



## Family Leave Checklist

### *California Employees*

Please use this checklist as a guide to the actions required to make sure your time away from work is approved, tracked, and managed accurately and that you are paid correctly for your absence. You must complete each item in the checklist below.

- ☐ 1. Request a leave of absence and apply for Paid Family Leave benefits
- ☐ 2. Optional: Report vacation or sick pay (*if applicable*)
- ☐ 3. If you are a manager: Delegate authority
- ☐ 4. Begin your leave
- ☐ 5. Pay your monthly benefits bill
- ☐ 6. If your return to work date changes: Notify AbsenceOne of your updated return to work date
- ☐ 7. Return to work

<input type="checkbox"/> 1. <i>Request a leave of absence and Apply for Paid Family Leave benefits</i>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Call AbsenceOne Leave Services at (844) 859-2773 to request a leave of absence.</li> <li><input type="checkbox"/> When you call AbsenceOne to request your leave of absence, your Paid Family Leave claim will also be set up. Paid Family Leave income replacement payments are available to California employees who experience a loss of wages as the result of an absence to: 1) care for a seriously ill family member (spouse, parent, child, domestic partner, child of the employee's domestic partner, parent-in-law, grandparent, grandchild, or sibling), or 2) to spend time bonding with a newborn, newly adopted, or newly placed child.</li> <li><input type="checkbox"/> Within a few days of the date you open your leave, you will receive an introductory phone call from your AbsenceOne case manager, who will manage your leave of absence and Paid Family Leave claim.</li> <li><input type="checkbox"/> Your case manager will advise you of any documentation required to certify your leave of absence or Paid Family Leave claim.</li> <li><input type="checkbox"/> If the first day that you expect to be absent from work changes after you have provided it to AbsenceOne, you must notify your case manager of the new first day of absence.</li> </ul>
<input type="checkbox"/> 2. <u>Optional:</u> <i>Report vacation or sick pay (if applicable)</i>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Family Leaves are considered unpaid time off – "unpaid" in the sense that you do not receive your regular Seagate pay during your leave.</li> <li><input type="checkbox"/> If your Paid Family Leave claim is approved, Paid Family Leave benefits are effective on the first calendar day of your absence.</li> <li><input type="checkbox"/> <b>Non-Exempt Employees:</b> <ul style="list-style-type: none"> <li>○ If you are taking CFRA-protected family leave, you may be eligible to use available accrued vacation pay to supplement your Paid Family Leave benefit. However, your combined Paid Family Leave benefit and vacation supplement pay cannot exceed 100% of your regular pay.</li> <li>○ To report vacation pay, call Seagate Payroll at (877) 844-3333 or send an e-mail to <a href="mailto:us.payroll@seagate.com">us.payroll@seagate.com</a>.</li> </ul> </li> <li><input type="checkbox"/> <b>Exempt Employees:</b> <ul style="list-style-type: none"> <li>○ If your CFRA-protected Family Leave is approved, Seagate will provide you with leave top-up pay equal to 100% of your regular base pay at the beginning of your leave, for up to three weeks in a rolling 12-month period.</li> <li>○ If you are receiving other wage-replacement benefits (for example, California Paid Family Leave payments), Seagate leave top-up pay will be reduced by the amount of the other benefit payment.</li> <li>○ If you are on Medical Leave due to pregnancy, you can choose to receive leave top-up pay at the beginning of your Medical Leave or at the beginning of your Family Leave.</li> <li>○ As Flexible Time Off is not an accrued vacation benefit, it may not be used to supplement Family Leave, or California Paid Family Leave.</li> </ul> </li> </ul>
<input type="checkbox"/> 3. <u>If you are a manager:</u> <i>Delegate authority</i>	<ul style="list-style-type: none"> <li><input type="checkbox"/> As someone in a position of authority, you may have access to several different approval systems and processes.</li> <li><input type="checkbox"/> To ensure an uninterrupted work flow during your absence, you will need to designate an appropriate backup person to handle approvals that would normally be routed to you.</li> <li><input type="checkbox"/> For assistance with the temporary delegation of authority process, call the IT helpdesk at (877) 844-3333.</li> </ul>

