

## Virginia

### Bone Marrow and Organ Donation Leave

Innovative Petcare provides eligible team members with up to 30 business days of unpaid leave in a 12-month period to serve as a bone marrow donor and up to 60 business days to serve as an organ donor. To qualify, you must have been employed by Innovative Petcare for at least 12 months and worked a minimum of 1,250 hours in the past year. A written verification from a physician confirming your eligibility and medical necessity for the donation is required. Donation leave is unpaid, but you may use any accrued paid leave if available. This leave cannot run concurrently with FMLA leave. Upon returning, you will be restored to your original or an equivalent position with the same benefits, pay, and conditions. Innovative Petcare will continue to provide health benefits under the same terms as if you had not taken leave.

### Civil Air Patrol Leave

Innovative Petcare provides unpaid leave to team members who are members of the Civil Air Patrol to engage in emergency mission training or to respond to emergency missions as volunteers. Leave for training is limited to 10 workdays per federal fiscal year and leave for emergency missions is limited to 30 workdays per federal fiscal year. You are not required to use other leave entitlements before taking Civil Air Patrol leave. Provide as much notice as possible and submit certification from the U.S. Air Force, the governor, or a state agency authorizing the training or mission, along with verification of the emergency need from the Civil Air Patrol.

### Election Worker Leave

Innovative Petcare provides unpaid leave to team members who are election workers to serve at a polling place on Election Day or at a meeting of the electoral board to determine election results. An election worker includes members of a local electoral board, deputy general registrars, or officers of election. You must provide reasonable notice of your need for leave. If you serve for four or more hours (including travel time), you are not required to start any work shift that begins on or after 5 p.m. on the day of your service or before 3 a.m. the following day.