

Parental Leave Guidebook

Brought to you by:



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*The benefit details included in this document are specific to PHO associates who reside in Arizona.


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Planning Your Leave

Health Insurance Considerations

Insurance Considerations

Explore your insurance options at: <https://petsmart.makeityoursource.com/>

-  Ideal coverage would vary by person. If you have a specific provider you want to use during your pregnancy make sure you select a plan with them in-network.

Fertility Coverage

Petsmart offer fertility coverage in most insurance plans. For full fertility coverage details please contact the medical carriers directly. Contact information for each carrier can be found on the PetSmart Make It Yours site.

Keeping Coverage During Leave

If you have health benefits with PetSmart, you are responsible for your portion of the benefit premiums that would normally be deducted from each paycheck (medical, dental, vision, etc.). Please refer back to your LOA paperwork for full instructions.

Adding Dependent (After Birth or Adoption)

- Dependent must be added within 30 days of the date of the event, or you will need to wait until the next open enrollment. To report a qualified event, log into your account on the PetSmart Benefits Portal and navigate to the Life Changes page. If there are questions please reach out to the Benefits Center at 1-844-481-0101
- Based on your work or life change, you may need to take additional action related to your qualified event.

*The benefit details included in this document are specific to PHO associates who reside in Arizona.

Planning Your Leave

Leave Types

Find a full list of leave types for associates on our benefits site. Please work with your leave manager to see what leave(s) you qualify. You can reach the Leave of Absence team at leaveofabsence@petsmart.com with any questions.

Family Medical Leave Act (FMLA)

- Associates may be eligible for a period of job-protected unpaid leave for certain family and medical reasons such as:
- A serious health condition which renders the associate unable to perform his/her job
- To bond with a new child through birth, adoption, or foster care
- To care for an immediate family member
- A deployment of an eligible family member in the U.S. military



Eligibility: To be eligible for FMLA leave, an associate must have worked for PetSmart for at least 12 months and must have worked 1,250 hours during the 12-month period prior to the start date of any leave request.

Americans with Disabilities Act (ADA)

ADA is another resource that applies only to associates who do not meet the eligibility requirements under FMLA, or who have exhausted FMLA leave. A medical leave may be requested when an associate is under the care of a licensed healthcare provider (practicing within the terms of his/her license).

The associate must be currently unable to perform one or more essential functions of their position, with or without accommodations. If PetSmart crafts an accommodation for the associate that would allow them to perform their position even with their current medical restrictions, then leave under this policy will be unavailable.

To obtain leave under this policy, the associate must cooperate with PetSmart to obtain medical information substantiating: (1) the nature of impairment; (2) the functions the associate cannot perform; (3) the amount of time the associate will have the restrictions; (4) an estimated return to work date; (5) the level of confidence of the physician that the date provided is accurate; and (6) estimated restrictions that will still exist after the associate is released to return.

Leave Types

Short Term Disability

The short-term disability plan provides income replacement to full-time eligible associates who are unable to work because of an extended illness or non-work-related injury. After a 1 week waiting period, you may receive STD pay at 60% of your average weekly wage for the six-week pay periods preceding your leave, and up to \$2000 per week while you're out due to medical necessity. STD benefits will be provided to all covered associates in accordance with the short-term disability policy.

STD coverage is available automatically and at no cost to all full-time associates in most states. Associates working in California, New Jersey, Rhode Island, and Washington have state disability coverage.

To view details on the short-term disability schedule and state disability supplemental information, please [click here](#).



Maternity Leave: Pregnancy leave is treated the same as any other short-term disability. The time that may be paid under STD will be based on information provided by the attending physician regarding the actual date of disability and the expected date of delivery. The time for which the doctor states that the associate is disabled and unable to work before or after the delivery and for up to six weeks after the delivery date is covered under STD, for a maximum STD benefit of 12 weeks. If the pregnancy disability period is longer than 13 weeks, it may become a long-term disability (LTD) claim if the associate is eligible for the LTD benefits.

