

YOUR GUIDE TO

# Maternity leave



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## Congratulations!

Having a baby is an exciting time—but we know it also can turn your life upside down and increase your anxiety. To help, Lam offers new moms time away from work.

Our parental leave of absence (LOA) programs are generous, but all the overlapping laws and company programs can also make LOAs confusing. This booklet helps explain maternity leaves and what happens before, during, and after your LOA.

This guide addresses the most common situations and alerts you to ways your LOA may be different, so you can plan effectively and avoid surprises.

You'll find detailed LOA information on [LamBenefits.com](https://LamBenefits.com).

### Take your time

The last few weeks of pregnancy can be tough, and we want you to be well rested when your baby arrives. So Lam provides pre-delivery pregnancy disability leave of up to four weeks. Just ask your health care provider to certify your leave four weeks before your due date.

A typical maternity leave includes both pregnancy disability time and baby bonding time. Altogether, most new moms at Lam are eligible for 26 to 28 weeks of paid leave—and more if your health care provider certifies the need.



#### PRO TIP

This guide is for new moms, but most of the information about pregnancy disability applies to an LOA you would take because of another medical condition. Likewise, the information about bonding leave applies to any LOA you use to care for a family member.



# How to prepare for your LOA

You'll start the ball rolling when you contact Lam's LOA administrator, TRISTAR.

## Roles and responsibilities

Here's who does what before your LOA:

- **You:** Determine your LOA start date; estimate your LOA end date; tell your manager about your LOA at least 30 days in advance; contact TRISTAR to initiate your LOA and receive the LOA forms; secure certification from your health care provider for your disability leave; send required documents to TRISTAR; share as much as you're comfortable sharing with your coworkers.
- **Your manager:** Plan the team's work to accommodate your LOA; keep the details of your LOA confidential unless you give permission for the team to know about it.
- **Your health care provider:** Provide certification for the start date of a pregnancy disability leave.
- **TRISTAR:** Open a case for your LOA and record all the details; collect required documentation; inform your manager and Lam Benefits of your LOA dates; mail information packet containing FMLA rights, medical certification, and other forms; confirm and track eligibility for job-protected leaves.



### PRO TIP

Tell your manager about your plans before you contact TRISTAR. The first thing TRISTAR is required to do is inform your manager of your LOA dates, and you don't want it to be a surprise!

## Checklist: Before your LOA

What you need to do	When to do it	What else to know
<input type="checkbox"/> Talk to your manager about your LOA.	As soon as you know you will be taking an LOA and at least 30 days before your LOA start date, if foreseeable	TRISTAR will contact your manager, so be sure to tell him or her about your plans first.
<input type="checkbox"/> Talk to your health care provider.	As your due date gets close or when your health care provider advises you to stop working	The first part of your LOA is considered pregnancy disability leave, which must be certified by your health care provider.
<input type="checkbox"/> Call TRISTAR.	As soon as possible after you tell your manager	You will need to provide the start date and estimated end date for your LOA.
<input type="checkbox"/> Authorize TRISTAR to communicate with your health care provider.	As soon as you receive your LOA packet from TRISTAR	In California, the rules for VDI prohibit TRISTAR from accepting documents before your LOA starts, so you'll need to coordinate with your health care provider to send certification on the day your disability begins.
<input type="checkbox"/> Send required documents to TRISTAR.	Within 30 days of starting your LOA	You may need to follow up with your health care provider if TRISTAR has not received certification of your disability.
<input type="checkbox"/> Talk to your coworkers.	As soon as you're comfortable talking to them about your LOA	This isn't required, but your coworkers may want to share in your joy—and they'll appreciate the heads-up if they'll need to shift work around while you're away.

## TRISTAR forms

There are three important forms for you and your health care provider to complete for a maternity leave.

