

## PATERNITY LEAVE POLICY & PROCEDURE

1. **Statement:** It is the policy of [insert firm name here] (“firm”) to provide paternity benefits to all lawyer members of the firm. Paternity benefits are provided in addition to any benefits a lawyer may be entitled to under the Family Medical Leave Act, 29 U.S.C. §2601, *et seq.* Paternity benefits cannot be combined with any benefits available under the Firm’s Adoption Leave Policy or the Firm’s Maternity Leave Policy.
  
2. **Entitlement:** This policy applies to lawyer members of the firm, regardless of their length of service or status as a partner or associate, as stated below:  
  
A male who is the: (a) biological father of a child, (b) mother’s husband or (c) mother’s partner and who anticipates having responsibility for the child’s upbringing.  
  
A member of either sex who is adopting a child but who chooses not to use the Firm’s Adoption Leave.
  
3. **Length:** A lawyer may take up to two weeks paid paternity leave. The leave shall not commence before the child’s birth or, in the case of adoption, the placement of the child in the lawyer’s home. The leave must be taken, if at all, within four months of the event triggering the lawyer’s entitlement to the leave.
  
4. **Notice:** A lawyer should notify the Firm, in writing, as soon as possible of his/her intention to use Paternity Leave so that the lawyer’s responsibilities and duties may be reasonably reallocated to other members of the Firm. Where possible, the Firm requests, at a minimum, six weeks notice that a lawyer intends to utilize Paternity Leave.