

### **301 Employee Benefits**

**Effective 2/11/2011**

Eligible employees at FMC are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee handbook.

The following benefit programs are available to eligible employees:

- \* Bereavement Leave
- \* Health, Vision and Dental Insurance
- \* Holidays
- \* Jury Duty Leave
- \* Life Insurance
- \* Vacation Benefits
- \* 401K Retirement Plan

Some benefit programs require contributions from the employee.

Employees may not be absent from the property or their office in excess of seven consecutive calendar days (one calendar week) at one time.

### **303 Vacation Benefits**

**Effective 2/3/2012**

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:

- \* Regular full-time employees
- \* Regular part-time employees

The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedule:

- \* After 1 year of eligible service the employee is entitled to two weeks each year.
- \* After 5 years of eligible service the employee is entitled to three weeks each year.

The length of eligible service is calculated on the basis of a "benefit year." This is the 12-month period that begins when the employee starts to earn vacation time. An employee's benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. (See individual

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leave of absence policies for more information.) This extension would include any paid time off that was included in the significant leave of absence.

Once employees enter an eligible employment classification, they begin to earn paid vacation time according to the schedule. Earned vacation time is available for use in the year following its accrual.

Paid vacation time can be used in minimum increments of one day. To request a vacation, an employee must submit a "Personnel Action Notice" (P-3) to their immediate supervisor. The Area or District Manager will review the notice and forward the P-3 to Human Resources for processing. Human Resources will forward the P-3 to the Director of Property Management. Approval must be obtained in writing from the Director of Property Management for all vacations. Requests for more than two consecutive days must be made thirty (30) days in advance and will be reviewed based on a number of factors, including business needs and staffing requirements. Requests for two (2) or fewer days' vacation (including partial days) must be made at least two (2) weeks in advance.

It is against company policy for vacations to be granted to District Managers, Area Managers and Site Personnel during the First and Last week of a month. First week of the month is the first through the seventh and the last week of the month is the last seven calendar days of the month.

This is to ensure that adequate on-site and field staff is available to handle move-outs and rent collections. Additionally, employees may not take vacations or be absent from the property or their office in excess of seven consecutive calendar days (one calendar week) at one time.

Vacation time off is paid at the employee's base pay rate at the time of vacation. Vacation time off is paid based on the employee's scheduled hours at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. In the event that available vacation is not used by the end of the benefit year, employees will forfeit the unused time.

Upon termination of employment, employees will NOT be paid for unused vacation time.

Employees must use accrued vacation time if available, prior to taking time off as unpaid.

### **305 Holidays**

**Effective 02/04/2014**

FMC will grant holiday time off to all employees on the holidays listed below:

- \* New Year's Day (January 1)

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- \* Memorial Day (last Monday in May)
- \* Independence Day (July 4)
- \* Labor Day (first Monday in September)
- \* Thanksgiving (fourth Thursday in November)
- \* Christmas (December 25)

**Christmas Eve and New Year's Eve are not paid holidays. If Christmas Eve falls on a Monday-Saturday, the Leasing Office will close at 12:00 pm. If Christmas Eve falls on a Sunday, the office will be closed. If New Year's Eve falls on a Monday-Saturday, the Leasing Office will close at 4:00 pm. If New Year's Eve falls on a Sunday, the office will be closed. Hourly employees will be paid for time actually worked.**

FMC will grant paid holiday time off to all eligible employees who have completed 30 calendar days of service in an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Eligible employee classification(s):

- \* Regular full-time employees
- \* Regular part-time employees

To be eligible for holiday pay, employees must work the last scheduled day immediately preceding and the first scheduled day immediately following the holiday.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If a recognized holiday falls during an eligible employee's **scheduled** absence (e.g., vacation, sick leave), the employee will be eligible for holiday pay but will not be paid or charged for vacation or sick leave.

