ABSENCE FROM WORK
POLICY: VACATION

DATE: September 12, 2008

PURPOSE: To define time-off from regular work hours.

POLICY: It is company policy to grant time off from work under specific rules and guidelines.

PROCEDURE:

VACATION

It is corporate policy that full-time employees be considered eligible for a paid vacation as follows:

- **All Employees** are eligible after six (6) months employment and is accrued as follows:
  - 1 to 5 years employment: 3.34 hours per pay period, 2 weeks
  - 5 to 10 years employment: 5.00 hours per pay period, 3 weeks
  - 10+ years employment: 6.67 hours per pay period, 4 weeks

If you become an employee of the company through acquisition of a new property, you will be considered a new employee unless otherwise specified by the owner. Part-time employees and/or individuals hired as temporary or seasonal help are not entitled to accrue or receive paid vacation leave.

- Eligible employees must complete a Personnel Action Form at least thirty (30) days in advance for approval. **On-site** employee vacations are approved by the Manager. The Manager’s vacation is approved by the Assistant Vice President (AVP). **Corporate** employee vacations are approved by the SunRidge President.

- Vacation will be approved on the basis of work load, seniority and earliest request. The company reserves the right of final approval and alterations to all vacation schedules.

- When a holiday falls during an employee’s vacation, the holiday hours will not be deducted from the employee’s accrued vacation time.

- Vacation pay-out will not be granted in lieu of taking time off.

- If an employee is terminated or resigns before six (6) months of continuous employment, the employee is not entitled to vacation compensation. If an employee is terminated or resigns after six (6) months, it is up to the discretion of the SunRidge President on whether accrued vacation time will be paid, except where state laws dictate otherwise.

- Only one (1) week of vacation can be carried forward to the following year after an individual’s hire date anniversary. Therefore, if an employee lets his/her vacation build up from year to year, he/she will lose all but one (1) week of their accrued time when vacation balances are adjusted. All personnel are encouraged to take their vacations.

- Accrued vacation is per employee anniversary date, not the physical year.
• An employee cannot take more than one week’s vacation at a time unless this time is applied toward approved leave of absence.

• It is against company policy to advance vacation time to employees or pay wages for work hours missed when employees do not have accrued time available. Employees who are absent from work and do not have any accrued vacation hours will have that time deducted from their wages.
POLICY: SICK

DATE: September 12, 2008

PURPOSE: To define time-off from regular work hours.

POLICY: It is company policy to grant time off from work under specific rules and guidelines.

PROCEDURE:

SICK LEAVE

It is corporate policy that paid time off be granted to full-time employees who must be absent from work due to illness. Part-time employees and/or individuals hired as temporary or seasonal help are not eligible to accrue or entitled to receive paid sick leave.

- Sick leave is accrued at a rate of 2.67 hours per pay period for an annual total of eight (8) days per year.
- Sick leave cannot be used until the employee has completed and passed ninety (90) days of continuous employment.
- Sick leave continues to accrue from year to year until an employee reaches an accrual of forty (40) days or 320 hours. At this point, no further accrual will take place in excess of forty (40) days or 320 hours.
- An employee must notify his or her immediate supervisor of any absence due to illness at least one (1) hour prior to the scheduled work day so that arrangements can be made to cover the work. Emails, telephone messages, messages to the answering service or messages to other employees are not acceptable notification. Failure to notify your immediate supervisor will result in disciplinary action.
- In order for an employee to receive sick leave compensation for three (3) or more consecutive days, a statement must be obtained from a qualified physician and given to their immediate supervisor.
- Employees are urged to make doctor and dental appointments during their lunch time or before or after work whenever possible. In the event it is necessary to take time off during business hours for an appointment, the time may be charged against the employee’s accumulated sick leave, provided there is sufficient sick leave time available. With prior approval of the immediate supervisor, the employee may work the necessary hours to make up for the time missed.
- Sick days are for the employee’s personal illness only. Abuse of sick day policy will necessitate a payroll deduction.
- In no case will payment be made for accrued sick leave at the time of an employee’s termination.
- It is against company policy to advance sick time to employees or pay wages for work hours missed when employees do not have accrued time available. Employees who are absent from work and do not have any accrued sick hours will have that time deducted from their wages.
**POLICY:** HOLIDAY

**DATE:** September 12, 2008

**PURPOSE:** To define time-off from regular work hours.

**POLICY:** It is company policy to grant time off from work under specific rules and guidelines.

**PROCEDURE:**

**HOLIDAY BENEFITS**

It is corporate policy that the following designated days throughout the calendar year will be observed as company holidays whereby the employee will not report to work but still receive compensation. The on-site office may be closed provided provisions have been made to handle resident emergencies.

