

# Leave of absence *to care for family*

.....





# We got you

Caring for a family member can turn your life upside down and increase your anxiety. To help, Lam offers family care leave.

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

## Family care leave

You can take family care leave to care for your child, grandchild, grandparent, parent, parent-in-law, spouse, or domestic partner with a serious health condition. You can take family care leave for 16 consecutive weeks or intermittently in increments of at least one hour.

**PRO TIP**

Family care leave can also be used for situations arising from a family member's active military service.

# 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 and end dates; when foreseeable, tell your manager about your LOA at least 30 days in advance of your anticipated start date; contact TRISTAR to initiate your LOA and receive the LOA forms; 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.
- **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 and other forms; confirm and track eligibility for job-protected leaves.

## 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 family member's health care provider.	When the health care provider says the care is needed	The family member's health care provider must certify the need for care.
<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"/> 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.

**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!



# What to know and do during your LOA

When you're caring for your family member, 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:** Send required documents to TRISTAR; pay for your Lam benefits.
- **TRISTAR:** Process short-term disability (STD) or California Voluntary Disability Insurance (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 family care leave, you will receive income-replacement payments from TRISTAR if you are enrolled in short-term disability insurance (or VDI in California).

- You will 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

The process for Colorado and Oregon paid family and medical leave (PFML) is a bit different. See your state guide on [LamBenefits.com](https://lambenefits.com) to learn more.







# 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.

## Checklist: During your LOA

What you need to do	When to do it	What else to know
<input type="checkbox"/> Send documentation of your family member’s need for care to TRISTAR.	Within 30 days of the start of your leave	TRISTAR needs this documentation to confirm the timing for your leave and process your income-replacement payments.
<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.



