

FAMILY AND MEDICAL LEAVE (FMLA LEAVE)

Wag N' Wash Healthy Pet Centers® provides up to 12 weeks of unpaid, job-protected leave to eligible team members for the following reasons:

- Incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the team member's child after birth, or placement for adoption or foster care;
- To care for the team member's spouse, son or daughter, or parent, who has a serious health condition;
- Serious health condition that makes the team member unable to perform the team member's job.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or called to active duty status in the Armed Forces, National Guard or Reserves may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Eligible employees may also take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, National Guard or Reserves, who has a serious injury or illness incurred or aggravated in the line of duty on active duty. Covered service member also includes veterans who were members of the Armed Forces, National Guard, or Reserves at any time during the period of five years preceding the start of treatment, recuperation or therapy.

The injury or illness must make the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. In the case of a veteran, the qualifying illness or injury must be incurred or aggravated in the line of duty and manifest itself before or after the service member became a veteran.

Benefit & Protections

During FMLA leave, Wag N' Wash Healthy Pet Centers® maintains the team member's health coverage under any group health plan on the same terms as if the team member had continued to work. Team members must continue to pay their portion of any insurance premium while on leave. If the team member is able but does not return to work after the expiration of the leave, the team member will be required to reimburse Wag N' Wash Healthy Pet Centers® for payment of insurance premiums during leave.

Upon return from FMLA leave, most team members are restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Certain highly compensated team members (key team members) may have limited reinstatement rights.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of a team member's leave. As with other types of unpaid leaves, paid leave will not accrue during the unpaid leave.

Eligibility Requirements

Team members are eligible if they have worked for Wag N' Wash Healthy Pet Centers® for at least 12 months, or 1,250 hours, over the previous 12 months, and if they work at a work site with at least 50 team members within 75 miles.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the team member from performing the functions of the team member's job, or prevents a qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive full calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

The maximum time allowed for FMLA Leave is 12 weeks, in a 12-month period, measured forward from the first day of a team member's leave.

A team member does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Team members must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt Wag N' Wash Healthy Pet Centers® operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Team members taking intermittent or reduced schedule leave based on planned medical treatment and those taking intermittent or reduced schedule family leave with Wag N' Wash Healthy Pet Centers® agreement may be required to temporarily transfer to another job with equivalent pay and benefits that better accommodates that type of leave.

Substitution of Paid Leave for Unpaid Leave

Wag N' Wash Healthy Pet Centers® requires team members to use accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, team members must comply with Wag N' Wash Healthy Pet Centers® normal paid leave policies. If a team member fails to follow the Wag N' Wash Healthy Pet Centers®

policies, the team member cannot use accrued paid leave, but can take unpaid leave. FMLA leave is without pay when paid leave benefits are exhausted.

Team Member Responsibilities

Team members must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the team member must provide notice as soon as practicable and generally must comply with the Wag N' Wash Healthy Pet Centers[®] normal call-in procedures.

Team members must provide sufficient information for Wag N' Wash Healthy Pet Centers[®] to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the team member is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Team members also must inform Wag N' Wash Healthy Pet Centers[®] if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Team members also may be required to provide a certification and periodic recertification supporting the need for leave. Wag N' Wash Healthy Pet Centers[®] may require second and third medical opinions at Wag N' Wash Healthy Pet Centers[®] expense.

Documentation confirming family relationship, adoption or foster care may be required. If notification and appropriate certification are not provided in a timely manner, approval for leave may be denied. Continued absence after denial of leave may result in disciplinary action in accordance with Wag N' Wash Healthy Pet Centers[®] attendance guideline. Team members on leave must contact the Human Resource Manager at least two days before their first day of return.

Wag N' Wash Healthy Pet Centers[®] Responsibilities

Wag N' Wash Healthy Pet Centers[®] will inform team members requesting leave whether they are eligible under FMLA. If they are, the notice will specify any additional information required as well as the team members' rights and responsibilities. If they are not eligible, Wag N' Wash Healthy Pet Centers[®] will provide a reason for the ineligibility.

Wag N' Wash Healthy Pet Centers[®] will inform team members if leave will be designated as FMLA-protected and the amount of leave counted against the team member's leave entitlement. If Wag N' Wash Healthy Pet Centers[®] determines that the leave is not FMLA-protected, Wag N' Wash Healthy Pet Centers[®] will notify the team member.

Unlawful Acts

FMLA makes it unlawful for Wag N' Wash Healthy Pet Centers[®] to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

A team member may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against Wag N' Wash Healthy Pet Centers®.

FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement, which provides greater family or medical leave rights.