- Christmas Day
- New Year’s Day
- Thanksgiving Day

The following are paid holidays; however, offices may or may not remain open based on the decision by the SunRidge President. Contact your AVP in reference to "skeleton crews." Eligible employees working these days will be able to take an alternate day off during the same pay period. If an employee does not take an alternate day off he/she will receive compensation at the rate of two (2) times his/her base salary for working the holiday.

- Independence Day
- Memorial Day
- Labor Day

When a company holiday falls within an employee’s vacation schedule, the holiday hours will not be deducted from the employee’s accrued vacation time.

All full time employees will be immediately eligible for holiday pay. To qualify for holiday pay, employees must either work the day before and the day after the holiday, have approved, scheduled vacation or verifiable personal illness. Upon termination, employees will not be paid for unused holidays.

Temporary and part-time employees and employees on leaves of absence are not eligible for holiday pay.
POLICY: MILITARY/RESERVE LEAVE

DATE: September 12, 2008

PURPOSE: To define time-off from regular work hours.

POLICY: It is company policy to grant time off from work under specific rules and guidelines.

PROCEDURE:

Employees may take two (2) weeks of their earned vacation time or two weeks without pay for service in the military reserves. A 30-day notice is requested.
ABSENCE FROM WORK

POLICY: FAMILY AND MEDICAL LEAVE

DATE: September 12, 2008

PURPOSE: To define time-off from regular work hours.

POLICY: It is company policy to grant time off from work under specific rules and guidelines.

PROCEDURE:

FAMILY AND MEDICAL LEAVE

An employee may request leave for the care of a family member because of a serious health condition and birth or adoption of a child. The Family Medical Leave Act of 1993 has specific requirements for compliance.

The company may grant employees leaves of absence under certain circumstances. This policy applies to pre-approved absences without pay for a period of extended duration, but with a specified time limit.

Requests for leave of absence should be submitted in writing to the employee's immediate supervisor thirty (30) days prior to commencement of the leave period. The decision concerning the request will be made by the SunRidge President.

The maximum leave of absence period is twelve (12) weeks (which includes any accrued vacation or sick leave). Employees who do not return to work on the first scheduled work day following the leave of absence or an employee who does not return to work within the twelve (12) week leave period, will be considered terminated effective that date.

The employee's medical coverage, if eligible for benefits, will continue during the twelve (12) week leave of absence period. If an employee is out of work beyond the twelve (12) week period and is considered a terminated employee, the employee's medical coverage is terminated at the end of the twelve (12) week leave of absence.

Circumstances may preclude placing an employee who is returning from an extended leave of absence on the same job from which the leave was granted. In these instances, every possible effort will be made to place the employee on a job of like status and pay, however, if no equivalent job is available, or if the employee is returning to work with medical or physical restrictions, the employee will be considered for placement in an available position. In the event the employee cannot be placed or chooses not to accept the job assignment, the employee will be terminated.

Employees returning from a leave caused by health problems may be required to provide a doctor's certification of their ability to perform, safely and satisfactorily, their regular work without endangering themselves or their fellow employees.
POLICY: MATERNITY LEAVE
DATE: January 1, 2015

PURPOSE: To inform employees of their potential rights under FMLA for Pregnancy Leave.

POLICY: Maternity Leave (see FMLA)

PROCEDURE:

MATERNITY LEAVE

SunRidge Management Group is firmly committed to protecting the rights of expectant mothers and complying with Title VII of the 1964 Civil Rights Act as amended by the Pregnancy Discrimination Act of 1978. SunRidge Management Group’s policy is to treat women affected by pregnancy, childbirth or related medical conditions in the same manner as other employees unable to work because of their physical condition in all employment aspects, including recruitment, hiring, training, promotion and benefits.

Further, SunRidge Management Group fully recognizes eligible employees’ rights and responsibilities under the Family and Medical Leave Act (FMLA), applicable state and local family leave laws, and the Americans with Disabilities Act. Pregnant employees may continue to work until they are certified as unable to work by their physician. At that point, pregnant employees who are eligible for FMLA are entitled to take a leave of absence under the guidelines and accordance with the provisions of SunRidge Management Group FMLA policy. If the employee does not qualify for FMLA she will be considered to have voluntarily terminated.

