You must take action within 31 calendar days from date of hire.
You must take action within 31 calendar days from date of hire

<table>
<thead>
<tr>
<th>Page</th>
<th>Section</th>
</tr>
</thead>
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<td>Legal Notices</td>
</tr>
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<td>Contact Information</td>
</tr>
</tbody>
</table>

**IMPORTANT:** Certain benefits elections must be completed within 31 calendar days from your date of hire. If enrolled within this time frame, elected medical, dental, and vision coverage for yourself and any enrolled dependents will be retroactive to your date of hire. If you do not enroll within the allotted 31 calendar days, you will have to wait until open enrollment for the following calendar year unless you have a qualifying mid-year event. Note that Social Security Numbers and date of birth are required to enroll your dependents in benefits. **If you are a newly hired employee that is covered under your Sandia spouse, you cannot elect to transfer your coverage from the primary covered participant until the next open enrollment period.**
<table>
<thead>
<tr>
<th>Date Due</th>
<th>Benefit Plan</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Within 31 calendar days of hire date</td>
<td>Medical, Dental, and Vision Insurance</td>
<td>Enroll online through HR Self-Service at <a href="http://inside.sandia.gov">inside.sandia.gov</a>.</td>
</tr>
<tr>
<td></td>
<td>• Healthcare Flexible Spending Account</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Dependent Care Flexible Spending Account</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Primary Group Term Life Insurance (paid by Sandia)</td>
<td>You can purchase either a 10% or 20% buy-up.</td>
</tr>
<tr>
<td></td>
<td>• Voluntary Term Life Insurance</td>
<td>To designate beneficiaries for your Primary Group Term Life Insurance, go to the Prudential Beneficiary Designation website at <a href="http://www.prudential.com/mybenefits">www.prudential.com/mybenefits</a> and enter 90373 in the Control Number field or call 800-778-3827.</td>
</tr>
<tr>
<td></td>
<td>• Dependent Group Life Insurance</td>
<td>Enroll online at <a href="http://www.metlife.com/mybenefits">www.metlife.com/mybenefits</a> or with MetLife Customer Service at 866-492-6983.</td>
</tr>
<tr>
<td></td>
<td>Sandia Extras Voluntary Benefits</td>
<td>Enroll online at <a href="http://mySandiaExtras.com">mySandiaExtras.com</a> or with Corestream Customer Service at 855-514-8800. You will need your employee ID number (aka SNL ID) to enroll in this benefit. Find it by looking yourself up in the Sandia Directory at <a href="http://inside.sandia.gov">inside.sandia.gov</a>. Represented employees should refer to your union's <a href="http://www.sandia.gov">Collective Bargaining Agreement</a> for eligibility.</td>
</tr>
<tr>
<td>Date Due</td>
<td>Date Complete</td>
<td>Benefit Plan</td>
</tr>
<tr>
<td>------------------</td>
<td>---------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>No deadline</td>
<td>Complete</td>
<td>Virgin Pulse Program</td>
</tr>
<tr>
<td>Complete annually</td>
<td>Complete</td>
<td>Health Assessment</td>
</tr>
<tr>
<td>No deadline</td>
<td>Complete</td>
<td>Transportation Spending Account (CA employees only)</td>
</tr>
<tr>
<td>No deadline</td>
<td>Complete</td>
<td>Voluntary Group Accident</td>
</tr>
<tr>
<td>No deadline</td>
<td>Complete</td>
<td>401(k) Plan</td>
</tr>
</tbody>
</table>

**HOW TO ENROLL IN BENEFITS**

- Visit [inside.sandia.gov](http://inside.sandia.gov) from a Sandia computer
- Click on **HR Self Service** (under Tools on left side)
- Click on the **OnBoarding** Box
- Select **Benefits & Retirement**
- Select **Benefits Enrollment**
- Choose **Select**
- Select **Edit** for each benefit election
- Make sure to hit **Submit**

Make sure to contact HR Solutions immediately if you do not receive an email confirmation of your enrollment!

Enrollment for Voluntary Life Insurance, 401(k) Plan, and Sandia Extras are completed on external sites.

Note that you will need Social Security Number and date of birth to enroll dependents.

*Note: Sandia does not require proof of dependent eligibility upon initial enrollment in Medical, Dental, or Vision; however, you will be required to provide proof of dependent eligibility upon request from our third party administrator, HMS. Do not disregard this request!*
INSURANCE GLOSSARY

CLAIM SUBSTANTIATION

Every expense or transaction from a Flexible Spending Account (FSA) or Health Reimbursement Account (HRA) must be substantiated. This means there needs to be proof or evidence that the funds were only used for eligible medical, prescription, dental, or vision expenses.

COINSURANCE

Once you meet your annual deductible, you and Sandia share a cost of covered medical services. The percentage you pay is called coinsurance.

COPAY

A fixed amount you must pay for a covered healthcare service.

DEDUCTIBLE

Your annual deductible is the amount you pay each year out of your pocket for medical expenses. Once you meet the deductible, your medical benefits begin.

DUAL SANDIAN

If you are a Sandia employee married to another Sandia employee or a Sandia retiree, you are considered a Dual Sandian.

OUT-OF-POCKET MAXIMUM

The maximum amount you’ll pay out of your own pocket for eligible medical care during the calendar year. Your annual deductible counts toward this amount.
Sandia Total Health Monthly Premiums
Effective January 1, 2020

ONE MEDICAL PLAN, THREE ADMINISTRATORS
Sandia National Laboratories has one medical plan: Sandia Total Health (STH). STH is administered by three different vendors: Blue Cross Blue Shield of New Mexico (BCBSNM), UnitedHealthcare (UHC), and Kaiser Permanente (CA employees only). In addition to the premiums you pay, the best way to choose a plan administrator is to determine if your doctor is a network provider for that administrator. Compare the administrators at hr.sandia.gov today.

