

Intern Name

12401 W. Olympic Blvd. Los Angeles, CA 90064

Please accept our welcome to the Internship Program at VCA _____ **Animal Hospital**. We are sure that you have many questions. We will be conducting an in-depth orientation commencing at the beginning of your internship and will send information that we feel you will need prior to the Program's start date. Please feel free to contact us at any time if you have any pressing questions.

This letter contains the Employment Agreement for your internship year. Also enclosed is the initial paperwork to get you started with your Internship Program.

INTERN EMPLOYMENT AGREEMENT

VCA _____ Animal Hospital.

The following employment agreement is made and entered into by and between VCA Animal Hospitals, Inc., dba VCA _____ **Animal Hospital** ("VCA") and **Intern Name** ("Intern" or "You"). The employment agreement shall remain in effect for the entire term of your employment as an Intern at VCA _____ **Animal Hospital**. This Agreement shall be read in conjunction with the VCA Employment Policies that provides additional details to the provisions set forth herein (to the extent any conflict exists between the two, the terms of this Agreement shall govern).

Please contact _____ at any time if you have any questions or concerns about the internship program.

Terms of Agreement:

Term: The Internship Program shall be from **-/-/2024** to **-/-/2025** (hereinafter "Term"). The Internship Program is one year; provided, however, that VCA retains the right to terminate your Employment for "cause" at any time prior to the end of the Term. "Cause" is defined as (i) Intern's inability to perform substantially the essential functions of the Intern's duties, with or without reasonable accommodations; (ii) the restriction, revocation or suspension of Intern's license to practice veterinary medicine in the state in which the Practice is located for more than thirty (30) days; (iii) any conviction of Intern for the violation of any criminal statute constituting a felony; (iv) misconduct in the performance of Intern's duties; (v) failure by Intern to follow or comply with the policies and procedures of VCA; provided that such policies and procedures are consistent with Intern's duties; (vi) violation by Intern of any material provision of this Agreement; (vii) a determination that Intern no longer meets the standard of professional competence or care to be maintained at the Practice, which determination shall be made by the Intern Director or Medical Director; or (viii) the repeated failure by Intern to render full and proper services as required by the terms of this Agreement.

Compensation: You will be paid on a bi-weekly basis, annualized at the rate of \$ _____, provided you are working as an active full-time Intern. Should your employment terminate prior to the end of the Term or should you become otherwise unable to work on a full-time basis, VCA's obligation to compensate you ceases immediately¹

¹ If your schedule is reduced to accommodate a disability or for any other reason, VCA shall have the discretion to adjust your salary accordingly.

- Schedule:** Schedules are set by the hospital's Intern Director and Medical Director. Your rotation schedules will be announced at the start of the program; however, it is understood that schedules are subject to change at any time depending upon the hospital's staffing needs.
- Vacation:** Forty (40) vacation hours during the internship year are included in your base salary. Vacation Day requests must be made in writing to the Medical Director at least six (6) weeks in advance. All requests must be approved by the Medical Director and Intern Director. Any unused vacation will be carried over beyond the Term of this Agreement, if the Intern remains employed with VCA. Accrued and unused vacation will be paid upon termination of this Agreement or at the end of the Term of this Agreement. During employment, vacation hours will have no monetary or cash out value and will only be paid when vacation is taken or at the end of employment.
- Sick Days:** Unless prescribed otherwise by state, city or municipal law: After ninety (90) days of employment, Intern is allowed up to five (5) paid sick days per calendar year, which may only be used on scheduled workdays as a result of illness or for the diagnosis, care or treatment of an existing health condition or preventative care for oneself or a family member or if Intern is the victim of stalking, sexual assault or domestic violence. These paid sick days do not carry over from year to year and will not be paid out at the end of the Internship or upon separation. To find out if a state, city or municipality has a paid sick leave law, please refer to the Human Resources Department's page on the VCA intranet, "WOOFconnect."
- Attendance at VCA CE Meetings:** In addition to required attendance at hospital meetings as set forth by the Intern Director and Medical Director, interns are encouraged to attend each of two full-day weekend medical seminars that are conducted in the region each year for all VCA hospitals in the area, presented by an outside invited speaker. Scheduling of hospital duties will be adjusted at the discretion of the Intern Director (i.e., shift changes will need to be made to facilitate attendance by each Intern).
- C.E.:** You are allotted **\$1,000.00** to be used for continuing education purposes such as dues, purchase of books and journal subscriptions, etc. (must be used before completion of internship year and any reimbursement for expenses must be submitted two weeks prior to the end of Term). VCA will reimburse you for state license fees in addition to the CE allotment. The Intern Director has the discretion to approve or reject expenses. If you have a question as to whether a certain expense would qualify as being for "continuing education purposes", it is strongly recommended that you seek the Intern Director's approval prior to making said purchase.
- C.E./Interview Hours:** You are eligible for up to **forty (40)** hours during the Term for continuing education and/or interview time. Continuing education hours are not carried over after the Term or included for continued employment. Continuing education hours do not have monetary value and will not be paid out upon termination of employment.
- VIN Access:** You will have employer-paid access to the Veterinary Information Network through a special subscription for interns. This access is part of the internship program's continuing education package.

Plumb's Access: All VCA interns also receive a no cost (employer-paid) online subscription to Plumb's Veterinary Drugs. After you start your internship, you will receive a coupon code to activate your subscription.

Benefits: VCA offers its full-time employees the opportunity to enroll in a variety of benefits including major medical, supplemental medical, dental, vision, life, accidental death and dismemberment (AD&D). Your cost depends on the plan selected and whether you elect coverage for only yourself or also for one or more qualified dependents. You must enroll by your eligibility date, which is the first day of the month following or coinciding with 30 days of employment.

Professional Liability Insurance: Coverage is provided under the company's master policy. A copy of your veterinary license must be provided to the VCA Human Resources department. You are covered only while you are working at a VCA hospital or on behalf of VCA.

Holiday Coverage: Interns are expected to provide coverage on VCA holidays. Therefore, you will be scheduled to work holiday emergency coverage. To the extent that there are multiple interns, your holiday schedule will be on an equivalent basis with your fellow interns. The VCA holidays are Independence Day, Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, and Memorial Day.

Retirement: You will be eligible to enroll in the Mars Veterinary Health (MVH) 401(k) plan on your start date, if you so desire, and will be able to participate in the Plan on the first of the month following the commencement of your employment.

Personal Pet Care Discount: See Company policies – complete details are available from the hospital manager at your location and also on WOOFconnect under Resources, Hospital Support, Pricing & Coding, Discounts.

Uniform Allowance: Interns will be provided with two (2) uniform lab coats and two (2) sets of scrubs at the beginning of the Term. Additional uniform articles may be procured from the hospital administrator by request, as needed.

Employment Handbook and Policies: As noted above, it is your responsibility to review the VCA Employment Policies Handbook and Policies; familiarize yourself with the Company's policies, including but not limited to the Company Property, Confidential and Proprietary Information Policy; the Respectful Workplace Policy; Policy Against Harassment; and the Social Media Code of Conduct Policy.

By signing below, you acknowledge that you have read, understood and agree to the above terms and conditions.

Group Vice President

Date

Intern Name

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