The employee must inform her supervisor in writing 30 days in advance of her intent to take a maternity leave under FMLA. Eligible employees will be allowed to use any available vacation and sick hours accrued at the time of her leave. The employee will also be responsible for the employee portion of her medical deductions while she is on leave.

If the employee qualifies and takes a leave under FMLA, when the employee returns to work, she is entitled to return to the same or equivalent job with no loss of service or other rights or privileges. Should the employee not return to work when released by her physician, she will be considered to have voluntarily terminated her employment with SunRidge Management Group.

Not all properties/personnel will qualify for FMLA, depending on the number of staff members in a particular area.

Do not assume you qualify for FMLA. Contact the HR Department to determine FMLA eligibility.
ABSENCE FROM WORK

POLICY: RETURN TO WORK PROGRAM

DATE: August 13, 2009

PURPOSE: To define the company’s Return to Work program. This policy applies to employees returning to work after an extended injury or illness, whether work-related or personal.

POLICY: It is the company policy to assist employees who sustain an injury or illness to safely return to work at the earliest medically practical time. We will get immediate, appropriate medical attention for employees who are injured on the job, and we will attempt to create opportunities for them to return to safe, productive work as soon as medically reasonable.

NOTE: This policy should not be considered as recognition that an employee has a disability as defined by the Americans with Disabilities Act (ADA) of 1990. For information on this act, contact the Human Resources Department.

PROCEDURE:

Once notified of an on-the-job injury or illness the employee’s supervisor must contact the Human Resources Department and the Assistant Vice President (AVP) immediately. The supervisor will provide the employee with the company’s written Return to Work Program.

Our ultimate goal is to return the injured employee to their original jobs. If an injured employee is unable to perform all the tasks of the original job, we will make every effort to provide alternative productive work that meets the injured employee’s capabilities. Before the employee can return to regular work duties, modified duties or alternative duties, the employee will be required to provide a physician’s work status report and acknowledge their ability to perform, safely and satisfactorily under the restrictions listed by the physician and work without endangering themselves or their fellow employees. Employees will not be allowed to return to their original position until full medical release is received by the Human Resources Department verifying that the employee has been released by a physician to fulfill all aspects of the original job description.

Circumstances may preclude placing an employee who is returning from an extended illness or injury on the same job from which they left. In these instances, every possible effort will be made to place the employee on a job of like status and pay. However, if no equivalent job is available, the employee may be considered for placement in a different position. In the event the employee cannot be placed or chooses not to accept the job assignment, the employee will be terminated.

Before an employee is approved to return to work the following forms must be received by the Human Resources Department:

- A Personnel Action (PA) Form*
- Work Status Release Form or Physicians release (without restrictions)*
- The Return to Work Program Checklist*

*Forms are located on the SunRidge Forms webpage.
POLICY:  JURY DUTY/WITNESS DUTY

DATE:  September 12, 2008

PURPOSE:  To inform employee of company policy as it relates to jury duty and witness duty.

POLICY:  It is company policy to allow employees to take time off from their work day for jury duty and to testify as a witness in a court case.

PROCEDURE:

JURY DUTY/WITNESS DUTY

The company will pay up to three (3) days for jury duty or for testifying as a witness; after three (3) days, vacation days may be used.

If you are called for jury duty, you must submit the Court Notice and the Proof of Jury Duty Attendance to your supervisor to be attached with your time sheet. If you are called as a witness, you must supply a copy of the subpoena to be attached with your time sheet.

Extended jury duty will be considered an excused absence.
POLICY: FUNERAL PAY

DATE: September 12, 2008

PURPOSE: To advise employees that they are entitled to funeral pay.

POLICY: It is company policy to allow employees to take time off when there is a death in the family.

PROCEDURE:

FUNERAL PAY

Funeral pay is authorized for immediate family members only: spouse, parents, children, grandparents, brothers, sisters, or mother, father, brother, sister of spouse. Up to three (3) days is permitted with pay.

The company understands and sympathizes with employees who have a death in their families, however, please do not forget to notify your immediate supervisor and get your supervisor’s approval if you need to take time away from your job. Emails, phone messages, messages to the answering service and messages to other employees are not acceptable notification.

Employees must complete six (6) months of employment before they are eligible for compensation while taking time off for matters relating to the death of an immediate family member.

Part-time or temporary employees will be granted time off but without pay.