<input type="checkbox"/> 4. <i>Begin your leave</i>	<ul style="list-style-type: none"> <li><input type="checkbox"/> You will not be allowed or required to perform any work for Seagate while you are on leave.</li> <li><input type="checkbox"/> Effective the first day of your absence and continuing for the full duration of your leave, you will not be able to access voicemail, e-mail, or Seagate servers.</li> <li><input type="checkbox"/> Your security access to Seagate facilities will also be temporarily suspended for the duration of your leave.</li> </ul>
<input type="checkbox"/> 5. <i>Pay your monthly benefits bill</i>	<ul style="list-style-type: none"> <li><input type="checkbox"/> While you are on a leave of absence, Seagate benefits coverage for yourself and your covered dependents will continue as indicated in the Benefits Coverage During Your Leave section below.</li> <li><input type="checkbox"/> Payroll deductions for your elective benefits (medical, dental, vision, optional employee life insurance, spouse/domestic partner life insurance, child life insurance, optional accidental death and personal loss insurance, supplemental short term disability, long term disability, long term care, and EmployeeAdvantages) and the spouse/domestic partner surcharge (if it applies to you) are suspended when Seagate Payroll is notified of your confirmed first day of absence.</li> <li><input type="checkbox"/> In addition, payroll deductions for contributory programs (flexible spending accounts, health savings account, 401(k) plan, Deferred Compensation Plan, and the Employee Stock Purchase Plan) are suspended while you are on an unpaid leave.</li> <li><input type="checkbox"/> If you have a 401(k) loan, be sure to read the 401(k) Loan section below to understand what you need to do to make sure your loan does not go into default.</li> </ul> <p><b>If your leave is 30 calendar days or less:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> You do not need to pay for your benefits coverage during a relatively short absence of 30 calendar days or less.</li> </ul> <p><b>If your leave is longer than 30 calendar days:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> You must continue to pay for your benefits coverage during your absence. You will pay the same dollar amounts during your leave that you normally pay while you are working.</li> <li><input type="checkbox"/> Effective the 31st calendar day of your leave, PayFlex (Seagate's benefits billing administrator for employees on leave) will send you a monthly invoice showing the amount you owe for your benefits coverage for that month.</li> <li><input type="checkbox"/> The PayFlex monthly invoice does not include your payment for the long term care or EmployeeAdvantages plans. For details on how to pay for your coverage under these plans, see the Benefits Coverage During Your Leave section below.</li> </ul>
<input type="checkbox"/> 6. <i><u>If your return to work date changes:</u></i>  <i>Notify AbsenceOne of your updated return to work date</i>	<ul style="list-style-type: none"> <li><input type="checkbox"/> If you change your return to work date, call your AbsenceOne case manager to inform them of your updated return to work date.</li> </ul>
<input type="checkbox"/> 7. <i>Return to work</i>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Return to work on the date confirmed by your AbsenceOne case manager.</li> <li><input type="checkbox"/> Your IT and security access will be reinstated effective the date you return to work.</li> <li><input type="checkbox"/> Your regular payroll deductions for benefits will resume effective the pay period you return to work.</li> </ul>

- ☐ PayFlex will stop sending a monthly benefits billing invoice when you return to work.
- ☐ If you made changes to your delegation of authority before you went on leave, be sure to call the IT helpdesk at (877) 844-3333 to reinstate your regular delegation of authority.

## Income Replacement During Your Leave

- Family Leaves are considered unpaid time off – "unpaid" in the sense that you do not receive your regular Seagate pay during your leave.
- Your regular Seagate pay for time worked ends effective the first day of your leave of absence. However, during your leave, income replacement is available to you through vacation pay, Leave Top-Up Pay, and benefit payments from the California Paid Family Leave program.
- You do not receive holiday pay for any Seagate holidays that may fall during your leave – a holiday is considered part of the unpaid Family Leave.

