



Earned Sick Time Act (ESTA) Policy

Effective 2/21/25

ILE Excavating Inc.'s 'year' for the purposes of the Earned Sick Time Act is January 1st – December 31st

Earned Sick Time Accrual

Accrual Rate	Use is Limited To:
1 hour for every 30 hours worked	72 hours in a year

- Sick time hours accrued will be carried over from year to year.
- Earned sick time shall begin to accrue on the effective date of this law, or upon hire date, whichever is later.
- Your weekly check stub will show the balance of accrued hours.
- An employee may use accrued earned sick time as it is accrued. Newly hired employees are subject to a 120-Calendar day wait period for use.
- An employee using sick time will be paid their normal hourly base rate. (No premium, vacation or fringe benefits)
- Sick time hours can be used in 1 hour increments only.
- Employees separated from employment with ILE Excavating Inc. lose all accrued hours. If an employee is re-hired in 60 days or less they will maintain all accrued hours prior to the separation, begin accruing additional hours upon re-hire.

Employee Reporting Responsibility

- Employees need to give ILE Excavating Inc. notice that they intend to use earned sick time. To properly give notice the ESTA Request Form must be submitted in a timely matter.
- If the use of sick time is foreseeable, 7 days advance notice is required. If the use is not foreseeable, notice must be given as soon as practical.
- It is the employee's responsibility to submit the ESTA Request form. Ways to submit
 1. Email to admin@ileexcavatinginc.com
 2. Deliver to the office during regular operating hours
- ILE Excavating Inc. requests employees to provide sufficient information to determine whether the leave meets eligible uses under ESTA. This information will remain confidential.

Earned Sick Time Uses

Employees are permitted to use the earned sick time accrued for any of the following:

- The employee's or the employee's family member's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee's mental or physical illness, injury, or health condition; or preventative medical care for the employee.
- If the employee or the employee's family member is a victim of domestic violence or sexual assault, for medical care or psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim services organization; to relocate due to domestic violence or sexual assault; to obtain legal services; or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.
- For meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child; or
- For closure of the employee's place of business by order of a public official due to a public health emergency; for an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency; or when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or employee's family member's presence in the community would jeopardize the health of others because of the employee's or family member's exposure to a communicable disease.

Exercise of Rights

- ILE Excavating Inc. or any other person shall not interfere with, restrain, or deny the exercise of, or the attempt to exercise, any right protected under this act.
- ILE Excavating Inc. will not take retaliatory personnel action or discriminate against an employee because the employee has exercised a right protected under this act. "Retaliatory personnel action" means any of the following:
 - Denial of any right guaranteed under this act.
 - A threat, discharge, suspension, demotion, reduction of hours, or other adverse action against an employee or former employee for exercise of a right guaranteed under this act.
 - Sanctions against an employee who is a recipient of public benefits for exercise of a right guaranteed under this act.
 - Interference with, or punishment for, an individual's participation in any manner in an investigation, proceeding, or hearing under this act.