Family Leave Policy

(effective June 1, 2017)

It is our desire to be an employer of choice in each of our markets and promote family values and flexibility in the workplace. This policy applies to associates who request leaves and/or a reduced work schedule for the birth or adoption of a child or placement of a foster child.

Primary Caregiver Leave
Primary caregiver leave is 12 weeks of paid time for the leave. The leave will run concurrently with FMLA leave and Short Term Disability benefits (if the associate qualifies for FMLA and/or STD) or will be taken separately from FMLA and Short Term Disability benefits (if the associate does not qualify for FMLA and/or STD).

Secondary Caregiver Leave
Secondary caregiver leave is 4 weeks of paid time for the leave. This leave will run concurrently with FMLA leave and Short Term Disability benefits (if the associate qualifies for FMLA and/or STD) or will be taken separately from FMLA and Short Term Disability benefits (if the associate does not qualify for FMLA and/or STD).

Extended Caregiver Leave
An associate may wish to take additional family leave beyond the benefit provided under the caregiver leave. Requests to extend the firm's Primary or Secondary caregiver leave beyond the above standard caregiver policy should be submitted in writing to the associate’s practice group leader 4 weeks prior to the expiration of the initial caregiver leave. Extensions of caregiver leave will be considered on the basis of the associate's length of service, overall work record, and work load demands and needs of the associate's practice. Extensions of caregiver leave will be at the recommendation of the associate’s practice group leader and with the approval of Management Committee, and will usually not exceed a period of 12 additional weeks for primary caregiver and 2 additional weeks for secondary caregiver. Extensions of caregiver leave will be without pay. Health insurance and life insurance are maintained for associates during extensions of caregiver leaves (up to a total of 6 months); however, the associate is responsible for any health premium co-payments.

Reduced Work Schedule
The firm will consider requests for a reduced work schedule arrangement provided such requests are submitted in writing to the associate’s practice group leader no later than 4 weeks prior to the associate's return from caregiver or Extended caregiver leave. Requests should include a statement of the associate's proposed work schedule, days and times the associate expects to be in the office and the duration of the reduced work schedule. A reduced work schedule will be considered based on the associate's length of service, overall work record and history of productivity, and work load demands and needs of the practice areas where the associate is expected to work. reduced work schedule arrangements will be at the recommendation of the associate’s practice group leader and with the approval of Management Committee.
After action of the Management Committee, the practice group leader or a member of the Management Committee will notify an associate as to whether his/her request has been accepted, denied, or modified by the firm. The firm reserves the right to alter or change an associate's work schedule at any time where client and practice needs dictate.

In cases of reduced work schedule arrangements, the associate's annual compensation will be reduced according to the percentage the associate has committed to working, i.e. for an 80% schedule, the associate will receive 80% of his/her then current salary.

While participating in our family leave policies, including caregiver leaves or a reduced work schedule, an associate may not work at any other employer, including self-employment.

**Bonus Consideration and Caregiver and Family Leaves**

When an associate uses the primary or secondary caregiver leave, the leave will be taken into consideration when decisions are made under the firm’s associate bonus plan. For example, an associate is currently required to record 1,850 billable hours in order to be eligible for a bonus. The associate would be able to meet the bonus eligibility requirements, after taking a 12 week primary caregiver leave, if he or she worked 1,400 hours in the rest of that calendar year (a total of 1,400 billable hours recorded in the same calendar year before and after the 12 week leave). In addition, under the current associate bonus program, some associates may be eligible for a bonus by reaching a certain fee revenue target for that year. The revenue target for an associate who used a caregiver leave will also be pro-rated for the purposes of consideration under the firm’s associate bonus plan. If an associate hits the agreed upon pro-rated targets set for billable hours or revenue in the same year in which the leave was taken, he or she is eligible to receive the full amount of the bonus set for the associate in that year. If an associate decides to take an extended caregiver leave or begins a reduced schedule under the reduced work schedule policy, the associate will not be eligible for bonus consideration in that year.

**Partnership Consideration and Caregiver and Family Leaves**

The firm recognizes that it is essential to the future of the organization to attract and promote high performing associates to partnership. The firm has established criteria for partnership admission in a separate written policy. Currently, one of the partner consideration criteria states that an associate must average at least 1,800 billable hours per year in the 3-4 years prior to partnership consideration. The firm does not wish to hinder an associate who uses caregiver benefits from meeting the partnership consideration criteria regarding billable hours. If an associate takes caregiver leave of no more than 12 weeks and, through proration of the balance of his or her hours outside the period of the leave during that year, meets the 1,800 standard, this will satisfy the goal of 1,800 hours for partnership consideration for that year.