

AFS Staff Policy Updates

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Professional Attire

Dress For the Day

ArentFox Schiff is pleased to offer a “dress for the day” dress code policy, Monday-Friday.

The “dress for the day” policy offers employees the opportunity to dress according to their daily work plans. It is the Firm’s expectation that employees dress in a professional and appropriate manner at all times. Due to the nature of the work performed in a professional services firm, there will be times when formal business or business casual attire is required. For example, when clients are present or professional business is being conducted in the office, employees should be dressed accordingly. The Firm expects all personnel to use good judgment in matters of personal appearance and to recognize when your day requires formal business or business casual attire. On days when you determine casual attire is appropriate (such as days without formal meetings, client meetings, etc.), jeans may be worn, which may be any day of the week.

Remote Work

The same standards of the Firm’s “dress for the day” policy apply while working remotely or off-site. Appropriate professional standards of personal appearance and attire should be followed whether you are in the office or working from home. Attire for virtual events and meetings should be consistent with in-person standards.

Who May Participate

All members of the Firm are welcome to participate in “dress for the day” attire consistent with the guidelines outlined herein.

Restrictions

In order to ensure a clear understanding of what is not appropriate attire, the following should not be worn during the course of conducting Firm business:

- Athletic wear such as warm-up suits, spandex, sweatshirts, sweatpants, etc.
- Clothing with writing
- Distressed clothing
- Shorts
- Hats/Caps
- Overly casual shoes (such as flip flops, etc.)
- Any other casual attire inconsistent with a professional services environment

Professional Development Assistance Program

To encourage professional development, ArentFox Schiff offers a Professional Development Assistance program for all full-time staff employees. The Professional Development Assistance Program includes reimbursement of tuition for employees enrolled in a degree seeking program as well as reimbursement for professional certification and recertification costs as outlined below.

Eligibility

All full-time staff employees are eligible for the Program. Employees must be full-time with 180 days of continuous service with the Firm. For the purpose of this policy, full-time employee is defined as exempt and non-exempt staff.

Annual Benefit Limit

Reimbursement is provided up to a maximum of \$2,000 per calendar year in which the course/certification is completed for undergraduate and graduate classes or for approved professional certifications or recertification. Law school tuition is excluded from this program.

Tuition Reimbursement Requirements

- Must be enrolled in a degree-seeking program. Program does not need to be job related.
- Courses must be offered by an accredited college, university or technical school.
- Courses must be taken during non-work hours or during periods of approved leave.

Tuition Reimbursement Schedule

- Reimbursement is available only for tuition costs. Institutional fees, textbooks, supplies and other costs are not reimbursable.
- A course grade of C or above is required.
- The Firm will not reimburse employees for courses in which the employee can receive a grade of only "PASS" or "FAIL".
- Reimbursement for law school classes is excluded.
- You are eligible to seek pre-approval for this benefit prior to reaching 180 days of service with the Firm (see "How to Apply for Benefits" below). You are eligible to apply for reimbursement if successful completion of the course(s) occurs after you have completed 180 days of service with the Firm.
- You are ineligible for tuition reimbursement under this policy, if you have received a formal warning related to work performance within six months prior to your request for pre-approval. You are also ineligible for tuition reimbursement if you receive a formal warning following pre-approval and before the course is completed.

Professional Certification or Recertification Reimbursement Requirements

- Must be enrolled in a professional certification program or recertification course. Program must be job related and correlate directly to current job duties.
- Courses must be taken during non-work hours or during periods of approved leave.

Professional Certification or Recertification Reimbursement Schedule

- Reimbursement is available for certification fees and materials including required course materials and exam fees.
- The Firm will only reimburse employees for courses in which the employee receives a "PASS". No reimbursement will be provided for a "FAIL."
- You are eligible to seek pre-approval for this benefit prior to reaching 180 days of service with the Firm (see "How to Apply for Benefits" below). You are eligible to apply for reimbursement if successful completion of the certification/recertification occurs after you have completed 180 days of service with ArentFox Schiff.
- You are ineligible for reimbursement under this policy, if you have received a formal warning related to work performance within six months prior to your request for pre-approval. You are also ineligible for reimbursement if you receive a formal warning following pre-approval and before the course is completed.

How to Apply for Benefits

Pre-Approval Required. Employees must submit an ArentFox Schiff Professional Development Assistance Program - Reimbursement Application and an official statement of account or class schedule to the Director of Benefits & Retirement prior to commencing a course of study in order to obtain pre-approval.

Following completion of the course, employees must submit an official final grade report or certification results as well as tuition or fee receipts in order to be reimbursed.

Payback Provision

The professional development reimbursement policy requires an employee to repay the benefit if they leave within one year of reimbursement, in accordance with applicable state and local laws.

Professional Development Assistance Program - Reimbursement Application

EMPLOYEE INFORMATION

NAME		LOCATION	DATE OF REQUEST
POSITION TITLE	DEPARTMENT	EXTENSION	DATE OF HIRE

EDUCATION/CERTIFICATION PROGRAM INFORMATION

SPECIFIC DEGREE(MAJOR) / (RE)CERTIFICATION PURSUING:

☐ GRADUATE ☐ UNDERGRADUATE ☐ CERTIFICATION/ RECERTIFICATION

TITLE OF COURSE (1)	TITLE OF COURSE (2)	TITLE OF COURSE (3)	
EDUCATIONAL INSTITUTE	DATE COURSE BEGINS	DATE OF COMPLETION	AMOUNT OF TUITION

How does this course relate to your present job or promote career enhancement?

AGREEMENT

PLEASE NOTE:

- You are eligible to seek pre-approval for this benefit prior to reaching 180 days of service with the Firm, but may only seek reimbursement after completion of 180 days of service and course completion.
- Undergraduate or Graduate course(s) do not have to be work related; however, must be towards a degree-seeking program.
- Professional certification or recertification programs must be job related and correlate directly to current job duties.
- Approval is required *before* course begins.
- After course is completed, grades, evidence of credit hour cost and an itemized tuition receipt should be submitted to the Human Resources Department within 60 days of completing the course.
- A course grade of C or above is required for tuition reimbursement.
- The Firm will only reimburse employees for certification courses in which the employee receives a "PASS".
- Tuition reimbursement will be subject to applicable taxes as required by current law.

See full policy details: Professional Development Assistant Program Policy:

I will present an itemized invoice and transcript of my grades no later than 60 days following the completion of the course to be eligible for reimbursement. I understand that I must remain continuously employed by ArentFox Schiff for a minimum of one year immediately following the completion of the course with a commitment to work regularly scheduled hours. If I terminate my employment prior to the end of this period, I agree to pay the full amount of the tuition reimbursement I received for courses completed during the last year of my employment, on or before the date of termination. I hereby voluntarily authorize ArentFox Schiff to deduct from any outstanding paychecks, any tuition reimbursement due, until my financial obligation to the Firm is fully met in accordance with applicable state and local laws. I fully understand and accept the terms of this agreement and the tuition reimbursement policy.