Form	What it's for	Who completes it
Authorization to Release and Obtain Information	Allows TRISTAR to communicate with your health care provider	You
Attending Physician Statement (APS)	Certifies your medical disability	Your health care provider
Authorization to Return to Work	Releases you from your disability, so you can start bonding leave or return to work	Your health care provider



### PRO TIP

In California, TRISTAR cannot accept documents before your LOA starts, so you'll need to coordinate with your health care provider to send certification on the day your pregnancy disability begins or shortly after.



# What to know and do during your LOA

With a new child, you have a lot on your plate. Use this information to make sure nothing falls through the cracks with your LOA and your Lam benefits.

## Roles and responsibilities

Here's who does what during your LOA:

- **You:** Inform TRISTAR when you switch from pregnancy disability to bonding leave; secure certification from your health care provider for the end of your pregnancy disability; send required documents to TRISTAR; pay for your Lam benefits; enroll your child in your benefits, and make other benefit changes as appropriate.
- **Your health care provider:** Provide certification for the end date of a pregnancy disability leave.
- **TRISTAR:** Process STD or VDI payments to you during your LOA, as applicable.
- **Lam Benefits and Payroll:** Suspend your payroll checks and employee benefit contributions during your LOA; inform PlanSource when you begin your LOA.
- **PlanSource:** Provide instructions for you to pay for your Lam benefits during your LOA.

## Your pay while on LOA

During your LOA, you will receive income-replacement payments from TRISTAR if you are enrolled in short-term disability insurance (or VDI in California).

**During your pregnancy disability leave,** you receive payments equal to 75% of your base pay. This money is not taxed, so the amount you receive may be close to your regular take-home pay.

**During your bonding leave,** you receive payments equal to 100% of your base pay for up to 16 weeks. Federal income tax (but not state tax) will be withheld from your payments.

Overtime, shift differentials, retention incentives, and bonuses are not included when calculating your benefit payments. The maximum weekly payment is \$4,800.



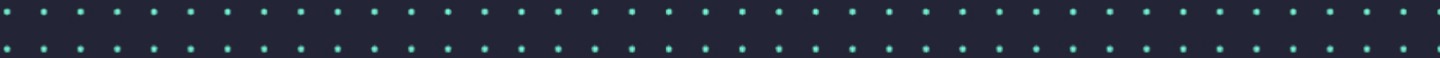
### PRO TIP


You should not perform any work while on leave. If your manager contacts you about work, you can remind them of that policy.



# Checklist: During your LOA

What you need to do	When to do it	What else to know
<input type="checkbox"/> Talk to your health care provider.	When you transition from pregnancy disability leave to bonding leave	Your health care provider must certify the end date of your pregnancy disability.
<input type="checkbox"/> Call TRISTAR.	When you transition from pregnancy disability leave to bonding leave	You need to inform TRISTAR so you receive paid family leave benefits and job protection.
<input type="checkbox"/> Send proof of birth to TRISTAR.	Within 30 days of birth	TRISTAR needs this documentation to confirm the timing for your bonding leave.
<input type="checkbox"/> Pay for your Lam benefits.	Monthly	Lam Benefits will notify PlanSource, which will collect your monthly payments during your LOA.
<input type="checkbox"/> Enroll your new child in your Lam health care benefits.	Within 60 days of birth	If you don't enroll your child within 60 days, you won't have another chance until the next Open Enrollment period in the fall.
<input type="checkbox"/> Enroll in or update your contribution amounts for your HSA or Health Care FSA.	<b>Health Care FSA:</b> Within 60 days of birth <b>HSA:</b> Anytime	If you change from single to family medical coverage, your HSA contribution limit will go up—and so will Lam's contributions to your HSA.
<input type="checkbox"/> Increase your supplemental life and AD&D insurance.	Within 60 days of birth	You can also purchase child life insurance.
<input type="checkbox"/> Update your beneficiaries for your 401(k), HSA, and life and AD&D insurance.	Anytime	
<input type="checkbox"/> Stay in touch with your manager.	Throughout your LOA	Your manager will appreciate the heads-up if your return-to-work date or anything else changes.



