

2024

Maternity Leave & Parental Leave Guide



Inside this GUIDE

I'm having a baby 3

I'm welcoming a new child into my family 12

Having a baby or welcoming a new child into the family?

LLNS is here to help you understand your leave benefits. This guide will help you understand how your leave works and provide you a checklist to help guide you.

If you need additional information about time away from work policies at Lawrence Livermore National Security (LLNS), please visit the policy website at [HR Policies](#) or contact our Benefits Office at 1-925-422-9955 and ask for one of our Leave Management Specialists.

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. 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. Please review Family and Medical Leave Policy at <https://human-resources.llnl.gov/policies/>.

| Job Protection Benefits | Reason | Resource |
|-------------------------------------|--|------------------------------------|
| Family Medical Leave Act (FMLA) | Pregnancy-related disability | <u>HR Policies</u> |
| | Bonding with your new baby | |
| California Family Rights Act (CFRA) | Bonding with your new baby | <u>HR Policies</u> |
| | Prenatal/postnatal care | |
| Pregnancy Disability Leave (PDL) | Severe morning sickness | <u>HR Policies</u> |
| | Doctor-ordered bed rest | |
| | Post-partum depression | |
| | Recovery from childbirth | |
| | Other pregnancy-related medical conditions | |

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 California Paid Family Leave (CA 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 Paid Parental Leave benefits 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)

CASDI typically provides benefits for up to four weeks before your expected due date and six weeks (normal delivery) or eight weeks (Cesarean section) after the birth.

To apply, visit [SDI Online](#). You will find information, 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 \$1,620 for 2024.

The Disability/PFL Calculator on the CASDI website helps you 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.

- You can also elect to supplement CASDI up to 100% with your 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.

California Paid Family Leave For Bonding (PFL) with Paid Parental Leave (PPL)

The new LLNS Paid Parental Leave (PPL) program will supplement CAPFL when bonding for 8 weeks at 80% of your weekly pay, with no weekly benefit maximum.

- After CASDI benefits end, you are eligible for CA PFL benefits to bond with your new baby.
- CA PFL pays either 60% or 70% of your pay, depending on your income, up to a weekly maximum of \$1,620 for 2024.
- You can elect to supplement CA PFL for bonding with PPL.
- You may supplement CA PFL for bonding with PPL to receive 80% of your weekly salary and may choose to use your vacation accruals to receive up to 100%.
 - › You can use the [Disability/PFL Calculator](#) on the CASDI website helps you estimate your payment.

Wage Replacement Benefits

| | Reason | How much? | How long? |
|--|------------------------------|---|---|
| California State Disability Insurance (CASDI) | Pregnancy-related disability | <p>Provides either 60% or 70% of your pay, depending on your income, up to a weekly maximum of \$1,620 for 2024.</p> <p>You may supplement CASDI with sick leave to receive up to 80% of your salary and may choose to use up to 20% of your vacation to get to 100%.</p> | 4 weeks before your expected due date and for 6 weeks (normal delivery) or 8 weeks (Cesarean section) after birth |
| Paid Family Leave (PFL) with Paid Parental Leave (PPL) | Bonding with your new baby | <p>Provides either 60% or 70% of your pay, depending on your income, up to a weekly maximum of \$1,620 for 2024.</p> <p>CA PFL combined with PPL can pay 80% of your weekly earnings, with no weekly benefit maximum and you may choose to use your vacation to receive up to 100%.</p> | 8 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 within 31 days after first becoming eligible. However outside of your eligibility period if you do not enroll, 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 To Help Illustrate Your Benefits



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 six weeks, Emily is covered by PDL and FMLA, which protect her job. Once she is no longer disabled and her CASDI benefits end, CFRA provides job protection while Emily is bonding with her baby. In this situation, FMLA overlaps with PDL and the first 6 weeks of CFRA.

| Week | Pay | Job Protection |
|-----------------------|--|----------------|
| 1 | Sick and/or Vacation accruals | FMLA / PDL |
| 2 | CASDI Supplements with sick leave accruals | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | PFL Supplements with PPL | FMLA / CFRA |
| 8 | | |
| 9 | | |
| 10 | | |
| 11 | | |
| 12 | | |
| 13 | | |
| 14 | | |
| 15 | Unpaid | CFRA |
| 16 | | |
| Return to Work | | |

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.

Maternity Time-off Examples To Help Illustrate Your Benefits



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 seven weeks, her disability benefits end. Sarah then takes eight weeks of CA PFL to bond with her baby and supplemented this with the new LLNS PPL. 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.