EMPLOYEE SIGNATURE:	NAME PRINT:	DATE:
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Employee Name: _____

Professional Development Assistance Program - Reimbursement Application

MANAGER AUTHORIZATION

Employee/Department Head: Comment on how this selected program relates to or will help the employee's job or his/her career advancement within ArentFox Schiff:

MANAGER SIGNATURE:	NAME PRINT:	DATE:
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Human Resources Department Use Only

Application Approved	Signature:	Date:
Application Denied , because: Probationary/temporary employee Applications submitted after deadline School not accredited Course not offered for credit Certification not applicable to job duties	Amount Paid:	Date:

Annual Leave (California)

ArentFox Schiff provides paid annual leave to eligible full-time and part-time employees. The leave policy is generous and may be adjusted to remain competitive with other leading firms in areas where the Firm has offices.

Leave for Support Staff

Staff employees are allotted annual leave time in the form of “all-purpose leave.” This leave is intended for your use due to absences for reasons of

- Vacation
- Illness (for you or your dependent(s))
- Personal time off

You are encouraged to carefully manage your annual leave as it is intended to cover all absences during the calendar year. It would not be advisable to plan all of your leave for vacation use and be without pay in case of your own illness or that of a dependent family member.

Who is Eligible?

All regular staff employees working at least 22.50 (60% of a full-time work schedule) regularly scheduled hours per week are eligible to begin accruing leave as of the first pay period of employment.

- New employees may not use accrued leave until they have successfully completed the 90-day Introductory Period.

How Much Leave Do You Receive?

Full-time employees

The number of paid hours of annual leave you receive each year depends on your length of service with the Firm. Full-time employees receive leave according to the schedule shown below. Although the paid time off is commonly referred to as “annual leave” it is earned on a daily basis.

If your length of service is: Accrual Rate Non-Exempt Accrual Rate Exempt Which is equivalent to this many weeks per year

If your length of service is:	Accrual Rate Non-Exempt	Accrual Rate Exempt	Which is equivalent to this many weeks per year
1st Year	5.77 hours	6.25 hours	Up to 4 weeks
After 1 Year of Service	7.21 hours	7.81 hours	Up to 5 weeks
After 5 Years of Service	8.65 hours	9.38 hours	up to 6 weeks

Part-time employees

Part-time employees must work at least 60% of a normal full time schedule to be eligible for leave.

All leave will be posted by an accrual, which will be based on the percent of the full time schedule.

How is Your Leave Accrued?

To help you keep track of the number of leave hours you can expect to earn during the calendar year, your annual leave balance will be included on your paycheck statement and your Time and Attendance Record. If you have any questions about this balance, ask your manager for assistance.

- Leave accrual. Leave is earned at the beginning of every pay period.
- New Employees (Introductory Period). New employees may not use paid leave during the first 90 days of employment. Accrued leave hours will be displayed on the timesheet on the same pay period during which the hours are earned.
- Exempt Employees. Accrued leave will be displayed in hours but must be taken in full day increments.
- Leave Advancement. For the convenience of employees scheduling time off, you may borrow up to one week of un-accrued leave. This leave advancement feature is intended to provide flexibility and convenience for employees scheduling their absences. Advanced leave will appear as a negative balance.
- Disability and Workers' Compensation. Annual leave does not accrue while receiving short-term, long term or workers' compensation benefits. If you have used more leave than you have accrued you may be required to pay back the excess leave.

Receiving Approval for Use of Leave

Planning in advance for absences due to vacations, personal time off, or health care appointments allows you and your supervisor to ensure that the department will be adequately staffed and reduces the burden on your co-workers. Employees who do not receive approval from their manager in advance for absences that could have been pre-planned may be subject to disciplinary action up to and including termination.

Planned Leave

In order to be able to use your annual leave for reasons other than the sudden onset of illness or other personal emergency, you are required to obtain the approval of your manager in advance of taking time off.

- The request to use annual leave should be made at least two weeks, but not more than three months, in advance of the planned absence.
- Approval for annual leave use that is requested on shorter notice than two weeks may be accommodated on a case-by-case basis at the discretion of the manager.
- An employee who does not have an available leave balance will not normally receive approval to take planned leave.
- If you wish to extend an approved absence beyond what was initially approved, you must obtain the prior written approval of your manager.
- Requests for extended time off, beyond two weeks in length, will not typically be approved. Extended leave requests will be evaluated on a case-by-case basis at the discretion of the manager. Although every effort is made to accommodate reasonable annual leave requests, approval of your request is dependent upon your manager's approval based on need for department coverage, upcoming deadlines and workload, and the amount of leave remaining in your calendar year.

Unplanned Leave

The purpose of allowing you to use your annual leave on an unplanned basis is to continue your income when you are unable to work due to your own illness, to stay home with a dependent family member who is sick, or to attend to some other type of "last minute" emergency. It is not meant to provide extra days off for personal use without notice that you determine at your own discretion.

Unplanned leave by you or your co-workers can be very disruptive to your department and should be avoided whenever possible. However, there may be instances when you are unable to work due to illness, accident, temporary disability, or other emergency.

In these cases, there are procedures to be followed to ensure smooth operations:

- You must notify your manager that you will be absent, as soon as possible, but no later than your starting time. (Secretaries must also notify their team members.)
- If you will be out more than one day, you still need to notify your manager daily as described above, except in cases of prolonged illness or disability where you have arranged in advance with your manager.
- If your absence is for any reason except illness you must have the approval of your manager before continuing any absence longer than one day in length.
- If you are out due to illness more than three consecutive days, the Firm reserves the right to request a note from your treating physician certifying your absence.

Excessive Use of Unplanned Leave

Agreeing to work at ArentFox Schiff means also agreeing to fulfill your responsibilities in a consistent and reliable fashion. All employees should be aware that the existence of annual leave balance does not entitle an employee to take the annual leave at any time and/or in any manner.

Excessive use of unplanned annual leave or failure to provide notice of the use of unplanned annual leave will be considered poor performance resulting in disciplinary action, up to and including termination of employment.

How Do You Record Your Leave?

All employees are required to record all leave taken, planned or unplanned, on a Time and Leave Record Form, or “timesheet”. Your signed timesheet is considered an official document for determining pay and recording leave. Annual leave hours should be noted on your timesheet and turned into your manager by the prescribed deadline.

- Non-exempt employees should record leave in quarter-hour increments, rounded to the nearest quarter hour.
Exempt employees must submit a record of all full days of leave taken using the Time and Leave Record for Exempt Employees due at the end of each month. It is expected that exempt employees will report all full days off in a timely manner.
- Employees with an extended schedule (e.g.: 2 days a week at 11.25 hours per day) will receive leave pay for 11.25 hours, the employee’s regularly scheduled workday.
- Any Leave recorded should be used to account for time that you are not working. The combination of hours worked and leave may not exceed a standard work day (7.5 hours). If you are asked to complete work on a day that you previously intended to use Leave, you must record your hours worked on your timesheet, and reduce your leave hours accordingly to total your standard work day.
 - Ex: If you work for one (1) hour on a day where you intended to use a full day of leave (7.5 hours), you must reduce your leave amount to 6.5 hours for the day.