 **PRO TIP**

You have 60 days from the birth of your child to enroll them in your Lam benefits. If you miss that deadline, you'll have to wait for the next Open Enrollment period in the fall.

# Your benefits while on LOA

You are responsible for paying the employee contributions for these benefits during your LOA:

- Medical, dental, and vision coverage
- Life and AD&D insurance
- Short-term disability (STD, or California VDI)
- Group legal services


You will receive instructions from PlanSource, our LOA benefits administrator.

## Here's how other benefits will be affected:

- You stop accruing paid time off (PTO) on the first calendar day of your LOA.
- Your bonus, if any, will be prorated if your LOA is longer than 30 days.
- You are not eligible to contribute to your 401(k) or to participate in the ESPP during your LOA.

- If you have a 401(k) loan, your loan payments will cease, and your loan will be re-amortized when you return to work.
- If you are enrolled in the ESPP and your LOA extends beyond 90 days, in most cases your participation in the ESPP will cease on the 91st day. You can rejoin the ESPP during the next enrollment period after you return to work.
- You cannot contribute to an FSA while on LOA, but you can submit claims for eligible expenses. Contributions resume when you return to work.
- Your payroll contributions and Lam's contributions to an HSA will stop while you are on LOA, but you can submit claims for eligible expenses. Your scheduled contributions resume when you return to work, and Lam will make up any missed company contributions.



 **PRO TIP**

PlanSource will send you 12 coupons for monthly payment of your benefit contributions—but you only need to use them for the months you're actually on your LOA.



# How to return successfully from your LOA

There’s a little more to do than just show up at work when your LOA ends. Here’s how to handle the transition.


## Roles and responsibilities

Here’s who does what as you return from your LOA:

- **You:** Contact TRISTAR to confirm your return-to-work date; inform your manager of any accommodations you may require (e.g., time for lactation); email [benefits@lamresearch.com](mailto:benefits@lamresearch.com) to ensure systems access is activated.
- **Your manager:** Update you on what’s happened while you were away; help you get up to speed again; support accommodations you may require.
- **TRISTAR:** Contact you within five days of expected return-to-work date to confirm the timing; inform your manager, Lam Benefits, and Payroll of your return-to-work date.
- **Lam HR Services, Benefits, and Payroll:** Update Employee Connect with your return-to-work date, which enables reactivation of your systems access within 1–2 days; begin processing your regular payroll checks and employee benefit contributions when you return to work.

## Checklist: Returning From LOA

What you need to do	When to do it	What else to know
<input type="checkbox"/> Call TRISTAR.	When you know your return-to-work date (and at least a week in advance)	TRISTAR will inform Lam when you’re coming back so Lam can restart your pay, benefits, and systems access.
<input type="checkbox"/> Contact your manager.	As your return-to-work date approaches	Your manager may want to schedule time to welcome you back and discuss your transition.
<input type="checkbox"/> Email <a href="mailto:benefits@lamresearch.com">benefits@lamresearch.com</a> .	One week before you return to work	This follow-up can help ensure Lam is ready to reactivate your systems access.
<input type="checkbox"/> Enroll in or update your contribution amount for your Dependent Care FSA.	When you experience a change in dependent-care costs	Lam will add 15% on top of your FSA contributions.

