

BENEFITS

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.

BENEFITS

COBRA (Continuation of Group Health Coverage)

In the event an employee should leave Brookside Properties, Inc.'s employment for any reason, the employee may have the right to continue coverage under the health insurance program for a limited period of up to 18 months at his/her own expense.

PROFESSIONAL CERTIFICATION/LICENSING/CONTINUING ED

The objective of this program is to assist management level employees in achieving and maintaining industry recognized or required professional designations, certifications and licensing.

All full-time, permanent employees in a professional or management position are eligible with the approval of the Regional Property Manager.

Brookside will reimburse employees 100 percent of all fees and dues necessary to maintain the professional certification or licensing either required to perform the responsibilities of their Brookside Position or which can be demonstrated to benefit Brookside. Certification or licensing for the general benefit of the employee will not be reimbursable.

If voluntary termination occurs within the year of obtaining or maintaining the certification/licensing, the employee will reimburse Brookside the amount for the fees and or dues on a pro-rata basis.

PROFESSIONAL ORGANIZATION MEMBERSHIP

Brookside desires to assist all professional and managerial employees in maintaining memberships in professional organizations that will enhance their ability to perform their Brookside responsibilities. Each professional or managerial employee may maintain membership in one professional organization.

All full-time, permanent employees in a professional or management position are eligible with the approval of the Regional Property Manager.

401 (k) RETIREMENT PLAN

Brookside provides its employees with a vehicle to save for retirement through the Brookside 401 (k) Retirement Plan.