

BENEFITS

In addition to receiving an equitable salary and having an equal opportunity for professional development and advancement, you may be eligible to enjoy other benefits, which will enhance your job satisfaction. We know that you will concur that the benefits program offered by Brookside represents a very large investment in you. We trust that you will not take advantage of our goodwill by abusing any of the program's benefits.

ELIGIBILITY

If you are a full-time employee, you will enjoy all of the benefits described in this section as soon as you meet the eligibility requirements necessary to participate in each benefit.

If you are a part-time employee, you will enjoy only those benefits afforded to you by law, provided you meet the minimum requirements set forth in the law and in the benefit plan.

PAID LEAVES OF ABSENCE

HOLIDAYS

Brookside grants paid holidays each year to provide eligible employees the opportunity to observe certain days of the year as legal holidays. Only full-time employees who have completed their 90 day Introductory Period are eligible for holiday pay.

Holidays will be observed on the day of occurrence. Should the holiday fall on an employee's day off, an alternative day may be selected if approved by the Property Manager. This alternative day *must* be taken in the same pay period as the holiday and may not be saved for future use.

With the exception of paid vacation or normal days off, an employee must work the day before and the day after a holiday in order to receive payment for the holiday. If a paid holiday falls during a scheduled and approved vacation period, the holiday will not be charged against vacation leave.

A terminating employee, who has given at least two weeks written notice, will be eligible for holiday pay if the employee works through the day following the paid holiday.

Employees who are required to work on paid holidays will be paid for 8 hours for the holiday and the straight time for every hour worked. This could or could not be paid as overtime depending on the time worked during the rest of the week.

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HOLIDAYS cont.

The following seven holidays are observed each year:

- New Year's Day
- Memorial Day*
- Independence Day*
- Labor Day*
- Thanksgiving Day
- Christmas Eve (1/2 day)
- Christmas Day

*We may also elect to remain open on these days based on economic factors at a property.

You may elect to take time off to observe your religious or cultural holidays. If available, a full day of unused sick/personal leave or vacation leave may be used for this purpose; otherwise the time is off without pay. You must notify your supervisor at least ten (10) business days in advance.

VACATIONS

The purpose of paid vacation is to recognize the employer's length of service by providing time off with pay. Vacation is necessary as a period of rest and relaxation. An employee is expected to use his/her vacation each year. Vacation time does not accumulate from year to year and any vacation not taken within 12 months from the date earned will be lost.

Every effort will be made to grant you your vacation at the time you desire. However, Brookside must reserve the right to deny requested dates. Vacations should be scheduled well in advance to ensure sufficient personnel coverage. Should conflicts arise when two employees request the same vacation time, the first to request that time will have it granted.

New, full-time employees are eligible for paid vacation after a six-month waiting period. At that time, they are eligible for five (5) business days (40 hours) of paid vacation. After six months on their anniversary date, the employee is eligible for an additional five (5) days paid vacation. After that, each vacation is accrued at an approximate rate of 3.08 hours per pay period (every two weeks). Brookside employees are eligible for an additional five (5) days (40 hours) of paid vacation after reaching their five (5) year anniversary with the company assuming continuous employment throughout the period. Vacation time for 5+ year employees is accrued at an approximate rate of 5.62 hours per pay period (every two weeks).

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BEREAVEMENT LEAVE

Brookside Properties, Inc. entitles full-time, permanent employees (regardless of length of service) up to three (3) workdays with pay to attend the funeral and take care of personnel matters related to the death of an immediate family member. The immediate family is defined in this situation as current spouse, child, parents, mother or father of current spouse, spouse's child by former marriage, brother or sister.

One (1) day of paid funeral leave will be granted in the case of the death of a grandparent, spouse's grandparent or sibling, or any member of your extended family living in your home.

Paid time under this policy is given over and above any time allowed and earned under our Sick/Personal Leave Policy.

JURY DUTY

Brookside Properties, Inc. believes that one of the responsibilities of a good citizen is to willingly accept jury duty. Should a full-time employee be called for jury or witness duty (by court or subpoena), he/she will receive regular pay during this absence. If jury duty obligations continue for an extended period of time, then the appropriate supervisor shall confer with the employee as to how Brookside will participate from that time forward. Any pay received from Court shall be turned in to the Controller for deposit to Brookside.

Part-time employees are eligible for jury and witness duty in an amount equal to the number of hours they normally would have been scheduled to work during their court duty.

Jury and witness duty pay does not apply if an employee is a party to, or has a personal interest in legal or court proceedings (i.e., appearing as, or on behalf of a plaintiff or defendant.).

SICK LEAVE / PERSONAL LEAVE

Brookside Properties, Inc. offers to its full-time employees up to five (5) days (40 hours) of paid sick leave/personal leave during each calendar year. There is no waiting period for sick/personal leave, so it begins accruing on the day employment begins. Sick/personal leave is accrued at an approximate rate of 1.54 hours per pay period (every two weeks).

Sick leave/personal leave is to be used when the employee must be absent from work due to illness or to accomplish personal business that cannot be accomplished during normal business hours. An employee who is ill is to inform his/her immediate supervisor directly each day regarding absence, by at least the normal starting time.