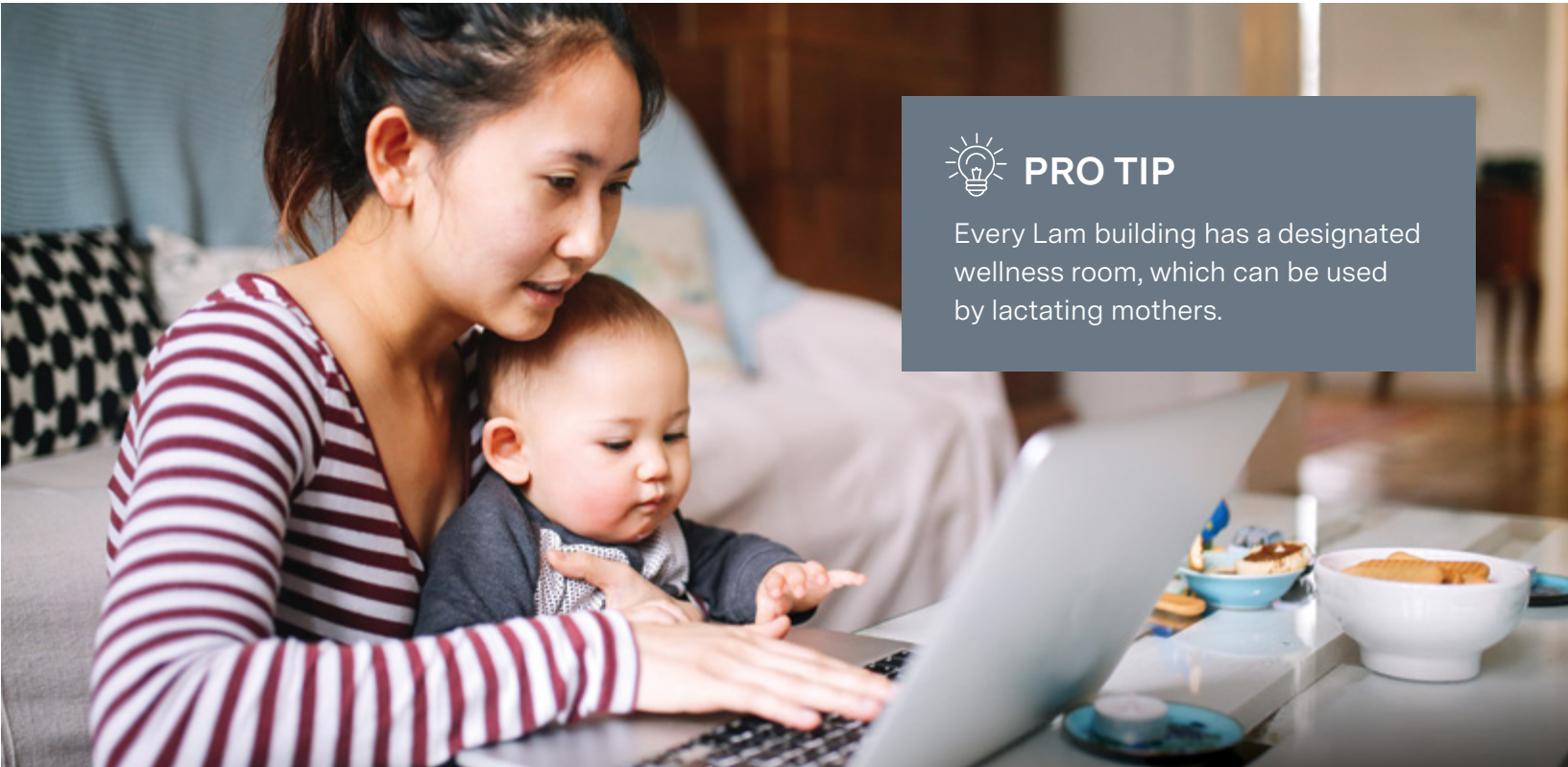
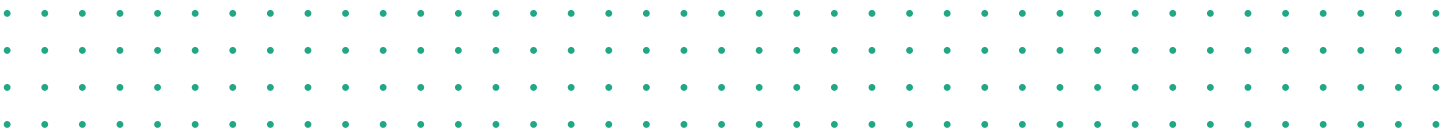
 **PRO TIP**


It can take a couple of days for your access to be restored to all Lam systems. Be sure to inform TRISTAR of your return-to-work date at least a week in advance, so they can tell Lam to reactivate your access. Then, follow up with Lam Benefits.