<table>
<thead>
<tr>
<th>FAMILY COVERAGE &amp; SALARY TIER</th>
<th>TIER 1 ≤$50,000</th>
<th>TIER 2 $50,001 - $80,000</th>
<th>TIER 3 $80,001 - $130,000</th>
<th>TIER 4 &gt;$130,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee only</td>
<td>$62</td>
<td>$91</td>
<td>$132</td>
<td>$162</td>
</tr>
<tr>
<td>Employee + spouse</td>
<td>$131</td>
<td>$191</td>
<td>$276</td>
<td>$339</td>
</tr>
<tr>
<td>Employee + child(ren)</td>
<td>$111</td>
<td>$164</td>
<td>$238</td>
<td>$292</td>
</tr>
<tr>
<td>Employee + spouse and child(ren)</td>
<td>$186</td>
<td>$270</td>
<td>$395</td>
<td>$485</td>
</tr>
</tbody>
</table>

Year-round student interns pay the Tier 1 rates.
Your premium rate tier is based on your salary as of Jan. 1, 2020.
Premiums are only taken out of your first two paychecks of the month.

MEDICAL HELP
Sandia provides dedicated UHC and BCBSNM customer advocates to answer your medical plan questions, Monday through Thursday from 8:00 a.m. - 4:00 p.m. MT. Your customer advocate will research and resolve questions about medical claims, FSA/HRA, appeals, and more. They can also help you find an in-network provider. You may also contact UHC and BCBSNM customer service any time through the number on the back of your ID card or by visiting their websites (see page 21).

To contact the BCBSNM or UHC customer advocates, go to hr.sandia.gov.

DID YOU KNOW?

VIRTUAL VISITS
It’s never been easier to make healthcare fit your life. From onsite services through the Sandia Medical Clinic to $25 copay virtual visits, receive care at work, home or on the go. Need help finding a doctor or resolving a claim? Connect with Sandia’s advocates.

Virtual visits allow you to see and talk with a doctor from your smartphone, tablet or computer, anytime, anywhere. They can be appropriate for a variety of conditions, including:

- Allergies
- Coughs
- Colds
- Ear infections
- Fevers
- Pink eye
- Rashes
- Seasonal flu
- Sinus problems
- Sore throats
- Urinary tract infections
## Sandia Total Health

### Blue Cross Blue Shield of New Mexico

<table>
<thead>
<tr>
<th></th>
<th>SHPN</th>
<th>IN-NETWORK</th>
<th>OUT-OF-NETWORK</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PREVENTIVE CARE</strong></td>
<td>100% covered</td>
<td>100% covered</td>
<td>60% covered</td>
</tr>
</tbody>
</table>

### ANNUAL DEDUCTIBLE¹ (EXCLUDES PRESCRIPTION DRUG COSTS)

<table>
<thead>
<tr>
<th></th>
<th>Employee only</th>
<th>Employee + spouse or child(ren)</th>
<th>Employee + spouse and child(ren)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$500</td>
<td>$1,000 ($500/person)</td>
<td>$1,500 ($500/person)</td>
</tr>
<tr>
<td></td>
<td>$750</td>
<td>$1,500 ($750/person)</td>
<td>$2,250 ($750/person)</td>
</tr>
<tr>
<td></td>
<td>$2,000</td>
<td>$4,000 ($2,000/person)</td>
<td>$6,000 ($2,000/person)</td>
</tr>
</tbody>
</table>

### COINSURANCE

- **Employee only**: You pay 10%
- **Employee + spouse or child(ren)**: You pay 20%
- **Employee + spouse and child(ren)**: You pay 40%

### ANNUAL CALENDAR YEAR OUT-OF-POCKET LIMIT²

<table>
<thead>
<tr>
<th></th>
<th>Employee only</th>
<th>Employee + spouse or child(ren)</th>
<th>Employee + spouse and child(ren) (family)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$2,000</td>
<td>$4,000 (2,000/person)</td>
<td>$6,000 (2,000/person)</td>
</tr>
<tr>
<td></td>
<td>$2,750</td>
<td>$5,500 (2,750/person)</td>
<td>$8,250 (2,750/person)</td>
</tr>
<tr>
<td></td>
<td>$6,500</td>
<td>$13,000 (6,500/person)</td>
<td>$19,500 (6,500/person)</td>
</tr>
</tbody>
</table>

¹Annual deductible does not include prescription drug costs. In- and out-of-network deductibles do not cross apply; each deductible must be met separately for eligible expenses. In-network and SHPN deductibles will cross-apply.

²Annual calendar year out-of-pocket limit does not include prescription drug costs. All limits include deductible amount. In- and out-of-network out-of-pocket limits do not cross apply; each limit must be met separately. In-network and SHPN out-of-pocket limits will cross-apply.

---

### FIND AN IN-NETWORK DOCTOR

**All BCBSNM members** can find a doctor using the online provider finder at [www.bcbsnm.com/sandia](http://www.bcbsnm.com/sandia).

BCBSNM members in NM have two resources to find a doctor and make an appointment:

- **Optum**
  - Ambassador Line: 505-262-7100
  - Concierge Line: 505-727-2727

- **Employee Assistance Program (EAP):**
  - Magellan: 800-424-0320
  - BCBSNM Behavioral Health: 888-898-0070

### SANDIA TOTAL HEALTH PARTNER NETWORK

Sandia Total Health (STH) administered by BCBSNM offers Sandia employees the richest benefit option: the Sandia Health Partner Network (SHPN), which is available in the Albuquerque four-county area (Bernalillo, Sandoval, Torrence, and Valencia counties).

### BCBSNM IN-NETWORK

In-network providers contract with your health plan so your benefits are covered at a higher level and you end up paying less out of your pocket for healthcare. SHPN and in-network deductibles and out-of-pocket maximums cross-apply.

### OUT-OF-NETWORK

STH covers out-of-network providers; however, benefits are paid at a lower level, which results in you paying more out of pocket. Additionally, you are responsible for paying anything above usual and customary costs. This is the most expensive healthcare option, but it provides the greatest flexibility.

Refer to the BCBSNM Program Summary found at [hr.sandia.gov](http://hr.sandia.gov), search “plan documents”.
IN-NETWORK PROVIDERS
In-network providers contract with your health plan so your benefits are covered at a higher level and you end up paying less out of your pocket for healthcare.