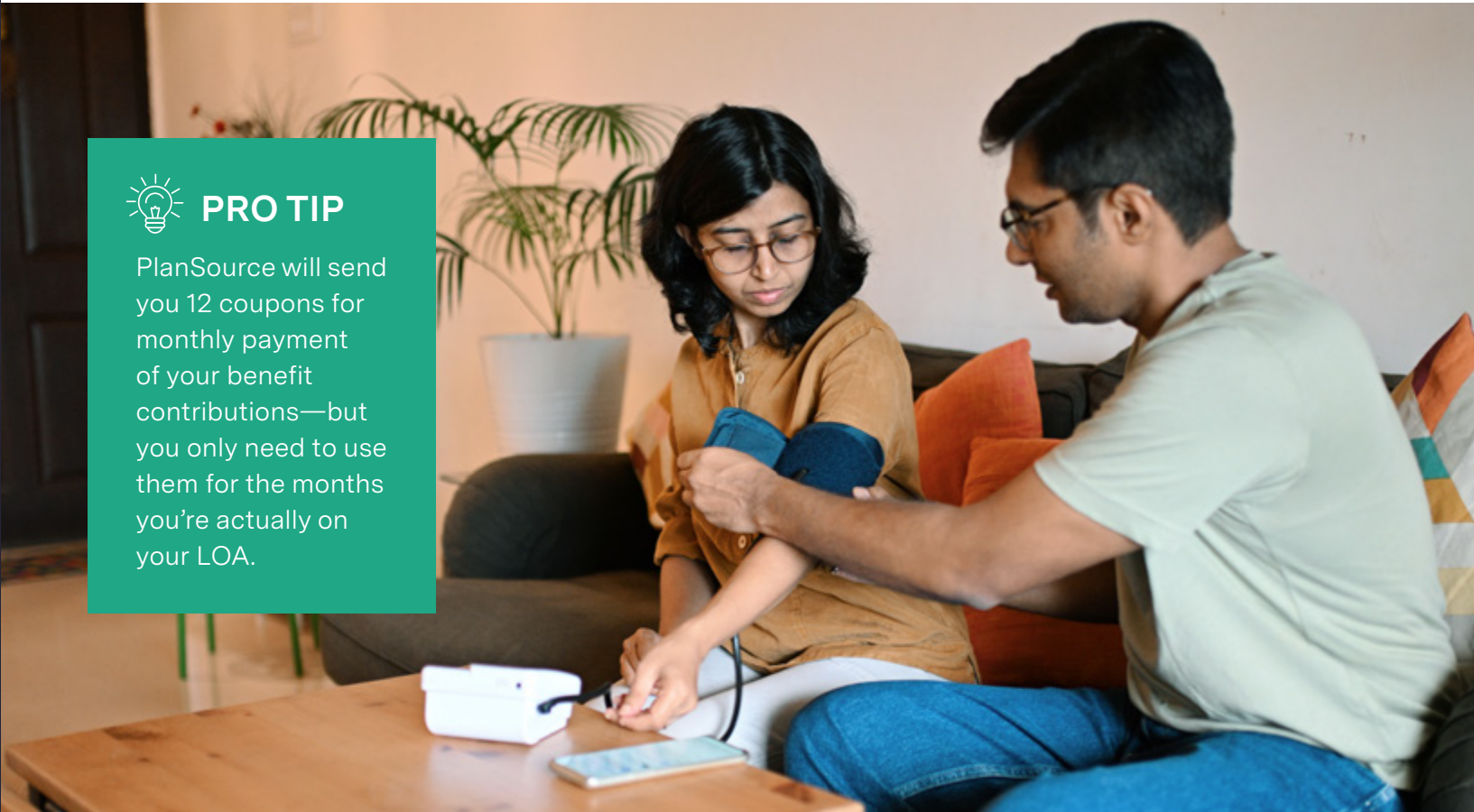
**PRO TIP**

During your LOA, you’ll pay your share of your benefit costs through PlanSource.



**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; 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.
- **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](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 if you have ongoing caregiving responsibilities.

- **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.
- **Access more resources.** See [LamBenefits.com](https://lambenefits.com) > [Work/Life > Child and elder care](#) for ways your Lam benefits can help.

## 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"/> Enroll in or update your contribution amount for your Dependent Day Care FSA.	When you experience a change in dependent care costs	Lam will add 15% on top of your FSA contributions.
<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.



 **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

You can take up to 16 weeks of paid family care leave to care for your family member. 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. You can take family care leave in increments of as little as one hour.

- **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 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.

In Colorado and Oregon, your payments may come from a combination of your state paid family and medical leave (PFML) program and your Lam short-term disability (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 for how to redistribute work and maintain team productivity, you must discuss your LOA plans at least 30 days in advance, when foreseeable. Also, 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](mailto: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.

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

During your 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.



### 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.

# Glossary

**Family care leave:** You can take up to 16 weeks of family care leave to care for your child, grandchild, grandparent, parent, parent-in-law, spouse, or domestic partner with a serious health condition. You can also take up to 16 weeks of family care leave for situations arising out of a family member's active military service. 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.

**CFRA:** California Family Rights Act, a law that provides California employees up to 12 weeks of job-protected leave to care for a spouse, registered domestic partner, child of any age, domestic partner's child, sibling, parent, grandparent, or grandchild with a 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. 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.

**FSA:** Flexible Spending Account. You can enroll in or change your contributions to a Dependent Day Care FSA when you have a significant change in eligible dependent care expenses—like when you return to work after an LOA.

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

**OFLA:** Oregon Family Leave Act, a law that provides Oregon employees job protection for up to 12 weeks to care for a spouse, child, parent, grandparent, grandchild, parent-in-law, same-gender domestic partner, or same-gender domestic partner's child or parent with a 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.



### 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 an LOA in the next year.

**PFL:** Paid family leave, the term that applies to the income-replacement payments during your family care 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.

