Attorney Parental Leave Transition Program

The Attorney Parental Leave Transition Program is a one-year opt -in program designed to match attorneys preparing for and returning from parental leave with a partner mentor and a peer mentor who can provide proactive guidance and support to:

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Help the attorney transition work prior to leave	Provide support and keep the attorney connected with the firm during leave	Support the attorney returning from leave with work/life balance concerns

PARTNER MENTOR ROLE

Prior to Leave
The Partner Mentor and attorney will meet to begin planning the transition of the attorney's workload. The Partner Mentor will help the attorney create transition plans (Transition Out/Transition In templates provided by Program Coordinator), have conversations with other partners regarding staffing, and if necessary, directly advocate for the attorney to ensure that work is appropriately transitioned prior to leave. If an emergency results in an unanticipated leave start date, the Partner Mentor is expected to be fully informed about the attorney's current workload and be able to step in and manage the transition process with little attorney involvement.

During the Leave
The Partner Mentor will reach out to the attorney to touch base monthly, or more frequently as desired, to discuss any challenges or concerns the attorney has (with returning to work, with parenting, with life in general), to affirm the attorney's value to the team, and to maintain connection with the Firm and the team. The Partner Mentor will help the attorney create a return-to-work plan in advance of the anticipated date to return to work.

Upon Return from Leave and For Three Months
The Partner Mentor will continue to support the attorney to ensure balanced work and staff levels and effective use of the ramp-up period to balance work-life challenges. As needed or appropriate, the Partner Mentor will discuss alternative work arrangement options or help the attorney create a plan for rebuilding business and preparing for partnership. Pending attorney's need, seniority and practice group, Partner Mentors are strongly encouraged to act as a gatekeeper for work assignments for the first 3-4 months upon the attorney's return, ensuring realistic workflow and partner expectations. Partner Mentors should plan to meet with the attorney a few weeks after their return to check in and provide guidance. Each attorney and Partner Mentor will determine the best plan.

PEER MENTOR ROLE

Prior to Leave
The Peer Mentor will meet with and review attorney's transition plan and share advice and guidance regarding successfully transitioning work prior to leave. If an emergency results in an unanticipated leave start date, the Peer Mentor will assist the Partner Mentor in managing the transition process with little attorney involvement.

During the Leave
The Peer Mentor will reach out to the attorney to touch base at least monthly, or more frequently if desired, to ensure the attorney is getting the level of connection and involvement the attorney wishes during the leave. The Peer Mentor will meet with the attorney prior to return from leave to address any questions or concerns regarding the return to work process.

Upon Return from Leave and For Three Months
The Peer Mentor will provide guidance and support regarding taking advantage of the ramp-up period to balance work-life challenges. The Peer Mentor should plan to meet with the attorney a few weeks after their return and follow-up as needed.

Interested in learning more or want to participate in the program?

Contact Program Coordinator **Miriam Gordon** at 1-8192

Key Program Contacts
Partner Sponsor: Julie Capell | Peer Sponsor: Danielle Gerson | Program Coordinator: Miriam Gordon

Frequently Asked Questions

1. IS THIS PROGRAM MANDATORY FOR THOSE GOING ON PARENTAL LEAVE?

No. This is an opt-in program. When either Human Resources, Professional Development, Practice Group Chair, Partner in Charge, Professional Development Partner(s) or other leaders or administrative staff are notified of a parental leave request, they will provide the program brochure and connection to the Program Coordinator. The Program Coordinator will follow up with each attorney to confirm if the attorney wants to participate in the program.

2. IS THIS PROGRAM FOR ALL PARENTS?

Yes. While the challenges may vary for mothers, fathers, and non-binary parents, the program aims to support each parent's situation, including any leave variations as some parents take their leave in one chunk while others break up their leave.

3. HOW DOES THE PAIRING PROCESS WORK?

The Program Coordinator (PC) consults with the attorney to discuss their specific needs in a mentor. The PC will then work with practice group leadership to find suitable pairings based on the needs of the attorney. Once the pairing is established, PC will contact participating attorney and respective mentors to confirm the pairings and schedule an orientation call with all parties, including Program Partner and Peer sponsors.

4. WHAT IF MY MENTOR (PARTNER OR PEER) HASN'T CONNECTED WITH ME RECENTLY?

Your mentors (Partner Mentor and Peer Mentor) should be driving your connections. If you experience difficulty in connecting with either, please contact the Program Coordinator who will work with the Program Partner and Peer sponsors to follow up with your mentor(s). It is recommended that you establish a regular meeting schedule with each mentor at the outset of your pairing, discuss your desired communication during leave, and schedule meetings through three months after you return from leave.

5. HOW DO I CHANGE MY MENTOR PAIRING?

Contact the Program Coordinator.

6. WHAT ARE THE PROGRAM TIME ENTRY AND EXPENSE CODES?

Expense: Associate Mentoring & Integration 8061-50-114
Mentor Time Entry: Developing Others 99-040001 //
Mentee Time Entry: Developing Self 99-040000

Key Program Contacts

Partner Sponsor: Julie Capell | Peer Sponsor: Danielle Gerson |
Program Coordinator: Miriam Gordon

ACTIVITIES PRIOR TO LEAVE

1. Impending leave notification made to Human Resources, Professional Development, Practice Group Chair, Partner-In-Charge, or Professional Development Partner
2. Notified party will provide attorney with program brochure to opt-in or out, and inform Program Coordinator
3. Program Coordinator will set up initial overview call to review program and determine timeline and next steps and confirm whether the attorney will opt in or opt out of the program
4. PC will coordinate Partner and Peer Mentor assignments and confirm with PGC/PIC
5. Orientation call with Program Partner, Program Peer, attorney and Partner and Peer sponsors
6. Program Partner and Program Peer will work with attorney on transition plan
7. Prior to leave, PC will check in with mentors and attorney
8. Once leave has begun, PC will check in with attorney and send reminders to partner and peer mentors for check ins
9. PC will check in with attorney to confirm return date and the attorney has everything needed prior to return to work. PC to email partner and peer to ensure everyone is ready for return to work and potentially set meeting with PGC to discuss re-integration of attorney