

Massachusetts

Massachusetts Paid Family and Medical Leave (PFML) Policy

Innovative Petcare provides eligible team members with paid leave under Massachusetts law, funded through a state tax. To qualify, you must work in Massachusetts and meet the financial eligibility requirements for unemployment benefits at the time of your leave request.

You may take up to 12 weeks of paid family leave per benefit year for the birth, adoption, or foster placement of a child (within 12 months), caring for a family member with a serious health condition, or due to a qualifying exigency for a family member on active military duty. Up to 26 weeks of leave are available to care for a covered service member with a serious injury or illness related to active duty, and up to 20 weeks are available for your own serious health condition. The leave year is a consecutive 52-week period beginning on the Sunday before the first day of leave.

A "family member" includes a spouse, domestic partner, child, parent, grandchild, grandparent, sibling, or a person who stood in loco parentis. A "covered service member" is a current or former member of the armed forces receiving treatment for a serious injury or illness incurred or aggravated in the line of duty. A "serious health condition" involves inpatient care or ongoing treatment by a healthcare provider.

PFML can be taken intermittently or on a reduced schedule if medically necessary or for qualifying exigencies related to a family member's active duty. For leave related to birth, adoption, or foster care, intermittent leave requires mutual agreement with Innovative Petcare. PFML runs concurrently with the federal Family and Medical Leave Act (FMLA) and the Massachusetts Parental Leave Act (MPLA).

Provide 30 days' notice if leave is foreseeable, or as soon as practical if it is not. For intermittent or reduced schedule leave, consult with Innovative Petcare to minimize disruption. To claim benefits, file an application with the Massachusetts Department of Family and Medical Leave (DFML) up to 60 days before the leave start date, and notify Innovative Petcare beforehand.

If taking leave for your own serious health condition, provide a fitness-for-duty certification before returning to work. Innovative Petcare will maintain your health coverage during PFML, with you responsible for your share of the premiums. Upon return, you will be reinstated to your previous or an equivalent position unless operating conditions have changed.

PFML benefits are provided by the Family and Employment Security Trust Fund and are not payable during the first seven days of an approved claim. You may supplement PFML benefits with accrued paid leave, but the total cannot exceed your Individual Average Weekly Wage (IAWW). Innovative Petcare prohibits retaliation against team members who request or take PFML.

Domestic Violence Leave Policy

Innovative Petcare provides up to 15 days of unpaid leave in a rolling 12-month period for team members who are victims of abusive behavior, domestic violence, sexual assault, kidnapping, or stalking,

or for certain family members of victims. This leave may be used for purposes such as obtaining legal or medical services, counseling, securing housing, obtaining protective orders, attending court, or addressing other related issues.

You are eligible for this leave if you or a covered family member (spouse/partner, parent, child, sibling, grandparent, grandchild, or guardian) is a victim. Perpetrators or accused perpetrators of abuse are not eligible for leave. Before taking unpaid leave, you must exhaust all accrued paid time off, such as sick time, vacation, or personal days.

Whenever possible, provide advance notice of the need for leave. If there is imminent danger, you or someone on your behalf may notify your Leader within three business days after the leave begins. Documentation supporting your leave request, such as court documents, police reports, medical documentation, or a sworn statement, may be required and must be submitted within 30 days of your last day of absence.

You will be entitled to return to the same or an equivalent position at the end of your leave.

Paid Sick Leave Policy for Part-time Team Members

Innovative Petcare provides paid sick leave to eligible part-time team members in accordance with Massachusetts law. You are eligible to use sick leave for your own or a family member's illness, injury, or health condition, including diagnosis, care, or treatment, or if you or a family member is a victim of domestic violence, family offense, sexual offense, stalking, or human trafficking. This leave may be used for obtaining services, safety planning, relocation, legal proceedings, or other necessary actions. If you are responsible for the offense, you are not eligible for leave.

You accrue one hour of sick leave for every 30 hours worked, starting from your first day of employment, with a maximum of 40 hours per leave year. Sick leave can be taken in increments of up to four hours, and unused leave carries over to the next year, but only 40 hours can be used per year. Sick leave is paid at your regular rate or the applicable minimum wage, whichever is higher.

If the need for leave is foreseeable, provide reasonable notice; otherwise, notify as soon as practical. For absences of three or more consecutive days, reasonable documentation may be required, such as a statement from a medical provider or yourself, without specific details. Leave request information will remain confidential unless required by law or necessary for workplace safety. A summary of accrued and used sick leave is available upon request within three business days. Unused sick leave is not paid upon termination.

Paid Time Off (PTO) Policy for Full-time Team Members

Innovative Petcare provides paid time off (PTO) to eligible full-time team members in compliance with Massachusetts law. PTO may be used for your own or a family member's illness, injury, or health condition, diagnosis, care, preventive treatment, or due to domestic violence, family offense, sexual offense, stalking, or human trafficking involving you or a family member. This leave includes obtaining

services, safety planning, legal proceedings, or other necessary actions. If you are responsible for the offense, you are not eligible for leave.

Full-time team members receive a set amount of PTO based on years of service, as outlined in the handbook. If employment begins mid-year, leave is prorated accordingly. You may roll over up to 40 hours of PTO per calendar year. PTO is paid at your regular rate or applicable minimum wage, whichever is greater.

Provide reasonable notice if the need for leave is foreseeable; otherwise, notify as soon as possible. For absences of three or more consecutive days, reasonable documentation may be required, such as a statement from a medical provider or yourself, without disclosing specific details. Your leave request will remain confidential unless required by law or necessary to ensure workplace safety.

Jury Duty Policy

Innovative Petcare encourages team members to fulfill their civic duties related to jury service. If you are summoned for jury duty, please notify your Leader as soon as possible to arrange scheduling.

You will be paid your regular wages for the first three days of jury service. Any additional days will be unpaid, but you may choose to use PTO/vacation time in place of unpaid leave. Innovative Petcare may require proof of jury duty service as authorized by law and will not retaliate against team members who request or take leave under this policy.

Parental Leave Policy With Under One Year Employment

Innovative Petcare provides up to eight weeks of unpaid leave within a 12-month period to team members for the birth or adoption of a child. To qualify, you must work full-time and have completed three consecutive months of employment with Innovative Petcare.

You must provide at least two weeks' notice of your anticipated departure and return dates, or as soon as practicable if circumstances prevent advance notice.

Upon returning from leave, you will be reinstated to your original position or an equivalent position with the same pay and benefits. No accrued benefits will be lost due to taking leave.

Federal FMLA leave and Massachusetts parental leave run concurrently and cannot be used consecutively if covered under both laws.

Innovative Petcare prohibits retaliation against any team member who requests or takes leave in accordance with this policy.

Small Necessities Leave Policy

Innovative Petcare provides eligible team members with up to 24 hours of unpaid leave in a 12-month period for participating in school, Head Start, or daycare activities related to your child's education,

accompanying your child to routine medical or dental appointments, or accompanying an elderly relative to routine medical, dental, or other professional care appointments. Leave may be taken intermittently or on a reduced schedule.

You are eligible if you have worked for Innovetive Petcare for at least 12 months (consecutively or nonconsecutively) and have worked a minimum of 1,250 hours in the previous 12 months. If the need for leave is foreseeable, provide seven days' notice; otherwise, notify as soon as possible. Certification for the leave reason may be required. You may also choose to use PTO/vacation in place of unpaid leave.