

## Full Time Employment

As a firm that embraces life-work balance, LWA is open to both full-time and part-time employment to meet employees' individual needs. We are committed to providing full-time employment as the primary basis of our workforce. The firm also offers part-time opportunities for select positions as well as temporary and by contract. It is the firm's policy that full-time employees that are scheduled to work 40 hours per week are eligible for all regularly offered benefit programs and plans such as vacation, holiday, sick pay, and other benefits.

LWA employees are also classified as one of the following:

- **Full-time:** Any employee that is regularly scheduled to work 40 hours a week. Full-time employees are eligible for all regularly offered benefit programs and plans.
- **Part-time:** Any employee scheduled to work less than 40 hours a week. Part-time employees are eligible for all regularly offered benefit programs and plans at a pro-rated basis.
- **Temporary:** Any employee who works full or part-time on a short-term basis. Temporary employees are not eligible for regularly offered benefit programs and plans but may take paid holidays which occur during their period of employment.
- **Contract:** Any employee that works full-time or part-time for a specified amount of time at LWA, but not an employee of the firm. Regularly offered benefit programs and plans are not provided by the firm. Any time worked as a contract employee is not included in time employed for purposes of calculating vacation or other benefits if brought on as a full employee of the firm after the end of their contract. Though they are not an employee of the firm, it is expected that contract employees abide by the employee handbook for the duration of their contact.