

Employee Policy

Butler Division of Butler | Kahn

1. Office Hours.

- a. Office days are Monday through Friday.
- b. Staff should generally arrive to work by 8:30a. The work day ends at 5:30p.
- c. Lawyers are expected to work longer hours, but those hours are flexible.

2. Opening and Closing the Office.

- a. If you are the first to arrive, turn on the lights, and turn off the alarm.
- b. If you are the last to leave, turn off all lights, set the alarm, and make sure that both doors are locked.
- c. For security reasons, we keep both doors locked during the workday as well.

3. Lunch. Lunch is 1 hour, loosely. On many days, you will not take the full hour. On others, you may need to take more than an hour. We are flexible.

4. Holidays.

- a. The office is closed on:
 - i. New Year's Day
 - ii. MLK Day
 - iii. Memorial Day
 - iv. Juneteenth
 - v. Independence Day
 - vi. Labor Day
 - vii. afternoon of the day before Thanksgiving (we close at 1:00pm)
 - viii. day after Thanksgiving
 - ix. afternoon of December 23 (we close at 1:00pm) ¹
 - x. December 24, 25, and 26
 - xi. afternoon of December 31 (we close at 1:00pm)
- b. In general, if a single-day holiday falls on a weekend, the office will *not* be closed on the following Monday.

5. Vacation and Sick Days.

- a. In addition to the official closures identified above, each employee gets the following vacation/personal days:
 - i. 14 vacation days. Please give as much advance notice as is practical when you ask to take time off, and once your request is approved, please mark the time off on your calendar and, if you are a staff person, the calendar of the lawyers you work with.
 - ii. 7 sick days.
- b. When you take vacation time, don't leave your co-workers holding the bag.

¹ If you follow a religious calendar that does not include Christmas but includes another important day or days that you would like to take off each year, we will of course accommodate that. This Employee Policy specifies Christmas rather than other religious holidays only because the numerical majority of our employees observe it.

- i. If you are working on projects with deadlines that will fall while you are gone, or if others are depending on you to finish projects that must be completed before they work on projects with deadlines that will fall while you are gone, do your work before you go.
 - ii. If you are scheduled to handle some issue while you are gone, such as NCI duty or mail receipt, make arrangements with someone else at the firm to cover that duty while you are gone.
- c. *Enjoy your time off!* We work hard at this firm so when you need a break, our view is that you should take it. You are *not* expected to monitor emails while you are on vacation, and we will not call or text you unless there's an emergency.

6. Emails at Unusual Hours.

- a. Some of us send work-related emails at unusual hours. (Jeb has historically done a good bit this.) Those emails may come out in the middle of the night if someone is lying awake and thinking about cases, on weekends or holidays, or otherwise at unusual times.
- b. You are *not* expected respond contemporaneously to emails sent at odd hours. Speaking just for myself (i.e., Jeb), I send emails when I'm thinking about something so that I won't forget about it later. If you want to work on the issue with me in real time, that is great, but it is not required.

7. Animals in the Office.

- a. Dogs are allowed in the office occasionally, as long as they are well-behaved. "Occasionally" means a few times per month.
- b. Cats are frowned upon by current management but there is no hard-and-fast rule about them.
- c. If your animal messes up the office, you clean it up and, if necessary, pay for it.
- d. Animals are not allowed on furniture.
- e. There is a woman in the Lenox Pointe complex who feeds stray cats in the corner of the office complex furthest from the intersection of Lenox Road & Buford Highway. B|K does not adopt cats.