**Dana Moolani – Revisions to Flexible Work Arrangement**

Role

* Dana will focus solely on Closed-End MCR requests and deliverables including managing two dedicated MCR staff based in the LA office
* Dana will continue to operate in her current role for [ ]-months so that the Accounting Department can facilitate a transition of her roles and responsibilities to another employee (to be discussed)

Hours & Location

* Dana will work 30 hours per week (e.g., 25% less than current) comprised of three 8-hour work days and two 3-hour work days with the ability to shift hours between days based on requests and needs (e.g., Dana may work three 7-hour days and two 4.5-hour days in a particular week if needed)
* Dana will work in Oaktree’s NY office two days of every week and three days a week will be spent working from home with working expectations and conditions consistent with Dana’s current Flexible Work Arrangement (Dated August 8, 2016)
  + Also consistent with the current Flexible Work Arrangement, Dana will come into the office as needed for meetings, deadlines, etc.
* Dana’s three 8-hour days will be Monday, Wednesday and Thursday with Monday and Wednesday being spent in Oaktree’s NY office
  + These days may change based on department needs (e.g., Dana may spend Monday and Thursday in the office during a particular week)
* Consistent with Dana’s current Arrangement, she will adjust the office and work-from-home days to accommodate attendance at necessary in-person department meetings

Communication

* During Dana’s 3-hours workdays (e.g., Tuesday and Friday), Dana will have her office phone forwarded to her cell phone so that she is reachable in the event of emergencies and urgent requests
* On these days Dana will also hold a 30-minute call with her LA-based staff to ensure that the day’s priorities are clearly outlined and so that she may answer any questions they have and ensure that the team’s productivity doesn’t change during her 3-hour workdays