

## Family Friendly

Regular LWA office hours are from 9 a.m. to 6 p.m. with one hour for lunch, five days per week. Employees are expected to contact their project manager by 9 a.m. if they are going to be late or are ill. Employees must mark their time out on the shared office Outlook calendar (Front Desk) when you expect to be out of the office. All anticipated out of office time should be discussed and approved in advance with Project Managers.

As a firm that embraces life-work balance, LWA is open to both full-time and part-time employment to meet employees' individual needs. LWA supports positive flexible work scheduling, allowing for a compressed workweek as well as negotiated telecommuting per employee request. Moreover, LWA supports adjustments of start and end times to the regular work day to accommodate family situations while still maintaining the normal number of hours. Regular work hours support collaborative teamwork, and a regular schedule should be discussed with and approved by the team Project Manager and Principal.

## Holidays

LWA is closed and employees are paid on the following legal holidays:

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Patriots' Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans' Day OR the day after Thanksgiving Day
- Thanksgiving Day
- Christmas Day

## Vacation

**Employment Years 1-3:** Vacation time is available after the first six months of employment and is earned on the basis of 5/6 days per month, for a total of 10 days per year. The amount of unused vacation time accrued cannot at any given time exceed four weeks on a rolling basis.

**Employment Years 4-10:** Vacation time is earned on the basis of 1 ½ days per month, for a total of 15 days per year. The amount of unused vacation time accrued cannot at any given time exceed five weeks on a rolling basis.

**Employment Years 11+:** Vacation time is earned on the basis of 1 2/3 days per month for a total of 20 days per year. The amount of unused vacation time accrued cannot at any given time exceed six weeks on a rolling basis.

**Part-Time Employment:** For permanent part time employees, LWA will prorate accrual of vacation time based on time worked in correspondence to the above ratios.

Unused vacation time is paid out to the employee on termination of employment.

## **Sick Time**

All employees shall be eligible to accrue and use paid sick time. Sick time accrues at the rate of one hour for every thirty hours worked calendar year, up to a maximum of 40 hours. Employees may use up to 40 hours of accrued sick time per benefit year. Accrual of sick time begins on the employee's first date of actual work, but employees may not use such earned sick time until 90 calendar days after their start date. Earned sick time may be used for full or partial day absences.

Sick time is provided to allow employees to:

- Care for the employee's own physical or mental illness, injury, or other medical condition that requires home, preventative, or professional care
- Care for a child, parent, spouse, or parent of a spouse who is suffering from a physical or mental illness, injury, or other medical condition that requires home, preventative or professional care
- Attend routine medical and dental appointments for themselves or for their child, parent, spouse, or parent of a spouse
- Address the psychological, physical, or legal effects of domestic violence
- Travel to and from an appointment, a pharmacy, or other location related to the purpose for which the time was taken.

Unused sick time is not paid out to the employee on termination of employment.

## **Weekend / Evening Hours**

Regular working hours are expected unless prior arrangements are made with the Principals & Project Managers. Late evening/weekend work on a regular basis is not expected or encouraged. When a project deadline requires that team members work later than 9 p.m., or on weekends, meals and/or late evening cab fare will be provided by LWA, if the project manager has requested that the team work late. The HVAC system may be on a timer, which shuts it down evening and weekends. If you are authorized to be working after hours and need AC during that time, the thermostat can be temporarily overridden by changing the set temperature.

The office is secured with a key and an alarm. Each employee will be issued one key to the front door of the office. This key also allows access to the storage room in the back. The first employee to enter the office shall disarm the alarm upon entering through the front door each morning. The last employee to leave the office shall turn off all the lights in the office and arm the security system before locking the door with the key.

The main entrance to 75 Kneeland Street is unlocked from 7am to 6pm from Mondays through Saturdays. There is a security presence in the lobby 24 hours a day. At the start of employment, each employee will be issued a key card that will grant building access outside of these hours. Please note that this card will only unlock the left entrance door. The keypad on the right entrance door is for the exclusive use of Tufts University. This key card is to be returned at the termination of employment.

## **Relief Time for Extended Project Hours**

LWA understands that there are times when an employee must work intensely and outside of their regular office hours to meet a project deadline, as is the nature of holding a professional position. Given that, the firm sees a benefit in employees taking some time off to help ease the impact of working excessive hours. When the Project Manager determines that relief time is warranted, the PM will notify team members and subsequent relief time should be coordinated with the PM. This relief time should occur immediately following these intense periods and within two weeks following the deadline.

## Leave of Absence

Vacation or sick time does not accrue while on an approved leave of absence.

After completing a three-month probationary period, a full-time employee may be entitled to a minimum of eight weeks of parental leave for the purpose of giving birth or adopting a child under 18 years of age or under 23 years of age if the child is mentally or physically disabled. To be eligible for such a leave, the employee must give the principals at least two weeks' notice of the employee's anticipated date of departure and intention to return to work. The employee will receive fifty percent of the employee's regular pay for the eight-week period of leave as follows: one-half will be paid during the leave in accordance with LWA's customary payroll schedule (e.g., the employee will receive one-quarter of the employee's regular pay during the leave), and the other one-half will be paid in a lump sum payment no later than the second payroll cycle after the employee returns to work, if the employee is employed at that time. Sick leave and disability benefits can be applied during parental leave for pregnancy and childbirth-related disabilities under the same terms and conditions that apply to other temporary medical disabilities.

At the conclusion of such parental leave, the employee will be reinstated to the employee's previous or a similar position with the same salary that the employee received at the commencement of the leave. LWA, however, reserves the right not to reinstate an employee on parental leave to the employee's previous or similar position if other employees of equal seniority and status in the same or similar position have been laid off due to economic conditions or have been otherwise affected by changes in employment conditions during the period of parental leave. A parental leave shall not affect the employee's right to receive vacation time, sick leave, bonuses, advancement, seniority or other benefits for which the employee was eligible at the date of the employee's leave, but parental leave shall not be included in the computation of such benefits. Upon return from parental leave, employee shall double check that benefits have been reinstated.

## Jury Duty

Regular full-time and part-time employees will receive their regular wages during the first 3 days or part thereof of jury duty. If the jury duty is for more than 3 days, LWA will pay the difference between the jury duty compensation and the employee's daily rate of pay for each day served.

## Snow-Related Office Closure Policy

If due to snow storm or other weather related issues the MBTA is shut down, AND there is driving ban AND there is a state of emergency declared where no one can come into the office, the office will be closed.

If there is only a partial shut down, such as only the MBTA is shut down (or partially shut down) OR there is only a driving ban where some people are able to come into the office to work and others are not, the office will be open for those who feel that they can safely come into the office to work. It is understood that safety is of utmost importance and it will not reflect negatively on employees who choose to stay home on these days. Employees are asked to plan ahead and coordinate with their project managers and work from home if able to, and also note on the Front Desk calendar that they will not be coming into the office.

- **Salaried employees:** Snow emergencies and office shutdowns where you are unable to work 40hrs/week will not affect your paycheck.
- **Hourly employees:** Planning ahead helps when possible, and there usually is enough flexibility during the course of the week to ensure that an employee can work a full 40 hour week.