

12.0 Tuition Assistance

Tuition assistance is available to Hotel Employees who: (a) have at least 6 months of continuous employment prior to enrolling in the course and (b) are in good standing for the duration of the course.

Eligible full-time Hotel Employees may receive up to \$3,000 in tuition assistance and book costs during a calendar year, payable after the course is completed and proof of the employee's final grade is provided to Sonesta (see below for grade requirements). Regular part-time Hotel Employees scheduled to work 21 hours or more per week may also be eligible to receive 50% assistance on a pro-rated basis. All approved tuition assistance requests will be reimbursed in a two-step process:

- We will reimburse you 50% of the total approved cost after the course is completed and all required supporting documents (defined below) are submitted to, and approved by, us.
- Six months after paying the first 50% is paid, we will reimburse you the remaining 50% of the total approved tuition assistance, provided you are still actively employed.

Tuition assistance requests must be approved in advance of course enrollment by your Supervisor, the Department Head, and our Human Resources Department.

We may require repayment of tuition assistance if you voluntarily terminate your employment, or you are terminated for cause, within 6 months of receiving your second payment.

Tuition assistance limits are on a calendar year basis and do not accumulate from year to year. The applicable calendar year is the year in which the first 50% of the approved tuition assistance payment is made.

To qualify for tuition assistance, you must select a course that meets all the following criteria:

1. Is offered at an accredited school, college, university or at a city or town adult education program.
2. Is scheduled during off-duty hours.
3. Is a graded course.
4. Meets for at least a total of twenty (20) classroom hours (either on-site or on-line) in a semester as defined by the educational institution.

In addition, the course must be directly job related, which means a course that:

1. Maintains or improves skills relevant to your current job.
2. Meets express requirements imposed by Sonesta under applicable law as a condition of continuing employment.
3. Is beneficial to you and/or the performance of your job responsibilities in the judgment of your Supervisor and the Head of Human Resources.
4. Meets minimum educational requirements for qualification in present job.
5. Leads to qualification for career advancement within Sonesta.

Course(s) must be completed with a grade of B- or better, or if pass/fail, with a pass grade, to be eligible for reimbursement.

Within forty-five (45) days after course completion, you are required to submit the following to your Supervisor or our Human Resources Department:

1. Duplicate copy of request for tuition assistance.
2. Copy of transcript of grades or certificates of completion.
3. Proof of payment of tuition and receipts for text book(s) for which reimbursement is being sought.

Payments will be made directly to you and will be excludable from your gross income to the fullest extent allowed by applicable law.

13.0 Employee and Friends and Family Programs

Sonesta may offer discounts on rates for food, beverage, and room stays at Sonesta hotels to Hotel Employees and their friends and family. Information on Sonesta's current Employee and Friends and Family Programs is available from our Human Resources Department.

E. LEAVES OF ABSENCE

14.0 Leaves of Absence

A Hotel Employee seeking a leave of absence must submit a written "Request for Leave" form to his/her Supervisor, or to our Human Resources Department. Requests should be submitted at least 30 days in advance of the proposed effective date of the leave, unless otherwise provided by a specific,