



Partners Preparing for Leave: Understanding the Process

At ArentFox Schiff we recognize that there are times when you may need to be away from your practice for an extended period of time. This can be for a life event, such as welcoming a new child into the family, addressing your own health condition, or helping to care for a seriously ill family member.

We are committed to helping you understand the process and what you should expect before, during and after your leave of absence. The below information, together with other resources available at <https://arentfox.sharepoint.com/sites/BenefitsAndRetirement>, will provide you with an understanding of the steps in the Firm's leave of absence process.

Live *well*



Step 1

Know your options

Below are some of the most frequently requested leaves. These leaves are available to Partners who have been affiliated with the Firm for at least 180 days of service and have an FTE of at least 80%.

- Parental Leave – up to 12 weeks
- Adoption Leave – up to 8 weeks
- Surrogacy Leave – up to 8 weeks
- Period of Disability for Childbirth – 8 weeks
- Period of Disability for Medical Reasons – up to 6 months

New parents who give birth, adopt or have a child through surrogacy receive up to a total of 20 weeks of leave!



Step 2

Notify us of your need for leave

Please notify your Practice Group Leader and the Benefits Team at least 30 days before you need to take a leave. Or, if advance notice is not practicable, as soon as possible.

To notify the Benefits Team, contact Trish Griffin at patricia.griffin@afslaw.com or 312.258.4542.



Step 3

Enroll a dependent in benefits within 30 days

If you are welcoming a new child to the family and want to enroll your child in benefits (such as medical, dental, vision, child life insurance) and/or make other allowable benefit changes (such as enrolling in or changing your Dependent Care FSA election), you must do so within 30 days of the date of birth or adoption. The Benefits Team can assist with this process or you can handle this on your own by requesting a Life Event Change in Kronos.



Step 4

Notify us in advance of your return from leave

Please notify your Practice Group Leader and the Benefits Team at least five (5) days prior to your expected return.

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