## Tips for a smooth transition

The time will probably fly by while you’re away from work. When the time comes to return, you may find you have more questions or anxiety than you expected. Here are some tips to help you prepare for your transition back to work.

- **Confirm your return date with TRISTAR.** They will notify Lam, so your systems access will be restored. You may want to send a follow-up email to [benefits@lamresearch.com](mailto:benefits@lamresearch.com) to double-check.
- **Talk with your manager.** Discuss ways you can get back up to speed on your work. Be sure to talk about any accommodations you may need.
- **Partner with coworkers.** Find out what you missed while you were away. Talk about ways they can help you adjust to your new routine—especially those who also have young kids.
- **Give yourself a break.** Recognize that you’ve been away for a while, and you may be a little rusty—not to mention sleep-deprived. Set realistic expectations for yourself, and be honest with yourself and others about what you need to succeed.
- **Use the EAP.** The Employee Assistance Program has lots of resources for new parents, and they can connect you with an expert if you want to talk about your specific challenges.
- **Access more resources.** See [LamBenefits.com](https://LamBenefits.com) > [Work/Life > New and Expecting Parents](#) for ways your Lam benefits can help.



 **PRO TIP**

Every Lam building has a designated wellness room, which can be used by lactating mothers.



# What to know about intermittent LOA

As a new mother, you can take up to 16 weeks of paid family care leave to bond with your baby in the 12 months following the birth of the child. Depending on your circumstances, you may want to take the LOA intermittently during that 12-month period.

If you choose to take intermittent LOA, you'll benefit from planning ahead and communicating with your manager and TRISTAR.

- **Coordinate the timing with your manager.** Sit down together to map out the schedule for your LOA. You'll both appreciate having a plan in advance for how to manage your work responsibilities around your LOA. Lam employees can take bonding leave for 16 consecutive weeks or intermittently in increments of at least one week. Silfex employees can take bonding leave for 16 consecutive weeks or in eight-week increments up to two times.
- **Provide your schedule to TRISTAR.** Once you have the full schedule planned, share your dates with your TRISTAR representative, who will enter them all in their LOA tracking system.
- **Check in with TRISTAR.** It's a good idea to call your TRISTAR representative a week before you go out or come back from a portion of your LOA. You'll have more peace of mind knowing your pay, benefits, and systems access will be coordinated appropriately.

## Pay and benefits during your intermittent LOA

TRISTAR will provide paid family leave (PFL) payments equal to 100% of your base pay, up to \$4,800 per week. Federal income tax (but not state tax) will be withheld from your payments.

Your regular benefit contributions will be deducted from any Lam paycheck you receive during your intermittent LOA that covers at least one full week of work. You are responsible for making your benefit contributions through PlanSource for any period in which your benefit contributions are not deducted from a Lam paycheck.





# FAQs

## How much pregnancy disability leave am I eligible to receive?

Your period of pregnancy disability depends on your ability to work, as supported by a statement from your health care provider. A typical disability period for delivery and recovery is six to eight weeks after birth.

In addition, Lam provides pre-delivery disability leave of up to four weeks. To begin your leave before your delivery, ask your health care provider to certify your leave four weeks before your due date.

Your health care provider may certify a longer period of disability either before delivery (as in the case of a high-risk pregnancy) or after delivery (following a cesarean section, for example).

Your pregnancy disability ends (and your bonding leave can begin) when your health care provider certifies you are fit to work again.

## If I deliver my baby after my due date, how will that affect my leave eligibility?

Even if you need more than a full four weeks before delivery—i.e., you deliver later than expected—your pre-delivery leave will be extended, and you are still eligible for as much post-delivery disability leave as certified by your health care provider. You will not lose any disability eligibility because you delivered after your expected due date.

## If I deliver my baby before my due date, how will that affect my leave eligibility?

If you do not use a full four weeks before delivery—i.e., you deliver earlier than expected—your disability leave will not be extended after delivery by the amount of time you did not use before delivery.

## My delivery will be induced on a scheduled day. Can I submit my health care provider’s certification in advance, with the delivery date noted?

Your pregnancy disability may begin up to four weeks prior to delivery, but, under the California VDI rules, TRISTAR cannot accept any documentation before the date your disability begins. This restriction does not apply to employees outside California.

You have 30 days following the start of your disability to ensure your health care provider has submitted the attending physician statement (APS) to certify your disability.

## Does my manager need to approve my LOA?

Your manager does not need to approve your LOA. However, since your manager must develop a plan to redistribute work and maintain team productivity, you must discuss your LOA plans at least 30 days in advance, when foreseeable. When you initiate your LOA with TRISTAR, the first thing TRISTAR is required to do is notify your manager of your LOA dates, so it’s best to tell your manager first.

If you are planning to take intermittent LOA for bonding with your child during the first year, you’ll benefit even more from partnering with your manager to plan an appropriate schedule.

## My spouse/partner and I both work at Lam. How will that affect our LOA eligibility?

Parents who both work for Lam can each have up to 16 weeks of paid parental bonding leave. You do not have to split the 16 weeks.

## How are my employee benefit contributions affected if I am on LOA for part of a month and working for the other part of the month?

During your LOA, you’ll make your benefit contributions through PlanSource. PlanSource will provide you with instructions for making monthly payments.

Your regular employee contributions will start up again when you return to work and receive a Lam paycheck. If you work a partial month, your next paycheck may include deductions for your benefit contributions. If you pay your full-month’s share of benefit costs to PlanSource and then also have payroll deductions for benefits in the same month, notify the Benefits Help Desk at 877-291-9494 or [benefits@lamresearch.com](mailto:benefits@lamresearch.com). The Benefits team will have PlanSource refund any overpayment.

If you take an intermittent LOA for bonding, you are responsible for the full amount of your benefit contributions, either through payments to PlanSource or through regular payroll deductions.

## How will my income-replacement payments be taxed during my LOA?

During a pregnancy disability, you will receive short-term disability (STD, or VDI in California) payments of 75% of your base pay. This money is not taxed, so the amount you receive may be close to your regular take-home pay.

During your bonding leave, you will receive paid family leave (PFL) payments of 100% of your base pay for up to 16 weeks. Federal income tax (but not state tax) will be withheld from these payments.

You will receive a W-2 from TRISTAR. Any nontaxable payments will be identified in W-2 box 12.





# Glossary

**APS:** Attending physician statement, which is the form your health care provider must send TRISTAR to certify your pregnancy disability and, later, your fitness to return to work.

**Bonding leave:** New parents can take up to 16 weeks of bonding time within one year of the birth or placement of a child. Paid family leave (PFL) provides payments equal to 100% of your base pay (taxable), up to a weekly maximum of \$4,800—if you are enrolled in short-term disability (STD) or California VDI. Lam employees can take bonding leave for 16 consecutive weeks or intermittently in increments of at least one week. Silfex employees can take bonding leave for 16 consecutive weeks or in eight-week increments up to two times.

**CFRA:** California Family Rights Act, a law that provides California employees up to 12 weeks of job-protected bonding leave within one year of the birth or placement of a child. To be eligible, you must have worked for Lam for more than 12 months and for at least 1,250 hours in the 12 months before your leave begins.

**FMLA:** Family and Medical Leave Act, a law that provides employees up to 12 weeks of job-protected leave. This leave is concurrent with pregnancy disability leave (PDL), generally covering both the disability period and a partial period for baby bonding. To be eligible, you must have worked for Lam for more than 12 months and for at least 1,250 hours in the 12 months before your leave begins.



## PRO TIP

There are a lot of terms and abbreviations that apply to the laws and programs that provide job protection or income replacement for LOAs. To see how these programs fit together, review the diagrams for your state on [LamBenefits.com > Time Away > Leaves of Absence](#).

**FSA:** Flexible Spending Account. You can enroll in or change your contributions to a Health Care FSA within 60 days of birth or placement of a child. You can enroll in or change your contributions to a Dependent Care FSA when you have a significant change in eligible dependent-care expenses—like when you return to work after an LOA.

**HSA:** Health Savings Account. You can enroll in an HSA if you are enrolled in one of the Consumer Directed Health Plans (CDHPs) within 60 days of birth or placement of a child. You can change your contributions to an HSA at any time. If you change from individual to family medical coverage, the amount you can contribute (and the amount Lam contributes) will increase from that point forward.

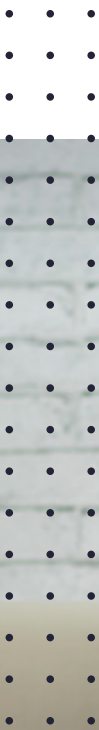
**LOA:** Leave of absence, the overall term that applies to extended time away from work, including maternity leave and parental bonding leave.

**Maternity leave:** A typical maternity leave combines pregnancy disability time and baby bonding time. Altogether, most new moms at Lam are eligible for 26 weeks of paid leave—and more if your health care provider certifies the need.

**OFLA:** Oregon Family Leave Act, a law that provides Oregon employees job protection for up to 12 weeks during pregnancy disability leave and an additional 12 weeks of job-protected bonding leave within one year of the birth or placement of a child. To be eligible, you must have worked for Lam an average of at least 25 hours a week in the 180 days prior to the start of your leave.

**PDL:** Pregnancy disability leave, which covers the period of time that your health care provider certifies as medically necessary for you to be out of work before and after delivery. A typical maternity leave combines pregnancy disability time and baby bonding time.

In California, the PDL law provides up to four months of job protection for pregnancy disability certified by your provider, in addition to any leave you’re entitled to under CFRA.



## PRO TIP

Employees outside California are automatically enrolled in STD as new hires and during Open Enrollment. Be sure you do not opt out of STD if you expect to take a pregnancy disability or bonding leave in the next year.

**PFL:** Paid family leave, which new parents can use for up to 16 weeks of bonding time within one year of birth or placement of a child. PFL provides payments equal to 100% of your base pay (taxable), up to a weekly maximum of \$4,800—if you are enrolled in short-term disability (STD) or California VDI.