If eligible nonexempt employees work on a recognized holiday, they will receive holiday pay plus wages at their straight-time rate for the hours worked on the holiday.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

### **306 Worker's Compensation Insurance**

**Effective 2/3/2012**

FMC provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

***Employees who sustain work-related injuries or illnesses should contact their immediate supervisor or Human Resources. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.***

Neither FMC nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by FMC.

Employees must go for a drug screen immediately if they are injured on the job.

### **307 Sick Leave Benefits**

**Effective 1/14/2013**

FMC provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employee classification(s):

- \* Regular full-time employees
- \* Regular part-time employees

Eligible employees will accrue sick leave benefits at the rate of 3 days per year (.25 of a day for every full month of service). Sick leave benefits are calculated on the basis of a "benefit year," the 12-month period that begins when the employee starts to earn sick leave benefits.

Employees that are not able to complete their scheduled shift due to illness must complete a "Personnel Action Notice" (P-3). The P-3 must be sent to the employee's immediate supervisor and then to the Clearwater Office. This procedure is to be followed whether the time off is to be paid or unpaid.

Employees can request use of paid sick leave, by submitting a P-3 to their direct supervisor, after completing 120 calendar days from the date they become eligible to accrue sick leave benefits. Paid sick leave can be used in minimum increments of one day. Eligible employees may only use sick leave benefits for an absence due to their own illness or injury. Full-time employees may request use of sick leave benefits for a scheduled medical procedure for treatment of a serious medical condition. Documentation of the scheduled procedure must be sent in with the request. Part-time employees are expected to schedule medical appointments during their off hours.

**Paid sick leave cannot be taken immediately before or after vacation or holiday days without a physician's statement. The physician must state that the employee is under their care, the date they first saw the employee and that the employee is physically unable to work. Also, the date they believe the employee will be able to return to work with no restrictions.**

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Employees who are unable to report to work due to illness or injury are required to verbally notify their direct supervisor before the scheduled start of their workday. The direct supervisor must also be contacted on each additional day of absence. If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement must be provided verifying the disability and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials. **Sick leave benefits are paid based on the employee's scheduled hours at the time of the sick leave.**

Unused sick leave benefits will be allowed to accumulate until the employee has accrued a total of 3 calendar day's worth of sick leave benefits. If the employee's benefits reach this maximum, further accrual of sick leave benefits will be suspended until the employee has reduced the balance below the limit.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment.

Employees must use accrued sick time if available, prior to taking time off as unpaid.

### **308 Time Off to Vote**

Effective 9/1/1998

FMC encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their nonworking hours, FMC will grant up to 1 hour of unpaid time off to vote.

Employees should request time off to vote from their supervisor at least two working days prior to the Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

Employees must submit a voter's receipt on the first working day following the election to qualify for time off.

### **309 Bereavement Leave**

Effective 2/01/2010

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately.

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Up to 3 consecutive days of paid bereavement leave will be provided to eligible employees after they have completed their 98-day probationary period in the following classification(s):

- \* Regular full-time employees
- \* Regular part-time employees

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary.

FMC defines "immediate family" as the employee's current spouse, child, parent, brother, sister, grandparent, grandchild, son-in-law, daughter-in-law, brother-in-law, sister-in-law, mother-in-law or father-in-law.

**FMC reserves the right to require documentation of the death (e.g., death certificate, obituary, documentation from funeral home).**

### **310 Relocation Benefits**

Effective 4/01/2004

When FMC asks employees to relocate to a new area, certain relocation benefits may be provided to facilitate the transition. Relocation may be available to any eligible transferred employee who must relocate in order to reside within 75 miles of the new place of work. Those employees eligible for relocation benefits are:

- \* Regular full-time employees
- \* Regular part-time employees

For specific information regarding the terms and extent of relocation benefits, please contact the Director of Property Management or the President.

Available forms of relocation assistance include:

- \* Moving household goods

Employees must request relocation assistance for specific items in advance of the date the expenses are incurred. FMC will reimburse expenses only if the employee has received advance approval, incurs reasonable expenses, and submits satisfactory proof of the expense within 30 calendar days of the date the expense was incurred.

