



Return-to-Workplace

Frequently Asked Benefit Questions

Benefit Updates

To align with our Return-to-Workplace (RTW) [plan](#) and continue to support you, we have adjusted some of our benefit programs.

How has Lam approached benefits during our return to the workplace?

We are gradually bringing more people back to the workplace using a cautious, phased approach. As we do so, we expect that we will have a combination of remote and on-site work for an extended period of time. Our benefits are intended to allow Lam to support you in a way that is consistent, fair, and scalable.

Are additional benefit changes planned?

Not at this time. As we've all seen, this public health challenge continues to shift, and it is hard to predict how it will unfold. We will continue to evaluate our benefits and adapt as necessary so we can provide the support you need.

Pay for Time Away From Work

Will I receive pay if I am required to quarantine for up to 14 days?

If your job requires you to work on site for regularly scheduled hours, you will receive pay in the following situations:

- You report to the workplace and are sent home for not passing the EH&S entry screening process (i.e., temperature check and/or health questionnaire).
- You are instructed to stay home because you are experiencing COVID-like symptoms, including fever of 100.4°F/38°C or higher and cough or difficulty breathing.
- You are instructed to stay home because you have been exposed to someone diagnosed with COVID-19 or you live with a household member without a diagnosis but displaying the symptoms described above.

To receive your pay, nonexempt employees should enter time using the usual "in and out punches" practice. Your manager can do this on your behalf if you do not have laptop or mobile app access. No additional or unique pay code is required. Exempt employees do not need to record this time.

If, during your quarantine, you develop a serious illness and need to be out of work beyond the 14-day quarantine period, you should call TRISTAR at 844-610-1885 to initiate a leave of absence. That way, after the 14-day quarantine period ends, you will begin receiving wage-replacement benefits under our short-term disability plan for the duration of your illness.

Will I receive pay if my work hours are reduced because of the company's actions?

If your job requires you to work on site for regularly scheduled hours, you will receive pay in the following situations:

- Your work location is closed for cleaning or other COVID-19 disruptions.
- You are willing to come to work but are not scheduled to be on site because of social-distancing requirements.
- Your time worked is less than a full shift to enable social distancing.

What options are available if I am not comfortable coming to the workplace?

If you are able to perform your job at home, you should continue to work from home. If you are not already working on site and must be at the physical workplace to do your work, you will be expected to return to the workplace according to the plans developed for your role. We've implemented robust safety measures to protect employees who are required to work on site.

If you need time off from work, you may use our paid time off (PTO) and leave of absence programs, as described in these FAQs and on [LamBenefits.com](https://www.lamresearch.com/LamBenefits.com).

Have there been any changes to paid time off (PTO)?

No. Our [PTO practice](#) remains the same, including these provisions:

- You may accrue a maximum of 260 hours of PTO. Once you reach the cap, you will not accrue PTO until you use some of the accrued time.
- You may use PTO up to a maximum negative balance of 80 hours in 2021.
- You may not cash out accrued PTO except in a case of Severe Personal Hardship, defined as an unforeseeable emergency beyond your control that creates a severe financial challenge.

Leave of Absence Programs

How does Medical Leave work?

If you cannot work on site or from home because of your own illness, you may be eligible for partial income replacement of 75% of weekly earnings up to \$4,800 per week for six to 12 months, depending on your state. Medical certification is required.

How does Family Care Leave work?

If you cannot work on site or from home because you must care for a family member who has a serious health condition, you may be eligible for income replacement of 100% of weekly earnings up to \$4,800 per week for up to 16 weeks.

How are my benefits impacted while I am on leave?

Your health coverage, disability insurance, life insurance, and accidental death and dismemberment (AD&D) insurance will continue while you are on leave. You are responsible for your employee contributions beginning after 30 days of leave.

You are not eligible to contribute to your 401(k) or to participate in the ESPP during your leave.

See [LamBenefits.com](https://www.lamresearch.com/LamBenefits.com) for more information on how these and other benefits are impacted during a leave.

Is my job protected if I take a leave of absence?

The existing job protections for Family Care Leave and Medical Leave remain in place. See [LamBenefits.com](https://lambenefits.com) for more information.

There is no job protection for Underlying Medical Condition Leave.

How do I apply for leave?

If you plan to take a leave of absence, notify your supervisor as soon as reasonably possible. Requests for a personal leave of absence must be approved by your supervisor or department manager before you can file a claim for the leave.

As soon as your leave is approved, call TRISTAR at 844-610-1885 to file your claim. See [LamBenefits.com](https://lambenefits.com) for more information.

Caring for Others

What support does Lam provide for accessing child or elder care?

Lam has partnered with Care.com to provide discounted child and elder care, with expanded access this year:

- If a caregiver in the Care.com network is not available, you can use another provider (including a family member, friend, neighbor, or babysitter).
- You can use up to 20 days of care at subsidized rates in 2021.

How does the child/elder care benefit work?

Log in at lam.care.com or call 855-781-1303 to make your care request.

The Care.com team will identify a caregiver or care center that meets your needs. If a caregiver in the Care.com network is not available, you can use another provider (including a family member, friend, neighbor, or babysitter) with the same copays and benefit maximums.

You're eligible to use up to 20 days for child or adult care combined, at these subsidized rates:

- \$6 per hour for in-home care
- \$25 per person per day for in-center care

Visit lam.care.com for more information.

What options do I have if I must stay home because my child's school or daycare is closed?

If you must be on site to perform your job, please talk to your manager about any flexibility that may be possible (e.g., a shift change or other schedule adjustment) to enable you to meet your family obligations.

If you can perform your job at home, please talk to your manager about any flexibility that may be possible (e.g., changing the hours you work) to enable you to meet your family obligations.

If you cannot work on site or from home because you must care for a family member whose school or place of care has been closed in conjunction with a statewide health emergency, you may be eligible for partial income replacement of 66.66% of weekly earnings (100% in Oregon only, up to \$4,800 per week) for up to 12 weeks.

Additional Information

Where can I get more information?

For more information about your benefits and COVID-19, review the following resources:

- [COVID-19 U.S. Employee Guide](#)
- [COVID-19 website](#)
- [Ergonomics: Resources for Working Remotely](#)
- [LamBenefits.com](#)

How can I get answers to additional questions?

If you have questions about benefits, please contact the Benefits Help Desk at benefits@lamresearch.com or 877-291-9494.

If you have questions about general HR policies, please contact [HR Services](#).