What if You Don't Use All of Your Annual Leave?

If you have hours remaining at the end of the year, your leave will carry forward into the next calendar year as follows:

If your length of service is	Maximum Accrual
1st year	150 hours
After 1 Year of Service	281.25 hours
After 5 Years of Service	337.50 hours

- Hours for part-time employees will carry forward on a pro-rated basis based on their percentage of a full-time work schedule.
- Leave accrual will temporarily cease at any point during the calendar year when the maximum accrual is reached. Leave accrual will resume when the leave balance falls below the maximum accrual.

What if I Leave the Firm?

If you leave the Firm, you will receive a leave payout of any unused annual leave hours accrued, including any hours held within the Leave Bank. The leave payout will be calculated to include your unused accrued leave balance through your final pay period with ArentFox Schiff.

Leave Without Pay (LWOP)

All employees are expected to manage annual leave responsibly. LWOP will only be granted in limited and/or extenuating circumstances and/or to the extent required by applicable law. LWOP must be approved by the Chief Human Resources Officer.

- If you need to miss work and you do not have annual leave hours available, or you do not qualify for short-term disability pay, you will not be paid for the time you are out. This is also called Leave Without Pay, or "LWOP".
- Employees who regularly go into LWOP status without an approved medical or emergency reason will be subject to disciplinary action up to, and including termination of employment.
- Requests for time off from an employee in LWOP status will not normally be granted.
- In general, an employee is not permitted to take LWOP if they have accrued Leave available.

Annual Leave (DC & AA)

ArentFox Schiff provides paid annual leave to eligible full-time and part-time employees. The leave policy is generous and may be adjusted to remain competitive with other leading firms in areas where the Firm has offices.

Leave for Support Staff

Staff employees are allotted annual leave time in the form of “all-purpose leave.” This leave is intended for your use due to absences for reasons of:

- Vacation
- Illness (for you or your dependent(s))
- Personal time off

You are encouraged to carefully manage your annual leave as it is intended to cover all absences during the calendar year. It would not be advisable to plan all of your leave for vacation use and be without pay in case of your own illness or that of a dependent family member.

Who is Eligible?

All regular staff employees working at least 22.5 (60% of a full-time work schedule) regularly scheduled hours per week are eligible to begin accruing leave as of the first full pay period of employment.

Note: New employees may not use accrued leave until they have successfully completed the 90-day Introductory Period.

How Much Leave Do You Receive?

Full-time employees

The number of paid hours of annual leave you receive each year depends on your length of service with the Firm. Full-time employees receive leave according to the schedule shown below. Although the paid time off is commonly referred to as “annual leave” it is earned on a per pay period basis.

If your length of service is:	Accrual Rate Non-Exempt	Accrual Rate Exempt	Which is equivalent to this many weeks per year
1st Year	5.77 hours	6.25 hours	Up to 4 weeks
After 1 Year of Service	7.21 hours	7.81 hours	Up to 5 weeks
After 5 Years of Service	8.65 hours	9.38 hours	up to 6 weeks

Part-time employees

Part-time employees must work at least 60% of a normal full time schedule to be eligible for

leave. Annual leave accrual will be pro-rated based on your percent of the full time schedule.

Leave Balances and Accruals

To help you keep track of the number of leave hours you earn during the calendar year, your annual leave balance is available on your Time and Attendance Record. If you have any questions about this balance, ask your manager for assistance.

- Leave accrual: Leave is earned at the beginning of every pay period.
- New Employees (Introductory Period): New employees may not use paid leave during the first 90 days of employment. Accrued leave hours will be displayed on the timesheet on the same pay period during which the hours are earned.
- Exempt Employees: Accrued leave will be displayed in hours but must be taken in full day increments.
- Leave Advancement: For the convenience of employees scheduling time off, you may borrow up to one week of un-accrued leave. This leave advancement feature is intended to provide flexibility and convenience for employees scheduling their absences. Advanced leave will appear as a negative balance.
- Negative Balances: Employees may not carry over a negative balance from one year to the next. Therefore, if you use leave before it has been earned, you must be able to earn it back before the end of the calendar year. Any excess advanced leave at year end or at termination of employment will be deducted from your last paycheck, in accordance with and to the extent permitted by applicable law.
- Disability and Workers' Compensation: Annual leave does not accrue while receiving short-term, long term or workers' compensation benefits. If you have used more leave than you have accrued you may be required to pay back the excess leave.

Receiving Approval for Use of Leave

Planning in advance for absences due to vacations, personal time off, or health care appointments allows you and your supervisor to ensure that the department will be adequately staffed and reduces the burden on your co-workers. Employees who do not receive approval from their manager in advance for absences that could have been pre-planned may be subject to disciplinary action up to and including termination.

Planned Leave

In order to be able to use your annual leave for reasons other than the sudden onset of illness or other personal emergency, you are required to obtain the approval of your manager in advance of taking time off.

- The request to use annual leave should be made at least two weeks, but not more than three months, in advance of the planned absence.
- Approval for annual leave use that is requested on shorter notice than two weeks may be accommodated on a case-by-case basis at the discretion of the manager.

- An employee who does not have an available leave balance will not normally receive approval to take planned leave.
- If you wish to extend an approved absence beyond what was initially approved, you must obtain the prior written approval of your manager.
- Requests for extended time off, beyond two weeks in length, will not typically be approved. Extended leave requests will be evaluated on a case-by-case basis at the discretion of the manager

Although every effort is made to accommodate reasonable annual leave requests, approval of your request is dependent upon your manager's approval based on need for department coverage, upcoming deadlines and workload, and your remaining leave balance.

Unplanned Leave

The purpose of allowing you to use your annual leave on an unplanned basis is to continue your income when you are unable to work due to your own illness, to stay home with a dependent family member who is ill, or to attend to some other type of last minute emergency. It is not meant to provide extra days off for personal use without notice that you determine at your own discretion.

Unplanned leave by you or your co-workers can be very disruptive to your department and should be avoided whenever possible. However, there may be instances when you are unable to work due to illness, accident, temporary disability, or other emergency.

In these cases, there are procedures to be followed to ensure smooth operations:

- You must notify your manager that you will be absent, as soon as possible, but no later than your starting time. (Secretaries must also notify their team members.)
- If you will be out more than one day, you still need to notify your manager daily as described above, except in cases of prolonged illness or disability where you have arranged in advance with your manager.
- If your absence is for any reason except illness you must have the approval of your manager before continuing any absence longer than one day in length.
- If you are out due to illness more than three consecutive days, the Firm reserves the right to request a note from your treating physician certifying your absence.

