

Colorado

Jury Duty

Innovetive Petcare supports employees in fulfilling their civic responsibilities, including serving on a jury. If you are called for jury duty, please notify your supervisor as early as possible so that appropriate scheduling arrangements can be made.

The Company will pay your regular wage for up to the first three days of jury service, not to exceed \$50 per day unless otherwise agreed. After the first three days, jury duty will be unpaid, though you may choose to use available paid time off to cover any additional time.

Innovetive Petcare may request proof of jury duty service as permitted by law.

Voting Leave

If you do not have at least three nonworking hours to vote while the polls are open, Innovetive Petcare will provide you with up to two hours of paid time off to vote, provided you request the time off prior to Election Day. The specific time you are allowed to vote will be determined by your manager in accordance with applicable legal requirement

Civil Air Patrol Leave

The Company provides eligible employees with up to 15 days of unpaid, job-protected leave each calendar year to participate in emergency operational missions for the Colorado Wing of the Civil Air Patrol.

Civil Air Patrol leave is available to any employee who is a member of the Colorado Wing of the Civil Air Patrol, excluding temporary employees who work on an irregular or as-needed basis. Employees should provide as much advance notice as possible for the dates their leave will begin and end and must submit documentation verifying the satisfactory completion of their Civil Air Patrol service.

You are not required to use paid time off before taking Civil Air Patrol leave, and requesting or taking this leave will not affect your rights to vacation, sick leave, bonuses, advancement, or any other employment benefits. Upon completion of the mission, you are expected to return to work as soon as practicable. After the leave, the Company will reinstate you to your original position or an equivalent role with the same seniority, benefits, pay, and other conditions of employment.

Disaster Volunteer Service Leave

Employees who are qualified volunteers and are called into service by recognized volunteer organizations for disaster relief may take up to 15 days of unpaid leave per calendar year. To be eligible, employees must provide proof of their status as qualified volunteers and documentation confirming that they have been called into service for a disaster.

Volunteer Firefighter Leave

Employees serving as volunteer firefighters will not be terminated or penalized for failing to report to work or leaving work to respond to an emergency within their fire department's designated response area. To be eligible, employees must present documentation of their volunteer firefighter status from the fire chief before taking leave.

Employees may take leave to respond to an emergency if:

- The Company does not deem the employee essential to daily operations; and
- The emergency is significant enough to require all available firefighters to respond.

Employees must provide documentation from the fire department's chief confirming the date, time, and duration of their response. Leave for volunteer firefighter duties is unpaid, and unless otherwise agreed upon, it may not exceed 15 days per calendar year.

Public Health Emergency Leave

In the event of a declared public health emergency (PHE), Innovetive Petcare will provide additional paid sick leave to eligible employees in compliance with the Colorado Healthy Families and Workplaces Act. This supplemental leave will be provided in addition to the paid sick leave accrued under the Colorado Paid Sick Leave Policy and is intended to ensure employees have sufficient time off for public health-related reasons.

A public health emergency is defined as:

- An act of bioterrorism, pandemic influenza, or an epidemic caused by a novel and highly infectious agent, for which an emergency has been declared by a federal, state, or local public health agency, or a disaster emergency has been declared by the governor; or
- A highly infectious illness or agent with epidemic or pandemic potential for which a disaster emergency is declared by the governor.

If you typically work 40 or more hours per week, Innovetive Petcare will ensure that you have at least 80 hours of PHE leave available. If you work fewer than 40 hours per week, you will receive a supplemental amount of leave equal to the greater of either the hours you are scheduled to work or the hours you actually work in a 14-day period. Any unused, accrued paid time off may be counted toward this total supplemental PHE leave.

You may use this PHE leave for the following reasons:

- To self-isolate due to a diagnosis or symptoms of a communicable illness related to the public health emergency;
- To seek medical diagnosis, care, treatment, or preventive care for yourself or a family member;
- If you are excluded from work due to exposure or symptoms of a communicable illness, as determined by a public health official or employer;

- To care for a child or family member whose school, childcare provider, or care facility is closed or providing remote instruction due to the public health emergency;
- If you are unable to work due to a health condition that increases your susceptibility to the communicable illness.

