

2026

Maternity Leave & Parental Leave Guide



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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 [LLNS HR policies](#) 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 [HR Policy](#) and some benefits may differ for remote employees who reside outside of California. Be sure to contact Benefits.



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 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 generally eligible for 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 to you if you live in California and have contributed to the State Disability Insurance Elective Coverage at some point during 18 months prior to your Maternity or Parental leave. You may use your own sick accruals and/or vacation accruals to supplement your pay from CASDI and Paid Parental Leave benefits to supplement your pay from CA PFL. Additionally, LLNS has an option for you to purchase supplemental disability through The Hartford. If you live outside of California, there are some states offering Paid Leave benefits. Please contact the Benefits Office to connect with your Leave Management Specialist who will provide additional details.

California State Disability Insurance (CASDI)

CASDI typically provides partial income replacement 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. You will need to check with your Leave Management Specialist to confirm the start date.

- CASDI pays about 70% to 90% of your salary, depending on your income, up to a weekly maximum of \$1,765 for 2026.
- You can use the [SDI/PFL Calculator](#) on the EDD website to help you estimate your eligible CASDI amount.
- You may supplement CASDI with sick accruals and/or vacation accruals to receive up to 80% of your salary.
- You may supplement CASDI with vacation accruals only to receive 100% of your salary.
- There is a seven-day waiting period before CASDI benefits begin. During this time, you can elect to use your own sick accruals and/or vacation accruals or choose not to be paid.

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

CA PFL provides partial income replacement for up to eight weeks of bonding leave within 12-months of your baby's birth.

To apply, please check with your Leaves Specialist for instructions.

- CA PFL pays about 70% to 90% of your salary, depending on your income, up to a weekly maximum of \$1,765 for 2026.
- If you are eligible to receive CA PFL, then you are eligible to receive LLNS Paid Parental Leave (PPL) to bring your pay to 80% of your salary.
- You may supplement CA PFL and LLNS PPL with your vacation accruals to receive 100% of your salary.
 - › You can use the [SDI/PFL Calculator](#) on the EDD website to help you estimate your eligible CA PFL amount.

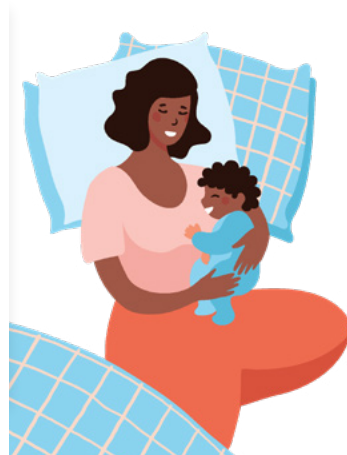
Wage Replacement Benefits

	Reason	How much?	How long?
California State Disability Insurance (CASDI)	Pregnancy-related disability	<p>Provides about 70% to 90% of your salary, depending on your income, up to a weekly maximum of \$1,765 for 2026.</p> <p>You may supplement CASDI with sick accruals to receive up to 80% of your salary and may choose to use additional vacation accruals to receive 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 about 70% to 90% of your salary, depending on your income, up to a weekly maximum of \$1,765 for 2026.</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 accruals to receive 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. 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		PDL
14		
15		
16		
17	CA PFL Supplements with PPL and Vacation Accrual	CFRA
18		
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.

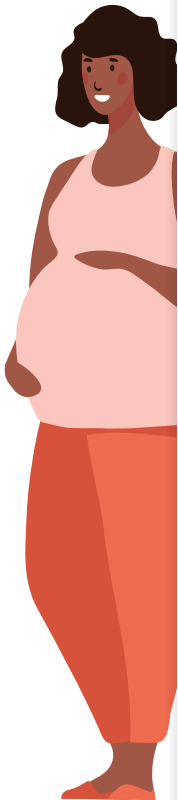
Week	Pay	Job Protection
1	Sick and/or Vacation Accruals	FMLA / PDL
2		
3		
4		
5		
6		
7	CASDI	
8		
9	Child Born	
10		PDL
11		
12		
13		
14		
15		
16		
17		
-	CA PFL Supplements with PPL	CFRA
24		

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

Check out 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**, Health and Declared Pregnant Worker form, if desired.

SECOND TRIMESTER

Meet with a Leave Management Specialist to discuss your Maternity and Parental leave and options for pay while on leave. Email **loa@lnl.gov** or call 1-925-422-9955 to schedule an appointment. *You can meet with a Leave Management Specialist at any time, but no later than 30 days before your leave begins.*

Meet with your supervisor to inform him/her of your time-off plans.

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

Forward your medical note or return your FMLA Certification Form to your Leave Management Specialist.

Apply for supplemental disability through The Hartford, if applicable. You can file calling 1-888-277-4767 (8 a.m.–8 p.m. ET, Monday–Friday).
LLNS Policy # 395263

DATE OF DISABILITY

File a claim at [SDI Online](#) to apply for CASDI benefits. Ask your Leave Management Specialist for written instruction.

