



**YOUR GUIDE
TO TIME AWAY
FROM WORK**



FOR LLNS EMPLOYEES | January 2021

Whether you are welcoming a new child into your family, caring for a sick family member or recovering from a serious illness, you may need to take some time off work. We are here to help you during this time. This guide provides information about the benefits you may be eligible for when taking a leave of absence and checklists to help guide you.

For additional information about time away from work policies at Lawrence Livermore National Security (LLNS), please visit the policy website, [HR Policies](#).

Use the links below to choose the situation and learn what you need to do to make your time away from work — and your transition back — go as smoothly as possible.



I'M HAVING A BABY

Time off for new moms

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QUESTIONS?

Find more information about all the policies in this guide on the [HR Policies website](#).

This booklet provides an overview of the laws and benefits applicable to extended leaves from work. Additional information can be found on the Benefits Office website at <https://benefits.llnl.gov/>. LLNS has leave management specialists to meet with you and help you through this process. Call the Benefits Office at 1-925-422-9955 to schedule an appointment.

This material is based on California law and some aspects may differ for out-of-state employees. Be sure to contact the Benefits Office.



I'M HAVING A BABY

TIME OFF FOR NEW MOMS

Congratulations! You are welcoming a new child into your family, and there is a lot to think about. Rest assured, both job protection benefits and paid leave benefits are available during your maternity leave. How much you get paid and for how long depends on a number of factors, including whether you have Supplemental Disability Insurance and how much sick leave and vacation time you have accrued and want to use. See below for details and scenarios.

JOB PROTECTION

The Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), and Pregnancy Disability Leave (PDL) offer job protection before and after the birth of your child. [If you are eligible](#), all three leaves guarantee reinstatement to the same or equivalent position when you return to work. The chart below outlines the maximum workweeks you are entitled to under each leave.

JOB PROTECTION BENEFITS		
	REASON	HOW LONG?
Family Medical Leave Act (FMLA)	<ul style="list-style-type: none">▪ Pregnancy-related disability▪ Bonding with your new baby	Up to 12 weeks in a calendar year
California Family Rights Act (CFRA)	<ul style="list-style-type: none">▪ Bonding with your new baby	Up to 12 weeks within 1 year of the birth of your child
Pregnancy Disability Leave (PDL)	<ul style="list-style-type: none">▪ Prenatal/postnatal care▪ Severe morning sickness▪ Doctor-ordered bed rest▪ Post-partum depression▪ Recovery from childbirth▪ Other pregnancy-related medical conditions	Up to 4 months per pregnancy*

* Your health care provider determines the actual amount of time that you are considered to be disabled by the pregnancy, childbirth or related medical condition

Per LLNL policy, you are entitled to up to 12 months of leave after the birth of your child for bonding. The leave can be taken without pay or you may use vacation. You will be reinstated into the same or equivalent position when you return.

PAY DURING LEAVE

California State Disability Insurance (CASDI) and Paid Family Leave (PFL) are available for maternity leave if you live in California. You may use your own sick leave and/or vacation accruals to supplement your pay from CASDI and your vacation accruals to supplement your pay from PFL. Additionally, LLNS has an option for you to purchase supplemental disability through The Hartford. Here's how it works:

CALIFORNIA STATE DISABILITY INSURANCE (CASDI)

- The usual period for CASDI benefits is up to four weeks before your expected due date and six weeks (normal delivery) or eight weeks (Cesarean section) after birth.
 - For information and to apply, visit [SDI Online](#). You will find written instructions and a how-to video.
- CASDI pays either 60% or 70% of your pay during your leave, depending on your income, up to a weekly maximum of \$1,357 for 2021.
 - You can use the [Disability/PFL Calculator](#) on the CASDI website to estimate your payment.
- You can elect to supplement CASDI with your sick leave and/or vacation accruals.
 - You may supplement CASDI with sick leave to receive up to 80% of your salary and may choose to receive 20% vacation to get to 100%.
 - You can also elect to supplement CASDI up to 100% with vacation.
- There is a seven-day waiting period before disability benefits begin.
 - During this time, you can elect to use your own sick leave and/or vacation pay or choose not to be paid.

PAID FAMILY LEAVE (PFL)

- After CASDI benefits end, you are eligible for PFL benefits to bond with your new baby.
- PFL pays either 60% or 70% of your pay, depending on your income, up to a weekly maximum of \$1,357 for 2021.
- You can elect to supplement PFL with your vacation accruals.
 - You may supplement PFL with vacation to receive up to 80% or 100% of your salary.
- You can use the [Disability/PFL Calculator](#) on the CASDI website to estimate your payment. You can supplement PFL with your vacation time.

WAGE REPLACEMENT BENEFITS			
	REASON	HOW MUCH?	HOW LONG?
California State Disability Insurance (CASDI)	Pregnancy-related disability	Provides either 60% or 70% of your pay, depending on your income, up to a weekly maximum of \$1,357 for 2021.	Up to four weeks before your expected due date and for six weeks (normal delivery) or eight weeks (Cesarean section) after birth
Paid Family Leave (PFL)	Bonding with your new baby	Provides either 60% or 70% of your pay, depending on your income, up to a weekly maximum of \$1,357 for 2021.	Up to eight weeks

SUPPLEMENTAL DISABILITY

Supplemental Disability Insurance, offered through The Hartford, supplements the disability coverage available to you through CASDI, provides coverage to employees outside of California and could pay a higher level of benefits during your maternity leave. You may enroll in supplemental disability or change your waiting period at any time. However, if you do not enroll within 31 days after first becoming eligible or want to increase your benefits, you will need to submit Evidence of Insurability to The Hartford.

See the [LLNS Supplemental Disability Plan](#) for details.

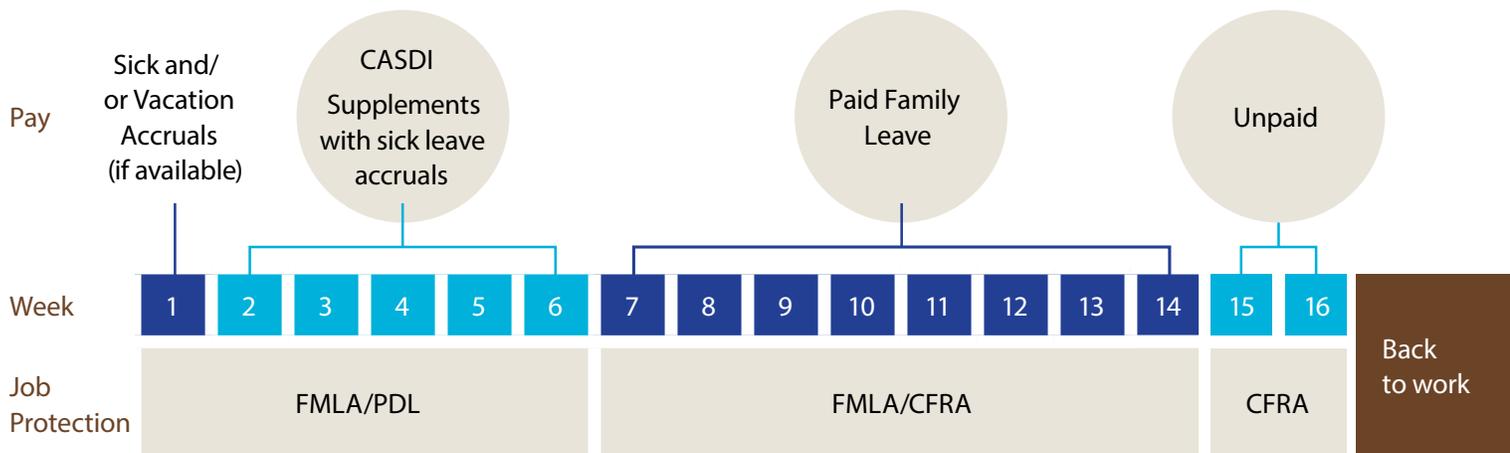
MATERNITY TIME-OFF EXAMPLES

Here are a few scenarios to help illustrate how your paid-leave and job-protection benefits work together.