Excessive use of Unplanned leave

Agreeing to work at ArentFox Schiff means also agreeing to fulfill your responsibilities in a consistent and reliable fashion. All employees should be aware that the existence of annual leave balance does not entitle an employee to take the annual leave at any time and/or in any manner.

Excessive use of unplanned annual leave or failure to provide notice of the use of unplanned annual leave will be considered poor performance resulting in disciplinary action, up to and

including termination of employment.

How Do You Record Your Leave?

All employees are required to record all leave taken, planned or unplanned, on a Time and Leave Record Form, or “timesheet”. Your signed timesheet is considered an official document for determining pay and recording leave. Annual leave hours should be noted on your timesheet and turned into your manager by the prescribed deadline.

- Non-exempt employees should record leave in quarter-hour increments, rounded to the nearest quarter hour.
- Exempt employees must submit a record of all full days of leave taken using the Time and Leave Record for Exempt Employees due at the end of each month. It is expected that exempt employees will report all full days off in a timely manner.
- Employees with an extended schedule (e.g.: 2 days a week at 11.25 hours per day) will receive leave pay for 11.25 hours, the employee’s regularly scheduled workday.
- Any Leave recorded should be used to account for time that you are not working. The combination of hours worked and leave may not exceed a standard work day (7.5 hours). If you are asked to complete work on a day that you previously intended to use Leave, you must record your hours worked on your timesheet, and reduce your leave hours accordingly to total your standard work day.
 - Ex: If you work for one (1) hour on a day where you intended to use a full day of leave (7.5 hours), you must reduce your leave amount to 6.5 hours for the day.

What if You Don’t Use All of Your Annual Leave?

If you have hours remaining at the end of the year, your leave will carry forward up to 75 hours (10 days) into the next calendar year.

- Part-time employees will carry forward a percentage of 75 hours (10 days), corresponding to their percentage of the full-time equivalent. For example, an employee schedule for 80% of full-time will carry forward 60 hours (80% of 75 hours).
- Any additional annual leave balance remaining will be forfeited.

What if I Leave the Firm?

If you leave the Firm, you will receive a leave payout of any unused accrued annual leave hours as of the beginning of the calendar year through the date of termination. The leave payout will be calculated to include your unused accrued leave balance through your final pay period with ArentFox Schiff.

- ***If you have used advanced leave, i.e. more leave than you have accrued, you will have the excess deducted from your final paycheck, in accordance with and to the extent permitted by applicable law.***

Leave Without Pay (“LWOP”)

All employees are expected to manage annual leave responsibly. LWOP will only be granted in limited and/or extenuating circumstances and/or to the extent required by applicable law.

LWOP must be approved by the Chief Human Resources Officer.

- If you need to miss work and you do not have annual leave hours available, in accordance with our policy, or you do not qualify for short-term disability pay, you will not be paid for the time you are out.
- Employees who regularly go into LWOP status without an approved medical or emergency reason may be subject to disciplinary action up to, and including termination of employment.
- Requests for time off from an employee in LWOP status will not normally be granted.
- In general, an employee is not permitted to take LWOP if they have accrued Leave available.

Annual Leave (CH, LF, NY & BOS)

ArentFox Schiff provides paid annual leave to eligible full-time and part-time employees. The leave policy is generous and may be adjusted to remain competitive with other leading firms in areas where the Firm has offices.

Leave for Support Staff

Staff employees are allotted annual leave time in the form of “all-purpose leave.” This leave is intended for your use due to absences for reasons of:

- Vacation
- Illness (for you or your dependent(s))
- Personal time off

You are encouraged to carefully manage your annual leave as it is intended to cover all absences during the calendar year. It would not be advisable to plan all of your leave for vacation use and be without pay in case of your own illness or that of a dependent family member.

Who is Eligible?

All regular staff employees working at least 21 (60% of a full-time work schedule) regularly scheduled hours per week are eligible to begin accruing leave as of the first pay period of employment.

Note: New employees may not use accrued leave until they have successfully completed the 90-day Introductory Period.

How Much Leave Do You Receive?

Full-time employees

The number of paid hours of annual leave you receive each year depends on your length of service with the Firm. Full-time employees receive leave according to the schedule shown below. Although the paid time off is commonly referred to as “annual leave” it is earned on a per pay period basis.

If your length of service is: Accrual Rate Non-Exempt Accrual Rate Exempt Which is equivalent to this many weeks per year

If your length of service is:	Accrual Rate Non-Exempt	Accrual Rate Exempt	Which is equivalent to this many weeks per year
1st Year	5.38 hours	5.83 hours	Up to 4 weeks
After 1 Year of Service	6.73 hours	7.29 hours	Up to 5 weeks
After 5 Years of Service	8.08 hours	8.75 hours	up to 6 weeks

Part-time employees

Part-time employees must work at least 60% of a normal full time schedule to be eligible for leave. Annual leave accrual will be pro-rated based on your percent of the full time schedule.

Leave Balances and Accruals

To help you keep track of the number of leave hours you earn during the calendar year, your annual leave balance is available on your Time and Attendance Record. If you have any questions about this balance, ask your manager for assistance.

- **Leave accrual:** Leave is earned at the beginning of every pay period.
- **New Employees (Introductory Period):** New employees may not use paid leave during the first 90 days of employment. Accrued leave hours will be displayed on the timesheet on the same pay period during which the hours are earned.
- **Exempt Employees:** Accrued leave will be displayed in hours but must be taken in full day increments.
- **Leave Advancement:** For the convenience of employees scheduling time off, you may borrow up to one week of un-accrued leave. This leave advancement feature is intended to provide flexibility and convenience for employees scheduling their vacation absences. Advanced leave will appear as a negative balance.
- **Negative Balances:** Employees may not carry over a negative balance from one year to the next. Therefore, if you use leave before it has been earned, you must be able to earn it back before the end of the calendar year. Any excess advanced leave at year end or at termination of employment will be deducted from your last paycheck, in accordance with and to the extent permitted by applicable law.
- **Disability and Workers' Compensation:** Annual leave does not accrue while receiving short-term, long term or workers' compensation benefits. If you have used more leave than you have accrued you may be required to pay back the excess leave.

Receiving Approval for Use of Leave

Planning in advance for absences due to vacations, personal time off, or health care appointments allows you and your supervisor to ensure that the department will be adequately staffed and reduces the burden on your co-workers. Employees who do not receive approval from their manager in advance for absences that could have been pre-planned may be subject to disciplinary action up to and including termination.

Planned Leave

In order to be able to use your annual leave for reasons other than the sudden onset of illness or other personal emergency, you are required to obtain the approval of your manager in advance of taking time off.

- The request to use annual leave should be made at least two weeks, but not more than three months, in advance of the planned absence.
- Approval for annual leave use that is requested on shorter notice than two weeks may be accommodated on a case-by-case basis at the discretion of the manager.
- An employee who does not have an available leave balance will not normally receive approval to take planned leave.
- If you wish to extend an approved absence beyond what was initially approved, you must obtain the prior written approval of your manager.
- Requests for extended time off, beyond two weeks in length, will not typically be approved. Extended leave requests will be evaluated on a case-by-case basis at the discretion of the manager

Although every effort is made to accommodate reasonable annual leave requests, approval of your request is dependent upon your manager's approval based on need for department coverage, upcoming deadlines and workload, and your remaining leave balance.

