

Manager of Global Leave Administration

PeopleSoft Job Code / Title: 6440 / Manager Global Leave Admin
Department / Subdepartment: Human Capital & Talent
Organizational Relationship: Reports to the Associate Director of HR Operations
FLSA Status: Exempt
UCM Level: n/a
Last Updated: June 1, 2025

General Summary:

The Manager of Global Leave Administration will lead a team of Leave Administration Specialists in the day-to-day management of all leave of absences. This position will be responsible for ensuring compliance with laws and regulations, adhering to firm policies and procedures, and vendor management. The manager will be responsible for operational strategy, and partnering with Well-Being & Benefits, HR Operations, the broader HR community, the Office of General Counsel, Payroll and other functional teams to maintain a cohesive team approach to leave management and coordination that is seamless to the employees.

Essential Duties and Responsibilities

“Essential duties” are those that an individual must be able to perform with or without reasonable accommodation.

1. Manage the Leave Team, and leave management process and procedures, in compliance with regulations and firm policies, including any required project management.
2. Main point of contact for all leave escalations
3. Works with the Practice Office Human Resources Managers, Well-Being & Benefits Managers, and wider Human Resources Team to establish, create, and implement procedures for consistent and efficient leave of absence processes.
4. Monitors coordination of leave administration assignments.
5. Audits the handling of leave cases for compliance.
6. Identify training needs/issues, and supports the development, implementation, and assessment of on-going leave programs.
7. Establishes direct liaison with third party leave management vendors, monitors performance and addresses needs/issues as they arise, oversee leave vendor contract negotiations and renewals as needed.
8. In partnership with the Leave Team, coordinates disability claims with disability carrier. Monitors disability claims and updates employees and local offices of approvals, denials, or requests for additional information.
9. Leads the strategy for leave education – trainings, orientations and advises employees and local offices regarding the leave programs, including disability laws and procedures.

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10. Serves as the subject matter expert for all leave types and coordinating leaves with benefit plans.
11. Liaises with the team on reporting, benchmarking, and tracking regarding various leave metrics. Updates leave of absence policies, procedures and communications as appropriate.
12. Promotes effective work practices, works as a team member, and shows respect for co-workers.
13. Consistently engages with senior leaders across the firm, and continuously align with the overarching Behavioral Health strategy and service philosophy
14. Support the management of external vendors as needed
15. Fosters a culture of understanding and support around leave policies, aligning

Position Specifications

Education

- High School Diploma or equivalent required
- Bachelor's degree preferred

Work Experience

- Five (5) plus years of supervisor and/or management experience
- Five (5) to eight (8) years related leave administration experience desired – specifically federal and state disability laws and regulations

Knowledge, Skills, and Abilities

- Comprehensive knowledge of the terms and conditions of all federal and state disability laws/regulations – including the Pregnancy Workers Fairness Act (PWFA)
- Well-developed and professional interpersonal skills; ability to interact effectively with people at all organizational levels of the firm
- Excellent communication skills, both written and verbal
- Ability to handle confidential and sensitive information with the appropriate discretion
- Organizational skills needed to manage time well, prioritize effectively, and handle multiple deadlines
- Confidence and discipline to work independently and provide concise and specific recommendations to firm management
- Knowledge and proficiency in PC applications, including MS Office

Physical Demands

- Extensive time using a computer including use of a PC keyboard and mouse or similar data input devices are required

Working Conditions

All Latham & Watkins positions are in a typical indoor office environment.

The statements contained in this position description are not necessarily all-inclusive; additional duties may be assigned and requirements may vary from time to time, and from location to location.