

## **ALTERNATIVE SCHEDULES**

Juggling work and family is a challenge for anyone—male or female—who works. There are many associates and members at Moore & Van Allen with significant family responsibilities who successfully juggle the demands. For those who need or desire it, Moore & Van Allen has in place an “alternative-schedule” policy, which attorneys are eligible for after December 31 of their first full calendar year of employment.

Moore & Van Allen’s alternative schedule policy is flexible enough to accommodate requests for non-traditional hours and/or tele-commuting. Each schedule is determined on a case-by-case basis, with an associate requesting the change working closely with their team in devising a schedule that meets the goals of the associate, Moore & Van Allen and our clients. Our policy also allows reduced hour schedules, which are negotiated on a case-by-case basis. Salary, bonus threshold, billable hours and non-billable hours for which credit is given are all pro-rated. Lawyers who reach targets of 1500 billable hours remain on membership track, although membership eligibility is deferred for each year of cumulative time omitted. A partial year of six months or more will be treated as a full year under this policy.

## **Membership Consideration**

An associate who chooses to move off of membership track due to an alternative schedule arrangement reserves the right to request consideration to move back to a membership class in the future. At Moore & Van Allen, we have several alternative schedule associates who have chosen to remain on track, and several who have chosen to move off track.

Moore & Van Allen recognizes that children and family are an important part of life. As such, we have put in place policies that allow attorneys to take parental leave with little risk of impacting when that attorney is eligible for membership. So long as the cumulative time an attorney takes is less than six months, the leave taken will not result in a deferral. (Cumulative time is the sum of all paid, partial paid and unpaid leave for all pregnancies and adoptions, excluding any disability leave of less than three months taken in connection with each birth.) Once cumulative time exceeds six months, the attorney will lose one year of seniority for purposes of membership

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decisions and compensation, as applicable. Once cumulative time exceeds 18 months, the attorney will lose two years of seniority for purposes of membership decisions and compensation, as applicable. Practically speaking, we have never had an attorney's membership consideration deferred because of time taken for parental leave.