EMILY: A HEALTHY PREGNANCY & NORMAL DELIVERY

Emily goes into labor prior to the start of her leave and files a claim for disability benefits when her child is born. Because she has a normal delivery (not a C-section), she receives five weeks of paid leave from CASDI after a seven-day waiting period and supplements CASDI with her employee sick leave accruals. After six weeks, she is no longer disabled, so her disability benefits end. Emily then takes eight weeks of Paid Family Leave and two weeks of unpaid leave to bond with her baby.

During the first twelve weeks, FMLA protects Emily's job. PDL runs concurrently with FMLA and continues while she is disabled, up to four months. Once her disability benefits and FMLA end, CFRA offers job protection for the remaining leave.



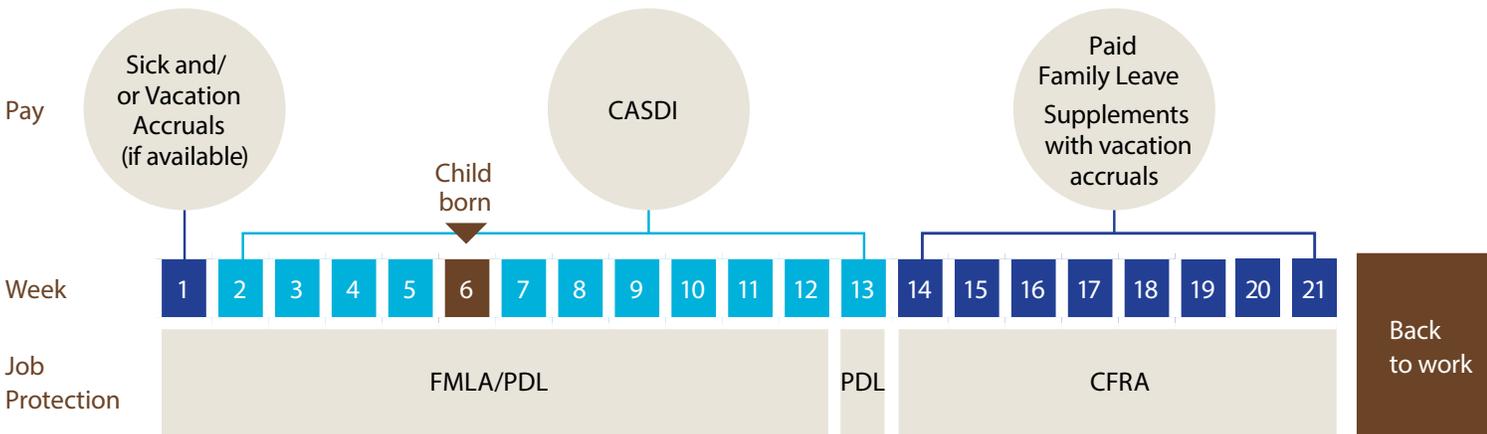
QUESTIONS?

Every situation is different, and at LLNS, we understand that these leave benefits can be complicated. For questions, call the Benefits Office at 1-925-422-9955.

SARAH: A HEALTHY PREGNANCY & C-SECTION DELIVERY

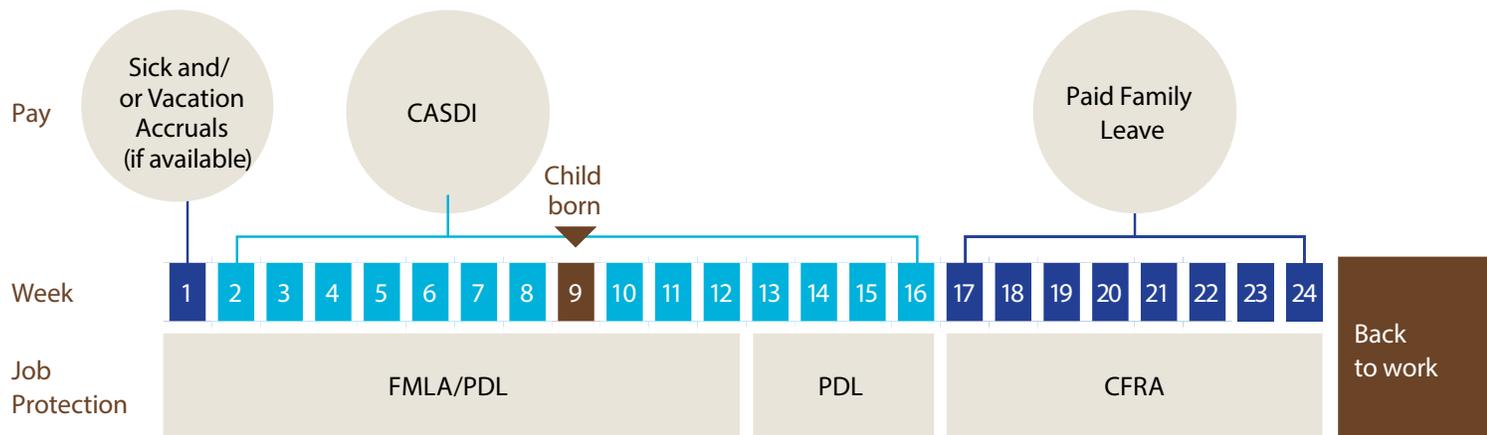
Sarah files a claim for disability benefits, begins her leave four weeks prior to her due date, and delivers her baby during the sixth week. She has a C-section delivery and receives 12 weeks of payments from CASDI after a seven-day waiting period. After eight weeks, her disability benefits end. Sarah then takes eight weeks of Paid Family Leave to bond with her baby and uses her vacation accruals to supplement payment from Paid Family Leave.

During the first twelve weeks, FMLA protects Sarah's job. PDL runs concurrently with FMLA for 12 weeks and continues while she is disabled. Then, CFRA protects her job for the remaining leave.



JESSICA: A DIFFICULT PREGNANCY & C-SECTION DELIVERY

Jessica's doctor orders her to go on bed rest for eight weeks before her due date. Her job is protected by FMLA and PDL until Jessica has the baby. Jessica uses accrued sick and vacation time for the first week, the waiting period. (If she had no accrued time, she would take unpaid leave.) After the waiting period, Jessica starts receiving CASDI benefits. After her baby is born via C-section, Jessica continues to receive disability benefits for eight weeks. FMLA continues to protect her job for four more weeks (a total of 12 weeks), and PDL continues to protect her job until she is no longer disabled. She then takes eight weeks of Paid Family Leave to bond with her baby while CFRA protects her job.



MATERNITY LEAVE CHECKLIST

BEFORE LEAVE

BEFORE PREGNANCY

- Go to the [Benefits Site](#) to determine your Supplemental Disability needs.
 - Get Reproductive Health Counseling from your physician, if desired.
 - Determine if you need to save sick leave and vacation accruals.
 - [Take the Employee Extended Leave of Absence Training](#)
-

FIRST TRIMESTER

- Research day care options and get on waitlists.
 - Contact the Declared Pregnant Worker program through [Health Services](#), if desired.
 - Complete the [Reproductive Health and Declared Pregnant Worker form](#), if desired.
-

SECOND TRIMESTER

- Meet with your supervisor to inform him/her of your time-off plans.
 - Meet with Benefits to discuss options for pay while on leave. Email loa@lInl.gov or call 1-925-422-9955 to schedule an appointment. **You can meet with Benefits at any time, but no later than 30 days before your leave begins.**
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THIRD TRIMESTER

- Work with your supervisor to make a tentative plan for team coverage while you are on leave.
 - Encourage your supervisor to take the [Extended Leaves of Absences/Guidelines for Managers and Supervisors training](#). If your supervisor has questions, please have him or her call the Benefits Office at 1-925-422-9955.
-

WITHIN 30 DAYS BEFORE THE START OF YOUR LEAVE

- Obtain an FMLA Certification Form from the Benefits Office. Have your doctor complete the form and return it to the Benefits Office. (**Kaiser Participants:** The Kaiser Business Office should complete the form.)
 - Apply for supplemental disability through The Hartford, if applicable. You can file a claim [online](#) or by calling 1-800-741-4306 (8 a.m.–8 p.m. ET, Monday–Friday). LLNS Policy # 395263
 - If you have a Clearance, work with your administrator to update your leave.
 - If you are on leave for 45 days or longer, your administrator should complete the [LEAP Leave of Absence Request](#).
 - If you are on leave for 90 days or longer, you and your administrator must complete a department memo and health authorization.
 - Contact [Central Clearance](#) with questions.
-

DATE OF DISABILITY

- File a claim at [SDI Online](#) to apply for CASDI benefits. You will also find written instructions and a how-to video on the site.

