

Tennessee

Jury Duty

Innovative Petcare encourages employees to fulfill their civic duties. To that end, employees will be allowed leave to serve on a jury, if summoned. The Company will compensate employees their usual compensation during jury duty leave, including travel time to and from jury duty, unless an employee is employed on a temporary basis for less than six months. However, the Company may, at its discretion, deduct the amount of the fee or compensation an employee receives from the state for serving as a juror.

Employees must provide the Company with a copy of their summons notice on their next working day. Jury duty can last from a portion of a single day to several months or more. The Company requests that while serving on jury duty, employees keep their supervisors apprised of their status.

The Company will excuse any employee for the entire day on any day their jury service exceeds three hours. If an employee summoned for jury duty is working a night shift (or hours preceding those in which court is normally held), the Company will excuse the employee from their shift immediately preceding the employee's first day of jury service. After the employee's first day of jury service, when the employee's responsibility for jury duty exceeds three hours, the Company will excuse the employee from their next scheduled work period occurring within 24 hours of their jury service.

Federal Jury Duty

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

Federal jury duty service is paid for Tennessee employees. Innovative Petcare will not discriminate or retaliate against employees for missing work due to federal jury service. Upon return to work, you will be reinstated to your prior position without loss of seniority and will be treated as if you have been on a leave of absence or furlough.

Emergency Response Leave

Employers must allow employees to take leave for duty or training as members of the Civil Air Patrol if they are on active state duty and meet certain conditions for reemployment. Employers also must allow employees to be absent from or late to work in order to respond to an emergency as a volunteer firefighter or volunteer rescue squad worker.

Employees who are active volunteer firefighters also can be permitted to:

- Leave work in order to respond to a fire call during their regular work hours;
- Take off their next scheduled work period within 12 hours after responding to a fire call, if they assisted in fighting the fire for more than four hours; and

- Take off their next scheduled work period within 12 hours after working as a volunteer firefighter in an emergency, if they worked in the emergency for more than four hours the prior day or night.

If employees are absent from or late to work in order to respond to an emergency as a volunteer firefighter or rescue squad worker, their employer can ask them to provide a written statement from their supervisor or acting supervisor, stating that they responded to an emergency and specifying the time and date of the emergency. If employees leave work or take off their next scheduled work period for permitted reasons, their employer can require them to provide a written statement from their volunteer fire department's chief, verifying that they responded to a fire or were on-call and specifying the time, date, and duration of the response.

Veteran's Day

If you are a veteran, you may have the entirety of Veteran's Day as a non-paid holiday if you provide the Company with:

- At least one-month's written notice of your interest to have the entirety of that day as a non-paid holiday; and
- Proof of your veteran status (DD Form 214 or other comparable certificate of discharge from the armed forces).

For this purpose, veterans include former members of the U.S. armed forces and members (former or current) of a Reserve or a Tennessee National Guard unit that was called into active military service of the United States (TN Code § 58-1-102).

Please note that state law allows employers to deny providing the entirety of Veteran's Day as a non-paid holiday if they determine that their veteran employees' absence, either alone or in combination with other veteran employees, will impact public health or safety, or cause them significant economic or operational disruption. Under this exemption, employers have sole discretion to determine whether providing time off from work to veteran employees on this holiday causes significant economic or operational disruption.