OUT-OF-NETWORK
Sandia Total Health covers out-of-network providers; however, benefits are paid at a lower level, which results in you paying more out of pocket. Additionally, you are responsible for paying anything above usual and customary costs. This is the most expensive healthcare option, but it provides the greatest flexibility.

Refer to the UnitedHealthcare or Kaiser Program Summaries found at hr.sandia.gov, search “plan documents”.

FIND AN IN-NETWORK DOCTOR
All UHC members can find a doctor using the online provider finder at myuhc.com. When prompted, choose the Choice Plus plan to see Sandia’s in-network providers.

UHC members in NM have two resources to find a doctor and make an appointment:

- Presbyterian
  Customer Service Center
  505-923-7300

- Oputm
  Ambassador Line
  505-262-7100

Employee Assistance Program (EAP):
- LifeEra
  United Behavioral Health
  866-828-6049

- Kaiser Permanente members can find a doctor using the online provider finder at kp.org.

ANNUAL DEDUCTIBLE1 (EXCLUDES PRESCRIPTION DRUG COSTS)

<table>
<thead>
<tr>
<th></th>
<th>IN-NETWORK</th>
<th>OUT-OF-NETWORK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee only</td>
<td>$750</td>
<td>$2,000</td>
</tr>
<tr>
<td>Employee + spouse or child(ren)</td>
<td>$1,500 ($750/person)</td>
<td>$4,000 ($2,000/person)</td>
</tr>
<tr>
<td>Employee + spouse and child(ren)</td>
<td>$2,250 ($750/person)</td>
<td>$6,000 ($2,000/person)</td>
</tr>
</tbody>
</table>

COINSURANCE

<table>
<thead>
<tr>
<th></th>
<th>IN-NETWORK</th>
<th>OUT-OF-NETWORK</th>
</tr>
</thead>
<tbody>
<tr>
<td>You pay 20%</td>
<td></td>
<td>You pay 40%</td>
</tr>
</tbody>
</table>

ANNUAL CALENDAR YEAR OUT-OF-POCKET LIMIT2

<table>
<thead>
<tr>
<th></th>
<th>IN-NETWORK</th>
<th>OUT-OF-NETWORK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee only</td>
<td>$2,750</td>
<td>$6,500</td>
</tr>
<tr>
<td>Employee + spouse or child(ren)</td>
<td>$5,500 ($2,750/person)</td>
<td>$13,000 ($6,500/person)</td>
</tr>
<tr>
<td>Employee + spouse and child(ren)</td>
<td>$8,250 ($2,750/person)</td>
<td>$19,500 ($6,500/person)</td>
</tr>
</tbody>
</table>

1Annual deductible does not include prescription drug costs. In- and out-of-network deductibles do not cross apply; each deductible must be met separately for eligible expenses.

2Annual calendar year out-of-pocket limit does not include prescription drug costs. All limits include deductible amount. In- and out-of-network out-of-pocket limits do not cross apply; each limit must be met separately.
Prescription Drug Benefits:
Express Scripts & Kaiser Pharmacy

Sandia Total Health includes comprehensive prescription drug coverage administered by Express Scripts (for those enrolled in BCBSNM and UHC) and Kaiser Pharmacy (for those enrolled in Kaiser). When you enroll in BCBSNM, UHC, or Kaiser, you are automatically enrolled in prescription coverage.

To find out if your medication is covered, go to [www.express-scripts.com/sandia](http://www.express-scripts.com/sandia) for Express Scripts or [kp.org](http://kp.org) for Kaiser.

### Drug Category

<table>
<thead>
<tr>
<th></th>
<th>In-Network</th>
<th>Out-of-Network</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Retail Pharmacy: Maximum 30-day Supply</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Generic</td>
<td>You pay 20%</td>
<td>You pay 50%</td>
</tr>
<tr>
<td></td>
<td>$5/$10 min/max copay</td>
<td></td>
</tr>
<tr>
<td>Brand-name preferred</td>
<td>You pay 30%</td>
<td>You pay 50%</td>
</tr>
<tr>
<td></td>
<td>$30/$45 min/max copay</td>
<td></td>
</tr>
<tr>
<td>Brand-name non-preferred</td>
<td>You pay 40%</td>
<td>You pay 50%</td>
</tr>
<tr>
<td></td>
<td>$50/$75 min/max copay</td>
<td></td>
</tr>
</tbody>
</table>

**Smart90 Retail/Mail Order: Maximum 90-day Supply (100-day Supply for Kaiser Mail Order)**

<table>
<thead>
<tr>
<th></th>
<th>In-Network</th>
<th>Out-of-Network</th>
</tr>
</thead>
<tbody>
<tr>
<td>Generic</td>
<td>You pay 20%</td>
<td>Not covered</td>
</tr>
<tr>
<td></td>
<td>$12.50/$25 min/max copay</td>
<td></td>
</tr>
<tr>
<td>Brand-name preferred</td>
<td>You pay 30%</td>
<td>Not covered</td>
</tr>
<tr>
<td></td>
<td>$75/$112.50 min/max copay</td>
<td></td>
</tr>
<tr>
<td>Brand-name non-preferred</td>
<td>You pay 40%</td>
<td>Not covered</td>
</tr>
<tr>
<td></td>
<td>$125/$187.50 min/max copay</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** There is an annual out-of-pocket max of $1,500 per person (or $5,950 per family) for in-network prescription drugs. There is not an out-of-pocket maximum for out-of-network prescription drugs or Smart90 prescription drugs purchased outside of the program. Specialty drugs are included in the above copay structure.

**Smart90 Through Express Scripts**

Express Scripts' Smart90 program enables those receiving long-term prescriptions (known as maintenance medications) to receive a three-month supply at lower cost than one-month supplies. With a three-month supply, you're less likely to miss a dose, which can keep you healthier.

1. Prescriptions filled and delivered by Express Scripts Pharmacy. Receive automatic refill reminders, options for an extended payment plan, access to a 24/7 pharmacist, and free shipping to your home address
2. Prescriptions filled by the Walgreens pharmacy of your choice for pick up. There are over 30,000 locations available in-network.