(continued)

MATERNITY LEAVE CHECKLIST (CONTINUED)

DURING LEAVE

- Send your Notice of Computation from the State of California Employment Development Department (EDD) to the Benefits Office as soon as you receive it. You should also send a copy to The Hartford, if applicable.
 - Do **not** complete a timecard, and tell your supervisor **not** to complete timecards on your behalf while you are on leave. This will be handled by Benefits and Payroll.
 - If you are on unpaid leave:
 - Make payments to Payroll for your benefits by the 25th of the month. You will receive a monthly invoice from Payroll.
 - If you have a 401(k) plan loan, you should contact Fidelity at 1-800-835-5095 to suspend payments or to arrange to make payments while you are on leave. Fidelity will re-amortize your loan payment to a monthly amount and will provide you with instructions. (Your 401(k) plan loan may be suspended for up to 12 months.)
 - Discuss plans to return to work with your supervisor. You may want to talk about [flexible work](#) options.
 - Contact the Benefits Office to confirm your bonding plan, provide a copy of the Record of Birth from the hospital, and confirm the date of birth and whether you had a Cesarean section.
 - Confirm plans with daycare provider.
-

WITHIN 31 DAYS AFTER BIRTH

- Enroll your baby in the benefit plans. You can:
 - Send the [Enrollment, Change, Cancellation, or Opt Out form](#) to the Benefits Office.
 - VPN: Use the Life Event feature to enroll through LAPIS.

RETURNING FROM LEAVE

THE DAY BEFORE YOU RETURN

- Notify [Health Services](#) if you are returning directly from maternity disability.
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THE DAY YOU RETURN

- Visit Health Services if you are returning directly from maternity disability leave. If you took bonding time after your disability benefits ended, you do not need to visit Health Services.
- Notify the Benefits Office at loa@llnl.gov or call your Leave Management Specialist at 1-925-422-9955.
- View your benefits confirmation statement in LAPIS and verify all your benefits and paycheck deductions **within 31 days**. If you want to continue participation in flexible spending accounts, you will need to re-enroll when you return.

GET READY TO TALK TO YOUR SUPERVISOR

Check out resources to help you discuss your career with your supervisor. Go to the [Employee Center: Development Resource Center – MY LLNL](#).



I'M WELCOMING A NEW CHILD INTO MY FAMILY

TIME OFF FOR SPOUSES/PARTNERS, ADOPTIVE PARENTS, AND FOSTER PARENTS

When your family grows, you may want to take some time off to bond with a new baby or child, including adopted and foster children.

JOB PROTECTION

The Family Medical Leave Act (FMLA) and the California Family Rights Act (CFRA) offer job protection for new parents to take time off to bond with a new child. [If you are eligible](#), you are guaranteed reinstatement to the same or equivalent position when you return to work. CFRA generally mirrors the federal FMLA and runs concurrently if you are eligible for both. The chart below outlines the maximum workweeks you are entitled to under each leave, within 12 months of the child's birth, adoption, or start of foster care.

JOB PROTECTION BENEFITS		
	REASON	HOW LONG?
Family Medical Leave Act (FMLA)	Bond with your new baby, newly adopted or foster care child	Up to 12 weeks
California Family Rights Act (CFRA)	Bond with your new baby, newly adopted or foster care child	Up to 12 weeks

PAY DURING LEAVE

Paid Family Leave (PFL) is available to you if you live in California. You may use your own sick leave and vacation accruals to supplement your benefits from PFL. Here's how it works:

- PFL pays either 60% or 70% of your pay, depending on your income, up to a weekly maximum of \$1,357 for 2021. [You may be eligible](#) for up to eight weeks.
- You can elect to supplement PFL with your vacation accruals.
 - You may supplement PFL with vacation to receive up to 80% or 100% of your salary.

WAGE REPLACEMENT BENEFITS			
	REASON	HOW MUCH?	HOW LONG?
Paid Family Leave (PFL)	To bond with a new child you have welcomed in the past 12 months	Provides either 60% or 70% of your pay, depending on your income, up to a weekly maximum of \$1,357 for 2021.	Up to eight weeks

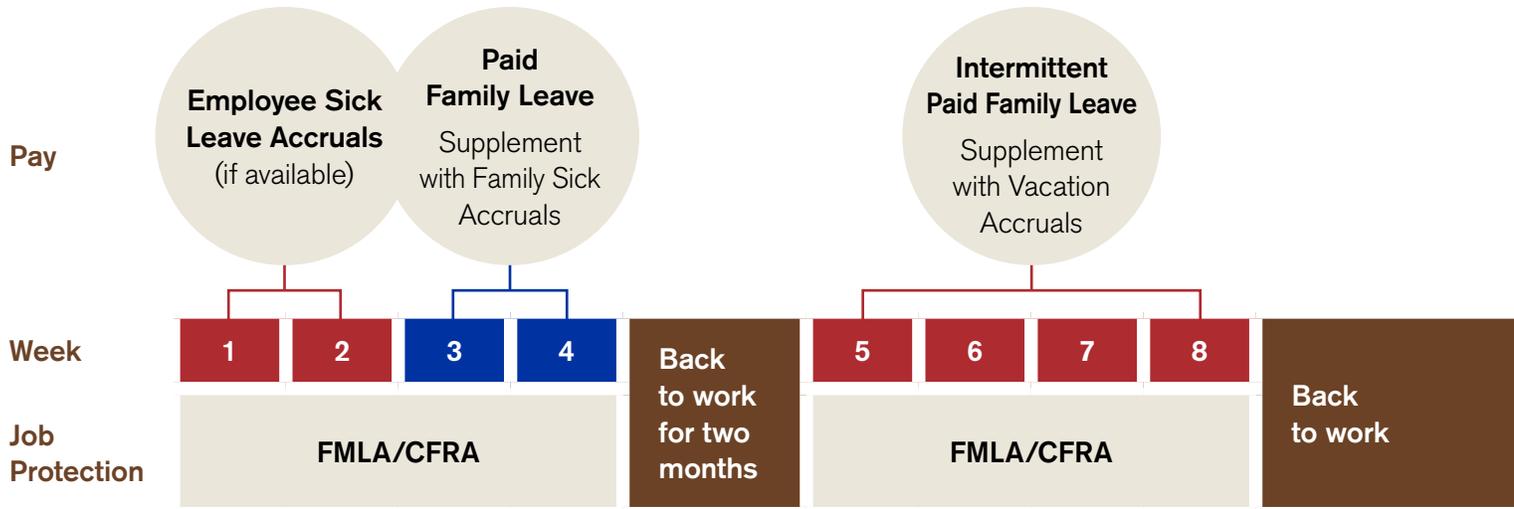
USING YOUR LLNS SICK LEAVE ACCRUALS	
REASON	WHAT YOU CAN USE
Attend birth	Up to 8 hours of employee sick leave accruals
Bond with baby within 12 weeks of birth	Up to 80 hours of employee sick leave accruals

USING VACATION AND SICK ACCRUALS TO SUPPLEMENT PFL	
REASON	WHAT YOU CAN USE
Care for spouse while disabled <ul style="list-style-type: none"> ▪ Normal delivery – 6 weeks ▪ C-section – 8 weeks 	Family sick leave accruals
Bond with baby after partner is no longer disabled (within 12 months of birth)	Vacation accruals

