

## Micron's Paid Family Leave

Micron's Paid Family Leave (PFL) is available to allow you to care for a family member with a serious medical condition as well as welcome a newborn or newly adopted child. PFL is not eligible to be used when caring for yourself (the team member), you will then utilize FMLA and Micron's Short Term Disability programs.

### **Eligible Family Members:**

The definition of a family member mirrors that of FMLA: Spouse, Child, and Parent.

### **Qualifying Medical Conditions:**

The definition of a medical condition that qualifies under PFL is a serious health condition means an illness, injury, impairment, or physical or mental condition of a patient that involves inpatient care in a hospital, hospice or residential medical care facility or at home. This includes any period of incapacity (e.g., inability to work, attend school or perform other regular daily activities) or any subsequent treatment in connection with such inpatient care, or continuing treatment by a physician or practitioner. Unless complications arise, cosmetic treatments, the common cold, influenza, earaches, upset stomach, minor ulcers and headaches other than migraine are examples of conditions that do not meet the definition of a serious health condition for purposes of PFL.

Full-time and part-time team members are eligible for this benefit as of your date of hire. For newborns or adoption, you may use your PFL time up to four weeks prior to the due date or placement date. To care for other family members, the time would begin on the date you first needed it, or at any time during the 12 months directly following. TOP time is not used for this Paid Family Leave.

- Full time team members may use up to 12 weeks
- Part time team members may use up to 6 weeks

Request PFL hours by Requesting the Absence in your Workday Absence Calendar > Request Absence > Leave of Absence > Micron Paid Family Leave Request. List the estimated due date/placement if for a birth or adoption, if the request is to care for a family member, please enter the first date you will need to be off work to care for your family member.

Once your request has been approved, you will receive an email from the People Services Team outlining the program. Work with your supervisor to plan for and to schedule PFL time off. You will enter your PFL in Workday on your Absence Calendar > Request Absence > Time Off > Micron Paid Family Leave Pay. Depending on staffing and business needs, it may not be possible to take all hours of PFL all at one time.

- Your supervisor can help you plan for time that will align with work area needs
- Time away should be planned at least a week in advance
- To use your PFL hours, enter Micron Paid Family Leave Pay in your Workday Absence Calendar under Time Off. Your request will go to your supervisor for approval.
- PFL may be used concurrently with Family & Medical Leave (FMLA)

PFL time must be used in full day increments and hours not used within that 12-month period will be forfeited.

### Benefits during Paid Family Leave

Your benefits continue uninterrupted:

- Group insurance plans
- Accrual of TOP
- RAM 401(k) plan
- Stock option vesting
- Variable Pay Program

### Returning to work

- Let your supervisor know when you intend to return from leave.
- Explore flexible work arrangements that support your family's needs going forward