Unplanned Leave

The purpose of allowing you to use your annual leave on an unplanned basis is to continue your income when you are unable to work due to your own illness, to stay home with a dependent family member who is ill, or to attend to some other type of last minute emergency. It is not meant to provide extra days off for personal use without notice that you determine at your own discretion.

Unplanned leave by you or your co-workers can be very disruptive to your department and should be avoided whenever possible. However, there may be instances when you are unable to work due to illness, accident, temporary disability, or other emergency.

In these cases, there are procedures to be followed to ensure smooth operations:

- You must notify your manager that you will be absent, as soon as possible, but no later than your starting time. (Secretaries must also notify their team members.)
- If you will be out more than one day, you still need to notify your manager daily as described above, except in cases of prolonged illness or disability where you have arranged in advance with your manager.
- If your absence is for any reason except illness you must have the approval of your manager before continuing any absence longer than one day in length.
- If you are out due to illness more than three consecutive days, the Firm reserves the right to request a note from your treating physician certifying your absence.

Excessive use of Unplanned Leave

Agreeing to work at ArentFox Schiff means also agreeing to fulfill your responsibilities in a consistent and reliable fashion. All employees should be aware that the existence of annual leave balance does not entitle an employee to take the annual leave at any time and/or in any

manner.

Excessive use of unplanned annual leave or failure to provide notice of the use of unplanned annual leave will be considered poor performance resulting in disciplinary action, up to and including termination of employment.

How Do You Record Your Leave?

All employees are required to record all leave taken, planned or unplanned, on a Time and Leave Record Form, or “timesheet”. Your signed timesheet is considered an official document for determining pay and recording leave. Annual leave hours should be noted on your timesheet and turned into your manager by the prescribed deadline.

- Non-exempt employees should record leave in quarter-hour increments, rounded to the nearest quarter hour.
- Exempt employees must submit a record of all full days of leave taken using the Time and Leave Record for Exempt Employees due at the end of each month. It is expected that exempt employees will report all full days off in a timely manner.
- Employees with an extended schedule will receive leave pay for the employee’s regularly scheduled workday (e.g.: an employee who works 2 days a week at 11.25 hours per day will receive pay for 11.25 hours).
- Any Leave recorded should be used to account for time that you are not working. The combination of hours worked and leave may not exceed a standard work day (7.0 hours). If you are asked to complete work on a day that you previously intended to use Leave, you must record your hours worked on your timesheet, and reduce your leave hours accordingly to total your standard work day.
 - Ex: If you work for one (1) hour on a day where you intended to use a full day of leave (7.0 hours), you must reduce your leave amount to 6.0 hours for the day.

What if You Don’t Use All of Your Annual Leave?

If you have hours remaining at the end of the year, your leave will carry forward up to 70 hours (10 days) into the next calendar year.

- •Part-time employees will carry forward a percentage of 70 hours (10 days), corresponding to their percentage of the full-time equivalent. For example, an employee schedule for 80% of full-time will carry forward 56 hours (80% of 70 hours).
- •Any additional annual leave balance remaining will be forfeited.

What if I Leave the Firm?

If you leave the Firm, you will receive a leave payout of any unused accrued annual leave hours as of the beginning of the calendar year through the date of termination. The leave payout will be calculated to include your unused accrued leave balance through your final pay period with

ArentFox Schiff.

- ***If you have used advanced leave, i.e. more leave than you have accrued, you will have the excess deducted from your final paycheck, in accordance with and to the extent permitted by applicable law.***

Leave Without Pay (“LWOP”)

All employees are expected to manage annual leave responsibly. LWOP will only be granted in limited and/or extenuating circumstances and/or to the extent required by applicable law. LWOP must be approved by the Chief Human Resources Officer.

- If you need to miss work and you do not have annual leave hours available, in accordance with our policy, or you do not qualify for short-term disability pay, you will not be paid for the time you are out.
- Employees who regularly go into LWOP status without an approved medical or emergency reason may be subject to disciplinary action up to, and including termination of employment.
- Requests for time off from an employee in LWOP status will not normally be granted.
- In general, an employee is not permitted to take LWOP if they have accrued Leave available.

Frozen Sick Leave

Sick leave balances as of 2/28/2022 for legacy Schiff Hardin LLP non-partner attorneys or staff members will be placed into a time-off plan designated as “SH sick leave bank”.

Legacy Schiff Hardin employees in NY, CH or LF may use up to 70 hours and employees in DC, AA or SF may use up to 75 hours, annually, for the following reasons:

1. the employee’s own physical or mental illness, injury or health condition;
2. the employee’s need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition;
3. the employee’s need for preventative care;
4. care of a family member who needs medical diagnosis, care or treatment of an illness, injury, mental or health condition, or who needs preventative medical care;
5. closure of the office due to public health emergency as declared by the local Department of Health;
6. the employee’s need to care for a child whose school or child care provider is unavailable due to a public health emergency as declared by the local Department of Health;
7. the employee’s or his/her family member’s exposure to a communicable disease that would jeopardize the health of others as determined by health authorities or a health care provider;
8. the employee’s need to obtain care or services related to stalking, domestic violence or sexual abuse of the employee or their family member;
9. the need to provide pay for all or a portion of any unpaid leave of absence, such as a Family and Medical Leave; or
10. the employee being an organ or bone marrow donor, or to care for or assist certain other organ or bone marrow donors.

Family member for purposes of this policy is defined as a spouse or individual to whom the employee is married under the laws of any state, same sex or opposite sex domestic partner, parents, an individual who stood in loco parentis when the employee was a minor child, parents-in-law, legal guardian or ward, grandparent, grandchild, children, children’s spouses, siblings, siblings’ spouses, or a person who has shared a mutual residence and committed relationship with the employee for at least the preceding 12 months, or in San Francisco only “designated person” as defined in the paragraphs below. Child, parent, sibling, grandparent, and grandchild relationships include not only biological relationships, but also relationships resulting from adoption, a step-relationship, or foster care. Child includes a child of a domestic

partner and a child to whom an employee stands in loco parentis.

In San Francisco, employees who do not have a spouse or domestic partner may designate one person for whom he or she may use paid sick time off in order to care for that person, when the designated person is in need of assistance due to an illness, injury, medical condition, need for medical diagnosis or treatment, or other medical reason. This designation can be changed annually during the firm's annual benefits open enrollment process. No other changes or persons may be designated once the form is received.

Time off under this policy may be used in full or partial hours (minimum 15 minutes) but may not be used as additional paid time off, or for any absenteeism or lateness (unless for reasons covered under this policy), including inclement weather conditions.