PARENTAL LEAVE TIME-OFF EXAMPLES

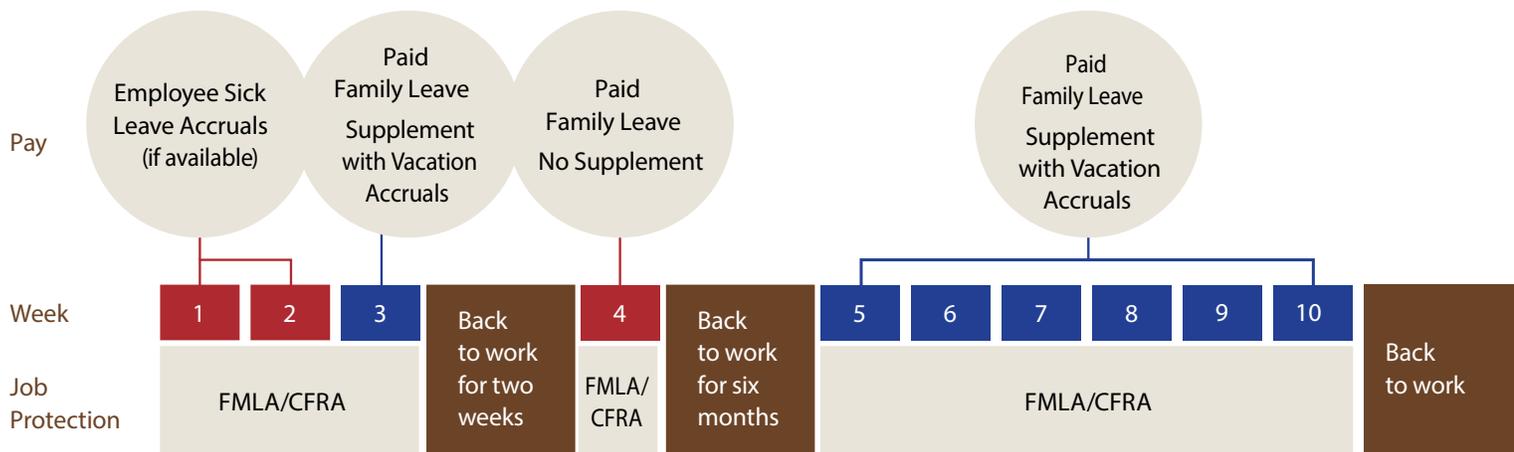
MIKE: WELCOMING A NEW BABY

Mike's wife, Amy, is having a baby. He uses eight hours of accrued employee sick leave to attend the birth and then two weeks of his accrued sick leave after birth. He then takes two additional weeks of Paid Family Leave. While Amy is still disabled, Mike uses family sick leave accruals to supplement PFL for the next two weeks. Mike then comes back to work for two months. He uses **another** four weeks intermittently over the next five months and uses his vacation accruals to supplement PFL payments, because she is no longer disabled. During the entirety of his leave, FMLA and CFRA protect Mike's job. Mike will take the additional two weeks before the end of the 12 month period allowed to complete his bonding leave.



JOHN: ADOPTING A CHILD

John and his partner are adopting a baby. He takes 80 hours of employee sick leave for the first two weeks, starting on the day the child is placed with his family. Then he applies for Paid Family Leave and supplements with vacation accruals for one week. He then comes back to work for two weeks. John decides to take another week off without supplementing, and then comes back to work for six months. He completes his PFL by taking off the remaining **six** weeks and supplements PFL with vacation. During the entirety of his leave, FMLA and CFRA protect John's job.



PARENTAL LEAVE CHECKLIST

BEFORE LEAVE

- Meet with Benefits to discuss options for pay while on leave. Email loa@ltnl.gov or call 1-925-422-9955 to schedule an appointment. **You can meet with Benefits at any time, but no later than 30 days before your leave begins**, if possible.
 - [Take the Employee Extended Leave of Absences Training](#)
 - Encourage your supervisor to take the [Extended Leaves of Absences/Guidelines for Managers and Supervisors training](#). If your supervisor has questions, please have him or her call the Benefits Office at 1-925-422-9955.
-

DATE OF LEAVE

- Provide a copy of the Record of Birth from the hospital or the adoption or foster records to the Benefits Office to apply for FMLA/CFRA.
 - File a claim at [SDI Online](#) to apply for Paid Family Leave (PFL) benefits. You will also find written instructions and a how-to video on the site.
 - If you have a Clearance, work with your administrator to update your leave.
 - If you are on leave for 45 days or longer, your administrator should complete the [LEAP Leave of Absence Request](#).
 - If you are on leave for 90 days or longer, you and your administrator must complete a department memo and health authorization.
 - Contact [Central Clearance](#) with questions.
-

DURING LEAVE

- Send your Notice of Computation from the State of California Employment Development Department (EDD) to the Benefits Office as soon as you receive it. If you are supplementing your leave, you can send it to your Leave Management Specialist in the Benefits Office.
- Do **not** complete a timecard, and tell your supervisor **not** to complete timecards on your behalf while you are on leave. This will be handled by Benefits and Payroll.
- If you are on unpaid leave:
 - Make payments to Payroll for your benefits by the 25th of the month. You will receive a monthly invoice from Payroll.
 - If you have a 401(k) plan loan, you should contact Fidelity at 1-800-835-5095 to suspend payments or to arrange to make payments while you are on leave. Fidelity will re-amortize your loan payment to a monthly amount and will provide you with instructions. (Your 401(k) plan loan may be suspended for up to 12 months.)
- Discuss plans to return to work with your supervisor. You may want to talk about [flexible work](#) options.
- Contact the Benefits Office to confirm your bonding plan, provide a copy of the Record of Birth from the hospital, and confirm the date of birth and whether your partner had a Cesarean section.
- Confirm plans with daycare provider.

Within 31 Days of Birth/Adoption

- Enroll your baby/new child in benefit plans. You can:
 - Send the [Enrollment, Change, Cancellation, or Opt Out form](#) to the Benefits Office.
 - VPN: Use the Life Event feature to enroll through LAPIS.
-

RETURNING FROM LEAVE

- Notify the Benefits Office at loa@ltnl.gov or call your Leave Management Specialist at 1-925-422-9955.
- View your benefits confirmation statement in LAPIS and verify all your benefits and paycheck deductions **within 31 days**. If you want to continue participation in flexible spending accounts, you will need to re-enroll when you return.



I NEED TIME OFF TO GET WELL

TIME OFF TO RECOVER FROM A SERIOUS INJURY OR ILLNESS

Sometimes life takes a turn we're not expecting, which might include sudden illness or injury. If you become ill or disabled and are unable to work, you can take time off of work so you can focus on recovering.

JOB PROTECTION

The Family Medical Leave Act (FMLA) and the California Family Rights Act (CFRA) offer job protection if you are unable to work due to a serious health condition. [If you are eligible](#), you are guaranteed reinstatement to the same or equivalent position when you return to work. CFRA generally mirrors the federal FMLA and runs concurrently if you are eligible for both. The chart below outlines the maximum workweeks you are entitled to under each leave in a calendar year.

JOB PROTECTION BENEFITS	
	HOW LONG?
Family Medical Leave Act (FMLA)	Up to 12 weeks
California Family Rights Act (CFRA)	Up to 12 weeks

PAY DURING LEAVE

California State Disability Insurance (CASDI) is available to you if you live in California. You may use your own sick leave and vacation accruals to supplement your pay from CASDI. Additionally, LLNS has an option for you to purchase supplemental disability through The Hartford. If you were injured at work, you may be covered by Workers' Compensation instead of CASDI. Here's how it works:

CALIFORNIA STATE DISABILITY INSURANCE (CASDI)

- You can receive CASDI benefits for up to 52 weeks for serious illness or injury.
- CASDI pays either 60% or 70% of your pay during your leave, depending on your income, up to a weekly maximum of \$1,357 for 2021.
- You can use the [Disability/PFL Calculator](#) on the CASDI website to estimate your payment. You can elect to supplement CASDI with your sick leave and/or vacation accruals.
 - You may supplement CASDI with sick leave to receive up to 80% of your salary and may choose to receive 20% vacation to get to 100%.
 - You can also elect to supplement CASDI up to 100% with vacation.
- There is a seven-day waiting period before disability benefits begin. During this time, you can elect to use your own sick leave and/or vacation pay or choose not to be paid.

