

**Parental Leave FAQ
For Professional Staff
January 2024**

General Information

1. What is parental leave?

Parental leave allows you to take paid 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?

Professional staff members with 180 days of service with ArentFox Schiff who are working full-time or a reduced schedule of at least 28 hours per week are eligible for firm-paid parental leave 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?

You may take up to a total of 12 weeks of parental leave in a rolling 12-month period of time. Parental 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 initiating a Short-Term Disability Leave and the process for applying for Short-Term Disability benefits. All claims for Short-Term Disability benefits are subject to review and approval by the Firm's third-party disability administrator, The Standard.

If you wish to take time away from work for a non-medical reason before Parental Leave begins, you may use vacation time.

6. Do I have to take parental leave all at once?

You do not have to use all of your allowable parental leave at once. Parental leave is available on a continuous basis or blocks of time. Each block of time must be at least four (4) weeks. Intermittent use of parental leave will not be allowed. Remember, parental leave must be used within the 12 months subsequent to the birth, adoption, placement or surrogacy of the child.

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7. Can I take partial days of parental leave?

No. Parental leave must be taken on a continuous basis or in the required blocks of time and on a full-day basis.

8. 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 standard Short-Term Disability Leave of eight (8) weeks, unless a medical condition requires an additional period of disability as approved by The Standard. 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.

9. How does firm-paid parental leave coordinate with federal, state or jurisdictional family and medical leave or paid family leave?

All firm-paid parental leaves run concurrently with leave available under federal and applicable state or jurisdictional family and medical leave and paid leave laws, provided the reason for the firm-provided leave is a qualifying reason under the federal, state or jurisdictional laws.

10. Do I need to apply for state or jurisdictional family and medical leave or paid family leave if I am eligible for paid leave from The Firm?

Yes. For leaves beginning on or after July 1, 2023, employees eligible for state or jurisdictional paid family and medical leave or disability leave benefits must apply for these benefits in connection with applying for paid leave from the Firm.

The amount of leave benefit paid by the Firm will be offset by the gross benefit amount you are eligible to receive from the state or jurisdiction. This means that you will receive in total (from multiple sources) the amount of leave benefit provided for under the Firm's policy, but not more than 100% of pay while on leave.

You are highly encouraged to start the state or jurisdictional leave application process immediately upon going out on leave, or in advance, if allowed by your state.

11. Do I need to provide the Firm and/or The Standard with a copy of my benefit amount determination from any state or jurisdictional leave that I am required to apply for?

Yes. You will need to provide both the Firm and The Standard with a copy of your benefit amount notification letter. When filing your claim with your state or jurisdiction, you should also allow the state or jurisdiction to notify ArentFox Schiff of your benefit amount.

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12. How will my firm-paid benefit be determined and paid until I receive leave approval from my state or jurisdiction?

Our leave administrator, The Standard, will calculate your firm-paid benefit and apply the offset. Your offset amount will be based on an estimate calculated by The Standard, if your actual state or jurisdictional approved gross benefit is not yet available to The Standard. Note that the offset will be applied from the first benefit payment made to you by the Firm. Once you provide a copy of your benefit amount notification letter to both the Firm and The Standard any necessary adjustment, if applicable, will be made on a subsequent benefit payment.

Requesting a Leave

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

Please notify your manager 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.

14. What forms or documentation do I need to submit to formally request my leave?

When you provide notice to the Benefits Team, a Team member will outline and assist you with the leave process. That process will include contacting The Standard, the Firm's third-party leave administrator, and also providing documentation to substantiate your need for leave.

15. Who do I contact to report my leave dates, including any date changes?

Please notify the Benefits Team of leave days taken or if your dates change.

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Preparing for Leave

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

You should work with your manager to develop a transition plan for all work responsibilities.

18. 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.

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While on Leave

19. Can I extend my period of leave?

Upon conclusion of firm-paid parental leave, you may extend your period of absence on an unpaid basis in accordance with applicable federal, state and local family and medical leave laws or if such leave has been exhausted, with permission from the Chief Human Resources Officer. Please note that if you have an unpaid period of leave, there may be an impact on your benefits if the leave extension is unpaid.

20. 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. However, if you take unpaid leave, you will be responsible for paying the Firm for your share of the cost of your benefit coverage. For more detailed information on the impact of leave on paid-time off and benefits, please refer to the Parental Leave Policy.

21. 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

22. 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. Birth mothers will need to provide a copy of a medical release to return to work completed by their physician.

23. 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 and the Parent Fox Leave Flex Program, 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.

Other Questions

24. 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.

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Registration is required. Information regarding Bright Horizons can be found at <https://arentfox.sharepoint.com/sites/BenefitsAndRetirement>.

25. 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. You pay for the cost of services and then submit a request for reimbursement. See the Pumping and Traveling Guide for more information.

26. 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 temporary relocation to a private office or a privacy screen to allow for pumping in an individual office. Mini fridges are also located in lactation rooms for your convenience.

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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