

Paid Parental Leave Program

Purpose

Central Garden & Pet Company will provide paid parental leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption. This policy will be in effect for births and adoptions occurring on or after January 1, 2024.

Eligibility

Eligible employees must meet the following criteria:

- Be a full-time regular employee (temporary/seasonal employees, contractors and interns are not eligible for this benefit) who works 30 (thirty) or more hours per week.
- Be actively employed with the company a minimum of one calendar month.

In addition, employees must meet one of the following criteria:

- Be the legal parent of the newborn child.
- Have adopted a child aged 17 or younger. The adoption of a family member or a spouse's child is excluded from this policy.

Amount, Time Frame and Duration

- Eligible pregnant employees will receive a maximum of 6 (six) weeks of paid medical leave to recover from the birth of a child/children ("Childbirth-Related Medical Leave").
- Eligible employees will receive a maximum of 2 (two) weeks of paid leave to bond with their newborn or newly adopted child/children ("Bonding Leave" and, together with Childbirth-Related Medical Leave, "Parental Leave").
- The fact that a multiple birth or adoption occurs (e.g., the birth of twins or adoption of siblings) does not increase the total amount of Childbirth-Related Medical Leave or Bonding Leave granted for that event.
- Each week of paid Parental Leave is compensated at 100% (one hundred percent) of the employee's regular, straight-time weekly pay, after deductions for any simultaneously applicable federal/state/local paid leave program. Paid Parental Leave payments from Central will be executed on the same basis (e.g., bi-weekly, weekly, monthly) as the employee's regularly scheduled pay dates.
- Approved paid Parental Leave must be taken in one continuous period as follows, with any unused time forfeited upon returning to work.
 - (a) Pregnant employees will be given 6 (six) weeks of paid Childbirth-Related Medical Leave which must begin no sooner than the due date and no later than the date of childbirth and to be immediately followed by the 2 (two) weeks of paid Bonding Leave.
 - (b) For eligible employees who are not the birthing parent, the 2 (two) weeks of paid Bonding Leave must begin on the date of childbirth.
 - (c) For eligible employees who are adopting a child/children, the 2 (two) weeks of paid Bonding Leave must begin on the date of placement for adoption.

- Upon termination of the individual's employment at the company, they will not be paid for any unused paid Parental Leave for which they were eligible.

Coordination with Other Policies

- Paid Parental Leave taken under this policy will run concurrently with leave under the FMLA when an employee is FMLA eligible; thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or adoption of a child, will be counted toward the 12 weeks of available FMLA leave per a 12-month period. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave, whether paid or unpaid, granted to the employee under the FMLA exceed 12 weeks during the 12-month FMLA period. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
- After the paid Parental Leave is exhausted, the balance of leave will be compensated through Short-Term Disability (if applicable). The employee may use accrued paid time off (e.g., PTO, sick, vacation) to supplement compensation received under either Short-Term Disability or Long-Term Disability (if applicable) to a total amount not to exceed 100% of the employee's regular, straight-time weekly pay, after deductions for any simultaneously applicable federal/state/local paid leave program.
- The company will maintain all benefits for employees during the paid parental leave period just as if they were taking any other company paid time off, such as a paid vacation.
- The employee's paid time off balance(s) (e.g., PTO, sick time, vacation time, etc.) will not be reduced to reflect the duration of their paid parental leave.
- If a company holiday occurs while the employee is on paid parental leave such day will not extend the duration of the paid parental leave.
- Please refer to the Adoption Reimbursement Program for additional information about other employee benefits related to the adoption process.

Requests for Paid Parental Leave

- Employees must provide their supervisor and the human resource department with notice of the request for leave at least 30 (thirty) days prior to the proposed start date of the leave. The employee must contact Matrix Absence Management at matrixservices.com or 1-877-202-0055 to initiate this leave and provide all requested documentation.