WAGE REPLACEMENT BENEFITS			
	REASON	HOW MUCH?	HOW LONG?
California State Disability Insurance (CASDI)*	Serious illness or injury	Provides either 60% or 70% of your pay, depending on your income, up to a weekly maximum of \$1,357 for 2021.	Up to 52 weeks

* If you live outside of California, your benefits will differ.

SUPPLEMENTAL DISABILITY

- Supplemental Disability Insurance, offered through The Hartford, supplements the disability coverage available to you through CASDI and provides coverage to employees outside of California. It pays a higher level of benefits for a longer period of time while you are disabled. You may enroll in supplemental disability or change your waiting period at any time. However, if you do not enroll within 31 days after first becoming eligible or want to increase your benefits, you will need to submit Evidence of Insurability to The Hartford.

See the [LLNS Supplemental Disability Plan](#) for details.

WORKERS' COMPENSATION

- If you become ill or suffer an injury related to the workplace, you may be covered under Workers' Compensation. Workers' Compensation covers the cost of medical treatment and provides compensation for lost work time.
- The benefit amounts are based on your weekly wages and are determined by California law.** Currently, Workers' Compensation provides two-thirds of your salary, up to a maximum of \$1,356.31 per week for 2021.
- You can supplement using sick leave and/or vacation accruals.
- You can also use Supplemental Disability Insurance, offered through The Hartford, to supplement your pay through Workers' Compensation or provide coverage if your primary work location is outside of California.
- Contact Health Services and your supervisor as soon as your injury or illness occurs. For additional information, see [Workers' Compensation Leave Roles and Responsibilities](#).

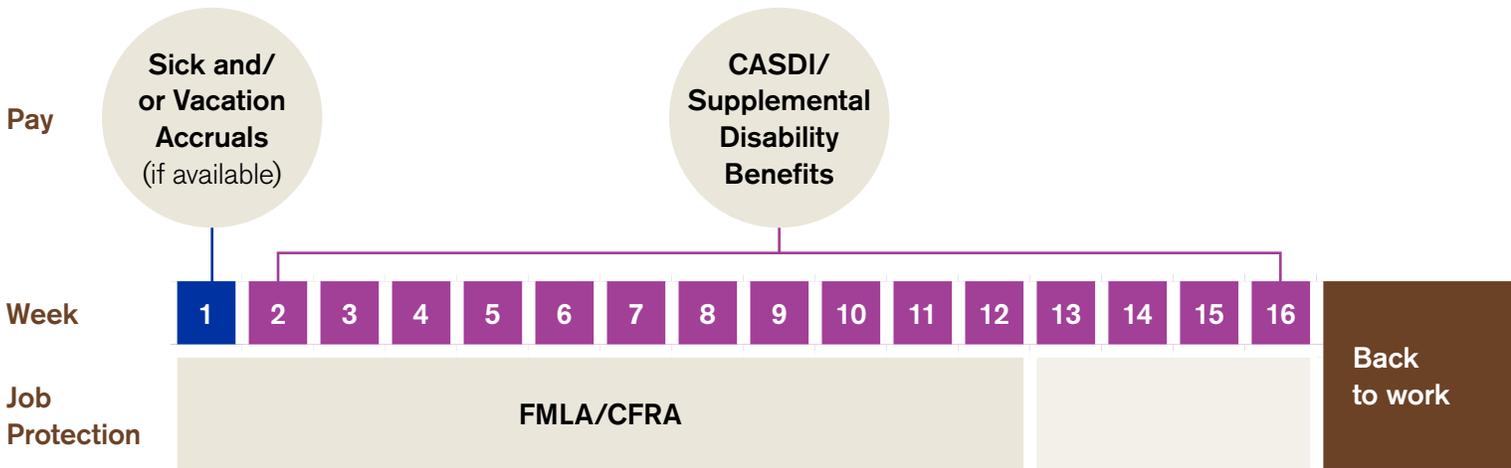
** Workers' Compensation benefits may differ for employees with primary work locations outside of California.

DISABILITY LEAVE TIME-OFF EXAMPLE

JOSH: RECOVERING FROM SURGERY

Josh is in a car accident and misses four months of work while he recovers from surgery. Josh uses his sick leave accruals to cover his pay for the first week. Beginning the second week of his leave, Josh receives a percentage of his pay through CASDI. Josh supplements his CASDI benefits with Supplemental Disability to receive a greater percentage of his pay for the full 16 weeks he is on leave.

For the first 12 weeks, FMLA and CFRA protect Josh's job. After his 12th week of leave, Josh's job is not protected, but he may be able to return to his job if a business need exists.



DISABILITY & WORKERS' COMPENSATION CHECKLIST

BEFORE LEAVE/DATE OF DISABILITY

- Meet with Benefits to discuss options for pay while on leave. Email loa@ltnl.gov or call 1-925-422-9955 to schedule an appointment. **You should meet with Benefits no later than 30 days before your leave begins, if possible.** If you are taking Workers' Compensation Leave, contact Benefits after you meet with Health Services.
- [Take the Employee Extended Leave of Absences Training](#)
- Obtain an FMLA Certification Form from the Benefits Office. Have your doctor complete the form and return it to the Benefits Office. (**Kaiser Participants:** The Kaiser Business Office should complete the form.)
Workers' Compensation Only: Request your benefit from the Workers' Compensation Case Worker.
- File a claim at [SDI Online](#) to apply for CASDI benefits (not available if receiving benefits from Workers' Compensation). You will also find written instructions and a how-to video on the site.
- Apply for supplemental disability through The Hartford, if applicable. You can file a claim [online](#) or by calling 1-800-741-4306 (8 a.m.–8 p.m. ET, Monday–Friday). LLNS Policy # 395263
- Send the Notice of Computation (mailed to you from EDD) to The Hartford. If you have a Clearance, work with your administrator to update your leave.
 - If you are on leave for 45 days or longer, your administrator should complete the [LEAP Leave of Absence Request](#).
 - If you are on leave for 90 days or longer, you and your administrator must complete a department memo and health authorization.
- Contact [Central Clearance](#) with questions. Encourage your supervisor to take the [Extended Leaves of Absences/Guidelines for Managers and Supervisors training](#). If your supervisor has questions, please have him or her call the Benefits Office at 1-925-422-9955.

DURING LEAVE

- Send your Notice of Computation from the State of California Employment Development Department (EDD) to the Benefits Office as soon as you receive it. If you are supplementing your leave, you can send it to your Leave Management Specialist in the Benefits Office.
- If receiving Workers' Compensation benefits, inform your Leave Management Specialist of the amount.
- Do **not** complete a timecard and tell your supervisor **not** to complete timecards on your behalf while you are on leave. This will be handled by Benefits and Payroll.
- If you are on unpaid leave:
 - Make payments to Payroll for your benefits by the 25th of the month. You will receive a monthly invoice from Payroll.
 - If you have a 401(k) plan loan, you should contact Fidelity at 1-800-835-5095 to suspend payments or to arrange to make payments while you are on leave. Fidelity will re-amortize your loan payment to a monthly amount and will provide you with instructions. (Your 401(k) plan loan may be suspended for up to 12 months.)
- Discuss plans to return to work with your supervisor. You may want to talk about [flexible work](#) options.
- Contact the Benefits Office to update your expected return date or provide an updated doctor's note to extend your leave.