In all cases, the employee must advise the immediate supervisor with as much advanced notice as possible, or, at the very least, prior to his or her regularly scheduled start time in order for frozen sick time off to be approved. The Firm reserves the right to require supporting documentation to support any absence under this policy.

Regardless of employment classification and location, paid frozen sick time balances are not compensable upon termination.

Leave Donation Policy

In recognition of the difficulties that sometimes arise during an extended leave of absence, the Firm has instituted a practice of allowing the donation of annual leave from one staff employee to another in limited situations.

- Annual leave donations are limited to those situations in which a staff employee on an approved FMLA leave of absence has exhausted his or her available annual leave balance due to a serious health condition or other serious personal circumstance.
- Any staff employee may, on a voluntary basis, request to donate up to two days of his or her unused, accrued annual leave to another staff employee who meets this criteria.
- Employees receiving annual leave donation may not receive an annual leave payout in the event of termination of employment if the unused annual leave is due to the donated leave. Donated leave may not be carried over from one year to the next.
- Leave donations may not be made contingent upon being “paid back” at a later date.

Annual Leave donations are made subject to the approval of the Chief Human Resources Officer.

Bereavement

The Firm provides up to ten days of paid leave in the event of a death in your immediate family, or loss associated with fertility and starting a family. This is intended to allow you to grieve, attend the funeral of the deceased, as well as allow time to take care of associated matters. Leave taken under this policy does not need to be taken consecutively but must be taken within three months of the date of death or loss. You may opt to take bereavement leave in immediate days preceding the date of death.

For purposes of this policy, an immediate family member is defined as your:

- spouse
- domestic partner (as defined by the Firm's Health Plan coverage)
- parent (including in-laws and parents of domestic partners)
- child
- sibling
- grandparent
- grandchild

The above categories include legally recognized foster, step, or legal guardian situations with these relationships.

In addition, the Firm will provide one day of paid leave due to the death of a grandparent-in-law, brother-in-law, sister-in-law, aunt, uncle, niece, and nephew.

Additional Bereavement Leave

Loss associated with fertility and starting a family may include, but is not limited to:

- miscarriage or stillbirths
- unsuccessful round of assisted reproductive technology procedure
- failed adoption
- failed surrogacy agreements
- diagnoses that negatively impact pregnancy or fertility

Note: Certain pregnancy/fertility losses may qualify for short-term disability benefits in lieu of bereavement leave.

Time off for bereavement is paid based on the employee's regularly scheduled work hours for the given day(s). If a death or loss occurs while an employee is on leave and the loss qualifies for Bereavement Leave, Leave time will be restored in accordance with the appropriate amount of allowable time off.

Part-time employees will be granted paid time off in proportion to their regularly scheduled work hours.

The Firm reserves the right to require employees to submit proof of qualifying event or loss. Bereavement leave eligibility may be modified from time to time based on changes in local or state laws.

Holidays and Early Closures

The Firm observes the following paid holidays. Dates for these holidays are announced at the beginning of each calendar year:

- New Year's Day*
- Martin Luther King, Jr.'s Birthday
- Presidents' Day
- Memorial Day*
- Juneteenth
- Independence Day*
- Labor Day*
- Thanksgiving Day*
- Day after Thanksgiving
- Christmas Day*
- Floating Holiday**

* The Firm will close at 3:00 P.M. on the day preceding these holidays. The Firm will provide administrative leave from 3:00 P.M. until the end of the employee's regularly scheduled workday. For those employees using annual leave for scheduled or unscheduled leave on an early closing day, annual leave must be recorded for the entire day. An employee must work until the early closure time to be eligible to receive administrative leave.

** Each calendar year the Firm will observe one Floating Holiday. Each year a determination will be made by the Firm to either designate the Floating Holiday as a specific holiday or to provide it as a day off of your choice. For example, the Firm may decide to use the Floating Holiday to provide a four day weekend when a major holiday falls on a Tuesday or Thursday. Otherwise the Floating Holiday may be used as a day off of your choice.

Eligibility

Regular employees who work at least 60% of a full-time work schedule per week may receive Holiday Pay.

Regular employees who work less than full-time receive pay on each holiday for which they are regularly scheduled to work. For example, an 80% employee scheduled to work Monday – Thursday will receive holiday pay for all holidays falling on a Monday through Thursday. They would not receive holiday pay for a holiday falling on a Friday.

Special Circumstances:

- Employees are eligible for holiday pay as of the first day of employment at ArentFox Schiff as a regular employee; however, the first day cannot be a holiday.

- In the case of a terminating employee, in order to receive pay for a holiday, both the day before and the day after the holiday must be worked.
- If a holiday occurs during a period in which an employee is using annual leave, the employee will receive the holiday pay and will not be required to use annual leave for that day.
- If a holiday occurs while on short-term disability pay, the holiday will count as a day of short-term disability.
- If a holiday occurs during the unpaid portion of a leave of absence, the employee is not eligible for holiday pay.

Floating Holiday

In a year in which the Floating Holiday is not a Firm designated holiday, the time and attendance system will be updated with an option to select "Floating Holiday" from the drop down Leave options. Additionally:

- The Floating Holiday must be used as a full day of leave.
- The Floating Holiday must be used prior to use of other Leave time.
- Regular leave approval is required for use.
- The Floating Holiday will not carry over into the next calendar year, except for in California.
- There is no waiting period for new hires to use their floating holiday following their first day worked.

Jury Duty

Jury Duty

If you are called for jury duty, you will be granted administrative leave for the full length of jury service, providing that no petition to be excused has been filed. The Firm will pay you your regular pay for up to the first three weeks of jury service. A copy of your summons for jury duty must be submitted to your manager promptly upon you're your receipt of it. If you are excused from jury service on a particular day and there are at least four hours left in your regular work day, you are expected to report to work.

Make-Up Time

The Firm has instituted a firm-wide “Make-up Time” Policy, which allows an employee to occasionally work an altered schedule with prior approval from their Manager. This policy grants employees flexibility to take a few hours off to attend to personal matters without using Leave time. For example, if an employee has an appointment that requires them to report to work late, the employee may request to “make-up” this time on the same day or within the same work week, so long as the request was approved by their Manager in advance.

Requirements for Make-up Time:

- All Make-up time requests must be approved by your Manager in advance*. Requests can be made up to 30 days in advance of the scheduled event.
- Make-up time must be applied during the same work week.
- Make-up time cannot exceed a half day in a given work week.
- Use of Make-up time should be infrequent, and does not eliminate the need to regularly report to work on time.
- The scheduling of make-up time must be at a mutually agreeable time, subject to the business needs of the Firm.
- Make-up time cannot be combined with any other Leave.

Employees who abuse this policy may be subject to disciplinary action for failing to meet satisfactory attendance standards.

California Only: Employees will not be entitled to daily overtime pay for hours worked in excess of seven and a half (7.5) in a day if those hours are make-up time. Under no circumstances will an employee be allowed to work make-up time that would result in working more than 11 hours in a workday or 37.5 hours in a work week.