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.

| Week | Pay | Job Protection |
|-----------------------|---|----------------|
| 1 | Sick and/or Vacation Accruals | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | Child Born | |
| 7 | CASDI | FMLA / PDL |
| 8 | | |
| 9 | | |
| 10 | | |
| 11 | | |
| 12 | | |
| 13 | | |
| 14 | | PDL |
| 15 | | |
| 16 | | |
| 17 | CA PFL Supplements with PPL and Vacation accruals | |
| 18 | | CFRA |
| 19 | | |
| 20 | | |
| 21 | | |
| Return to Work | | |

Maternity Time-off Examples To Help Illustrate Your Benefits



JESSICA: A HEALTHY 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 during her disability due to pregnancy. 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. (For c-section you can receive CASDI benefits for up to eight weeks after your delivery if certified by a doctor). FMLA protects her job for four weeks after her child's birth (a total of 12 weeks), and PDL protects her job until she is no longer disabled (8 weeks after the child's birth in this scenario). She then takes eight weeks of Paid Family Leave to bond with her baby while CFRA protects her job.

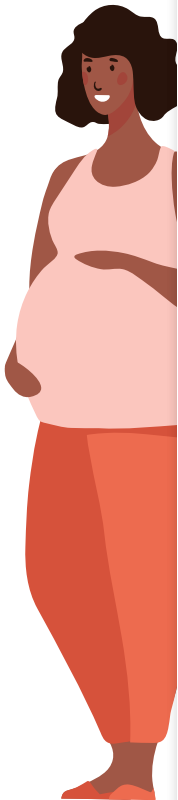
| Week | Pay | Job Protection |
|------|-------------------------------|----------------|
| 1 | Sick and/or Vacation Accruals | FMLA / PDL |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | CASDI | |
| 8 | | |
| 9 | Child Born | |
| 10 | | PDL |
| 11 | | |
| 12 | | |
| 13 | | |
| 14 | | |
| 15 | | |
| 16 | | |
| 17 | | |
| - | CA PFL Supplements with PPL | CFRA |
| 24 | | |

Return to Work

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.

Maternity Leave Checklist



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 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@lmi.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.*

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.

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.

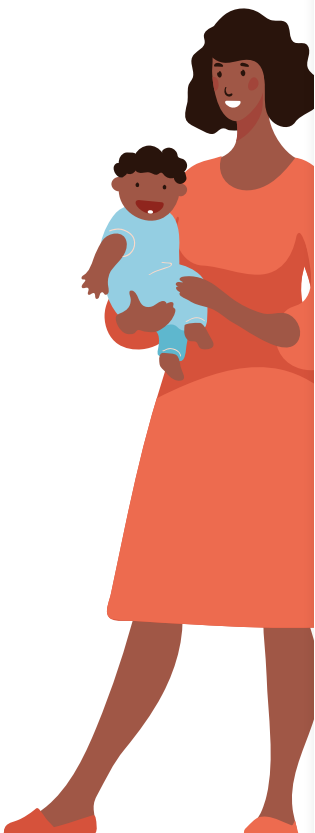
Do **not** complete a timecard and tell your supervisor **not** to complete timecards on your behalf while you are on leave. This will be handled by Benefits and Payroll.

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.)

continue to page 11



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.

THE DAY BEFORE YOU RETURN

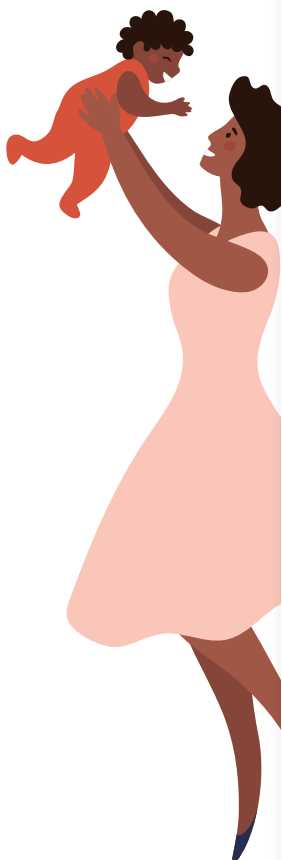
Notify **Health Services** if you are returning directly from maternity disability.

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@lmi.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'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 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. (View FMLA policy at <https://human-resources.llnl.gov/policies/> for eligibility).

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)/ California Family Rights Act (CFRA) | Bond with your new baby, newly adopted or foster care child | Up to 12 weeks running concurrently |

Pay During Leave

California Paid Family Leave (CAPFL) is available to you if you live in California, are a part-time or full-time employee, and who has contributed to the Disability Insurance Elective Coverage Program at some point during the previous 18 months. You may use PPL and vacation accruals to supplement your benefits you receive from CA PFL for bonding. Here is how it works:

- If eligible CA PFL pays up to 60% or 70% of your weekly pay, up to a weekly maximum of \$1,620 for 2024.
- You may be eligible for 8 weeks of CA PFL for bonding.
- You may elect to supplement CA PFL for bonding with PPL for up to 80% of your weekly pay.
 - › You may supplement CA PFL/PPL with vacation accruals to receive up to 100% of your pay.