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Personal leave should be requested from the employee's immediate supervisor at the earliest date/time possible. Sick leave/personal leave must be used in units of no less than two hours at any one time.

In the event that the illness/injury is covered by worker's compensation insurance, this sick/personal leave policy will not apply.

Sick/personal leave may not be carried over and accumulated from year to year. Sick/personal leave not used during a calendar year will be forfeited.

UNPAID LEAVES OF ABSENCE

FAMILY AND MEDICAL LEAVE ACT (FMLA)

Brookside recognizes that a leave of absence for a specific purpose may be both necessary and beneficial to the employee, the Company or the community. In compliance with the Family and Medical Leave Act of 1993 (FMLA), Brookside will grant an unpaid leave of absence of up to twelve workweeks per twelve-month period. The leave may be paid, unpaid, or a combination of paid and unpaid, depending on the circumstances and as specified in this policy. Leave may be granted for the following reasons.

- To care for newborn, newly adopted or foster children
- To care for immediate family members with serious health problems
- When a serious health condition prevents the employee from performing the essential functions of his/her job.

A "serious health condition" is defined as an illness, injury, impairment or physical or mental condition that:

- requires inpatient care (i.e. an overnight stay) in a hospital, hospice or residential medical care facility; or
- incapacitates the individual for more than three calendar days and involves continuing treatment by a health care provider; or
- involves continuing treatment by a health care provider for prenatal care.

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The Company will require an employee to provide a doctor's certification of the serious health condition or certification of need for leave. The Company reserves the right to obtain a second opinion in the event it disagrees with the physician's assessment of need for Family and Medical Leave. If the first and second opinions conflict, a third and binding opinion may be obtained at the option of the Company.

The employee will be required to exercise the applicable paid leave that has accrued under the Company's vacation, sick/personal leave and/or short-term disability policy as part of the FMLA leave entitlement.

If both husband and wife are employed by Brookside and both are eligible for FMLA leave for one of the aforementioned reasons, their combined maximum FMLA leave is limited to 12 weeks.

During this leave period, the Company will continue to pay for the regular contribution to the employee's group health insurance premium, but employees will be responsible for paying all other contributions and premiums for all other benefits each month prior to the beginning of the month in which coverage is to be provided.

Should an employee fail to return to work upon expiration of the scheduled leave period other than certifiable medical necessity of the employee, employee's spouse parent or child or other circumstances beyond the employee's control, all insurance contributions paid by the company on behalf of the employee shall be reimbursed by the employee.

Upon return to work on or before the scheduled completion of the Family and Medical Leave, the employee will be reinstated to his/her previous position or to an equivalent position with equivalent pay, and benefits provided he/she is physically able to perform those duties. If the employee is in a key, highly compensated position and substantial and grievous economic injury to the company's operations will result from their leave, reinstatement following their leave may be denied to permit replacement of the position.

Brookside Properties, Inc. will require all employees who return from the FMLA leave occasioned by their own serious health condition to present a medical certification that the employee is able to return to work.

Employees will be subject to discipline, up to and including immediate discharge if, during their leave they engage in activities inconsistent with the stated purpose of the leave. For example, employees are prohibited from engaging in other employment during Family and Medical Leave.

All Brookside employees who have worked at least 1250 hours during the preceding 12 months and who work in an area where Brookside employs at least fifty (50) people within seventy-five (75) miles, are eligible for unpaid Family and Medical Leave.

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DISABILITY LEAVE

Brookside may grant a leave of absence for illness, disability, accident, operation or pregnancy. An employee should request a disability leave of absence from his/her supervisor and should submit a statement of health or disability from a physician. Pregnancy is a qualified disability. An approved disability leave may be granted for up to six weeks. An employee is requested to give as much notice as possible when requesting leave.

In the case of pregnancy, the employee should inform the Property Manager when the anticipated leave of absence will begin. Job status will be protected to the extent that the Company will make every effort to allow the employee to return to the same position or similar position for which he/she is qualified.

A Brookside employee may use all or any portion of his/her unused annual vacation time to apply toward this six-week period or be absent without pay. Your group insurance booklet should be reviewed to determine insurance coverage during a leave of absence.

Upon return from a disability leave, employees will be required to submit a physician's statement attesting to the employee's fitness to return to work. Should attendance or job performance suffer during the period preceding and/or following a disability leave, the Company will accommodate the employee to the extent provided by the law.

HEALTH INSURANCE COVERAGE

GROUP INSURANCE

Brookside Properties, Inc. is interested in the health and well being of both you and your family. Brookside employees are eligible to participate in group insurance after a 90 day Introductory Period. At that time, you may choose to accept the insurance coverage. Brookside may pay a portion of the insurance costs.

The following benefits are offered:

- Life Insurance and Accidental Death and Dismemberment
- Medical Health Care Coverage
- Supplemental Cancer Coverage
- Dental Care Coverage

If the employee should choose to participate in insurance coverage, the Brookside insurance administrator will provide a booklet detailing comprehensive benefits at that time. Questions concerning insurance coverage should be addressed to the insurance administrators.