

Louisiana

Jury Duty

Innovative Petcare encourages employees to fulfill their civic duties related to jury duty. If you are summoned for jury duty, notify your manager as soon as possible to make scheduling arrangements. You will receive your regular compensation for the first day of jury duty. Any additional time spent on jury duty will be unpaid; however, 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.

Bone Marrow and Organ Donation Leave

Innovative Petcare provides eligible employees up to 40 hours of paid leave to undergo a medical procedure to donate bone marrow. If there is a medical determination that an employee does not qualify as a bone marrow donor, the employee will not forfeit the paid leave of absence granted before the determination.

To be eligible for bone marrow donor leave, employees must work an average of at least 20 or more hours per week for the Company.

The Company may require employees taking leave under this policy to provide written verification from a physician regarding the purpose and length of each bone marrow donation leave requested by the employee.

Volunteer First Responder Leave

An employee who is a volunteer first responder to the Governor's Office of Homeland Security and Emergency Preparedness must be granted an unpaid temporary leave of absence by their employer to perform first responder duties. Covered first responders include, but are not limited to, medical personnel, emergency and medical technicians, volunteer firemen, auxiliary law enforcement officers, state agency essential workers, emergency service dispatchers and emergency response operators, and members of the Civil Air Patrol.

An employee may, with agreement by their employer, use any amount or combination of available accrued paid leave, vacation, sick leave or compensatory leave during first responder leave. First responders must give employers notice of their call to service as soon as practical and include the day of departure as well as the probable length or duration of service. The temporary leave of absence is subject to the terms and conditions of the employer's stated leave of absence policy.

Upon return, the employee must be reinstated to his or her previous position or comparable position with equal compensation, seniority, status and benefits. To be eligible for reinstatement, an employee must report to work within 72 hours after being released from duty or recovery.

School and Day Care Conference and Activities Leave Policy

Innovative Petcare allows employees to take up to 16 hours of unpaid leave during any 12-month period to attend, observe or participate in conferences or classroom activities related to the employee's dependent children from whom they are the legal guardians. The school and day care conferences and activities must be conducted at the employee's child's school or day care center.

Employees may take leave under this policy if the conferences or classroom activities cannot reasonably be scheduled during the employee's non-working hours. Employees must make a reasonable effort to schedule leave under this policy so as not to unduly disrupt the Company's operations.

Employees may substitute accrued vacation or other paid leave when using leave under this policy. An employee may also use time off without pay for this purpose.

Genetic Testing and Cancer Screening Leave

When medically necessary, Innovative Petcare will provide employees with one day of leave from work to obtain genetic testing or preventive cancer screening. You must provide at least 15 days' notice of your need to take leave. You may be required to provide documentation confirming the performance of the genetic testing or cancer screening. Innovative Petcare will never require you to disclose the results of such testing or screening.

Leave under this policy is unpaid; however, you may use available paid time off for time taken under this policy.

Veterans Leave for Medical Appointments

Innovative Petcare will allow eligible employees who are veterans to take unpaid leave to attend medical appointments necessary to meet the requirements to receive their veteran benefits.

To be eligible for this leave, employees must be honorably discharged veterans of the U.S. Armed Forces, including reserve components of the armed forces, the Army National Guard and the Air National Guard, the commissioned corps of the Public Health Service, and any other category of persons designated by the President in time of war or emergency.

Provide as much notice as reasonably possible of your need for leave.

Innovative Petcare may require evidence verifying attendance at your medical appointment. If requested, verification may be shown by presenting a bill, a receipt, or an excuse from the medical provider.