* “In advance” may be defined as any time prior to taking the time off or working make-up time, including the same day

Overtime

Overtime Requirements

When operating requirements, office work load, or other needs cannot be met during regular working hours, the Firm may require any employee to work extra hours

- other than their normal work hours,
- in excess of their normal work hours.

This may include

- work in any regularly scheduled workweek in excess of:
 - 37.5 hours in DC or AA or;
 - 35 hours in CH, LF, NY or BOS;
- work on any regularly scheduled workday in excess of 7.5 hours and 37.5 hours in the workweek in CA, based on applicable CA overtime laws;
- work on any holiday observed by the Firm;
- continued on-site work on any day the Firm's office is "closed" (including a delayed opening or early closure);

When there is a need for extra hours, overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Supervisors will try to inform employees in advance of any overtime requirement.

Overtime Approval

Prior approval is required for all overtime. Non-exempt employees must seek prior authorization to work hours other than their normally scheduled work hours or in excess of their normally scheduled work hours from one of the below individuals:

- Administrative Department Manager
- Chief/Director, or
- Supervising attorney (if applicable)

Non-exempt employees reporting to work prior to their scheduled starting time or staying after their scheduled stop time without express prior authorization from their supervisor may be subject to discipline up to and including termination of employment.

Overtime for Legal Secretaries must be client chargeable and approved by the supervising attorney. For Secretaries, a Billing Record form recording overtime must be accompanied by client matter number(s) and authorizing attorney signature. Administrative overtime for all non-exempt staff must be approved in advance by the appropriate supervising Administrative Manager or Chief/Director.

If extra hours worked by an employee are to be charged to a client, a Billing Record form approved by the supervising attorney must be submitted along with the Time and Leave Records.

Overtime Pay

Overtime compensation is paid to all regular non-exempt employees in accordance with applicable federal and state laws. As required by law, overtime pay is based on actual hours worked. As described below, ArentFox Schiff's overtime policy is generally more generous than applicable laws require.

	What is considered overtime?	At what rate will overtime be paid?
DC & AA employees	Hours worked in excess of 37.5 actual hours worked in a workweek.	One and one-half times the employee's regular base rate.
CH, LF, NY & BOS employees	Hours worked in excess of 35 actual hours worked in a workweek.	One and one-half times the employee's regular base rate.
CA employees	Hours worked in excess of 7.5 actual hours worked in a day and 37.5 actual hours worked in a workweek.	One and one-half times the employee's regular base rate.
CA employees	Hours in excess of 8 actual hours worked on the seventh consecutive workday within the workweek (Sat-Fri). After 12 hours of work in any single workday.	Two times the employee's regular base rate.

Overtime Calculation

For purposes of computing the rate at which extra hours are paid, "actual hours worked" will include paid time off for:

- holidays,
- annual leave, or
- approved early closing.

"Actual hours worked" does not include time off due to:

- jury duty,
- military leave,
- bereavement leave,
- leave of absence,
- short term disability,
- parental leave, or
- leave without pay.

Timing of Payment

Extra hours which are worked are paid on the payday following the pay period in which the hours were worked. This allows the Time and Leave Record form to be reviewed and submitted to payroll for processing.

Overtime Expense Reimbursement

Both exempt and non-exempt employees are eligible to receive an expense reimbursement for working additional hours on-site (Firm office or client site) provided the eligibility criteria is met. The Firm will provide reimbursement for eligible meal and/or transportation expenses as follows:

- **Evening work.** Applicable to an employee who works for more than two (2) hours beyond their normal departure time.
- **Weekend work.** Applicable to an employee who works on a weekend for more than four (4) hours per day when they are not normally scheduled to work on a weekend.
- **Holiday work.** Applicable to an employee who works on a holiday for more than four (4) hours per day.

Overtime Meal Reimbursement

An employee may apply for a meal allowance expense reimbursement, provided one of the above criteria is met, and when their normal method of obtaining meals is no longer available or impractical. This meal allowance is intended to provide reimbursement for a meal to be eaten during (or on break from) the overtime work, or within an hour of departure from the office. Reimbursement requests for a meal purchased beyond one hour of departure time will be declined.

An employee working longer than four (4) hours on the weekend or on a holiday shall receive an additional meal allowance for each four (4) hour block of hours actually worked. Reimbursement for meals will be for actual costs not to exceed the allocated amount as determined by the Firm's Travel and Expense Policy. The meal allowance will apply only for overtime worked after the employee's scheduled shift, not before.

An itemized receipt must accompany the request for reimbursement and should not include food items for anyone other than the employee seeking reimbursement or alcohol.

Overtime Transportation Reimbursement

An employee may apply for transportation reimbursement expense when their normal method of commuting is not available or impractical. This transportation reimbursement is intended to help an employee commute safely when overtime work has required that they arrive or depart the office or client site during non-core commuting hours.

Employees are expected to use public transportation when available.

Employees will not be reimbursed for transportation costs (cabs, mileage, and parking) resulting from early or late departure when the mode of transportation used is the same as that which they would have used if they had worked a normal shift.

Total reimbursement for transportation costs will be for actual cost of coming to work.

A receipt must accompany the reimbursement request (unless public transportation is used).



OVERTIME BILLING RECORD

For the two week period beginning on
Saturday, _____, 20____ and ending
Friday, _____, 20____

NAME:

EMPLOYEE #:

ADDITIONAL HOURS

[illegible]

Total:

Print

Time and Leave Record

Policy Statement

It is the policy of ArentFox Schiff that each non-exempt employee must submit a Time and Leave Record (also referred to as a timesheet) containing an accurate record of all hours worked and annual leave taken. Accurate recording of time is the responsibility of every non-exempt employee. Exempt employees are expected to submit a record of all annual leave days taken.

Time and Leave Record Form

The Time and Leave Record Form is the official record of your hours worked. The Federal Fair Labor Standards Act requires employers to keep accurate records of hours worked and wages paid.

- Work time includes all time that employees spend engaged in the principal activities that they are employed to perform.
- The Time and Leave Record is also used to record and maintain employee annual leave and additional hours worked for pay purposes.
- Time and Leave Record forms are completed and submitted electronically. By submission of your form electronically, you attest that the time entered is true and correct.
- If you make any errors, they must be corrected by you. If your supervisor identifies errors, you must make the necessary corrections.
- Falsification of the Time and Leave Record Form may lead to disciplinary action, up to and including termination of employment.

Submission Deadline

For non-exempt employees, the Time and Leave Record should be completed in a timely manner to ensure accuracy and must be electronically submitted to your Department Manager or Director no later than 12 noon on the Monday following the end of the pay period. This allows time for review and processing of the time sheet for purposes of producing paychecks.

Exempt employees are required to submit a record of full annual leave days taken. The record should be submitted within the first week of the month for the previous month.