RETURNING FROM LEAVE

- Visit Health Services (notify them one day before). If you aren't able to return to your previous job full-time or have any medical restrictions, let Health Services know.
- Notify the Benefits Office at loa@ltnl.gov or call your Leave Management Specialist at 1-925-422-9955.
- View your benefits confirmation statement in LAPIS and verify all your benefits and paycheck deductions **within 31 days**. If you want to continue participation in flexible spending accounts, you will need to re-enroll when you return.
- Workers' Compensation and TCP1 only:** Notify the Benefits Office if you wish to buyback service in the LLNS Defined Benefit Pension.



I NEED TO CARE FOR A FAMILY MEMBER

If you need time off to care for a family member who has a serious health condition, you may be eligible to take job-protected leave so you can be present for the people who matter most.

JOB PROTECTION

The Family Medical Leave Act (FMLA) and the California Family Rights Act (CFRA) offer job protection if you need time off work to care for a family member. [If you are eligible](#), you are guaranteed reinstatement to the same or equivalent position when you return to work. CFRA generally mirrors the federal FMLA and runs concurrently if you are eligible for both. The chart below outlines the maximum workweeks you are entitled to under each leave in a calendar year.

JOB PROTECTION BENEFITS		
	REASON	HOW LONG?
Family Medical Leave Act (FMLA)	Care for a family member who has a serious health condition. Eligible family members include your: <ul style="list-style-type: none">▪ Children▪ Spouse▪ Parents	Up to 12 weeks
	Care for a seriously ill or injured service member or covered veteran. Includes spouse, child, parent, or next of kin.*	Up to 26 weeks
California Family Rights Act (CFRA)	Care for a family member who has a serious health condition. Eligible family members include your: <ul style="list-style-type: none">▪ Your children, and children of a registered domestic partner▪ Spouse or registered domestic partner▪ Parents, grandparent, grandchild, sibling.	Up to 12 weeks

* You may also be able to take up to 12 weeks of unpaid, job-protected leave to take care of family affairs related to your spouse, domestic partner, child, or parent's military deployment (called Qualifying Exigency).

PAY DURING LEAVE

Paid Family Leave (PFL) may be available to you if you live in California. You may use your own sick leave and vacation accruals to supplement your benefits from PFL. Here's how it works:

- PFL pays either 60% or 70% of your pay, depending on your income, up to a weekly maximum of \$1,357 for 2021. [You may be eligible](#) for up to eight weeks.
- You can elect to supplement Paid Family Leave with your family sick leave and/or vacation accruals.
 - You may supplement Paid Family Leave with sick leave to receive up to 80% of your salary, and you may choose to receive 20% vacation to get to 100%.
 - You can also elect to supplement PFL up to 100% with vacation.

WAGE REPLACEMENT BENEFITS

	REASON	HOW MUCH?	HOW LONG?
Paid Family Leave (PFL)	To care for a seriously ill child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, registered domestic partner	Provides either 60% or 70% of your pay, depending on your income, up to a weekly maximum of \$1,357 for 2021.	Up to eight weeks

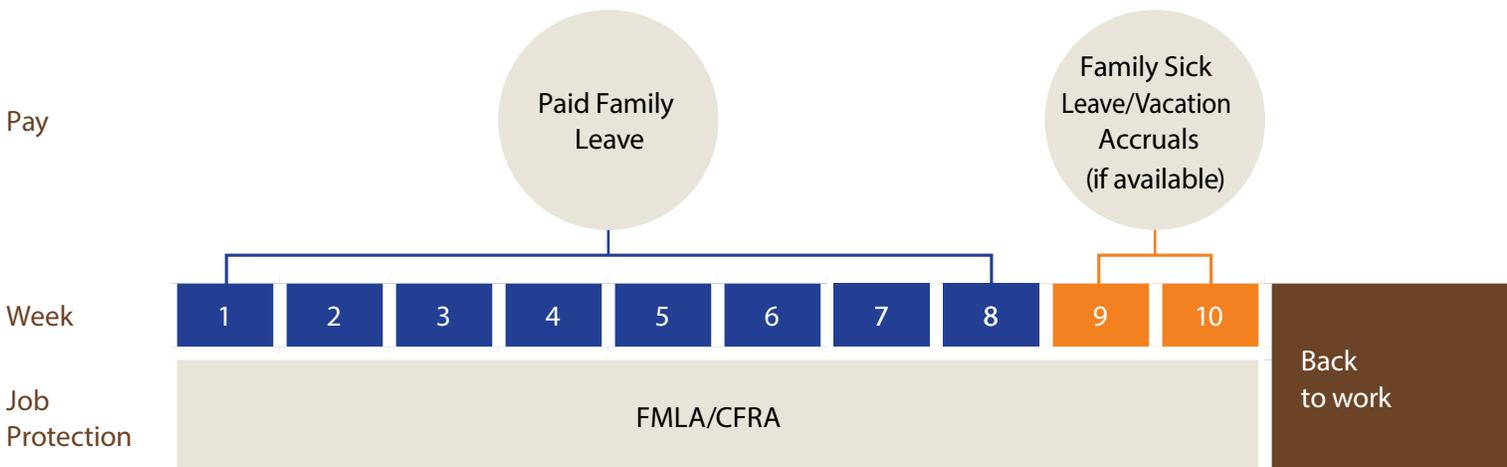
USING VACATION AND SICK ACCRUALS TO SUPPLEMENT PFL

REASON	WHAT YOU CAN USE
Care for a seriously ill family member	Sick leave to 80% of salary and 20% vacation to equal 100% of salary

FAMILY CARE LEAVE TIME-OFF EXAMPLE

JOHN: CARING FOR AGING PARENTS

John's mother becomes seriously ill and needs constant care. He takes eight weeks off to care for her. While he is away, he receives Paid Family Leave, which replaces a percentage of his pay. Throughout the year, he takes two additional two-week periods off to care for her. He uses his family sick leave and vacation accruals after PFL runs out. FMLA and CFRA protect John's job for the full ten weeks.



FAMILY CARE LEAVE CHECKLIST

BEFORE LEAVE

- You can meet with Benefits at any time, but no later than 30 days before your leave begins, if possible.
 - [Take the Employee Extended Leave of Absences Training](#)
 - To make an appointment (recommended) send an email to loa@ltnl.gov or call 1-925-422-9955.
 - Provide the FMLA Certification of Healthcare Provider to your family member's doctor (if your family member has Kaiser, give it to the Kaiser Business Office).
 - Return the FMLA Certification of Healthcare Provider to the Benefits Office within 30 days of your leave date.
 - Apply for Paid Family Leave benefits on the first day of leave by filing a claim online at [SDI Online](#). You will also find written instructions and a how-to video on the site.
 - If you have a Clearance, work with your administrator to update your leave.
 - If you are on leave for 45 days or longer, your administrator should complete the [LEAP Leave of Absence Request](#).
 - If you are on leave for 90 days or longer, you and your administrator must complete a department memo and health authorization.
 - Contact [Central Clearance](#) with questions.
 - Encourage your supervisor to take the Extended Leaves of Absences/Guidelines for Managers and Supervisors training. If your supervisor has questions, please have him or her call the Benefits Office at 1-925-422-9955.
-

DURING LEAVE

- Send your Notice of Computation from the State of California Employment Development Department (EDD) to the Benefits Office as soon as you receive it. If you are supplementing your leave, you can send it to your Leave Management Specialist in the Benefits Office.
 - Do **not** complete a timecard, and tell your supervisor **not** to complete timecards on your behalf while you are on leave. This will be handled by Benefits and Payroll.
 - If you are on unpaid leave:
 - Make payments to Payroll for your benefits by the 25th of the month. You will receive a monthly invoice from Payroll.
 - If you have a 401(k) plan loan, you should contact Fidelity at 1-800-835-5095 to suspend payments or to arrange to make payments while you are on leave. Fidelity will re-amortize your loan payment to a monthly amount and will provide you with instructions. (Your 401(k) plan loan may be suspended for up to 12 months.)
 - Discuss plans to return to work with your supervisor. You may want to talk about [flexible work](#) options.
 - Contact the Benefits Office to update your expected return date or provide an updated doctor's note to extend leave.
-

RETURNING FROM LEAVE

- Notify the Benefits Office at loa@ltnl.gov or call your Leave Management Specialist at 1-925-422-9955.
- View your benefits confirmation statement in LAPIS and verify all your benefits and paycheck deductions **within 31 days**. If you want to continue participation in flexible spending accounts, you will need to re-enroll when you return.