You will receive two courtesy months of refills at a 30-day supply; however, **if you do not elect one of the above options, you will be responsible to pay 100% of the cost of the prescription.**

Sandia's prescription drug plan is a Medicare Part D credible coverage plan.

For more information on the prescription drug program, refer to the BCBSNM, Kaiser, or UHC Program Summaries found at [hr.sandia.gov](http://hr.sandia.gov), search “plan documents”.

8 HR Benefits New Employee Booklet | 6/1/2020 | hr.sandia.gov | HR Solutions, 505-284-4700
# Dental Benefits

Maximize the value of your plan

## DENTAL CARE PROGRAM

The Dental Care Program is a coinsurance program administered by Delta Dental of New Mexico. It covers 100% of the maximum approved fee for certain in-network preventive and diagnostic services, such as exams and dental cleanings. A monthly premium is required.

Preventive and diagnostic services do not count toward the annual maximum benefit when received by in-network providers.

## DENTAL MONTHLY PREMIUM

<table>
<thead>
<tr>
<th>Premium Type</th>
<th>Premium</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee only</td>
<td>$9</td>
</tr>
<tr>
<td>Employee + 1 dependent</td>
<td>$18</td>
</tr>
<tr>
<td>Employee + 2 or more dependents</td>
<td>$26</td>
</tr>
</tbody>
</table>

## COVERAGE

### ANNUAL DEDUCTIBLE

<table>
<thead>
<tr>
<th>Deductible Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual</td>
<td>$50</td>
</tr>
<tr>
<td>Family</td>
<td>$150</td>
</tr>
</tbody>
</table>

### DENTAL BENEFITS

<table>
<thead>
<tr>
<th>Benefit Type</th>
<th>Cover Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Maximum Benefit</td>
<td>$1,500</td>
</tr>
<tr>
<td>Lifetime Orthodontics Maximum Benefit</td>
<td>$1,800</td>
</tr>
<tr>
<td>Preventive Care</td>
<td>100% covered (in-network)</td>
</tr>
<tr>
<td>Basic Restorative</td>
<td>80% covered (in-network)</td>
</tr>
<tr>
<td>Major Services &amp; Orthodontics</td>
<td>50% covered (in-network)</td>
</tr>
<tr>
<td>Out-of-Network Dental Benefits</td>
<td>50% of allowed amount</td>
</tr>
</tbody>
</table>

### THREE NETWORK OPTIONS

<table>
<thead>
<tr>
<th>Network Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DELTA DENTAL PPO™</td>
<td>Lowest out-of-pocket costs</td>
</tr>
<tr>
<td>DELTA DENTAL PREMIER®</td>
<td>Higher in-network out-of-pocket costs for care</td>
</tr>
<tr>
<td>OUT-OF-NETWORK</td>
<td>Highest out-of-pocket costs You may be charged full costs and asked to pay up front and submit a claim for reimbursement</td>
</tr>
</tbody>
</table>

## FIND AN IN-NETWORK PROVIDER

Visit [www.deltadentalnm.com](http://www.deltadentalnm.com)

For more information on the Dental Care Program, refer to the Program Summary found at [hr.sandia.gov](http://hr.sandia.gov), search “plan documents”.

---

*HR Benefits New Employee Booklet | 6/1/2020 | hr.sandia.gov | HR Solutions, 505-284-4700*
Vision Benefits
Maximize the value of your plan

VISION CARE PROGRAM
The Vision Care Program is a basic benefit designed to encourage regular eye examinations, assist with expenses for eyeglass frames and corrective lenses and to help offset the cost of additional eye wear purchases through a network provider. The Vision Care Program is administered by Davis Vision, and requires a monthly premium.

VISION MONTHLY PREMIUM

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee only</td>
<td>$1.65</td>
</tr>
<tr>
<td>Employee + 1 dependent</td>
<td>$3.30</td>
</tr>
<tr>
<td>Employee + 2 or more dependents</td>
<td>$4.40</td>
</tr>
</tbody>
</table>

IN-NETWORK BENEFITS

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam</td>
<td>Every 12 months</td>
</tr>
<tr>
<td></td>
<td>Covered in full after $20 copayment.</td>
</tr>
<tr>
<td>Eyeglass Lenses</td>
<td>Every 12 months</td>
</tr>
<tr>
<td></td>
<td>Covered in full for standard single-vision, lined bifocal, or trifocal lenses.</td>
</tr>
<tr>
<td>Contact Lenses (In lieu of glasses)</td>
<td>Every 12 months</td>
</tr>
<tr>
<td></td>
<td>Covered in full for any Davis Vision Collection Contact Lenses OR $150 allowance toward provider supplied lenses; plus 15% off balance.</td>
</tr>
<tr>
<td>Contact Lenses Evaluation and Fitting</td>
<td>Every 12 months</td>
</tr>
<tr>
<td></td>
<td>Covered in full for Davis Vision Collection Contacts OR Non-Collection contacts, a 15% discount.</td>
</tr>
<tr>
<td>Frames</td>
<td>Every 24 months</td>
</tr>
<tr>
<td></td>
<td>Covered in full any fashion or designer frame from the Davis Vision Collection (value up to $160) OR $150 allowance toward provider supplied frames, plus 20% off balance.</td>
</tr>
<tr>
<td>Lasik Discount</td>
<td>Up to 25% off the provider's usual &amp; customary fees, or 5% off advertised specials, whichever is lower.</td>
</tr>
</tbody>
</table>

FIND AN IN-NETWORK PROVIDER
Visit www.davisvision.com, select Member, and enter Client Code 3255.

For more information on the Vision Care Program, refer to the Program Summary found at hr.sandia.gov, search “plan documents”.
Save Money on Healthcare Expenses

Health Reimbursement Account (HRA)

Sandia offers two ways to save on your healthcare expenses: the healthcare Flexible Spending Account (FSA) and the Health Reimbursement Account (HRA). The HRA is paid by Sandia and is not considered taxable income. You must be enrolled in the Sandia Total Health Medical Plan to be eligible for an HRA.