Public health emergency leave can be used during the emergency and for up to four weeks after the emergency ends. You are only entitled to this leave once during the entirety of a public health emergency, regardless of any amendments or extensions to the emergency.

When your need for leave is foreseeable, notify the Company as soon as possible. You are not required to provide documentation to use this leave.

During a public health emergency, your paid sick leave will continue to accrue as outlined in the Colorado Paid Sick Leave Policy, and your rights to vacation, sick leave, and other employment benefits will remain unaffected.

Family and Medical Leave Insurance (FAMLI)

Colorado's Family and Medical Leave Insurance (FAMLI) program provides eligible employees with paid leave to care for themselves or their family members under certain circumstances. The program is administered by the Colorado Department of Labor and Employment, Division of Family and Medical Leave Insurance (FAMLI Division). Program premiums are funded through employee payroll deductions.

Eligibility

To be eligible for FAMLI leave, you must have earned at least \$2,500 in wages in Colorado over the previous year.

Reasons for Leave

FAMLI leave can be taken for the following reasons:

- The birth of a child and to care for that child (leave must be completed within one year of the child's birth).
- The adoption or foster care placement of a child with you and to care for that child (leave must be completed within one year of the child's placement).
- To care for a family member with a serious health condition.
- To care for your own serious health condition.
- A qualifying exigency of a family member who is a military member on covered active duty or called to covered active-duty status (or has been notified of an impending call or order to covered active duty).
- To obtain safe housing, care, and/or legal assistance in response to domestic violence, stalking, sexual assault, or sexual abuse.

Family member means:

- Regardless of age, your biological, adopted, or foster child, stepchild or legal ward, a child of your domestic partner, a child to whom you stand in loco parentis, or a person to whom you stood in loco parentis when the person was a minor;
- A biological, adoptive, or foster parent, stepparent, or legal guardian of you or your spouse or domestic partner, or a person who stood in loco parentis to you or your spouse or domestic partner when you or they were a minor child;
- A person to whom you are legally married under the laws of any state, or your domestic partner;
- A grandparent, grandchild, or sibling (whether a biological, foster, adoptive, or step relationship) of you or your spouse or domestic partner; or
- Any other individual with whom you have a significant personal bond that is or is like a family relationship, regardless of biological or legal relationship.

Leave Usage

If eligible, you may take up to 12 weeks of FAMLI leave per year. If you have a serious health condition caused by pregnancy or childbirth complications, you may be eligible to take up to an additional four weeks, for a total of 16 weeks.

Leave may be taken continuously, intermittently, or in the form of a reduced schedule. FAMLI leave will run concurrently with other leave when permissible under applicable law. You may choose, but are not required, to use sick leave or other paid time off before using FAMLI leave.

Notice

If leave is foreseeable, you must provide at least 30 days' notice. If leave is unforeseeable, you must provide notice as soon as practical.

Applying for Leave

You must apply for FAMLI leave with the FAMLI Division. Instructions on how to file are available on the FAMLI Division website (<https://famli.colorado.gov/>). You have up to 30 days after leave has started to apply.

Compensation

FAMLI leave benefits will be paid at a rate based on your average weekly wage. You can estimate your potential benefits by using the calculator available at <https://famli.colorado.gov/individuals-and-families/premium-and-benefits-calculator>.

Continuation of Health Benefits

If Innovative Petcare provides you with health benefits under a group health plan, the Company will maintain your health coverage at the same level and under the same conditions as if you had been continuously employed. You will be responsible for paying your share of the cost of health benefits as required prior to beginning leave.

Restoration

If you worked for Innovetive Petcare for at least 180 days prior to taking leave, you will be restored to your previous position or an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

Colorado Workplace Public Health Rights Notice

The Company is required to provide you with information regarding your rights under the Colorado Healthy Families and Workplaces Act (HFWA) and the Colorado Public Health Emergency Whistleblower Law (PHEW). A copy of the latest Colorado Workplace Public Health Rights poster, [viewable here](#), satisfies this requirement.

Colorado Overtime & Minimum Pay Standards (COMPS) Order Notice

The Company is required to provide a copy of the latest Colorado Overtime and Minimum Pay Standards Order (COMPS Order) or COMPS Order poster with this handbook. Click [here](#) to view.