

Washington

Safety Accommodation Policy

Innovative Petcare is committed to providing reasonable safety accommodations to employees who are victims of domestic violence, sexual assault, or stalking, provided that such accommodations do not create an undue hardship on our business operations.

Safety accommodations may include a transfer or reassignment, a modified work schedule, a change in work telephone number, email address, or workstation, the installation of locks, the implementation of additional safety procedures, or any other adjustments to job structure, workplace facilities, or work requirements in response to an actual or threatened act of violence.

If you need a safety accommodation, notify your Manager/Supervisor as soon as possible. You may be asked to provide documentation to verify your status as a victim, such as a police report, court order, or written statement.

Once your request is received, Innovative Petcare will work with you to explore potential accommodations. While you are encouraged to suggest specific accommodations that you believe would be effective, the Company may choose an alternative accommodation that can be provided without causing undue hardship.

Washington Family Care Leave Policy

In accordance with the Washington Family Care Act, you may use any paid leave offered by Innovative Petcare, consistent with company policies, to care for your child with a health condition that requires supervision or treatment, or your spouse, domestic partner, parent, parent-in-law, or grandparent who has a serious or emergency health condition.

For the purposes of this policy, a child is defined as your biological, adopted, foster, or stepchild, legal ward, or someone for whom you stand in loco parentis, who is either under 18 years of age or 18 years of age or older and incapable of self-care due to a mental or physical disability.

Please refer to the relevant leave policy for details on how leave will be administered. Innovative Petcare will not retaliate or discriminate against employees who request or take leave in accordance with this policy.

Victim Leave Policy

If you or a family member is a victim of domestic violence, sexual assault, or stalking, Innovative Petcare will provide reasonable unpaid leave from work to address legal or law enforcement needs, obtain medical treatment, seek social services assistance, or receive mental health counseling. A family member includes a child, spouse, parent, parent-in-law, grandparent, or person you are dating. The Company may request verification of the family relationship.

Whenever possible, provide reasonable advance notice of your need for leave. If advance notice is not feasible due to an emergency or unforeseen circumstances, you or someone on your behalf must notify the Company no later than the end of the first day of your leave.

You may be asked to verify that you or your family member is a victim and that the leave is being taken for the appropriate reasons. Acceptable verification may include documents such as a police report, court order, or written

statement. All verification must be provided in a timely manner and will be used solely to establish that the leave is legally protected.

Information you provide will generally remain confidential, including the fact that you or your family member is a victim, your request or receipt of domestic violence leave, and any statement, documentation, or evidence submitted. Confidential information may only be disclosed at your request or with your consent, by court or administrative order, or as required by applicable federal or state law.

Leave under this policy is unpaid; however, you may use any accrued paid leave. Leave may be taken intermittently, on a reduced work schedule, or as a single block of time, depending on your needs. During the leave, Innovetive Petcare will continue to provide any health insurance coverage as if you had not taken leave.

The duration of the leave must be reasonable and will be determined by both management and you based on the circumstances. Upon returning from leave, you will be reinstated to your previous position or to an equivalent position with the same benefits, pay, and other terms and conditions of employment, subject to exceptions provided under Washington law.

[Washington Military Family Leave Policy](#)

In accordance with the Washington Military Family Leave Act (MFLA), Innovetive Petcare provides employees who are spouses of military members with up to 15 days of leave for each deployment. This leave can be used either before the deployment or while the military spouse is on leave during the deployment.

For purposes of this policy, "spouse" includes same-sex spouses and state-registered domestic partners, and "military member" refers to a member of the U.S. Armed Forces, National Guard, or reserves. To qualify for military family leave, you must work 20 or more hours per week.

To request this leave, you must provide notice of your intention to take leave within five business days of receiving official notice of an impending call or order to active duty or notice of a leave from deployment.

Leave under this policy is unpaid; however, you may use any available paid leave. You may split the 15 days of leave between different periods, such as before deployment or while the military member is on leave. The total number of days of leave cannot exceed 15 days per deployment.

Innovetive Petcare may count any FMLA-qualified leave related to a deployment as state MFLA leave if the leave is taken before the deployment or during a period when the military spouse is on leave from deployment.

During this leave, you may continue any available group health benefits at your own expense. Upon returning from leave, you will be restored to your previous position.

