

## Central Garden and Pet Company Adoption Reimbursement Policy

Effective January 1, 2022

### **Policy Overview**

To aid employees who are building families, a policy has been developed to provide eligible employees with financial support to offset the expense of adopting a child.

### **Eligibility**

Effective January 1, 2022, all regular full-time employees are eligible for adoption benefits after ninety (90) days of employment. If two employees from the same household work at Central, or one of its subsidiaries, only one employee can utilize the financial benefit. The employee must be actively employed both at the time of adoption and at the time of reimbursement.

Adopted children, to be considered for this benefit, must be under the age of eighteen (18). They may be a relative of the employee but not a stepchild.

### **Financial Reimbursement**

Eligible adoption-related expenses will be reimbursed to a maximum of two thousand dollars (\$2,000), per adopted child. Expenses directly related to the adoption are reimbursable (e.g., application fees, agency and placement fees, legal fees and court costs, immigration fees, or adoption counseling).

### **Timing and Procedure for Reimbursement**

Upon placement of the adopted child, submit receipts for applicable expenses to Human Resources ([rboyce@central.com](mailto:rboyce@central.com)). Reimbursements will be made after the adoption is finalized as evidenced by the adoption decree. Employees should seek assistance from a qualified tax preparer for guidance regarding the taxability of the financial assistance provided by Central.

### **Adoption Leave of Absence**

An employee who adopts a child may be eligible to access job protected leave of absence by contacting Matrix Absence Management (877-202-0055 [www.matrixeservices.com](http://www.matrixeservices.com)) under the Family Medical Leave Act (FMLA). Employees shall request time off from their manager as early as possible. Though many adoptions are unpredictable as to when they occur, in many cases this will assist us in avoiding unplanned interruptions in departmental workflow while allowing employees to take necessary leave time.

### **Medical Benefits**

Your adopted child is eligible to participate in your existing medical, dental and vision plans. Be sure to contact the Benefit Teams ([hrben@central.com](mailto:hrben@central.com)) within thirty-one (31) days of the effective date of your adoption to add the new addition to your family to your coverage.