### **Calendar Day 1 of Absence:** *Leave Top-Up Pay and Paid Family Leave Benefits*

- For approved claims, Paid Family Leave benefit payments begin effective the first calendar day of your absence.
- Paid Family Leave benefits are available to California employees who experience a wage loss resulting from an absence due to caring for a seriously ill family member or to bond with a newborn, newly adopted, or newly placed child.
- You are eligible to receive up to six weeks of Paid Family Leave payments during a rolling 12-month period.
- Paid Family Leave weekly benefits are sixty percent (60%) of your eligible pre-disability earnings, with no maximum weekly benefit.
- Paid Family Leave benefits are paid based on Seagate's bi-weekly pay periods, with checks issued by AbsenceOne on Seagate paydays. You will receive your checks by mail rather than direct deposit.
- Paid Family Leave benefit payments are subject to federal income tax, but not to FICA taxes or state income tax.
- Paid Family Leave benefit payments are based on the salary in effect on the first day of your Family Leave. If there is a change to your regular Seagate pay during your leave (such as a focal pay increase), the change in pay is not effective until the day you return to work from your leave. A mid-leave change in salary does not impact your Paid Family Leave pay – for the full duration of your disability, Paid Family Leave benefits are based on the salary in effect on your first day of absence.

### **Non-Exempt Employees:**

- If you are taking CFRA-protected Family Leave, you may be eligible to use available accrued vacation pay to supplement your Paid Family Leave benefit. However, your combined Paid Family Leave benefit and vacation supplement pay cannot exceed 100% of your regular pay.
- If you want to use vacation pay to supplement your Paid Family Leave benefits, call Seagate Payroll at (877) 844-3333 or send an e-mail to [us.payroll@seagate.com](mailto:us.payroll@seagate.com).

### **Exempt Employees:**

- If your CFRA-protected Family Leave is approved, Seagate will provide you with leave top-up pay equal to 100% of the your regular base pay at the beginning of the leave, for up to three weeks in a rolling 12-month period.
- If you are receiving other wage-replacement benefits (for example, California Paid Family Leave payments), Seagate leave top-up pay will be reduced by the amount of the other benefit payment.
- If you are on Medical Leave due to pregnancy, you can choose to receive leave top-up pay at the beginning of your Medical Leave or at the beginning of your Family Leave.
- As Flexible Time Off is not an accrued vacation benefit, it may not be used to supplement Family Leave, or California Paid Family Leave.

## Benefits Coverage During Your Leave

Benefit	Impact
<b>Health Care Coverage</b> <ul style="list-style-type: none"> <li>• <i>Medical</i></li> <li>• <i>Dental</i></li> <li>• <i>Vision</i></li> </ul>	<ul style="list-style-type: none"> <li>• Coverage continues for up to 12 weeks from the first day of your Family Leave.</li> <li>• Continuation of coverage through COBRA is available if Seagate coverage ends.</li> </ul>
<b>Health Savings Account</b>	<ul style="list-style-type: none"> <li>• Contributions are suspended for the full duration of your leave.</li> <li>• You may request reimbursement from your Health Savings Account for eligible expenses incurred during your leave.</li> <li>• If you return to work before December 31 of the year in which your leave began, your per-paycheck payroll deduction will resume when you return to work. Your per-paycheck payroll deduction amount will be the same amount after you return to work as it was before you began your leave – this means that you will not actually contribute the amount you chose to contribute for the full calendar year.</li> <li>• If you want to ensure that your actual contributions equal the amount you chose to contribute for the full calendar year, you can increase your annual contribution amount. To change your annual contribution amount, call HR Central at (877) 844-3333. You may change your HSA annual contribution amount once per month.</li> </ul>
<b>Flexible Spending Accounts</b> <ul style="list-style-type: none"> <li>• <i>Dependent Daycare FSA</i></li> <li>• <i>Health Care FSA</i></li> <li>• <i>Limited Purpose FSA</i></li> </ul>	<ul style="list-style-type: none"> <li>• Contributions are suspended for the full duration of your Family Leave.</li> <li>• You may request reimbursement from a Health Care Flexible Spending Account or Limited Purpose Flexible Spending Account for eligible expenses incurred during your Family Leave.</li> <li>• Per IRS regulations, you cannot be reimbursed from a Dependent Daycare Flexible Spending Account for expenses incurred during your Family Leave.</li> <li>• If you return to work before December 31 of the year in which your leave began, your per-paycheck payroll deduction(s) will resume when you return to work. Your per-paycheck payroll deduction amount will be recalculated to make sure that you meet the annual election in the pay periods between the date you return to work and December 31 – this means that the recalculated payroll deduction amount after your return to work will be larger than your deduction before you went on leave.</li> <li>• Upon you return to work from a leave of absence, you have the option to make certain changes to your flexible spending account elections. For details, please contact HR Central at (877) 844-3333.</li> <li>• If your leave extends from one calendar year into the next, you will not be able to fully fund the annual election amount you have chosen for the year in which the leave began (due to the suspension of contributions). Your flexible spending account contribution for that year will be the amount that you had contributed before contributions were suspended at the beginning of your leave.</li> </ul>
<b>Life Insurance</b> <ul style="list-style-type: none"> <li>• <i>Basic Employee</i></li> <li>• <i>Optional Employee</i></li> <li>• <i>Spouse/Domestic Partner</i></li> <li>• <i>Child(ren)</i></li> </ul>	<ul style="list-style-type: none"> <li>• Coverage continues for up to 12 weeks from the first day of your Family Leave.</li> </ul>
<b>Accidental Death and Personal Loss Insurance</b> <ul style="list-style-type: none"> <li>• <i>Basic</i></li> <li>• <i>Optional</i></li> </ul>	<ul style="list-style-type: none"> <li>• Coverage continues for up to 12 weeks from the first day of your Family Leave.</li> </ul>
<b>Disability Coverage</b> <ul style="list-style-type: none"> <li>• <i>Basic STD</i></li> <li>• <i>Supplemental STD</i></li> <li>• <i>Long Term Disability</i></li> </ul>	<ul style="list-style-type: none"> <li>• Coverage continues for up to 12 weeks from the first day of your Family Leave.</li> <li>• This coverage applies to any secondary disability that might occur while you are on a Family Leave, not to the medical condition that caused you to go on leave.</li> </ul>