HRA funds are available to use through a debit card provided by your insurance administrator. You will be mailed a card approximately two weeks after you sign up for a medical plan. The HRA and FSA are administered by Kaiser for Kaiser Permanente, UnitedHealthcare for UHC, and ConnectYourCare for BCBSNM.

Sandia Total Health processes claims first from your FSA (if applicable) and then from your HRA. Visit hr.sandia.gov for details on each administrators’ process.

There are three ways to earn HRA funds:

1. Take the online health assessment at healthassessment.sandia.gov.
2. Participate in the Virgin Pulse Program.

Balances left in your HRA at the end of the year will roll over to your HRA for the following year, up to a capped amount. Visit hr.sandia.gov for more detailed information on HRA rollovers.

<table>
<thead>
<tr>
<th>COVERAGE CATEGORY</th>
<th>VIRGIN PULSE COMPLETION*</th>
<th>HEALTH ACTION PLAN COMPLETION</th>
<th>HEALTH ASSESSMENT COMPLETION</th>
<th>HEALTH ASSESSMENT IS NOT TAKEN</th>
<th>TOTAL POSSIBLE ALLOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee only</td>
<td>Up to $200</td>
<td>$50</td>
<td>$250</td>
<td>$0</td>
<td>$500</td>
</tr>
<tr>
<td>Employee + child(ren)</td>
<td>Up to $200</td>
<td>$50</td>
<td>$500</td>
<td>$250</td>
<td>$750</td>
</tr>
<tr>
<td>Employee + spouse</td>
<td>Maximum $400 ($200 each employee/spouse)</td>
<td>$100</td>
<td>$500 ($250 each employee/spouse)</td>
<td>$0</td>
<td>$1,000</td>
</tr>
<tr>
<td>Employee + spouse and child(ren)</td>
<td>Maximum $400 ($200 each employee/spouse)</td>
<td>$100</td>
<td>$750 ($250 each employee/spouse)</td>
<td>$250</td>
<td>$1,250</td>
</tr>
</tbody>
</table>

*Virgin Pulse incentive program activity completion is earned quarterly (up to $50 per quarter for employees and spouses) worth up to $200 total in funds for the year. For detailed information about the HRA and funding allocation, visit https://hr.sandia.gov/health/your-health-benefits/health-reimbursement-account-hra/.

FAST FACTS

The FSA and HRA will pay for the same eligible medical, prescription, dental, and vision expenses. To check if your expense is eligible, check out the FSA Summary Plan Description.

Unsubstantiated HRA claims balance(s) will result in the full amount of the unsubstantiated claim(s) being deducted from your pay.
Save Money on Healthcare Expenses
Flexible Spending Accounts (FSA)

The Flexible Spending Account (FSA) programs are regulated by federal law and let you set aside tax-free dollars from your paycheck to cover certain eligible expenses. Sandia offers three different FSA options: Healthcare, Dependent Care, and Transportation (CA only).

**HEALTHCARE**

Deduct tax-free dollars from your paycheck to cover eligible IRS code section 213(d) medical, prescription, dental, and vision expenses.

You may contribute from $100 up to the annual IRS maximum contribution amount* per plan year to your **Healthcare FSA**.

To be eligible for a Healthcare FSA, you must be a full- or part-time regular employee, limited-term employee, or post-doctoral appointee.

You must enroll during Open Enrollment each year.

**DEPENDENT CARE**

Deduct tax-free dollars from your paycheck to cover eligible dependent care expenses, such as day camp, daycare, and licensed home care.

You may contribute between $100 and $5,000* per plan year to your **Dependent Care FSA**.

To be eligible for a Dependent Care FSA, you must be a full- or part-time regular employee, limited-term employee, or post-doctoral appointee. If you are married, both you and your spouse must be working full- or part-time or your spouse must attend school full-time.

You must enroll during Open Enrollment each year.

**TRANSPORTATION**

Deduct tax-free dollars from your paycheck to cover certain work-related commuter expenses. There are two types of qualified expenses:

- Parking: work-related parking expenses; and
- Transit: bus passes, vouchers, or fare cards to cover the cost of traveling to and from work.

You may contribute up to the maximum monthly exclusion amount* for qualified parking and commuter highway vehicle transportation and transit pass expenses. Refer to the **IRS website** for current amounts.

You are eligible for a **Transportation Spending Account (TSA)** if you live and work in California and are a full- or part-time regular employee, limited-term employee, or post-doctoral appointee.

If eligible, you may enroll in the TSA anytime during the year.

*Contribution amounts are subject to change due to Internal Revenue Service (IRS) rules; for current contribution maximums, refer to irs.gov. Unsubstantiated FSA claims balance(s) will result in the full amount of the unsubstantiated claim(s) being deducted from your pay.

For more information, refer to the FSA Summary Program Description found at hr.sandia.gov, search “plan documents”.

**HOW DOES AN FSA WORK?**

Learn more about the financial benefits of a healthcare and dependent care FSA account. 

Start saving now
401(k) Plan

For more information about the 401(k) plan, visit hr.sandia.gov and search “Summary Plan Description”. Information included in this section is subject to all of the terms and conditions in the Summary Plan Description and Plan Document. These are highlights only.

**EMPLOYER CONTRIBUTIONS** (100% vested after 3 Years of Service)

*Enhanced Contribution*: if you are eligible to participate in the 401(k) Plan, Sandia will automatically provide an employer contribution of 6% of your eligible income to your 401(k) Plan account each pay period, even if you don't contribute. The Enhanced Contribution increases to 7% after 15 Years of Service.

*Company Match*: additionally, Sandia will match 66 and 2/3% of the first 6% of eligible compensation you contribute each pay period.

**EMPLOYEE CONTRIBUTIONS** (immediately vested)

You may contribute between 2-75% of your eligible compensation to your 401(k) Plan account on a pretax, Roth and/or after-tax basis. IRS limits apply. If you have worked for multiple employers during the year, you are responsible for monitoring the IRS annual limit for all plans in which you’ve made contributions. If you’ve worked for Affiliated Companies such Honeywell, the IRS limits are applied to contributions made under all Affiliated Company plans combined.

