

**Parental Leave FAQ  
For Partners  
February 2023**

**General Information**

**1. What is parental leave?**

Parental leave allows you to take time off to welcome your new child into your home, to bond with your child and to assist with his or her caretaking.

**2. Who is eligible for parental leave?**

Partners who have been affiliated with ArentFox Schiff for at least 180 days of service and who have a commitment level of at least 80% are eligible for 100% firm-paid parental leave commensurate with FTE, if the qualifying event occurs after 180 days of service with ArentFox Schiff.

**3. What is a qualifying event for parental leave purposes?**

Qualifying events for parental leave include becoming a new parent due to the birth, adoption, placement or surrogacy of a child. See the Parental Leave policy for more information on adoption and surrogacy.

**4. What is the amount of parental leave?**

Partners may take up to a total of 12 weeks of parental leave in a rolling 12-month period of time. Parental leave may be taken in blocks of time, but all leave must be used within the 12 months subsequent to the birth, adoption, placement or surrogacy of the child.

**5. Can I begin my parental leave before the baby arrives (i.e., prior to birth or prior to adoption)? What if I have a medical issue that requires me to stop work before the baby arrives?**

Parental Leave begins when the child arrives.

If you need to take a leave of absence before the baby arrives due to a medical issue related to pregnancy, please contact the Benefits Team to discuss compensation continuation under the Partnership Agreement for periods of disability where you are unable to work.

**6. Is additional leave available for those individuals who give birth, adopt or have a child through surrogacy?**

Yes. New mothers who experience childbirth are generally granted a period of disability leave of eight (8) weeks, unless a medical condition requires an additional period of disability. New parents who welcome a child via adoption or surrogacy may take an Adoption and Surrogacy Leave of up to 8 weeks.

When combined with parental leave, the period of absence may be up to 20 weeks.

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**Requesting a Leave**

**7. Who do I notify of my need for leave and when?**

Please notify your Practice Group Leader and the Benefits Team within 30 days of your need to take leave of absence for a foreseeable event. In situations where advance notice is not practicable, notify the Firm as soon as possible.

**Preparing for Leave**

**8. How do I transition my work matters before I go on leave and when I return?**

You should work with your Practice Group Leader and your colleagues to develop a transition plan for all matters on which you are working. This includes drafting an out-of-office memorandum and keep it updated as your leave approaches. It is prudent to have a well-developed draft several weeks before you expect your leave to begin.

**9. What other administrative items do I need to complete before I go on leave?**

Change your outgoing voicemail message no later than the start date of your leave.  
Turn on your Outlook "Out of Office" alert no later than the start date of your leave.  
Prepare an out-of-office memo indicating who will be responsible for your matters and how you can be contacted if there is an emergency during your leave.

**While on Leave**

**10. Do I need to record my time while out on leave?**

Yes. Time must be entered for each day of your leave in the firm's timekeeping system using client/matter number 909999.00000. We recommend that you ask your assistant to enter your time while you are on leave.

**Impact of Leave on Hours and Benefits**

**11. How does parental leave effect compensation determinations?**

Parental leaves taken will be noted for and considered by the Compensation Committee during the annual Committee process.

**12. Is there an impact on my benefits while on parental leave(s)?**

Your benefits will continue while you are on leave in accordance with the terms of the applicable benefit plans. All payroll deductions will be taken from your pay during leave. For more detailed information on the impact of leave on paid-time off and benefits, please refer to the Parental Leave Policy.

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**13. How do I add my new child to the firm's benefit plans?**

If you add a new child to the family, you may change your coverage elections for certain benefits, such as medical, dental, vision, and more. To do so, you will need to process a Qualifying Life Event (QLE) within 30 days of the life event. You will receive information on how to process a QLE from the Benefits Team when your parental leave begins.

**Returning from Leave**

**14. Who do I need to contact when my leave is almost over and I am returning to work?**

Please contact us at least five (5) days prior to your return to work date.

**15. How does the Firm support the transition to and from leave?**

The firm supports your transition to and from leave with various programs, such as Mindful Return, summarized below.

*Mindful Return*

New parents returning from parental leave have the opportunity to enroll in a 4-week online program designed to navigate the transition back to work. The Benefits Team can provide you with more information on the program, including registration information. To learn more about the program and what it offers, visit [www.mindfulreturn.com](http://www.mindfulreturn.com).

**Other Questions**

**16. Does the Firm provide any emergency back-up child care?**

Yes. The Firm has contracted with Bright Horizons to provide center-based child care close to all Firm locations or avenues for you to find in-home care on a short-term basis. Registration is required. Information regarding Bright Horizons can be accessed at <https://arentfox.sharepoint.com/sites/BenefitsAndRetirement>.

**17. I am nursing and need to travel, how does the Milk Stork program work?**

You arrange for services directly with Milk Stork by visiting [www.milkstork.com](http://www.milkstork.com). You pay for the cost of services and then submit a request for reimbursement. See the Pumping and Traveling Guide for more information.

**18. If I am nursing and not able to pump in my office, where can I go?**

All offices have one or more lactation rooms available. Some offices are able to provide a privacy screen to allow for pumping in an individual office. Mini fridges are also located in lactation rooms for your convenience.

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**19. I need to adjust my schedule to accommodate my family member's care. What should I do?**

When any situation significantly impacts your schedule and /or availability, you should let the Chief Legal Talent Officer and your Practice Group Leader know. Depending on the situation, the firm can work with you relative to a short-term accommodation, a reduced hours arrangement or a leave of absence, if you qualify.

*Benefits may be modified from time to time, and at any time, at the discretion of the firm. If there is any discrepancy between the terms of the official plan documents, the official policy and this FAQ sheet, the terms of the official plan documents and policies will prevail.*

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