Wage Replacement Benefits

| | Reason | How much? | How long? |
|---------------------------|--|--|-----------|
| Paid Parental Leave (PPL) | To bond with a new child you have welcomed in the past 12 months | Together PFL and PPL benefits provides up to 80% of your pay | 8 weeks |

Using your LLNS Sick Leave Accruals

| Reason | What you can use |
|--|---|
| Attend birth | Up to 8 hours of employee sick leave accruals |
| Care for spouse while disabled Normal delivery – 6 weeks C-section – 8 weeks | Family sick leave accruals |

Using Paid Parental Leave (PPL) and Vacation Accruals to Supplement CA PFL

| Reason | What you can use |
|--|--|
| Bond with baby-within 12 months of birth | Up to 8 weeks PPL benefits in conjunction with 8 weeks of PFL benefits for bonding for 80% of your weekly salary and vacation accruals for up to 100% of your salary |

Parental Leave Time-off Examples to Help Illustrate Your Benefits



MIKE:

WELCOMING A NEW BABY

He is eligible for 8 weeks of CA PFL Benefits through the State of California

A total of 8 weeks is available if eligible to be used to care for his wife or for bonding. Mike is not eligible for PPL benefits while he is receiving CA PFL benefits to care for his wife. He is only eligible for supplemental PPL benefits when receiving CA PFL benefits for bonding.

Mike's wife, Amy, is having a baby. He uses eight hours of accrued employee sick leave to attend the birth and then uses two weeks of his accrued sick leave after birth to care for Amy. He then takes two additional weeks of Paid Family Leave (CA PFL) to continue to care for Amy while she is still disabled, during this time Mike uses family sick leave (FSL) accruals to supplement CA PFL for the next two weeks. Mike then comes back to work for two months. Mike has 6 weeks California PFL benefits remaining. He uses four weeks of CA PFL for bonding with his new baby intermittently over the next five months and uses PPL to supplement CA PFL payments to receive 80% of his pay and uses his vacation accruals to get his pay to 100%. Mike will take his remaining two weeks of CA PFL for bonding that he has available before the end of the 12-month period .He has now used his 8 weeks of CA PFL and PPL that he has available. During the entirety of his leave, FMLA and CFRA protect Mike's job.



JOHN:

ADOPTING A CHILD

John and his partner are adopting a baby. He applies for CA PFL and supplements PPL benefits to receive 80% of his pay for two weeks. John comes back to work for six months. He completes his CA PFL for bonding by taking off the remaining six weeks and supplements CA PFL with PPL benefits. During the entirety of his leave, FMLA and CFRA protect John's job.

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.

BEFORE LEAVE

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 CA PFL benefits. You will also find written instructions and a how-to video on the site. You must provide Benefits with your confirmation from **SDI Online** that you have applied for CA PFL benefits in order to be eligible for PPL benefits.

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:

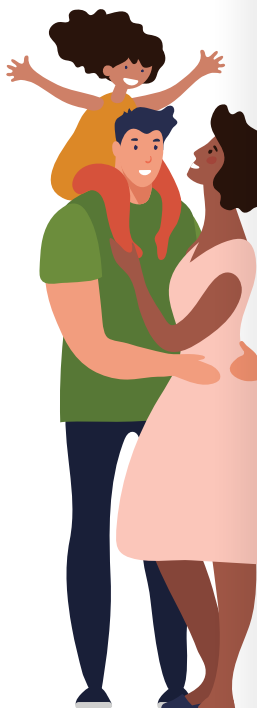
Make payments to Payroll for your benefits by the 25th of the month. You will receive a monthly invoice from Payroll.

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.

HOW LEAVE AFFECTS YOUR SERVICE CREDIT

Effective August 1, 2023, service credit for vacation accruals and service awards will continue for employees on a leave of absence for disability or family care, including parental bonding. It does not apply to other leave types, such as unpaid personal leave.

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 | 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. | If you continued coverage during your leave: Your coverage continues. |
| | 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. | 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. |
| | 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. | |
| | 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. | 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. |
| Legal | | If you continued coverage during your leave: Your coverage continues. |
| | 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. | 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. 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. |

| 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 | <p>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.</p> | |
| Supplemental Disability | <p>Coverage (for other disabilities) stops on your last day actively at work before your disability begins.</p> | <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) | <p>Contributions stop when your leave begins.</p> | <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> |

| Benefit Plan | While You Are Out | When You Return |
|--|--|---|
| Health Care Reimbursement Account (HCRA) | <p>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> | <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> |
| Vacation Leave and Sick Leave | <p>You do not accrue vacation or sick leave if not on pay status.</p> | <p>When you return to pay status, you will start accruing vacation and sick leave if you are in an eligible position.</p> |
| 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> |

| Benefit Plan | While You Are Out | When You Return |
|-------------------|---|---|
| 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. 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 time frame 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. 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> |

2024

Maternity Leave & Parental Leave Guide