Paid Parental Leave

Paid Parental Leave

It's an adjustment to transition back to work after adding to your family. PetSmart is proud to offer Paid Parental Leave (PPL) to new parents which includes up to 4 weeks of paid parental leave.

Benefits include:

- 100% of base pay for exempt associates.
- Full-time non-exempt associates will be paid using the associate's hourly base rate of pay at 40 hours per week.
- Part-time associates will be paid based on the average of the hours worked in the 6 weeks immediately preceding the start of your leave and multiplied by the associate's regular hourly base rate of pay.
- The full paid parental leave policy is located on our internal Fetch site and associates are encouraged to reach out to the Leave of Absence Team for more information at leaveofabsence@petsmart.com. Eligibility requirements must be met in accordance with the Family and Medical Leave Act (FMLA).

Maternity Leave: Pregnancy leave is treated the same as any other short-term disability. The time that may be paid under STD will be based on information provided by the attending physician regarding the actual date of disability and the expected date of delivery. The time for which the doctor states that the associate is disabled and unable to work before or after the delivery and for up to six weeks after the delivery date is covered under STD, for a maximum STD benefit of 12 weeks. If the pregnancy disability period is longer than 13 weeks, it may become a long-term disability (LTD) claim if the associate is eligible for the LTD benefits.

Resources for Leave

Resources for Leave

Leave Calculator

Download this file to help understand how you can utilize your FMLA, PPL, STD and supplement with paid time off.

[Leave Calculator.xlsx](#)

Week	Date	Day of the Week	Leave Type	Leave Pay	PTO Hours	PTO Pay	Total	Est	Est Net	variance
						\$	Gross Pay	Deductions	Pay	to base
1	#####	Saturday	Waiting Period	\$ -		\$ -	\$ -	ENTER	N/A	N/A
2	12/7/2024	Saturday	STD	\$ 675		\$ -	\$ 675	ENTER	N/A	N/A
3	#####	Saturday	STD	\$ 675		\$ -	\$ 675	ENTER	N/A	N/A
4	#####	Saturday	STD	\$ 675		\$ -	\$ 675	ENTER	N/A	N/A
5	#####	Saturday	STD	\$ 675		\$ -	\$ 675	ENTER	N/A	N/A
6	1/4/2025	Saturday	STD	\$ 675		\$ -	\$ 675	ENTER	N/A	N/A
7	1/11/2025	Saturday	FMLA	\$ -		\$ -	\$ -	ENTER	N/A	N/A
8	1/18/2025	Saturday	FMLA	\$ -		\$ -	\$ -	ENTER	N/A	N/A
9	1/25/2025	Saturday	FMLA	\$ -		\$ -	\$ -	ENTER	N/A	N/A
10	2/1/2025	Saturday	FMLA	\$ -		\$ -	\$ -	ENTER	N/A	N/A
11	2/8/2025	Saturday	FMLA	\$ -		\$ -	\$ -	ENTER	N/A	N/A
12	2/15/2025	Saturday	FMLA	\$ -		\$ -	\$ -	ENTER	N/A	N/A
13	2/22/2025	Saturday	PPL	\$ 1,250		\$ -	\$ 1,250	375	\$ 875	\$ -
14	3/1/2025	Saturday	PPL	\$ 1,250		\$ -	\$ 1,250	375	\$ 875	\$ -
15	3/8/2025	Saturday	PPL	\$ 1,250		\$ -	\$ 1,250	375	\$ 875	\$ -
16	3/15/2025	Saturday	PPL	\$ 1,250		\$ -	\$ 1,250	375	\$ 875	\$ -
				0 \$		\$ -	\$ -			\$ -
				0 \$		\$ -	\$ -			\$ -

Leave Coverage Template

[Leave Coverage Template.pptx](#)

Discounts Available

Who doesn't want corporate discounts? As a part of your #LifeAtPetSmart you can participate in the PerkSpot program to get thousands of deals! Available to all associates for free. You can find a few options that are related to baby gear and children's activities. <https://petsmart.perkspot.com/>

Here's a guide to a few of our favorites

Transitioning Back to Work

Transitioning Back to Work

The transition back looks different for everyone. Work with your manager on the best transition back into your role and align on needed in-office days and necessary breaks. Have honest conversations before you go on leave about what you want to happen when you return.

