

ASSOCIATE/SPECIAL COUNSEL: TERMINATION

Notice Period

Each associate or special counsel shall be entitled to receive notice of termination or pay in lieu of notice ("notice period") based on his or her length of full-time employment with the firm (excluding any bar review/exam periods), as follows:

Less than three years: up to 2 months

More than three years: up to 3 months

More than five years: up to 4 months

Only the Office Managing Shareholder shall have authority to grant pay in lieu of notice or extend notice in any way. Notice periods or pay in lieu of notice shall not be provided when termination is due to violations of ethics or firm policy.

No notice or pay in lieu of notice is required if an attorney is deemed not qualified to practice in the appropriate jurisdiction including, but not limited to, failure to pass the Bar exam or receive final Bar certification after a reasonable period. Nor is notice or pay in lieu of notice required if an attorney engages in unacceptable behavior that materially violates the firm's Employee Conduct Policy, even if the attorney's performance is otherwise in good standing.

The notice period shall begin on the date oral or written notice is given to the associate or special counsel by the Office Managing Shareholder, Department Chair or designated review team. To avoid any possible misunderstanding, it is advisable that such notice, when practicable, be in writing, and if not, be promptly confirmed in writing to the associate or special counsel. Any such notice should specify the termination date. A copy of the written notice or confirming notice shall be given to the Office Managing Shareholder, Department Chair, and the Director of Human Resources.

During the notice period, associates and special counsel will be expected to continue to perform billable work and to take on assignments as requested by shareholders, but accommodation will generally be made to allow associates and special counsel to interview or otherwise pursue job opportunities during normal business hours when consistent with their work responsibilities.

Contract Attorneys

The termination policy as to contract attorneys shall be governed by the terms of their specific contract. Normally, no notice period is provided in these contracts.