**How to make an election**

You may elect contributions to the 401(k) Plan by visiting [www.401k.com](http://www.401k.com) or calling Fidelity at 800-240-4015.

**How to rollover**

You may rollover your benefits in other qualified retirement plans or from individual retirement accounts (IRAs) by visiting [www.401k.com](http://www.401k.com) or calling Fidelity at 800-240-4015.

**401(K) PLAN INVESTMENT OPTIONS**

Sandia provides a broad range of investment alternatives from which you can build a diversified retirement portfolio. The Target Date Funds are Sandia’s Qualified Default Investment Alternative (i.e., if you do not make an investment election, all contributions will automatically be invested into the target date fund with the target date closest to your attainment of age 65).

To learn more about the Target Date Funds and other investment options, go to [www.401k.com](http://www.401k.com) and [hr.sandia.gov](http://hr.sandia.gov) (search “401K investment”).

**NEED INVESTMENT HELP?**

Financial Engines is an independent investment advisor who has been hired by Sandia to help you determine your financial retirement needs and goals, and strategies for reaching those goals.

There are two types of services offered:

**Online Advice.** Utilize Financial Engines’ online tools to determine an appropriate savings rate and investment allocation. Currently, Online Advice is available at no cost to Sandia employees.

**Professional Management.** Partner with a specialist who will develop and implement an investment strategy for your 401(k) Plan account, including ongoing monitoring and adjustments as needed. A fee is charged for this service based upon the balance in your 401(k) Plan account.

To learn more about Financial Engines, visit [www.financialengines.com/forSandia](http://www.financialengines.com/forSandia) or call 877-401-5762.
Sandia-Paid Life & Disability Insurance Plans
Primary Group Term Life & Long Term Disability

PRIMARY GROUP TERM LIFE INSURANCE

The Primary Group Term Life Insurance Plan is designed to help protect your family from the financial hardship they may face after your death. This plan is administered by Prudential.

**How the plan works**
The benefit under this plan is equal to your annual base pay and is effective on your first day actively present at work.

**How to designate a beneficiary**
It is recommended that you designate your beneficiary(ies) within 30 days of your hire date. To designate beneficiaries, register at [www.prudential.com/mybenefits](http://www.prudential.com/mybenefits) and enter 90373 in the Control Number field. Complete the required information, create a personal user ID and password, make and save your beneficiary changes, and print a copy for your records.

LONG TERM DISABILITY INSURANCE

Employees are automatically enrolled in the employer-paid Basic Long Term Disability Plan upon their date of hire. This plan is administered by MetLife.

**How the plan works**
This plan will pay up to 50% of an employee's base salary should they become totally and permanently disabled.

**Voluntary option to increase your coverage**
You have the option to purchase an enhancement to your Basic Long Term Disability Plan by purchasing either a 10% or 20% buy-up with the Long Term Disability Plus Plan. Do this within the first 31 days of your hire date to avoid evidence of insurability requirements. The Plus plans are employee-paid through after-tax payroll deductions. This benefit provides a total of 60% or 70% of an employee’s base salary coverage if you become totally and permanently disabled. Sign up for the Plus plans through HR Self-Service; payments will occur through after-tax payroll deductions.

VOLUNTARY INSURANCES

**VOLUNTARY TERM LIFE**

This optional plan allows an employee to purchase individual life insurance. This plan is administered by MetLife and is paid through a paycheck deduction.

**How the plan works**
The benefit under this plan is available at 1-6 times an employee's annual base pay, to a maximum of $3,000,000. You must enroll within 31 days of hire to avoid evidence of insurability.

**How to designate a beneficiary**
Register and log in to [metlife.com/mybenefits](http://metlife.com/mybenefits).

**DEPENDENT GROUP LIFE**

This optional plan provides coverage for an employee’s spouse and dependent children. This plan is administered by MetLife.

**How the plan works**
This plan is available for both an employee’s spouse and dependent children (up to age 26) at various coverage options. You must enroll within 31 days of hire to avoid evidence of insurability.

**How to enroll**
Enroll online through [metlife.com/mybenefits](http://metlife.com/mybenefits).

**VOLUNTARY GROUP ACCIDENT**

This optional plan provides you (and your dependents, if enrolled in family coverage) with protection in the event of an accidental death, serious injury, or dismemberment to you or a qualified dependent.

**How the plan works**
Employees can elect coverage in $10,000 increments to a maximum of $500,000 or 10x their annual base salary (whichever is less).

**How to enroll**
Enroll online through [metlife.com/mybenefits](http://metlife.com/mybenefits).
Time Away From Work Benefits
Visit hr.sandia.gov for details

Sandia offers a number of paid and unpaid leave options for when you need to take time away from work to manage personal, medical, and family situations. Learn more at https://hr.sandia.gov/time-away-from-work/.

**VACATION**
All regular (represented and non-represented) and temporary (non-represented, limited term, and post-doctoral) employees accrue vacation twice a month in the amount of 5 hours per accrual. Eligible part-time employees accrue vacation on a pro-rated basis according to their weekly work schedule.

**VACATION BUY**
Sandia's Vacation Buy Plan allows employees to purchase vacation on a pre-tax basis. Employees may elect to purchase between 8 and 80 hours of vacation on a pre-tax basis during Open Enrollment.

**PERSONAL ABSENCE**
With the discretion and approval of the immediate manager, eligible OPEIU-, SPA-represented, and non-represented employees may use up to 40 hours of personal absence per fiscal year. Hours are pro-rated for part time employees.

**PAID FAMILY LEAVE**
Paid Family Leave is a resource for eligible OPEIU-, SPA-represented, and non-represented employees who need to care for a family member. Paid Family Leave will pay 70% of an employee's salary for up to six weeks to bond with a newborn, following placement of a child for adoption or foster care, or to care for a parent, spouse, or child who has a serious health condition.