I AM LEAVING FOR MILITARY TRAINING OR ACTIVE DUTY

If you are a member of any branch of the military service (including the Army, Navy, Marine Corps, Air Force, Coast Guard, Reserves, or National Guard), you are entitled to Military Leave to fulfill your military service obligations, as required by federal and state law.

JOB PROTECTION

You are guaranteed reinstatement to the same or equivalent position when you are released from military service. You must return to work within a certain number of days, depending on your length of service:

LENGTH OF SERVICE	DEADLINE TO REPORT BACK TO WORK*
1–30 Days or a Fitness Exam	Your first regularly scheduled work period on the calendar day after you complete your service
31–180 Days	14 days after you complete your service
180 Days or More	90 days after you complete your service

* Refer to the [Uniformed Services Employment and Reemployment Rights Act \(USERRA\)](#) for additional scenarios and exceptions.

PAY DURING LEAVE

You may be eligible to receive pay from LLNS while you are on leave for military service.

WAGE REPLACEMENT BENEFITS		
TYPE OF SERVICE	BENEFIT	DURATION
Inactive Duty	Full-time: Full regular base pay	Up to 174 hours per fiscal year
	Part-time: Based on the percentage of hours you worked in the three months before your leave	
Active Duty	LLNS supplements your military base pay to equal your regular base pay from LLNS. ^{1 2}	Up to 18 months

1. If your military base pay is greater than your LLNS regular base pay, you will not receive this benefit.

2. Military base pay includes certain allowances.

MILITARY LEAVE CHECKLIST

BEFORE LEAVE

- Provide your supervisor or timekeeper with a copy of your orders (if available) as soon as possible.
 - Your administrator will process a PAS action based on the type of leave (Inactive Duty for Training or Military Pay Supplement during Active Duty). Refer to [307 Military Leave](#).
 - Active Duty:** Schedule an appointment with the Benefits Office at loa@llnl.gov or call 1-925-422-9955 to discuss Health & Welfare benefits while on leave.
-

DURING LEAVE

- Active Duty:** Submit a copy of your Leave and Earnings Statement (LES) to Payroll.
 - If your military base pay is greater than your LLNS regular pay:
 - Make payments to Payroll for your benefits by the 25th of the month. You will receive a monthly invoice from Payroll.
 - If you have a 401(k) plan loan, you should contact Fidelity at 1-800-835-5095 to suspend payments or to arrange to make payments while you are on leave. Fidelity will re-amortize your loan payment to a monthly amount and will provide you with instructions. (Your 401(k) plan loan may be suspended during your leave.)
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RETURNING FROM LEAVE

- Contact your supervisor to resume your work schedule.
- View your benefits confirmation statement in LAPIS and verify your benefits and paycheck deductions **within 31 days**. If you want to continue participation in flexible spending accounts, you will need to re-enroll when you return.
- Active Duty:** Notify the Benefits Office if you wish to buyback service in the LLNS Defined Benefit Pension or make up contributions to the LLNS 401(k) Plan.

ADDITIONAL TIME-OFF INFORMATION

OTHER LLNS DISABILITY & LEAVE BENEFITS

LLNS DEFINED BENEFIT DISABILITY INCOME

If you are a vested LLNS Defined Benefit Pension Plan member and are disabled for 12 months or more, you may be eligible for disability income. For more information, see the [LLNS Defined Benefit Eligible Disability Program Summary](#).

LLNS CATASTROPHIC LEAVE PROGRAM

If you have no more leave accruals and have a serious illness or injury, a family member with a serious health condition, or if you need personal bereavement leave, you may need some help. The LLNS Catastrophic Leave Sharing Program may be able to provide the help you need.

The [Catastrophic Leave Sharing Program](#) allows eligible employees to apply for vacation donations from co-workers. Your co-workers can voluntarily donate accrued vacation leave to support you if you have exhausted your paid leave balances.

You may not use benefits from the Catastrophic Leave Sharing Program in lieu of other benefits (e.g., sick leave, vacation leave, supplemental disability, or State disability).

ELIGIBILITY RULES

	ELIGIBILITY RULES	HOW IT WORKS
JOB PROTECTIONS		
The Family and Medical Leave Act (FMLA) California Family Rights Act (CFRA)*	You are eligible for FMLA and CFRA (California work location) if: <ul style="list-style-type: none"> You have worked at least 12 months for LLNS, and You have worked at least 1,250 hours in the 12 months before your leave starts. <ul style="list-style-type: none"> Only hours worked are included. Vacation, holiday, and sick leave hours are not included in the 1,250-hour requirement. 	You can take FMLA or CFRA leave all at once or spread it throughout the calendar year on an intermittent basis.
Pregnancy Disability Leave (PDL)*	<ul style="list-style-type: none"> You have worked for LLNS for at least one day. Your primary work location is in California. 	Your leave does not need to be taken all at once. You can take time off all at once or on an intermittent basis.
PAY DURING LEAVE		
California State Disability Insurance (CASDI)*	<ul style="list-style-type: none"> Your primary work location must be in the state of California. You have paid into State Disability Insurance (CASDI) in the past 5 to 18 months. You are unable to perform work for eight consecutive days. Your physician/practitioner must complete a medical certification. 	<ul style="list-style-type: none"> To receive benefits, you must file a claim using SDI Online or complete a paper claim form no earlier than your first day of disability and no later than 49 days after you become disabled. There is a seven-day waiting period.
Paid Family Leave (PFL)*	<ul style="list-style-type: none"> Your primary work location must be in the state of California. You have paid into State Disability Insurance (CASDI) in the past 5 to 18 months. You have welcomed a new child into the family in the past 12 months through your pregnancy, a spouse's/partner's pregnancy, adoption, or foster care. <ul style="list-style-type: none"> Provide proof of relationship for bonding claims (e.g., birth certificate or record, or adoption paperwork). You need to care for an ill or injured family member <ul style="list-style-type: none"> A physician/practitioner must complete the Physician/Practitioner Certification form to certify your family member's illness or injury. The Benefits Office or EDD will provide the form after you apply online. You have not taken the maximum 8 weeks of PFL in the past 12 months. 	<ul style="list-style-type: none"> To receive benefits, you must file a claim using SDI Online or complete a paper claim form no earlier than your first day of leave and no later than your 41st day of leave. There is no waiting period. Your leave does not have to be taken all at once. You can break up your eight weeks of leave.

* If your primary work location is not in California, you are not eligible for certain benefits.

HOW LEAVE AFFECTS YOUR SERVICE CREDIT

If you take an unpaid leave or if your supplemental hours are less than 50% of your regular hours, you may have an adjusted service date. If so, you will receive an email message when you return.

VACATION LEAVE AND SERVICE AWARDS

Qualifying service to determine the rate of vacation accrual is based on the following:

- A month of service at one-half time or more is a month of qualifying service.
- If you are supplementing a leave of absence and are paid less than 50% of your normal work hours or take an unpaid leave, your service date for vacation and service awards will be adjusted.

For more information, see the [Time Away from Work Policies](#).

LLNS 401(K) RETIREMENT PLAN

You will continue to earn credited service if you return from an approved disability leave, USERRA (military) service leave or a Government Service Leave within 90 days after the end of your leave.

For more information, see the [Summary Plan Description](#).

LLNS DEFINED BENEFIT PENSION PLAN (TCP1)

You will be credited with one year of service for each plan year in which you earn 2,080 or more hours of service while an active member in the Plan. You will earn a fraction of a year of credited service in any year in which you work fewer than 2,080 hours.