Benefit	Impact
<b>Long Term Care Insurance</b>	<ul style="list-style-type: none"> <li>• Coverage continues for the full duration of your leave, provided you do not fall behind in your premium payments.</li> <li>• PayFlex will not bill you for your long term care premium.</li> <li>• <u>To ensure continued coverage, you must contact Unum at (800) 227-4165 to set up direct billing – paying your premium directly to Unum – for the duration of your leave.</u></li> <li>• If you do not set up direct billing, your coverage may be terminated due to failure to pay the premium.</li> </ul>
<b>EmployeeAdvantages</b>	<ul style="list-style-type: none"> <li>• Coverage continues for the full duration of your leave, provided you do not fall behind in your premium payments.</li> <li>• PayFlex will not bill you for your EmployeeAdvantages premium.</li> <li>• <u>To ensure continued coverage you must contact YouDecide at (888) 551-0957 to set up direct billing – paying your premium directly to YouDecide – for the duration of your leave.</u></li> <li>• If you do not set up direct billing, your coverage may be terminated due to failure to pay the premium.</li> </ul>
<b>401(k) Plan</b>	<ul style="list-style-type: none"> <li>• Contributions are suspended for the duration of your unpaid Family Leave or up to one year, whichever is earlier.</li> <li>• If you receive Seagate sick or vacation pay during your Family Leave, your 401(k) deferral election may be deducted from your paycheck.</li> <li>• When you return to work, payroll deductions resume at the deferral percentage in effect at that time.</li> <li>• While on a Family Leave, you may continue to make changes to your investments and your deferral percentage. Go online to <a href="http://www.401k.com">http://www.401k.com</a> or call Fidelity Investment at (800) 835-5098.</li> <li>• If your pre-leave deferral percentage was set at a level to make sure that you attain the IRS maximum annual contribution amount by the end of the year, the suspension of contributions during your unpaid leave may prevent you from reaching the maximum by the end of the year. To ensure that you attain the IRS maximum by December 31, you may want to consider increasing your deferral percentage when you return to work. To change your deferral percentage, go online to <a href="http://www.401k.com">http://www.401k.com</a> or call Fidelity Investments at (800) 835-5098.</li> <li>• If you have a 401(k) loan outstanding, see the <b>401(k) Loan</b> section below.</li> </ul>
<b>Deferred Compensation Plan</b>	<ul style="list-style-type: none"> <li>• Contributions are suspended for the full duration of your unpaid Family Leave.</li> <li>• If you receive Seagate sick or vacation pay during your Family Leave, your deferred compensation deferral election may be deducted from your paycheck.</li> <li>• When you return to work, payroll deductions will resume for the remaining calendar plan year.</li> <li>• While on an unpaid Family Leave, you may continue to make changes to your investments. Go online to <a href="https://www.newportgroup.com">https://www.newportgroup.com</a> or call The Newport Group Client Service Center at (800) 230-3950 from 8:30am to 8:00pm Eastern time.</li> </ul>
<b>Employee Stock Purchase Plan (ESPP)</b>	<ul style="list-style-type: none"> <li>• Contributions are suspended for the full duration of your Family Leave.</li> <li>• If you receive Seagate sick or vacation pay during your Family Leave, your ESPP deduction may be deducted from your paycheck.</li> <li>• If an ESPP purchase date falls during your Family Leave, any funds you have contributed for that purchase period will be used to purchase shares of stock.</li> </ul>
<b>Stock Options</b>	<ul style="list-style-type: none"> <li>• Vesting of options continues uninterrupted during your Family Leave.</li> </ul>
<b>Vacation (non-exempt employees only)</b>	<ul style="list-style-type: none"> <li>• You do not accrue vacation during your Family Leave.</li> <li>• You cannot borrow vacation during your Family Leave.</li> </ul>

