



## Observed Holidays

Holiday	Date Observed	Office Schedule
New Year's Day	January 1st	Closed - Holiday
Easter	Monday following Easter	Closed - Holiday
Memorial Day	Last Monday of May	Closed - Holiday
Independence Day	July 4th	Closed - Holiday
Labor Day	First Monday of September	Closed - Holiday
Thanksgiving	Fourth Wednesday of November	Close at 3 PM - Non Holiday
Thanksgiving	Fourth Thursday of November	Closed - Holiday
Black Friday	Fourth Friday of November	Closed - Holiday
Christmas Eve	December 24th	Closed - Holiday
Christmas Day	December 25th	Closed - Holiday

*\* if a holiday falls on a Saturday or Sunday, the holiday will be observed on another weekday that will be announced prior to the holiday*

## Bereavement Leave

### Bereavement

**Two paid bereavement days**

## Flexible Time Off

### Flex Time

**Flexible time off (FTO) is a part of our paid time-off policy that gives employees 3 extra days per year of paid time off (PTO) days. These days do not have to first be earned or accrued.**

*Employees can use their flexible time off for religious observance, self-care, mental health/wellness or other reasons that would otherwise cause them to miss time off from work. Flexible time off must be taken as whole days. Employees will first have to get approval from their manager or employer for the time they plan to take off. Flexible time off is not paid out in the event that an employee leaves, is terminated or is left unused. These days do not carry over to the following year.*

## Vacation Time

### Vacation Time

**2 weeks (10 days) of accrued paid vacation annually in the first year of employment.**

**3 weeks (15 days) of accrued paid vacation annually after 3 years of employment.**

**4 weeks (20 days) of accrued paid vacation annually after 5 years of employment.**

*\*Employees will accrue vacation time starting on the first day of employment, and are eligible to begin using PTO after 90 days of employment. A maximum of 40 hours of unused PTO may roll over to the following year.*

*\*Part Time Employees will accrue vacation time at 50% of the rate listed above for Full Time Employees.*



## Bonus Structure

### Resident Retention (Renewal) Bonus

- Renewal bonus is split evenly between all on-site employees (office & maintenance).
- Bonus amount for each renewal lease is equal to 1.00% of the net value of the renewal (Rent X Lease Term = Gross Value - Concessions = Net Value).
- Renewal bonus is paid monthly based on accurate and on-time renewals signed for the prior month.

### Leasing Performance Bonus

- The leasing performance bonus is paid to each office team member per new move in.
- Bonus amount for each new move in is equal to 0.80% of the net value of the lease (Rent X Lease Term = Gross Value - Concessions = Net Value).
- Part Time Employees are eligible for move in bonuses.

### Property Manager Quarterly Bonus

- Eligible for 15% annual bonus - paid quarterly.
- Eligibility based on total income, NOI, occupancy, resident retention, reporting deadlines, and training.

### Maintenance Supervisor Quarterly Bonus

- Eligible for 15% annual bonus - paid quarterly.
- Eligibility based on maintenance supply budget variance, resident retention, preventative maintenance, training, and property inspections.

### Assistant Manager Quarterly Bonus

- Eligible for 10% annual bonus - paid quarterly.
- Eligibility based on collections, total income, resident retention, and training.

### Maintenance Technician Quarterly Bonus

- Eligible for up to 8% annual bonus - paid quarterly.
- Eligibility based on resident retention, work order completion, classic turns, and training, and property inspections.

### On Call Bonus

- Maintenance technician will earn a \$100 bonus for each week that the employee is on-call. This will be paid once per month for on-call weeks worked in the prior month.

### Maintenance Uniform Allowance

- Maintenance team members may be eligible for reimbursement for up to \$100 annually for approved work boots, and up to \$200 annually for approved work pants.



## Education

### Employee Education Reimbursement

- Membership for local National Apartment Association affiliate for each property.
- Access to local, state, and national Apartment Association training, classes, and events.
- Regular, full-time employees who have completed 90+ days of employment are eligible to request reimbursement for job-related certification courses (CAM, CAPS, CALP, NALP, etc.)
- Requests for should be submitted to the Regional Manager via the education expense reimbursement form, who will send to the Asset Manager for approval.

## Retirement

### 401k Retirement Plan

- Vida will match 100% of employee contributions (up to 3%)

## Healthcare

### Medical / Dental / Vision / Prescription

- Comprehensive healthcare packages available - details available with open enrollment package