You stop accruing service credit when you are no longer in pay status. You remain eligible for any benefits for which you were eligible before your leave began.

Upon return to active status following a USERRA (military) leave, Governmental Service leave or Workers' Compensation leave, you have the option to make up the mandatory member contributions. The amount of missed mandatory member contributions is based on the eligible plan compensation for such period.

In order to receive hours of credited service, the missed mandatory member contributions must be completed within a maximum period of three (3) times the length of the leave, not to exceed five (5) years. Contributions are made by payroll deduction and may be made only while you are an employee of Lawrence Livermore National Security. If you fail to make the full amount of the missed mandatory member contributions (plus interest in the case of a Governmental Service leave or Workers' Compensation leave) by the deadline, the hours of Credited Service will be prorated based on any partial repayment of such missed mandatory member contributions.

For more information, see the [Summary Plan Description](#).

HOW LEAVE AFFECTS YOUR LLNS BENEFITS

The benefits you receive and the way you pay for them may change if you take a leave of absence. Here is an overview of how leave affects your benefits. You can find more information on the [Benefits Website](#).

BENEFIT PLAN	WHILE YOU ARE OUT	WHEN YOU RETURN
Medical, dental and vision	<p>LLNS will continue to pay the employer share of your benefits for up to six months while you are receiving CA State disability or for the duration of your FMLA.</p> <p>If you are on a paid leave and are receiving enough pay to cover your benefits, your premiums will be deducted from your LLNS pay.</p> <p>If you are on an unpaid leave or a paid leave but not receiving enough pay to cover your cost of benefits, you will be billed by the Payroll office. It is important to make your payments on time to avoid cancellation.</p> <p>You can remain on LLNS benefits for up to two years if on an approved leave, but you will be responsible for both the employer and employee share after the first six months of leave.</p>	<p>If you continued coverage during your leave: Your coverage continues.</p> <p>If you did not continue coverage during your leave: You can re-enroll in the same plans that you were enrolled in before your leave began within 31 days of returning to work using the Life Event option in LAPIS. In certain circumstances, you may enroll in different plans during this time period.</p> <p>If you do not re-enroll within 31 days, your next opportunity to enroll is during open enrollment, and your benefits will be effective the following year.</p>
Legal	<p>You can remain covered for up to two years if you are on an approved leave and if you arrange in advance to pay the monthly premium. You are responsible for the full cost.</p>	<p>If you continued coverage during your leave: Your coverage continues.</p> <p>If you did not continue coverage during your leave: You can re-enroll in the same plans that you were enrolled in before your leave began within 31 days of returning to work using the Life Event option in LAPIS.</p> <p>If you do not re-enroll within 31 days, your next opportunity to enroll is during open enrollment, and your benefits will be effective for the following year.</p>
Accidental Death and Dismemberment (AD&D)	<p>You can remain covered for up to two years if you are on an approved leave. You must arrange in advance to pay the monthly premium and pay the full cost.</p>	<p>If you continued coverage during your leave: Your coverage continues.</p> <p>If you did not continue coverage during your leave or if you were not enrolled: You may enroll at any time by completing an Enrollment, Change, Cancellation, or Opt Out form.</p>

BENEFIT PLAN	WHILE YOU ARE OUT	WHEN YOU RETURN
Supplemental Life	<p>You can remain covered for up to two years if you are on an approved leave. You must arrange in advance to pay the monthly premium and pay the full cost.</p> <p>If you become permanently disabled, you may qualify for the Premium Waiver Benefit. If this is the case, you may continue your coverage without paying the premium.</p>	<p>If you continued coverage during your leave: Your coverage continues.</p> <p>If you did not continue coverage during your leave or if you were not enrolled: You may enroll at any time by completing an Enrollment, Change, Cancellation, or Opt Out form.</p>
Basic Life	Your coverage will continue, at no cost to you, for up to four months after the month your approved disability begins.	Your coverage automatically resumes when you return.
Supplemental Disability	Coverage (for other disabilities) stops on your last day actively at work before your disability begins.	<p>If you continued coverage during your leave: Your coverage continues. The waiting period (7, 30, 90, or 180 days) will be the same as before your leave began.</p> <p>If you did not continue coverage during your leave or if you were not enrolled: You may enroll at any time by completing an Enrollment, Change, Cancellation, or Opt Out form.</p>
Dependent Care Reimbursement Account (DCRA)	Contributions stop when your leave begins.	<p>You can re-enroll within 31 days of returning to work by completing an Enrollment, Change, Cancellation, or Opt Out form.</p> <p>If you do not re-enroll within 31 days, your next opportunity to enroll is during open enrollment, and your benefits will be effective for the following year.</p>
Health Care Reimbursement Account (HCRA)	If you are on an approved FMLA, you may choose to continue participation during your leave. In this case, eligible expenses incurred during your leave would be reimbursable. If you choose not to continue HCRA participation, eligible expenses incurred through the end of the pay period in which you made the last contribution are eligible for reimbursement.	<p>You can re-enroll within 31 days of returning to work by completing an Enrollment, Change, Cancellation, or Opt Out form.</p> <p>If you do not re-enroll within 31 days, your next opportunity to enroll is during open enrollment, and your benefits will be effective for the following year.</p> <p>If you were on leave less than 31 days: You may re-enroll for the remainder of the year and your contribution must be the same as before your leave began.</p> <p>If you were on leave for 31 days or more: You may re-enroll and choose a new annual contribution.</p>

BENEFIT PLAN	WHILE YOU ARE OUT	WHEN YOU RETURN
Vacation Leave and Sick Leave	You do not accrue vacation or sick leave if not on pay status.	When you return to pay status, you will start accruing vacation and sick leave if you are in an eligible position.
401(k) Plan	<p>Your contributions and loan payments, if applicable, will continue while on paid leave.</p> <p>If you are on unpaid leave or your pay from LLNS is not enough to pay your full loan payment, you must make arrangements with Fidelity within 12 months of your last day on pay status. Your options include:</p> <ul style="list-style-type: none"> ▪ Make monthly Electronic Fund Transfers (EFTs) directly to Fidelity ▪ Make the full payment in advance for the period you will be off pay status ▪ Repay the outstanding amount in full <p>If you do not elect one of these options within the 12-month period, the outstanding loan amount will be reported as a taxable distribution.</p>	<p>When you return to pay status, savings deductions resume automatically.</p> <p>If the leave was a USERRA (Military) Leave, you are eligible to make up any elective deferrals, catch-up contributions, and after-tax contributions and receive the applicable employer match that you would have made to the LLNS 401(k) plan while you were gone on an unpaid military leave. Please contact the Benefits Office for information upon returning from a USERRA (Military) Leave.</p>
LLNS Pension Plan	<p>You remain eligible for any LLNS benefits you were entitled to when your leave began. If your leave is greater than three years, it will be considered a break in service.</p>	<p>Mandatory contributions resume automatically when you return to pay status.</p> <p>If the leave was a USERRA (Military) Leave, Government Service Leave, or Workers' Compensation Leave and you choose to make up the mandatory member contributions, you must do so within a prescribed timeframe in order to be credited with Credited Service in the LLNS Defined Benefit Plan for the period of your leave. The amount of missed mandatory member contributions is based on the eligible plan compensation for such period.</p> <p>Please contact the Benefits Office for information about service credit buyback upon returning from a USERRA (Military) Leave, Government Service Leave, or Workers' Compensation Leave.</p>

QUESTIONS?

Find more information about all the policies in this guide on the [HR Policies website](#).

This booklet provides an overview of the laws and benefits applicable to extended leaves from work. Additional information can be found on the Benefits Office website at <https://benefits.llnl.gov/>. LLNS has leave management specialists to meet with you and help you through this process. Call the Benefits Office at 1-925-422-9955 to schedule an appointment.

This material is based on California law and some aspects may differ for out-of-state employees. Be sure to contact the Benefits Office.