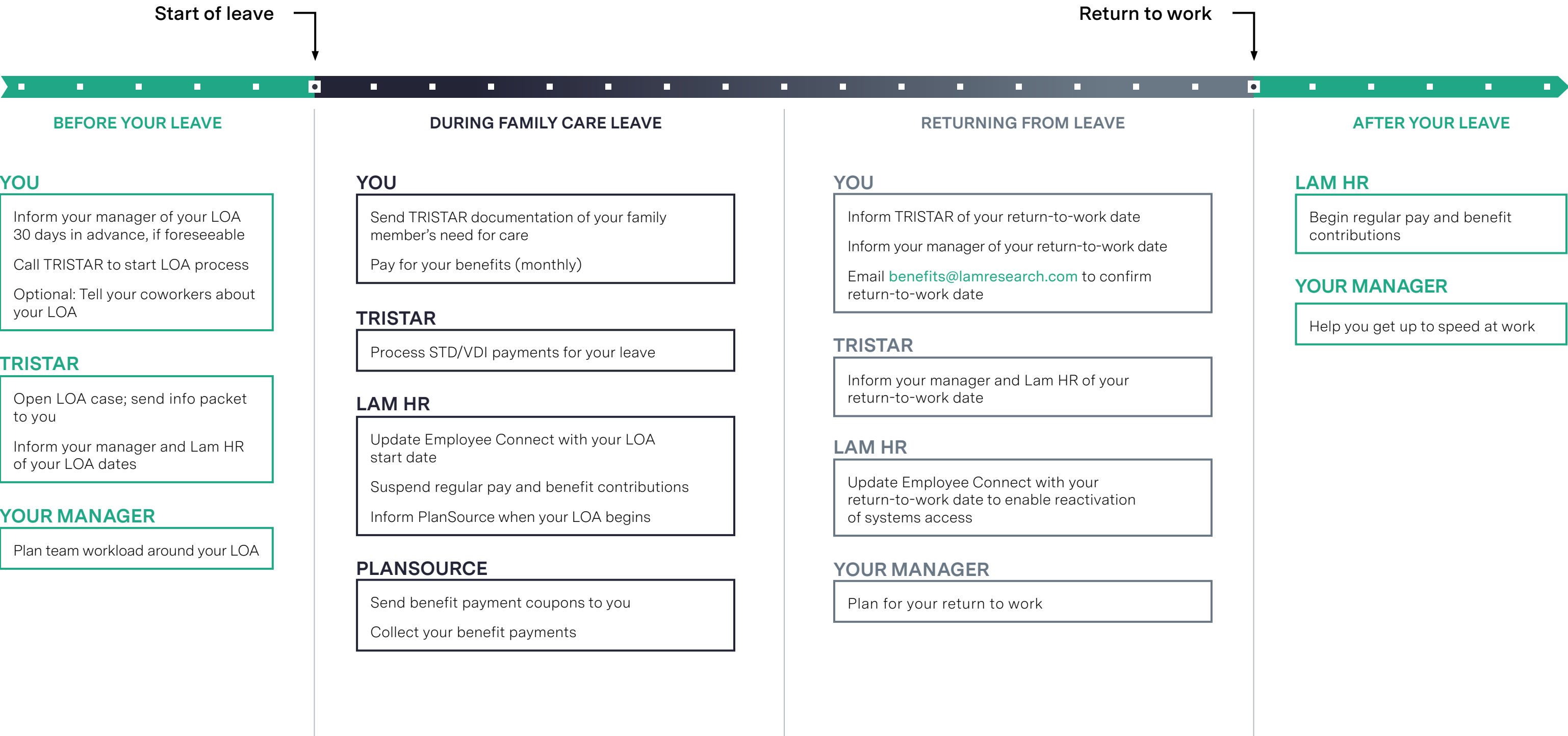
**PFML:** Paid family and medical leave. These mandatory programs in Colorado and Oregon pay a portion of your family care leave payments, which are then topped up through Lam's STD plan to match 100% of your base pay (taxable).

**STD:** Short-term disability insurance, which is available to employees outside California. If you are enrolled, the PFL provision of STD insurance replaces 100% of your base pay (taxable) during family care leave.

**VDI:** Voluntary Disability Insurance, which covers employees in California. The PFL provision of VDI replaces 100% of your base pay (taxable) during family care leave. Although "voluntary" is in the name, California employees cannot opt out of this coverage.

# Typical family care 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)