**HOLIDAYS**
All regular employees (represented and non-represented) receive 88 hours of holiday pay per fiscal year. Sandia recognizes the following holidays: Thanksgiving, Winter Shutdown, Memorial Day, Independence Day, and Labor Day. In addition to these, an Energy Conservation Day is also observed. Eligible part-time employees accrue holiday on a pro-rated basis according to their weekly work schedule.

**PAID TIME OFF (PTO)**
All MTC-represented employees receive 40 hours of PTO every fiscal year.

**SICKNESS ABSENCE BENEFIT**
All regular employees (represented and non-represented) are eligible for sickness absence benefits. All eligible part-time employees will receive sickness absence benefits on a pro-rated basis in accordance with the approved part-time schedule.

**FAMILY MEDICAL LEAVE ACT (FMLA)**
After 12 months of employment, an employee with a serious illness, birth/adoption of a child, or a seriously ill family member may be eligible for up to 12 weeks of job-protected leave concurrent with sickness absence or other paid leave.

**ADOPTION ASSISTANCE**
Sandia offers adoption reimbursement up to $2,500 on eligible expenses for non-represented, MTC- and OPEIU-represented employees. SPA-represented employees may receive up to $2,000. For more information, go to https://hr.sandia.gov/life/resources-for-parents/.
Sandia Extras Voluntary Benefits
Additional Benefits and Perks

Sandia Extras is administered by Corestream and is a voluntary benefits program providing non-represented and represented employees with secure access to group rate options for accident, critical illness, short-term disability, legal, auto/home and pet insurance and identity theft protection. These benefits are available with the convenience of payroll deductions, eliminating the risk of missed payments and the hassle of keeping up with more monthly bills. Note that you have 31 days from your hire date to enroll in certain benefits. Please refer to the checklist on page 2 for details.

Sandia Extras also includes a growing employee discount platform with savings on a wide range of products and services, including theme park tickets, computers and electronics, hotels, rental cars, sporting events, clothes, and gifts. Users will find offers from more than 600 national and local vendors like Apple, Disney, Blue Apron, Target, Dell, AVIS, Wyndham, BMW, and many others. New discounts are added weekly, so employees are encouraged to visit mySandiaExtras.com often.

Sandia Extras can be accessed anywhere and on any device. The mobile-compatibility offers all of the same function whether viewed on a desktop device or a mobile phone, allowing employees to enroll in new programs, manage existing plans, and explore shopping discounts from anywhere.

Users can contact Corestream Customer Service at 855-514-8800 or SandiaExtras@corestream.com.

REGISTER FOR SANDIA EXTRAS
1. Visit the site (mySandiaExtras.com)
2. Complete the Sign Up to Access Your Benefits fields using your name and employee ID and click the Access My Benefits button.
3. Complete field prompts for an email address, zip code, and password. Enter preferred email address and zip code of current residence, then create a password and enter that into the password field.
4. Click the Access My Benefits button at the top of the pop-up module to complete your registration and explore Sandia Extras.

SANDIA EMPLOYEE RECREATION PROGRAM (SERP)
The Sandia Employee Recreation Program (SERP) was created to establish and maintain a wide range of recreational opportunities for employees of Sandia National Labs. The primary goal of SERP is to provide opportunities that allow for the positive use of recreational/leisure time to the Sandia workforce. SERP benefits are open to all Sandians and their eligible dependents (children, spouse). Check out one of our existing sports and social associations or create your own!

Benefits include:

- SERP-subsidized, co-ed sport associations
- Sandia social groups and activities
- Sandia logo merchandise
- Discounts to over 75 vendors, including local events, fitness facilities, recreational activities and more!

Check out the SERP website at serp.sandia.gov.
Visit SERP in Building 832, Room 75.
Contact: SERP@sandia.gov or 505-844-8486.
IMPORTANT LEGAL NOTICES

Visit hr.sandia.gov for the full notices

WOMEN’S HEALTH AND CANCER RIGHTS ACT OF 1998

The Women’s Health and Cancer Rights Act provides protections for individuals who elect breast reconstruction after a mastectomy.

ACCOUNTABILITY ACT (HIPAA) SPECIAL ENROLLMENT PERIODS

You may be able to enroll in a Sandia medical program during the year if you or your eligible dependent(s) lose coverage.

MEDICARE PART D ELIGIBLE INDIVIDUALS
—NOTICE OF CREDIBLE COVERAGE

The “Notice of Creditable Coverage” explains how Sandia’s prescription drug coverage compares to Medicare’s prescription drug coverage.

COBRA GENERAL NOTICE

Under a federal law, separated employees and/or their dependents may be eligible to continue health program coverage (medical, dental, vision, and healthcare flexible spending account) at group rates on an after-tax basis.

PREMIUM ASSISTANCE UNDER MEDICAID
AND THE CHILDREN’S HEALTH INSURANCE PROGRAM (CHIP)

If you or your children are eligible for Medicaid or CHIP and for health coverage from your employer, your State may have a premium assistance program that can help pay for coverage.
LEGAL NOTICE FROM THE DEPARTMENT OF LABOR FOR EMPLOYEES ELIGIBLE FOR HEALTH CARE COVERAGE THROUGH SANDIA NATIONAL LABORATORIES

OCTOBER 1, 2013

AFFORDABLE CARE ACT (ACA) NOTICE OF EXCHANGE
NEW HEALTH INSURANCE MARKETPLACE COVERAGE OPTIONS AND YOUR HEALTH COVERAGE

PART A: General Information
When key parts of the health care law take effect in 2014, there will be a new way to buy health insurance: the Health Insurance Marketplace. To assist you as you evaluate options for you and your family, this notice provides some basic information about the new Marketplace and employment-based health coverage offered by Sandia.

What is the Health Insurance Marketplace?
The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers “one-stop-shopping” to find and compare private health insurance options. You may also be eligible for a new kind of tax credit that lowers your monthly premium right away. Open enrollment for health insurance coverage through the Marketplace begins in October 2013 for coverage starting as early as January 1, 2014.