[Washington Paid Family and Medical Leave \(PFML\) Policy](#)

Washington's Paid Family and Medical Leave (PFML) program is a mandatory statewide insurance initiative providing eligible employees with paid time off to give or receive care. Administered by the Washington Employment Security Department (ESD), this program is funded by premiums paid by employees through payroll deductions. Benefits provide up to 90 percent of weekly pay, depending on income.

[Eligibility](#)

To qualify for PFML, you must have worked at least 820 hours (about 16 hours per week) in Washington during the qualifying period. The 820 hours can be accumulated from multiple jobs or employers throughout the year, and all paid work, including part-time, seasonal, and temporary employment, counts toward this requirement. Additionally, you must experience a qualifying event.

Qualifying Events

PFML can be taken for the following reasons:

- **Family leave** to bond with a new child (birth, adoption, or foster placement), care for a family member with a serious health condition, manage pre- and post-deployment activities of a military family member, or deal with the death of a newborn or newly adopted/fostered child.
- **Medical leave** to care for your own serious health condition.

A family member may include a broad range of relations, such as children (biological, adopted, foster, stepchildren, or children you stand in loco parentis), your spouse or domestic partner, parents, siblings, grandchildren, grandparents, or any individual who resides in your home and relies on you for care.

Usage

Eligible employees may generally take up to 12 weeks of PFML per year. For multiple qualifying events, up to 16 weeks may be available, and up to 18 weeks if there is a serious health issue related to pregnancy. Bonding leave must be used within the first 12 months of the child's birth or placement, and bereavement leave must be taken within seven days of the child's death. PFML may be used intermittently, and there is no requirement to exhaust other leave before using PFML.

Requesting Leave

For foreseeable leave, provide 30 days' written notice, including the anticipated timing and duration of leave. If leave is unforeseeable, provide notice as soon as possible. Insufficient notice may result in a denial of leave for the corresponding period of time.

Questions and Applying for Benefits

For questions, contact the appropriate person or department. You can apply for benefits and obtain more information through the Washington Employment Security Department (ESD) website at paidleave.wa.gov.

Job Restoration

Upon return from PFML, you will be restored to your previous or an equivalent job, provided you are not identified as a key employee under FMLA and have worked for Innovetive Petcare for at least 12 months with 1,250 hours worked in the 12 months prior to leave.

Washington Paid Sick Leave Policy – Part-time Team Members

Innovetive Petcare provides paid sick leave to eligible employees in accordance with Washington's Paid Sick Leave Law.

Eligibility

All nonexempt employees are eligible for paid sick leave.

Reasons for Leave

Sick leave may be used to care for your own or a family member's mental or physical illness, injury, or health condition, including medical diagnosis, care, or treatment, and preventive medical care. It can also be used if the Company or your child's school closes for a health-related reason or for absences that qualify under the state's Domestic Violence Leave Act (DVLA).

A family member includes a child (biological, adopted, foster, stepchild, or a child to whom you stand in loco parentis), a parent (biological, adoptive, de facto, or foster parent, stepparent, or legal guardian), a spouse, a registered domestic partner, a grandparent, a grandchild, or a sibling.

Accrual and Usage

Employees accrue one hour of sick leave for every 40 hours worked, starting on the first day of employment. Sick leave can be used beginning on the 90th day of employment, and up to 40 hours of accrued, unused sick leave may be carried over to the following leave year. The leave year is any consecutive 12-month period determined by the Company. Sick leave is not accrued during vacation, paid time off (PTO), or while using sick leave.

Notice

If the need for leave is foreseeable, provide notice at least 10 days or as early as practical before the first day of leave. If unforeseeable, provide notice as soon as practical before the start of your shift. Include the expected length of the absence if known.

Documentation

For absences longer than three days, verification of the authorized purpose of the leave may be required within 10 days after the first day of absence. Verification requirements must not impose an unreasonable burden or expense and should comply with privacy laws.

Interaction with Other Leave

Sick leave may be used concurrently with family and medical leave, disability leave, or other authorized leave that would otherwise be unpaid.

Payment Upon Termination

Unused sick leave is not paid upon termination of employment.

Reinstatement of Sick Leave Upon Rehire

If you are rehired within 12 months, any previously accrued, unused sick leave will be reinstated.