

Leave Administration Manager

Human Resources Department

Summary:

The Firm is committed to offering a competitive leave of absence program which allows attorneys and professional staff time off to manage their personal obligations. To this end, the Firm is in search of a Leave Administration Manager who will serve as an integral part of the Benefits team to manage all aspects of our leave program for colleagues in the US and International offices.

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Qualifications:

- Bachelor's degree preferred.
- 7 years relevant experience, ideally in a large law firm or professional services organization, required.
- At least 2 years supervisory or management experience required.
- Strong working knowledge of Microsoft 365 with Intermediate to Advanced Excel skills required.
- Proficiency with Workday HRMS, Sharepoint, and Smartsheets desired.
- Skilled in communicating with all levels of personnel both orally and in writing.
- Ability to reliably manage multiple competing priorities.
- Demonstrate a record of team-oriented leadership.
- Demonstrate a high level of customer service orientation.

Duties and Responsibilities:

The Leave Administration Manager is responsible for overseeing the daily administration of all firm leave programs and requests for accommodations to include Parental Leave, Disability, Workers Compensation as well as all leaves required under federal, state and country specific mandates.

In this firm-wide role, the manager is responsible for overseeing and ensuring operational efficiency while employing consistency in administration. Typical duties include:

- Develop best practices to lead the leave process through the entire life cycle of leave administration, including new leave processing, communication, document review, return to work processes, follow-up and accommodation requests.
- Research and remain abreast of all regulatory changes ensuring compliance with all federal, state and country specific mandates. Conduct periodic benchmarking exercises. Recommend updates to policies and procedures to ensure compliance with all regulatory requirements or in response to prevailing market practice.
- Develop and manage effective mechanism for seamless monitoring and reporting of leave of absence data. Create and distribute periodic leave reports to senior management and other appropriate stakeholders.
- Manage and evaluate vendor relationships associated with leave process to include contract and service level review.
- Manage all requests for accommodations by coordinating with the appropriate stakeholders to analyze, evaluate and render a decision on the request.

Qualifications (Continued):

Work Conditions

- Based in Washington DC.
- Core Hours of Monday – Friday, 9:00 am - 5:30 pm. Primarily remote with at least quarterly in-office hours.

Duties and Responsibilities (Continued):

- Lead all applicable leave related federal and state compliance reporting requirements.
- Curate leave communication packages to promote understanding and education of leave eligibility, entitlement and application process.
- Actively collaborate with internal and external stakeholders to ensure leave of absence notifications, absence management tasks, and leave reporting requirements are fulfilled.
- Partner with HRMS team to continually monitor and improve leave of absence module within HRMS.
- Interface and communicate with all levels of personnel on all aspects of the leave process including but not limited to questions, concerns, education, processing, and general knowledge. Serve as subject matter expert on all leave programs offered through the firm.
- Manage daily work for Benefits Coordinator assigned to the leave process.
- Other duties and special projects as assigned.

Status: Exempt

Reports To: Assistant Director of Benefits

Workplace Type: Hybrid as needed