Can I Save Money on my Health Insurance Premiums in the Marketplace?
You may qualify to save money and lower your monthly premium, but only if Sandia does not offer coverage, or offers coverage that doesn’t meet certain standards. The savings on your premium that you are eligible for depends on your household income.

Does Sandia Health Coverage Affect Eligibility for Premium Savings Through the Marketplace?
Yes. If Sandia offers health coverage that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may wish to enroll in Sandia’s health plan. However, you may be eligible for a tax credit that lowers your monthly premium or a reduction in certain cost-sharing if Sandia does not offer coverage to you at all or does not offer coverage that meets certain standards. If the cost of a plan from Sandia that would cover you (and not any other members of your family) is more than 9.5% of your household income for the year, or if the coverage Sandia provides does not meet the “minimum value” standard set by the Affordable Care Act, you may be eligible for a tax credit.¹

Note: If you purchase a health plan through the Marketplace instead of accepting health coverage offered by Sandia, then you may lose the Sandia contribution (if any) to the Sandia-offered coverage. Also, this employer contribution – as well as your employee contribution to the Sandia-offered plan – is often excluded from income for Federal and State income tax purposes. Your payments for coverage through the Marketplace are made on an after-tax basis.

How Can I Get More Information?
For more information about your coverage offered by Sandia, please check your summary plan description at hr.sandia.gov or contact Human Resources (HR) Customer Service at hbesupport@mailca.custhelp.com.

The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit HealthCare.gov for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

¹ An employer-sponsored health plan meets the “minimum value standard” if the plan’s share of the total allowed benefit costs covered by the plan is no less than 60% of such costs.
LEGAL NOTICE FROM THE DEPARTMENT OF LABOR FOR EMPLOYEES ELIGIBLE FOR HEALTH CARE COVERAGE THROUGH SANDIA NATIONAL LABORATORIES

PART B: Information about Health Coverage Offered By Sandia

This section contains information about any health coverage offered by Sandia. If you decide to complete an application for coverage in the Marketplace, you will be asked to provide this information. This information is numbered to correspond to the Marketplace application.

<table>
<thead>
<tr>
<th>3. Employer Name</th>
<th>4. Employer Identification Number (EIN)</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Technology and Engineering Solutions of Sandia, LLC</td>
<td>85-0097942</td>
</tr>
<tr>
<td>5. Employer Address</td>
<td>6. Employer Phone Number</td>
</tr>
<tr>
<td>1515 Eubank SE</td>
<td>505-844-4237</td>
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<td>7. City</td>
<td>8. State</td>
</tr>
<tr>
<td>Albuquerque</td>
<td>NM</td>
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<td>9. Zip Code</td>
<td>87123</td>
</tr>
</tbody>
</table>

10. Who can we contact about employee health coverage at this job?

Human Resources/Benefits

11. Phone Number (if different from above)

12. Email Address

hbessupport@mailca.custhelp.com

Here is some basic information about health coverage offered by Sandia:

- As your employer, Sandia offers a health plan to:
  - Some employees. Examples of ineligible employees are:
    - Recurrent Employees, High School Student Interns (year-round and summer), Summer Undergraduate and Graduate Student Interns. To see a complete list of ineligible employees, view the Sandia Health Benefits Plan for Employees Summary Plan Description (SPD) found on hr.sandia.gov.
  - With respect to dependents:
    - Sandia does offer coverage. Eligible dependents are:
      - Your or your spouse’s natural child, child placed for adoption or adopted child, a child for whom you have legal guardianship, your stepchild, and/or your or your spouse’s over age disabled child.
      - To see a complete list of eligible dependents, view the Sandia Health Benefits Plan for Employees Summary Plan Description (SPD) found on hr.sandia.gov.

- If checked, this coverage meets the minimum value standard, and the cost of this coverage to you is intended to be affordable, based on employee wages.

**Even if your employer intends your coverage to be affordable, you may still be eligible for a premium discount through the Marketplace. The Marketplace will use your household income, along with other factors, to determine whether you may be eligible for a premium discount. If, for example, your wages vary from week to week (perhaps you are an hourly employee or you work on a commission basis), if you are newly employed mid-year, or if you have other income losses, you may still qualify for a premium discount.

If you decide to shop for coverage in the Marketplace, Healthcare.gov will guide you through the process.
EMPLEYEE RIGHTS
UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS
Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child’s birth or placement);
- To care for the employee’s spouse, child, or parent who has a qualifying serious health condition;
- For the employee’s own qualifying serious health condition that makes the employee unable to perform the employee’s job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee’s spouse, child, or parent.

An eligible employee who is a covered servicemember’s spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer’s normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual’s FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

ELIGIBILITY REQUIREMENTS
An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee’s worksite.

*Special “hours of service” requirements apply to airline flight crew employees.

REQUESTING LEAVE
Generally, employees must give 30-days’ advance notice of the need for FMLA leave. If it is not possible to give 30-days’ notice, an employee must notify the employer as soon as possible and, generally, follow the employer’s usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include conveying to the employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave, if the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

EMPLOYER RESPONSIBILITIES
Once an employer becomes aware that an employee’s need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

ENFORCEMENT
Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

For additional information or to file a complaint:

1-866-4-USWAGE
(1-866-487-9243) TTY: 1-877-889-5627
www.dol.gov/whd
U.S. Department of Labor | Wage and Hour Division
DISCLAIMER: This booklet has been prepared for you to use as an at-a-glance reference to some of your benefit plans. It is intended for summary purposes only. In all cases only the official plan documents control the administration and operation of the plans. This booklet does not constitute a contract of employment.
Sandia National Laboratories’ benefit plans are maintained at the discretion of Sandia. They do not create a contract of employment. The plans may be suspended, modified, or discontinued at any time and without prior notice, subject to applicable collective bargaining agreements and except as otherwise provided by applicable law.

Sandia National Laboratories is a multimission laboratory managed and operated by National Technology and Engineering Solutions of Sandia, LLC., a wholly owned subsidiary of Honeywell International, Inc., for the U.S. Department of Energy’s National Nuclear Security Administration under contract DE-NA0003525. SAND2019-14248 O