

Sabbatical Leave Policy

Sabbaticals offer long-term, valued attorneys with the Firm an extended time away from work for community service, education travel or other outside interests. To be eligible, an attorney must have at least twelve years service¹ with the Firm and be performing satisfactorily.

Process:

Application for Sabbatical Leave should be submitted no later than six months before the proposed leave is to commence. The Management Committee will review each Application and approve or disapprove it upon such conditions and terms as necessary to ensure the work of the Firm is not compromised. Sabbatical Leave is not a vested right, and if circumstances warrant, the management Committee reviewing the Leave Application may approve, disapprove or delay the leave. Further, this Policy may be amended, suspended or terminated by the Board of Directors at any time without notice. The Management Committee shall give prompt consideration to all Leave Applications and, in most cases, will notify the attorney requesting leave within 30 days of submission of the request. A two-thirds vote of all members of the Management Committee is required for approval. Any disagreements over a decision of the Management Committee concerning sabbatical requests may be taken by the applying attorney to the Board of Directors.

Length of Leave:

After the completion of his or her twelfth anniversary with the Firm and during each seventh year thereafter, each attorney shall be granted an aggregate of forty working days (eight weeks) time off (the "Sabbatical Leave") under the conditions listed below:

1. Sabbaticals cannot accumulate. Unused sabbaticals will be forfeited by the time an attorney is once again eligible.
2. Four weeks regular vacation time must be taken consecutively with the Sabbatical Leave in any calendar year in which a Sabbatical Leave is taken. Vacation time shall be paid 100% while sabbatical leave is paid at 50% of salary.
3. Less than an 8 week sabbatical may be taken; however, the unused portion is forfeited.
4. No monies shall be paid in lieu of Sabbaticals not taken.
5. Sabbatical Leave must taken at one time.

¹ Twelve years of service at the Firm as a licensed, full-time attorney.

Return From Sabbatical Leave:

Sabbatical Leaves are granted on the assumption that the attorneys taking them will return to the firm thereafter. If an attorney fails to return to work and remain with the Firm for at least one year after the Sabbatical, the attorney shall be responsible to reimburse the firm for both salary and the cost of benefits during the Sabbatical.

Compensation:

Attorneys who have been approved for Sabbatical Leave will be paid 50% of their regular salary and be accorded full benefits during the Sabbatical. Year-end bonuses, if any, will be handled in accord with the recommendation of the Management Committee and as voted on by the Board of Directors. Eligibility for year end salary increases will be unaffected by Sabbaticals.

Limitation on Number of Attorneys:

No more than two attorneys may take a Sabbatical at the same time. The Management Committee will work with any attorney whose request has been approved to ensure proper scheduling, workload distribution, and transition, as well as client communications.

Purposes:

Sabbaticals may be taken for any purpose; however, the reason for the Sabbatical may be taken into consideration by the Management Committee in determining whether to approve the request. Attorneys submitting requests are encouraged to consider the purpose of an play their Sabbaticals carefully to maximize its effectiveness.

Permissive/Mandatory Nature of the Sabbatical:

Although Sabbaticals are permissive rather than mandatory in nature, the Firm reserves the right to request or direct any eligible attorney to utilize his or her Sabbatical Leave as circumstances merit. The firm may also direct an attorney to return from sabbatical if necessary.

SABBATICAL LEAVE APPLICATION

Name: _____

Date of employment with the Firm: _____

Date of last Sabbatical, if any: _____

Proposed commencement date of Sabbatical: _____

Proposed return date: _____

Number of days/weeks of Sabbatical requested: _____

Number of days/weeks vacation to be used consecutively with Sabbatical: _____

Proposed use of Sabbatical:

What do you hope to achieve or accomplish by taking this sabbatical?

Attorney Signature

Date

Reviewed by Management Committee on: _____

Approved: _____

Disapproved: _____

Conditions: