

YOUR GUIDE TO

Medical leave



Contents

4

How to prepare for your LOA

4

Roles and responsibilities

5

Checklist: Before your LOA

5

TRISTAR forms

6

What to know and do during your LOA

6

Roles and responsibilities

6

Your pay while on LOA

7

Checklist: During your LOA

7

Your benefits while on LOA

8

How to return successfully from your LOA

8

Roles and responsibilities

8

Checklist: Returning from LOA

9

Tips for a smooth transition

10

What to know about intermittent LOA

10

Pay and benefits during your intermittent LOA

12

FAQs

13

Glossary

14

Timeline

16

Contacts



Ouch!

Whether you need time off for a planned surgery or an unexpected injury or illness, we know it can turn your life upside down and increase your anxiety. This guide can help.

Our leave of absence (LOA) programs are generous, but overlapping laws and company programs can also make LOAs confusing. This booklet helps explain medical leave 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.

Take your time

There are many reasons why you may need to take a medical leave, including hospitalization, pregnancy, severe illness, injury, or recovery from a medical procedure. What's most important is that you take the time you need to rest and regain your strength.

If you're using sick time or PTO and your medical condition causes you to miss work for more than seven calendar days, you must initiate a medical leave of absence.



PRO TIP

This guide covers all types of medical leaves. If you're pregnant, be sure to check out the maternity leave guide on LamBenefits.com > **Time away > Leaves of absence**. It has details on pregnancy disability and parental bonding leaves.

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, if foreseeable; 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 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 your manager about your plans first.
<input type="checkbox"/> Talk to your health care provider.	As your medical procedure gets close or when your health care provider advises you to stop working	The medical necessity of your leave 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 offer their support—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 medical 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 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 disability begins or shortly after.

What to know and do during your LOA

While you’re focusing on getting well, 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 and secure certification from your health care provider for the end of your disability or an extension; send required documents to TRISTAR; pay for your Lam benefits.
- **Your health care provider:** Provide release to return to work with or without restrictions, or provide updated certification if disability is being extended.
- **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).

You’ll receive payments equal to 75% of your base pay for up to 26 weeks through STD (52 weeks through California VDI). This money is not taxed, so the amount you receive may be close to your regular take-home pay.

In Colorado and Oregon, your payments may come from a combination of your state paid family and medical leave (PFML) program and your Lam STD insurance.

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

If you remain unable to work after your STD disability coverage ends, Standard Insurance Company will determine your eligibility for long-term disability benefits and will manage the claim.

Checklist: During your LOA

What you need to do	When to do it	What else to know
<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"/> 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.
<input type="checkbox"/> Talk to your health care provider.	When you anticipate your disability leave is ending or must be extended	Your health care provider must provide a release to return to work or an updated medical certificate to extend your leave.

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 will 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 will 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

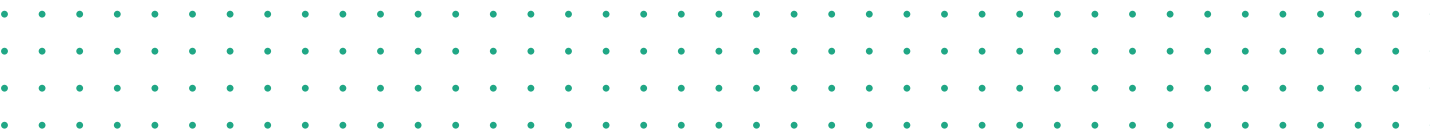
Here’s who does what as you return from your LOA:

- **You:** Contact TRISTAR to confirm your return-to-work date; inform your manager of any accommodations you may require; email 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 in 1–2 days; begin processing your regular payroll checks and employee benefit contributions when you return to work.

Tips for a smooth transition


When the time comes to return to work, 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 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 readjust to the work routine.
- **Give yourself a break.** Recognize that you’ve been away for a while, and you may be a little rusty. 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, and they can connect you with an expert if you want to talk about your specific challenges.



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 benefits@lamresearch.com .	One week before you return to work	This follow-up can help ensure Lam is ready to reactivate your systems access.

**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.





What to know about intermittent LOA

Depending on your medical needs, as certified by your health care provider, you can take medical leave intermittently in increments of as little as one hour.

If you 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.
- **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 on 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 short-term disability (STD) payments equal to 75% of your base pay, up to \$4,800 per week. These payments are not taxed.

In Colorado and Oregon, your payments may come from a combination of your state paid family and medical leave (PFML) program and your Lam STD insurance.

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

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 need to take intermittent LOA, you'll benefit even more from partnering with your manager to plan an appropriate schedule.


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. The Benefits team will have PlanSource refund any overpayment.

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



**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.

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

During your disability, you will receive short-term disability (STD) or California VDI 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.

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 disability and, later, your fitness to return to work.

CFRA: California Family Rights Act, a law that provides California employees up to 12 weeks of job-protected leave for your own serious health condition. 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 for your own serious health condition. 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.


LOA: Leave of absence, the overall term that applies to extended time away from work, including medical leave.

OFLA: Oregon Family Leave Act, a law that provides Oregon employees up to 12 weeks of job-protected leave for your own serious health condition. 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.

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 medical leave.

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

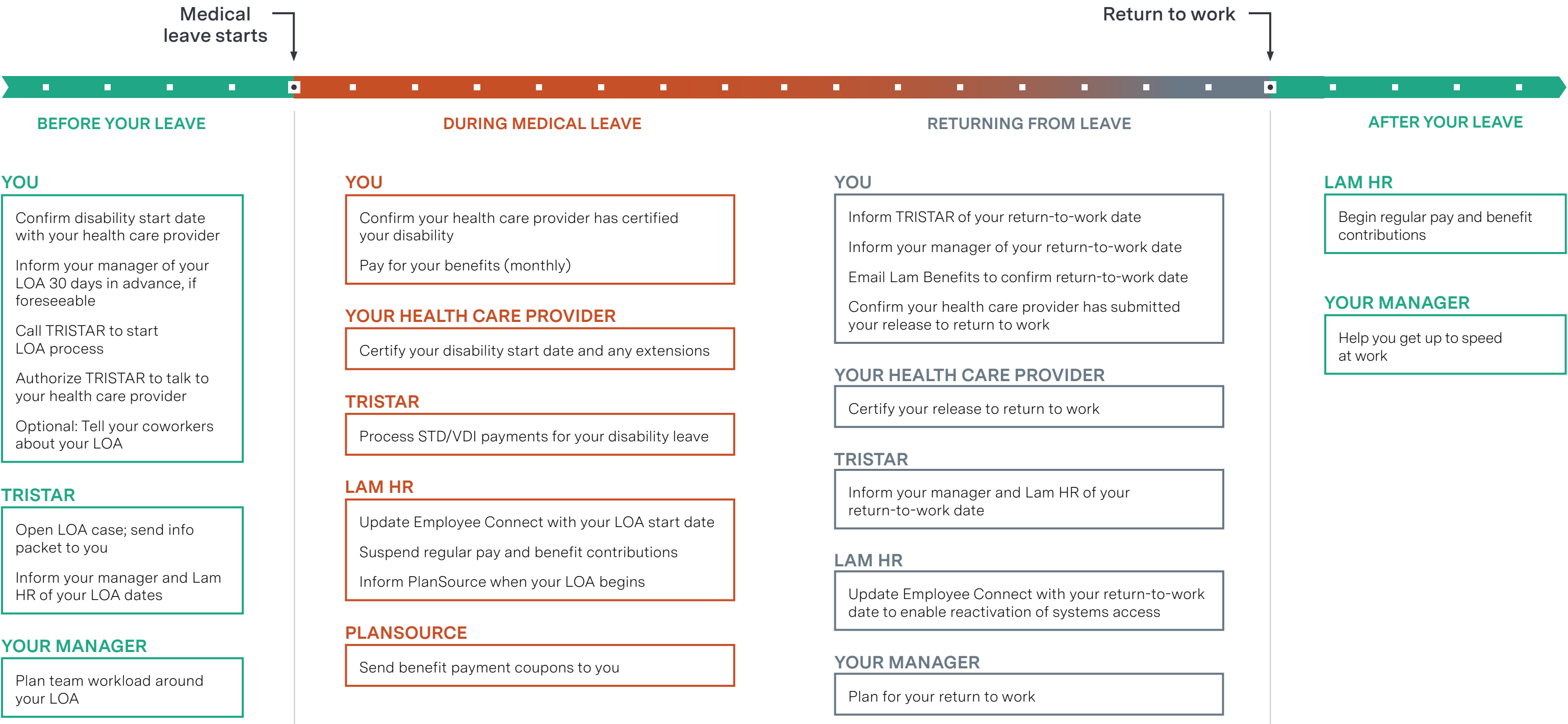


**PRO TIP**

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.

Typical medical 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

Care.com

Child and elder care providers

855-781-1303

lam.care.com

Optum Financial

FSA, HSA, and Lifestyle Account

866-808-5214

my.optum.com/lamresearch

Optum

Employee Assistance Program (EAP)

866-248-4096

liveandworkwell.com

Access code: LAMUS

PlanSource

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

benefits.plansource.com