Firm/Company Name Ballard Spahr LLP

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Job Title [Position]:	Leave of Absence Coordinator (	**Job Category:**	Human Resources
Department/Group:	Human Resources	**Posted By:**	Gina Emery-Duplechan
Location:	Center City Philadelphia	**Travel Required:**	N/A
Level/Salary Range:	Negotiable	**Position Type:**	[i.e.: full-time, part-time, etc.] Full-Time
HR Contact:	Gina Emery-Duplechan	**Date posted:**	2/28/2022
Reports to:	Chief Human Resources Officer	**Posting Expires:**	[i.e., 30-days] 60 days

Applications Accepted By:

Fax or E-mail: 215.525.5096 **Attention:** Gina Emery-Duplechan	**Mail:** 1735 Market Street Philadelphia, PA 19103

Job Description

Brief Summary:

Ballard Spahr has a new opportunity for a Leave of Absence Coordinator in our Human Resources Department. This integral role will administer all leaves of absence including disability and parental leaves in compliance with federal, state and local leave laws.

Duties:

This position is also responsible for HR System data entry and provides support for Time and Absence to staff and managers.

Our Leave of Absence Coordinator will:

* Interpret and administer leave programs and policies in accordance with applicable federal, state and local leave laws.
* Serve as firm-wide point of contact for all leave related inquiries, provide guidance and coordinate completion of necessary paperwork to employees to commence leave, maintain appropriate contact with employees on leave and coordinate return to work.
* Manage time and attendance compliance ensuring timesheets are approved and submitted, assist with time off and timesheet corrections and process PTO/Sick Time donations

Skills/qualifications:

Requirements include a minimum of 3 years of human resources related experience preferably in a legal or professional services environment; working knowledge of federal, state and local leave programs and applicable laws. Candidates should have a high degree of technical proficiency with Microsoft Office 2016, especially Word and Excel; and HRIS experience, preferably Workday, a plus. This position offers

[NOTE: Attach separate sheet(s) as necessary with the complete job description]