

## Connecticut

### Jury Duty

Innovative Petcare Holdings, LLC encourages employees to fulfill their civic duties related to jury duty. If you are summoned for jury duty, notify your Supervisor as soon as possible to make scheduling arrangements.

If you work full-time and are summoned for jury duty, you will be paid your regular wage for the first five days of jury duty. For any additional days, time spent on jury duty will be unpaid. If you are not full-time, time spent on jury duty will be unpaid. You may opt to use paid time off in place of unpaid leave.

The Company reserves the right to require employees to provide proof of jury duty service to the extent authorized by law.

### Connecticut Family and Medical Leave (CTFMLA)

Innovative Petcare provides eligible employees with up to 12 weeks of unpaid, job-protected leave within a 12-month period for specific qualifying reasons, in accordance with the Connecticut Family and Medical Leave Act (CTFMLA).

#### Eligibility

To be eligible for CTFMLA leave, you must have been employed by the Company for at least three months prior to your leave request.

#### Qualifying Reasons for Leave

CTFMLA leave may be taken for any of the following reasons:

- Your own serious health condition.
- The birth of a child.
- The placement of a child for adoption or foster care.
- To care for a family member with a serious health condition.
- To serve as an organ or bone marrow donor.
- For any qualifying exigency related to a spouse, child, or parent being on active military duty or being called to active duty.

"Family member" includes your spouse, child, parent, sibling, grandparent, grandchild, or any individual related by blood or affinity whose close association is equivalent to a family relationship.

#### Duration of Leave

Eligible employees may take up to 12 weeks of job-protected leave in a rolling 12-month period, measured backward from the date the leave begins. If both you and your spouse work for the Company, the combined leave may not exceed 12 weeks within the 12-month period for the birth, adoption, foster placement of a child, or care of a family member with a serious health condition.

#### Military Family Leave

If your spouse, child, parent, or next of kin is a member of the armed forces undergoing medical treatment, recuperation, or therapy due to an injury or illness incurred in the line of duty, you may be eligible for up to 26 weeks of CTFMLA leave in a 12-month period. If both you and your spouse are employed by the Company, the combined leave may not exceed 26 weeks.

## Intermittent Leave

If medically necessary, you may take CTFMLA leave intermittently or on a reduced schedule for your own serious health condition or to care for a family member with a serious health condition. The Company may temporarily transfer you to an alternative position that better accommodates the intermittent leave, if needed.

## Substitution of Accrued Paid Leave

CTFMLA leave is unpaid. However, you may be required or may choose to substitute accrued vacation, personal, or sick time (in excess of two weeks) for the unpaid leave. Additionally, you may be eligible for partial wage replacement under the Connecticut Paid Leave Program. Please refer to the Connecticut Paid Leave Program Policy for further details.

## Notice Requirements

When the need for leave is foreseeable, such as for the birth of a child or planned medical treatment, you must provide at least 30 days' advance notice. If the need is not foreseeable, notify the Company as soon as possible. Failure to provide timely notice may delay the start of your leave.

## Certification

You will be required to provide medical certification for leave taken for:

- Your own or a family member's serious health condition; or
- Military family leave.

The certification must include:

- The date the condition began;
- The probable duration;
- Relevant medical facts.

For leave related to a family member's care, a statement of your need to provide care and the estimated duration will also be required. For your own medical leave, a statement confirming your inability to perform your job duties will be needed.

If the Company doubts the validity of your certification, it may require a second opinion at its expense. If the second opinion conflicts with the first, a third opinion may be requested, jointly agreed upon by you and the Company, and will be final.

## Return to Work

At the end of your leave, you will be restored to your original position or an equivalent one with the same pay, benefits, and terms. However, you may not be entitled to discretionary bonuses, raises, or other benefits that become available during your leave.

For personal medical leave, you will need to provide a fitness-for-duty certification from your healthcare provider before returning to work.

## Connecticut Paid Leave

The Connecticut Paid Leave (CTPL) program offers eligible employees up to 12 weeks of partial wage replacement benefits in a 12-month period for certain qualifying events under the federal Family and Medical Leave Act (FMLA), Connecticut Family and Medical Leave Act (CTFMLA), and Connecticut Family Violence Leave Act. Additionally, the program provides up to two extra weeks of benefits for a serious health condition that results in incapacitation during pregnancy.