How to Record Time

Your timesheet should be completed using the online program set up for that purpose. Additional details on completing the Timesheet are found in the Quick Reference Guides available on the Firm's intranet.

To Record Time:

1. Access your Timesheet via the link on the Firm's intranet.
2. For each day, record your "In" time as the time you actually begin work and "Out" time as the time you actually ceased work.
3. For each day, record your "Out" time to indicate when you began your lunch break. You will record your time "In" for when you returned from lunch and resumed working.
4. Record hours you were out of the office for annual leave, jury duty, military leave, or bereavement in the Time Off/Raw Total columns.
5. For each pay period, you must submit your Timesheet for approval and attest that all of our entries are true and accurate.

Time and Leave Guidelines

Listed below are some general guidelines to assist with filling in the Time and Leave Record form:

- You must record all hours worked.
- Hours worked outside the office (including business travel time) should be recorded as "remote hours worked".
- If you work less than your standard hours in your regularly scheduled work week, you are required to use your annual leave.
- "In" time should reflect when you actually start working, rather than when you arrive in the building.

Administrative Leave

The Firm will provide Administrative Leave for a planned or unplanned Firm closure that do not fall on a Firm designated holiday. Use of Administrative Leave will be announced by the HR Department, and is intended to account for a full day worked.

- Administrative Leave is granted either as a full day, in instances where the Firm is closed for the entire day, or as a partial day, when the Firm is closing early or opening late.
- The amount of Administrative Leave an employee will receive for a partial day closure is determined by the employee's normal work schedule. For example, if the Firm announces an early closure at 3:00pm, and an employee is normally scheduled until 5:00pm, the employee will receive two (2) hours of Administrative Leave, regardless of the actual hours worked that day.
- All normal policies and procedures for entering hours worked onto the Timesheet should be followed on a day where partial-day Administrative Leave is granted. Administrative Leave should be added on a separate line for the day with the total hours of Administrative Leave, based on the employee's work schedule.

- An employee must work up until the announced early closure time (or start work at the announced late opening time) to be eligible for Administrative Leave for the day. Failure to work until this designated time will exclude an employee from eligibility to use any Administrative Leave for the day.
- An employee is not eligible for Administrative Leave on a day where they are taking Leave.
- Telework eligible employees are not eligible for Administrative Leave in cases of Suspended Office Operations.

Minimum Weekend Hours

If a non-exempt employee is asked to report to the office on a weekend, and the employee is not regularly scheduled for weekend work, the employee will be paid for all hours worked, with a minimum of four (4) hours. Actual hours worked should be recorded on the timesheet. This does not apply to hours worked on the weekend remotely.

Extra Hours

- Administrative and client billable overtime for all non-exempt staff must be approved in advance by the appropriate supervising Administrative Manager or Chief/Director.
- For client billable overtime, secretaries and other administrative staff are required to submit an Overtime Billing Record Form for any additional hours worked. All client billable additional hours worked must have prior approval from supervising attorney. Paralegals do not need to complete the Form.

Appropriate approving signatures and client numbers are required when submitting an Overtime Billing Record Form.

Pay Timing

Pay Timing

Non-exempt employees are paid bi-weekly on Fridays. Exempt employees are paid semimonthly (15th and last day of the month).

Regular, full-time employees are paid on a “forecasted” basis which means that the paycheck you receive on payday includes:

1. Your regular base pay for the pay period ending on that payday. Payment of base pay in this manner is often referred to as being “paid current.” This means that if you were to leave the Firm, you will have been paid all regular base pay that you are due on your last payday.
2. Any other pay (other than your regular base pay) due to you as reflected on the Time and Leave Record (timesheet) from the prior pay period. Other pay types may include:
 - overtime pay,
 - additional regular pay,
 - recordation of annual leave use.

Payment of this other pay in this manner is often referred to as being paid “on a delayed” basis. This means that if you were to leave the Firm, you would receive any other pay of this type after receipt of your final Time and Leave Record.

Some part-time and all temporary employees are paid both regular and other hours on a delayed basis.

Employee Referral Bonus

ArentFox Schiff encourages all staff to refer qualified persons from outside the Firm for available positions. Resumes should be directed to the Human Resources Department, and the name of the referring ArentFox Schiff employee should be clearly indicated. The referred individual must submit an application for employment via the Firm's applicant tracking system and should list the referring employee's name.

Eligibility

All full-time personnel are eligible to receive a bonus for the referral of a staff employee *except*:

- Managers, supervisors, or recruiters directly involved with the recruitment, selection and/or review of the candidate
- Directors within the same administrative department
- All Chiefs

The Firm will pay an eligible employee a bonus for the referral of a person who is subsequently hired for a regular full-time position if all of the following conditions are met:

- There has been no previous referral of the person from another employee or employment agency.
- The new employee is not a former full-time, part-time or temporary employee of the Firm within the past three years.
- Hiring occurs within six months of the referral.
- A referral bonus is not paid for referring temporary, contract or part-time employees. A referral bonus is not paid for referring temporary, contract or part-time employees.

Amount of Bonus

A referral bonus of \$5,000 will be awarded to eligible employees for referral of a staff candidate who is hired. The bonus will be paid in two installments:

\$2,500 is paid after the referral has completed 90-days of employment.

\$2,500 is paid after the referral has completed six (6) months of employment.

Both the referring employee and the referral must be currently employed by ArentFox Schiff and on the Firm's payroll at the time of payment. All bonuses are considered income and are taxable.

Holiday Bonus

Each November, as a thank you, the Firm will provide each staff employee with a Holiday bonus. The bonus is computed accordingly:

\$100.00 plus \$20.00 for every month worked with a maximum of 800.00*

Holiday Bonus notes:

In computing the bonus, employees who work any day during a month are given credit for having worked that month.

Bonuses are not earned until paid. To be eligible for the bonus, employees must be employed on the date the bonus is paid.

In the case of an interruption of employment, credit will be given for prior service with the Firm as long as the interruption did not exceed twenty-four (24) months in time.

Part-time employees will receive a pro-rated holiday bonus according to the ratio of scheduled weekly hours as compared to a full-time workweek.

The holiday bonus will generally be paid on the second pay period in November.

Time off or an approved leave of absence counts as time worked for purposes of calculation of holiday bonus.

**The Firm reserves the right to modify or change the holiday bonus maximum in its discretion.*

Remote Work Allowance

All telework eligible staff employees, attorneys, and partners are eligible to receive a Remote Work Allowance. The Remote Work Allowance provides a monthly reimbursement to help offset expenses associated with working outside of the office, allowing each individual to make their own choices as to what supplies, equipment, data usage etc. work best for them.

The monthly amount is \$75.00 and will appear in the last paycheck of every month as “RWA” i.e. the Remote Work Allowance.

Remote Work Allowance notes:

The allowance is not meant to reimburse for shipping charges, e.g. if you FedEx something to a colleague, client, etc., those expenses should be submitted for reimbursement.

The Remote Work Allowance will be suspended while an employee is on any type of LOA.