## 401(k) Loan

- If you are receiving a Seagate check for sick or vacation pay during your leave, your normal 401(k) loan payment may be deducted from your paycheck.
- For any portion of your leave that is unpaid, your 401(k) loan payments will be suspended for up to one year or until you return to work, whichever is earlier.
- When you return to work, your bi-weekly 401(k) loan payment amount will be automatically re-amortized to account for the contributions missed while you were on leave and to make sure that you repay your loan within the agreed-upon timeframe. This generally means that when you return to work, your new, re-calculated bi-weekly loan payment amount will be greater than the original bi-weekly loan payment deduction you were paying before you went on leave because you are paying off the outstanding balance over a shorter period of time. The re-calculated loan payment amount will be deducted from each paycheck for the remaining term of the loan, beginning with the paycheck for the first full pay period after your unpaid leave ends. However, if you have a general purpose loan and the original term loan is less than five years, your loan term will be automatically extended by the period of your leave of absence (not to exceed one year). The term of the repayment period (as extended), however, may not exceed the legally-permissible maximum of five years for general purpose loans.
- The repayment period for your general loan cannot exceed five years. If the end of the five-year loan repayment period occurs during a leave of absence, you need to contact Fidelity Investments to pay off your loan balance. To pay off your loan balance, call Fidelity at (800) 835-5098. If the end of the five-year loan repayment period occurs during a leave of absence and you fail to pay the loan balance in full, the outstanding balance of your loan will default, which means that the defaulted amount will be subject to taxes and possible penalties.
- If you are on a military leave, your loan repayments will be automatically suspended for the entire length of military leave. Unless you make loan payments during your leave, interest will continue to accrue on the outstanding loan balance at the lower of the original interest rate or 6 percent while on military leave. Upon your return to work, your loan balance will be re-amortized and the repayment period will be extended by the period of military leave.
- As alternatives to suspending loan payments during unpaid leave, you may also:

**1. Continue to make your regular loan payments for the duration of your unpaid leave in accordance with your loan agreement.**

Payment must be made by certified check or money order directly to Fidelity Investments. If any loan payments are missed during the leave, the dollar amount of those missed payments will be due upon the expiration of the original loan term. To set up payments directly to Fidelity during your leave of absence, call the Fidelity Retirement Benefits Line at (800) 835-5098.

**2. Pay the outstanding loan balance in full.**

To pay off your outstanding loan balance, contact the Fidelity Retirement Benefits Line at (800) 835-5098 to obtain your pay off balance and payment instructions.

*The preceding materials are intended to provide general guidance and theoretical examples as to how Seagate's leave policies operate. To the extent that these materials appear to conflict with Seagate employee benefit plans, applicable law, or Seagate human resources policies, such sources should be considered controlling. Further, Seagate reserves the right to amend its human resources policies at any time, and such policies are intended to be administered flexibly, consistent with applicable law, at the discretion of Seagate management.*