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FMC extends these relocation benefits in an effort to contribute to the success of every employee relocation. However, if an employee separates from FMC's service within one year of the relocation, the amount of the relocation reimbursement will be considered only a loan. Accordingly, the employee will be asked to reimburse up to 75 percent of the original relocation expense.

### **311 Jury Duty**

Effective 9/1/1998

FMC encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees who have completed a minimum of 180 calendar days of service in an eligible classification may request up to 1 week of paid jury duty leave over any 2 year period.

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. Employee classifications that qualify for paid jury duty leave are:

- \* Regular full-time employees
- \* Regular part-time employees

If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid time off (for example, vacation benefits) or may request an unpaid jury duty leave of absence.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

Either FMC or the employee may request an excuse from jury duty if, in FMC's judgment, the employee's absence would create serious operational difficulties.

FMC will continue to provide health insurance benefits until the end of the month in which the unpaid jury duty leave begins. At that time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from jury duty, benefits will again be provided by FMC according to the applicable plans.

Benefit accruals such as vacation, sick leave, or holiday benefits will be suspended during unpaid jury duty leave and will resume upon return to active employment.

### **312 Witness Duty**

Effective 9/1/1998

FMC encourages employees to appear in court for witness duty when subpoenaed to do so.

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If employees have been subpoenaed or otherwise requested to testify as witnesses by FMC, they will receive paid time off for the entire period of witness duty.

Employees will be granted unpaid time off to appear in court as a witness when requested by a party other than FMC. Employees are free to use any available paid leave benefit (such as vacation leave) to receive compensation for the period of this absence.

The subpoena should be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

### **313 Benefits Continuation (COBRA)**

**Effective 2/1/2010**

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under FMC's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

FMC provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under FMC's health insurance plan. The notice contains important information about the employee's rights and obligations.

### **314 Education Assistance**

**Effective Date 1/1/2007**

FMC recognizes that the skills and knowledge of its employees are critical to the success of the organization. The educational assistance program encourages personal development through formal education so that employees can maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs within FMC.

FMC will provide educational assistance to all eligible employees immediately upon assignment to an eligible employment classification. To maintain eligibility employees must remain on the active payroll and be performing their job satisfactorily through completion of each course. Employees in the following employee classification(s) are eligible for educational assistance:

- \* Regular full-time employees
- \* Regular part-time employees



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Individual courses or courses that are part of a degree, licensing, or certification program must be related to the employee's current job duties or a foreseeable-future position in the organization in order to be eligible for educational assistance. FMC has the sole discretion to determine whether a course relates to an employee's current job duties or a foreseeable-future position. Employees should contact the DPM for more information or questions about educational assistance.

While educational assistance is expected to enhance employee's performance and professional abilities, FMC cannot guarantee that participation in formal education will entitle the employee to automatic advancement, a different job assignment, or pay increases.

FMC invests in educational assistance to employees with the expectation that the investment be returned through enhanced job performance. However, if an employee voluntarily separates from FMC's employment within six months of the last educational assistance payment, the amount of the payment will be considered only a loan. Accordingly, the employee will be required to repay up to 100 percent of the original educational assistance payment.

FMC also provides training through the Grace Hill website at no cost to employees. Employees are required to complete certain courses and are encouraged to use this valuable resource to progress to a higher level in the company. Please refer to Exhibit 3 in the Appendix of the Employee Handbook.

### **316 Health Insurance**

**Effective 2/1/2010**

FMC's health insurance plan provides employees and their dependents access to medical, vision and dental insurance benefits. Employees in the following employment classifications are eligible to participate in the health insurance plan:

- \* Regular full-time employees
- \* Regular part-time employees

Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between FMC and the insurance carrier.

A Health Benefit Package including cost of coverage will be provided in advance of enrollment to eligible employees.

### **320 401(k) Savings Plan**

**Effective Date 2/1/2010**

Employees eligible to participate in the 401K Retirement Plan can request a copy of the Summary Plan Description and Guide to Investing from Human Resources.