

Pennsylvania Handbook Updates

Organ and Bone Marrow Donor Leave

Innovative Petcare provides eligible employees with up to 12 weeks of unpaid leave per year to prepare for or recover from surgery related to organ or tissue donation or for the employee's spouse, child or parent. Under this policy, eligible employees are entitled to the same leave benefits that the employee is entitled to for a serious health condition under the federal Family and Medical Leave Act (FMLA) and runs concurrently with FMLA leave.

To be eligible for organ and tissue donor leave, employees must meet the following requirements:

- Have worked for the Company for at least 12 months, which do not need to be consecutive;
- Have worked 1,250 hours over the 12 months preceding the leave; and
- Are employed at a worksite with 50 or more employees within 75 miles.

The Company may require an employee to submit written documentation regarding the preparation and recovery necessary for surgery related to organ and tissue donation.

Emergency Response Leave

Employers must allow employees who are volunteer firefighters, volunteer fire police officers or volunteer members of an ambulance service or rescue squad to be late for or absent from work if they responded to an emergency prior to reporting to work and miss work time as a result, if certification requirements are met. Employees who are called to service as emergency responders and lose work time must supply the employer with a statement from the chief executive officer of the volunteer fire company, ambulance service or rescue squad, documenting the time of the call and the employee's presence at the scene. This leave may be unpaid.