Helpful hints/topics for conversations with your leader:

- **Reentry plan:** Discuss your plan for transitioning back into work, including whether you're returning full-time or gradually.
- **Updates:** Ask about any updates to the office or workplace.
- **Expectations:** Set expectations for your return, including your need for breaks to pump or changes to your schedule for childcare.
- **Goals:** Make it clear that your goals haven't changed, and you still want to be considered for roles.
- **Needs:** Think about what you need from your employer and how to make your new situation work best for you.
- **Accommodations:** Detail any special accommodations you request.
- **Advice:** Ask for your boss's advice and counsel on how to reenter successfully and clarify what expectations they may have of you during this time.
- **Realistic expectations:** Be candid and realistic about what can be accomplished in your first few weeks and months back.
- You can also consider having a meeting with your manager on your first day back from maternity leave. This meeting can cover practical logistics, an update from your manager, and a handover of your role and responsibilities.

Some Helpful links:

- [Leadersplus.org - How to return to Career after Maternity Leave](https://www.leadersplus.org/resources/how-to-return-to-career-after-maternity-leave)
- [Harvard Business Review- How to return to work after parental leave](https://hbr.org/2015/05/how-to-return-to-work-after-parental-leave)

Coming back to Campus

Nursing Rooms

Nursing Rooms are available throughout PHO in all 3 buildings. They can be booked utilizing outlook. Make sure you book enough time to get set up and pump. Room names are below:

Mother's Room Building 1, 2nd Floor

Mother's Room Building 1, 4th Floor

Mother's Room Building 2, 2nd Floor

Mother's Room Building 4, 2nd Floor

Fitness Center


Offered at top paw fitness center Mondays, 11 am - 1 pm – all associates welcome, not just gym

Reset room

Offered at top paw fitness center Mondays, 11 am - 1 pm – all associates welcome, not just gym members

Additional days may be added during the week. Please reach out to Rebecca Mazur for additional questions

Lil Paws Learning Center

 One benefit we have working at PHO is an onsite daycare with Lil' Paws Learning Center through Bright Horizons. See below for more information about the center:

At Bright Horizons, our focus is on families like yours and helping young children to learn, grow and reach all-important milestones in a place where they are safe, nurtured, and well-loved. We value our families and work hard to create partnerships with them to foster a sense of community. We have seven classrooms welcoming children aged six weeks through Pre-Kindergarten. We are state licensed for children up to the age of twelve, so we do offer school age drop-in care for days their schools are closed.


Some highlights of our center include:

- Accredited by the National Associate for the Education of Young Children (NAEYC) families.naeyc.org.
- Located on-site at PetSmart SSG Corporation
- Safety, security, and cleanliness practices that exceed all state, local, and national guidelines
- Curriculum enhancements and enrichments
- Art Studio, STEM Lab, Movement Zones, and campus-based field trips

Enclosed is some information about our programs:


- [Infant Curriculum Guide](#)
- [Toddler Curriculum Guide](#)
- [Preschool Curriculum Guide](#)
- [Kindergarten Prep Curriculum Guide](#)

In addition, please log onto our website, www.brighthorizons.com

 If you are interested in getting your child enrolled email lilpaws@brighthorizons.com. There are limited spaces available, it's recommended to get your child's name on the waiting list as soon as possible.

Parent & Caregiver Discounts

Helpful Discounts & Resources

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