage
\$16.37 per hour

Sick and Safe Time (access to sick leave or PTO)

- Employers must provide sick and safe time (or equivalent leave) and must pay all employees for covered absences.
- Employees begin earning sick and safe time (or equivalent leave) hours on the first day of work – part-timers included.
- Employees earn at least one hour for every 30 hours worked. Accrual may be capped at 48 yearly and 80 overall.
- Employees are entitled to leave amounts and policies in writing.



Sick Time
Medical or mental health care, illness or injury



Safe Time
To address domestic abuse, sexual assault or stalking



Sick or Safe
Care for sick family member or during emergency closures



Working. Thriving. Together.

Help make Minneapolis a healthier, more secure, and more productive community.



REPORT A VIOLATION



**Minneapolismn.gov/
laborenforcement**



Call 311



350 S. 5th St., Rm 239

RETALIATION PROHIBITED

Interference with an employee's exercise of protected rights is punishable by fine(s) up to \$3,000 per employee.



THIS POSTER MUST BE DISPLAYED WHERE EMPLOYEES CAN EASILY READ IT. Download this poster at sicktimeinfo.minneapolismn.gov/employer-resources. It may be printed on 8 1/2" x 11" letter size paper. More questions? We're here to help: sicktimeinfo@minneapolismn.gov or call 311.

For reasonable accommodations or alternative formats please contact the Minneapolis Civil Rights Department at 612-673-3012. People who are deaf or hard of hearing can use a relay service to call 311 at 612-673-3000. TTY users can call 612-673-2157 or 612-673-2626. Para asistencia 612-673-2700, Yog xav tau kev pab, hu 612-673-2800, Hadii aad Caawimaad u baahantahay 612-673-3500.



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