

PAID PARENTAL LEAVE

The Firm will provide up to four weeks of paid parental leave to eligible employees following the birth or adoption of an employee's child. Paid leave may be taken intermittently and must be used within six months of the birth or adoption of the child.

UNPAID PARENTAL LEAVE

Pursuant to the Massachusetts Parental Leave Act, Massachusetts-based employees, regardless of gender, who have worked for the Firm for at least ninety (90) days are eligible for up to eight (8) weeks of unpaid, job-protected parental leave for the purposes of caring for a child after:

1. The child's birth;
2. The child's adoption if the child is under the age of 18 (or under the age of 23 if the child is mentally or physically disabled); or
3. The child's placement with the employee pursuant to a court order.

In order to be eligible for this leave, an employee must give notice of the anticipated date of departure and intention to return to work to his/her direct manager at least two (2) weeks in advance, or as soon as practicable if the delay is for reasons beyond the employee's control. If both parents work for the Firm, they are only entitled to a combined eight (8) weeks of leave under this policy.

Leave taken pursuant to this policy will run concurrently with any leave taken pursuant to the Firm's Paid Parental Leave Policy, as well as the Firm's FMLA and Paid Sick Leave policies, when applicable. An employee may (but is not required to) use any available sick, vacation, or paid leave concurrently with all or part of his or her unpaid, parental leave.

At the conclusion of unpaid, parental leave, the Firm will reinstate the employee to his or her previous position or a similar position with the same rate of pay the employee received at the commencement of the leave. The Firm, however, may not reinstate an employee on parental leave to the previous position or a similar position if other employees of equal seniority or status in the same or similar position(s) have been laid off due to economic conditions or have been otherwise affected by changes in employment conditions during the period of leave. While parental leave may be extended, unless otherwise provided by applicable law, reinstatement may not be guaranteed at the conclusion of a parental leave that was more than eight (8) weeks in duration.

Taking parental leave pursuant to this policy does not affect an employee's ability to receive paid time off, bonuses, advancement, seniority or other benefits for which the employee was eligible on the date that the leave began, however, the leave period will not be included in the computation of such benefits.