

## Parent Fox Leave FLEX Program

### Effective January 1, 2024

As part of the Firm's ongoing efforts to recruit and retain the best talent and to address the evolving needs of members of our firm, we are pleased to offer the Parent Fox Leave FLEX program designed to help you both prepare for and return from an extended period of leave.

This program provides eligible individuals who take a foreseeable Parental or Disability Leave of at least one month with a reduction in their work schedule both prior to and after returning from leave.

Eligible individuals include associates, attorneys, patent agents and other professionals working at least 28 hours per week. Eligible individuals will automatically be enrolled in this program unless an opt-out request is received.

### How the FLEX Program Works

Under this program, eligible individuals who meet the criteria for the applicable parental or disability leave will be eligible for the FLEX program benefit, as outlined below.

- **Pre Leave** - For up to 20 business days immediately preceding the commencement of the leave eligible individuals may work at the rate of 80% of their pre-leave schedule. During this pre-leave period, eligible individuals will receive 100% of their pre-leave compensation.
- **Post Leave (Continuous)** - For up to 60 business days immediately following the return from the leave, individuals may work at the rate of 80% of their pre-leave schedule. During this post-leave period, eligible individuals will receive 100% of their pre-leave compensation.
- **Post Leave (Blocks of Time)** - For leave in blocks of time, the post leave FLEX benefit will be applied on a pro-rated basis according to the length of absence in a reasonable manner as determined by the Firm.

Time Out on Leave (weeks)	FLEX Leave Benefit (business days)	
	<i>Pre-Leave</i>	<i>Post-Leave</i>
4	5	5
8	10	20
12	20	40
16 or more	20	60

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**Impact on Hours, Salary Increases and Bonus**

Creditable hours will be annualized to reflect the reduced Full Time Equivalent (FTE) for the Parent Fox Leave FLEX period. This is in addition to the creditable hours annualization for the applicable period of leave of absence. Accordingly, the Associate Evaluation Committee (AEC) and review processes will be based on annualized creditable hours.

In addition, participants in the FLEX program will remain eligible for salary increases and bonuses applicable to lawyers of their seniority based on their pre-leave status in accordance with Firm policy.

**Reduced Schedule upon Conclusion of Post-Leave Period**

Associates, attorneys, patent agents and other professionals who wish to continue working on a reduced schedule after the 60-business day post-leave period described above may request a reduced hours schedule and pro-rated compensation, subject to the approval of the applicable Practice Group Leader and the Firm-wide Managing Partners.

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