

Maryland

Civil Air Patrol Leave Policy

Innovative Petcare provides eligible team members with at least 15 days of unpaid leave per calendar year to respond to an emergency mission of the Maryland Wing of the Civil Air Patrol. To qualify, you must have been employed by Innovative Petcare for at least 90 days and be a volunteer member of the Maryland Wing of the Civil Air Patrol. You are not required to use any paid leave to take Civil Air Patrol leave.

Provide as much notice as possible for the start and end dates of the leave. Once at the emergency location, notify Innovative Petcare of the estimated duration and any changes to the mission timeline. Certification from the appropriate Civil Air Patrol authority may be required to verify eligibility, and leave may be denied if certification is not provided.

Upon returning, you will be restored to your previous or an equivalent position with the same seniority, benefits, pay, and conditions of employment. Civil Air Patrol leave will not result in the loss of any benefits accrued before the leave.

Bone Marrow Donation Leave Policy

Innovative Petcare provides eligible team members with up to 30 days of unpaid leave in a 12-month period to serve as a bone marrow donor, and up to 60 days of unpaid leave to serve as an organ donor. To qualify, you must have been employed for at least 12 months and have worked at least 1,250 hours in the previous 12 months.

To request leave, provide written verification from a physician confirming your eligibility as a donor and the medical necessity of the donation. Donation leave is unpaid, but you may use available accrued paid leave, such as vacation or PTO, instead.

This leave does not run concurrently with leave under the federal Family and Medical Leave Act (FMLA). Upon returning, you will be reinstated to your previous or an equivalent position with the same benefits, pay, and conditions of employment. Innovative Petcare will maintain your health coverage under the group health plan during your donation leave.

Witness Duty Leave Policy

Innovative Petcare understands that team members may occasionally be subpoenaed to testify as a witness in court. In such cases, you will be provided with unpaid leave to attend. Please notify your Leader as soon as possible to arrange scheduling. You may choose to use PTO/vacation time instead of unpaid leave.

Innovative Petcare reserves the right to request proof of the need for leave as authorized by law.

Family Military Leave Policy

Innovative Petcare allows eligible team members to take leave on the day an immediate family member departs for or returns from active duty outside the United States as a member of the U.S. Armed Forces. Immediate family members include a spouse, parent, stepparent, child, stepchild, or sibling.

To qualify, you must be employed full-time or part-time, have worked for Innovative Petcare for the last 12 months, and have worked at least 1,250 hours in the past 12 months. You may be required to provide proof that the leave is for an appropriate purpose. You are not required to use sick, vacation, or other paid leave when taking leave under this policy.