The CTPL program is funded through employee payroll deductions and is administered by the CT Paid Leave Authority. To be eligible, you must meet specific income and employment criteria. For more information or to apply for benefits, visit [www.ctpaidleave.org](http://www.ctpaidleave.org).

### Domestic Violence Leave

Innovative Petcare provides reasonable unpaid leave to employees who are victims of domestic violence or have a child who is a victim of domestic violence.

### Use of Leave

You may take a leave of absence for the following reasons:

- To seek medical attention for injuries to yourself or your child caused by domestic violence, provided you did not commit domestic violence against the child;
- To obtain services, including safety planning, from a domestic violence agency or rape crisis center;
- To receive psychological counseling for yourself or your child, provided you did not commit domestic violence against the child;
- To take actions to increase safety, including temporary or permanent relocation;
- To obtain legal services, assist in prosecution, or participate in legal proceedings related to domestic violence.

### Notice

Whenever possible, please provide reasonable advance notice of your intention to take leave for the above reasons. If advance notice is not feasible, notify the Company as soon as possible.

### Certification

Upon returning from leave, you may be asked to provide documentation to certify your need for leave. Acceptable certification includes:

- A police report indicating that you or your child was a victim of domestic violence;
- A court order protecting or separating you or your child from the perpetrator;
- Documentation from the court or prosecutor showing that you appeared in court; or
- Evidence from a medical professional, domestic violence counselor, or other healthcare provider confirming that you or your child received services, counseling, or treatment for injuries or abuse caused by domestic violence.

### Confidentiality

Innovative Petcare will maintain the confidentiality of any information regarding your status as a victim of domestic violence, to the extent permitted by law.

### Leave for Victims of Family Violence or Sexual Assault

If you are a victim of family violence or sexual assault, Innovetive Petcare will provide up to 12 days of leave in any calendar year for the following reasons:

- To seek medical care or counseling for physical or psychological injuries.
- To obtain services from a victim services organization.
- To relocate due to family violence or sexual assault.
- To participate in any civil or criminal proceeding related to or resulting from such family violence or sexual assault, as defined by applicable Connecticut law.

Family violence includes incidents between family or household members that result in physical harm, bodily injury, assault, or acts of threatened violence that cause fear of imminent harm, including stalking or a pattern of threatening behavior, or verbal abuse that presents a danger likely to result in physical violence.

Leave under this policy is unpaid; however, you may substitute applicable paid leave for all or part of your unpaid leave.

If the need for leave is foreseeable, you must provide at least seven days' advance notice. If it is not foreseeable, notify the Company as soon as possible. You may be required to submit a signed written statement certifying the need for leave due to family violence or sexual assault, along with supporting documentation, such as:

- Police or court records; or
- A signed statement from a representative of a victim services organization, an attorney, an employee of the Office of Victim Services, or a licensed medical professional from whom you sought assistance.

All documentation will be kept confidential and only disclosed as required by law or as necessary to ensure your safety.

### Civil Air Patrol Leave

If you are a member of the Civil Air Patrol, Innovetive Petcare will not discriminate against, discipline, or discharge you due to your membership or any absences from work resulting from your service in the Civil Air Patrol for the following purposes:

- Responding to an emergency declared by the governor or the President of the United States;
- Responding to a request for assistance in an emergency, natural disaster, or life-threatening event at the request of the U.S. Air Force or Coast Guard, the Department of Emergency Services and Public Protection, the Division of Emergency Management and Homeland Security, the state police, or a local police department; or
- Participating in required emergency services training programs and exercises.

If you are qualified to provide emergency services through the Civil Air Patrol, you must notify the Company either upon hire or upon joining the Civil Air Patrol, whichever occurs later.

Please provide as much advance notice as possible for any absences related to your service. Time missed due to these duties will be treated as unpaid leave, and you must submit written verification from the Civil Air Patrol to confirm the purpose of your absence.