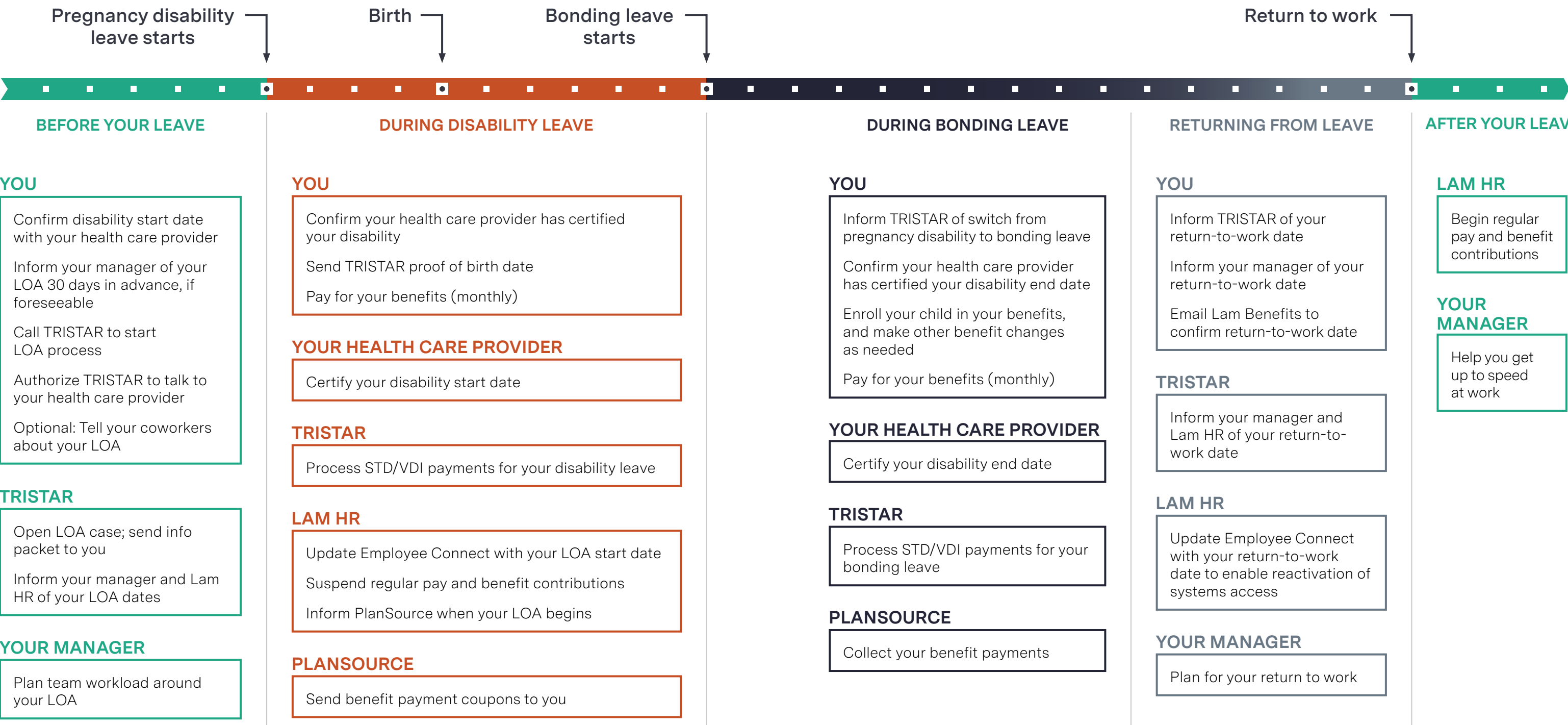
**Proof of birth:** You will need to provide documentation to establish the relationship between you and your child, such as a birth certificate, hospital discharge papers, or certificate of placement for adoption or foster care.

**STD:** Short-term disability insurance, which is available to employees outside California. If you are enrolled, STD replaces 75% of your base pay (tax-free) during pregnancy disability leave.

**VDI:** Voluntary Disability Insurance, which covers employees in California. VDI replaces 75% of your base pay (tax-free) during pregnancy disability leave and 100% of your base pay (taxable) during bonding leave. Although “voluntary” is in the name, California employees cannot opt out of this coverage.

# Typical maternity leave timeline

Here’s what to do—and what others are doing—throughout the LOA process.







## Contacts

### TRISTAR

**LOA administration; first place  
to call with LOA questions**

844-610-1885

Fax for attending physician  
statement (APS): 562-495-6687

### Benefits Help Desk

**Answers to benefits questions**

877-291-9494

[benefits@lamresearch.com](mailto:benefits@lamresearch.com)

### Care.com

**Child and elder care providers**

855-781-1303

[lam.care.com](http://lam.care.com)

### Optum Financial

**FSA, HSA, and Lifestyle Account**

866-808-5214

[my.optum.com/lamresearch](http://my.optum.com/lamresearch)

### Optum

**Employee Assistance Program (EAP)**

866-248-4096

[liveandworkwell.com](http://liveandworkwell.com)

Access code: LAMUS

### PlanSource

**Enrollment site for Lam benefits;  
collection of benefit contributions  
during LOA**

[benefits.plansource.com](http://benefits.plansource.com)