



Preparing for Leave: Understanding the Process

At ArentFox Schiff we recognize that there are times when you may need to be away from work 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 employees who are working at least 30 hours per week and have 180 days of service with the Firm. Note that qualifying events must occur after 180 days of service.

- Parental Leave – up to 12 weeks
- Adoption Leave – up to 8 weeks
- Surrogacy Leave – up to 8 weeks
- Short-Term Disability (Medical) Leave – up to 12 weeks

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

All Firm-provided leaves will run concurrent with leave available under both the federal FMLA and any applicable state or jurisdiction family and medical leave law. See [Step 4](#) for more information on state or jurisdictional leaves.



Step 2

Notify us of your need for leave

Please notify us at least 30 days before you need to take a leave. Or, if advance notice is not practicable, as soon as possible.

Attorneys notify the Chief Legal Talent Officer, your Practice Group Leader and the Benefits Team. Professional staff notify your manager and the Benefits Team.

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

- discuss the leave process with you in detail;
- answer your questions;
- confirm use of paid time off during the 7-day waiting period (for Short-Term Disability Leaves only); and,
- work with you to initiate your leave.



Step 3

Contact The Standard

The Standard, the Firm's third-party leave administrator, is responsible for reviewing and approving your leave of absence.

To start the process, call The Standard Absence Management Service Center (AMSC) **866.756.8116** or visit www.standard.com/absence to create an account. The AMSC is available Monday – Friday from 8:00am – 8:00pm ET.

The Standard will ask you to provide information about your leave of absence, along with the following information:

- Employer name – ArentFox Schiff LLP
- Group plan number – 755594
- Your social security number
- Your last day worked (or your anticipated last day of work)
- Your reason for leave
- Your physician's contact information – name, address, phone and fax numbers

After your call, The Standard will send you a letter confirming receipt of your leave request and will attach any forms you need to complete.

Please reply promptly to requests for information since claims cannot be reviewed and approved without relevant supporting documentation (including medical information from your physician, if applicable). Delays in the review and approval process may result in your not receiving your leave pay benefit for a period of time.

For more information on The Standard's claim process, please visit <https://arentfox.sharepoint.com/sites/BenefitsAndRetirement>, go to the Leaves of Absence page and click on Reporting a Leave of Absence.



Step 4

Apply for state or jurisdictional leave (CA, DC, MA and NY)

If you work in a state or jurisdiction that provides disability and/or paid family and medical leave benefits, you must apply to receive any benefits that you are eligible for under these programs. *This application process is separate from the process with The Standard.*

For any short-term disability, parental, adoption or surrogacy leave that begins on or after July 1, 2023, the amount paid by the Firm as a leave benefit 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 for your leave type, but not more than 100% of your pay.

Visit <https://arentfox.sharepoint.com/sites/BenefitsAndRetirement> and go to the Leaves of Absence page for copies of the relevant notices and links to the applicable websites.



Step 5

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 6

Notify us in advance of your return from leave

Please notify the Benefits Team at least five (5) days prior to your expected return to work. If your reason for leave was due to giving birth or to a medical condition, you will need to provide a return to work release from your health care provider. This release should outline any work restrictions and the duration of these restrictions.