DURING LEAVE

Send your EDD Statement/Notice of Computation from the State of California Employment Development Department (EDD) to your Leave Management Specialist as soon as you receive it. If you are supplementing CA SDI with Sick or Vacation accrual, you must send the EDD Statement/Notice of Computation to your Leave Management Specialist. Otherwise, you may not receive your supplementing pay until it is received.

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

You should also send a copy to The Hartford, if applicable.

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.

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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

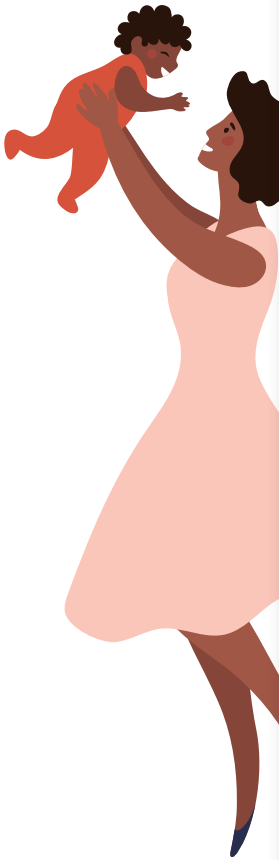
Notify **Health Services** if you are returning directly from maternity disability.

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 your Leave Management Specialist at loa@ltnl.gov or at 1-925-422-9955 of your return.

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 generally eligible for 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 and have contributed to the Disability Insurance Elective Coverage Program at some point during the previous 18 months prior to our Parental/Bonding leave. If you live outside of California, there are a few states offering Paid Family and Medical Leave benefits similar to CA PFL. Please contact the Benefits Office to connect with your Leave Management Specialist who will provide additional details.

- CA PFL provides partial income replacement for up to eight (8) weeks of bonding leave within 12 months of your baby's birth.
- CA PFL pays about 70% to 90% of your salary, depending on your income, up to a weekly maximum of \$1,765 for 2026.

- If you are eligible to receive CA PFL, you are eligible to receive LLNS Paid Parental Leave (PPL) to bring your pay to 80% of your salary.
- You may supplement CA PFL and LLNS PPL with your vacation accruals to receive 100% of your salary
- You can use the **SDI/PFL Calculator** on the EDD website to help you estimate your eligible CA PFL amount.
 - To apply, please check with your Leave Management Specialist for detailed instructions.

Wage Replacement Benefits

	Reason	How much?	How long?
Paid Family Leave (PFL) with Paid Parental Leave (PPL)	To bond with a new child you have welcomed in the past 12 months	Together PFL and PPL benefits provide 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 (up to 240 hours during a fiscal year)

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

Meet with the Leave Management Specialist to discuss your Bonding Leave Plan, including pay options while on leave. Email loa@lml.gov or call 1-925-422-9955 to schedule an appointment. You can meet with the Leave Management Specialist 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 & DURING LEAVE

Provide a copy of the Record of Birth from the hospital or the adoption or foster records to your Leave Management Specialist.

File a claim at **SDI Online** for CA PFL, ask your Leave Management Specialist for detailed instructions.

Send your EDD Statement/Notice of Computation from your CA PFL claim to your Leave Management Specialist as soon as you receive it. You may not receive your supplementing pay until the Notice of Computation is received.

Do not complete a timecard and let your supervisor know 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**.





Within 31 Days of Birth/Adoption

Enroll your baby/new child in benefit plans. You must enroll within 31 day of birth/Adoption for your baby/new child to receive coverage. You can:

Send the Enrollment, Change, Cancellation, or Opt Out form to the Benefits Office

Access LAPIS via VPN: Use the Life Event feature to enroll through LAPIS.

RETURNING FROM LEAVE

Notify the Benefits Office at loa@lmi.gov or your Leave Management Specialist of your first day back at work.

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 to work.

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	<p>LLNS will continue to pay the employer share of your benefits for up to six months while you are on leave under FMLA, CFRA, and ADA. For leave under CA PDL, LLNS may continue to pay the employer share of your benefits for longer than 6 months.</p>	<p>If you continued coverage during your leave: Your coverage continues.</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>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>
Legal	<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 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>
	<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>

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)

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.

You can re-enroll within 31 days of returning to work by completing an Enrollment, Change, Cancellation, or Opt Out form.

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.

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.

If you were on leave for 31 days or more: You may re-enroll and choose a new annual contribution.

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.

Your contributions and loan payments, if applicable, will continue while on paid leave.

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:

When you return to pay status, savings deductions resume automatically.

401(k) Plan

Make monthly Electronic Fund Transfers(EFTs) directly to Fidelity.

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.

Make the full payment in advance for the period you will be off pay status.

Repay the outstanding amount in full.

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.

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>

Maternity Leave & Parental Leave Guide

