

# Leave of Absence FAQs

Disability | Pregnancy | Parental Leave | Family Care Leave | Military | Personal

Larkin

**For Questions Contact:**  
[synopsysleaves@thelarkincompany.com](mailto:synopsysleaves@thelarkincompany.com)  
**Phone: (650) 938- 0933**

## What can I do in advance of my leave to prepare?

- Thoroughly review your Introductory Letter and discuss your questions with your Larkin administrator.
- Prepare to file your disability and/or PFL claim with Larkin and/or your state's income replacement so you have everything ready ahead of your anticipated leave start date.
- Log into the Larkin Portal to review your checklist and action items.
- Download Larkin's app to view and sign required forms based on your leave type.



## Where will my pay come from while on my approved leave of absence?

- Your pay while on an approved leave of absence will be a combination of different sources, as applicable, based on the type of leave you are taking and the state in which you reside.
  - As an example, this could look like disability benefits from Synopsys's Voluntary Plan, and any applicable state benefits, such as State Disability and Paid Family Leave (PFL).
- To confirm which programs, if any, you are eligible for, and which you are responsible to apply for, please review the *Income Replacement While on Leave* section of your Introductory Letter from Larkin.

Synopsys will provide leave pay, or "top up" pay, to support you in reaching at least 75% of your regular base pay (tax free) while on leave. It is important note that you will need to file any applicable state disability or PFL claims to reach 100% of your base salary, depending on leave type, as Synopsys's top up portion is supplemental to any applicable income replacement benefits.

- It is your responsibility to apply for any pay programs for which you are eligible in a timely manner. ***If you do not apply, you will not receive full pay while on leave of absence.***

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## How do I file my disability, family caregiver and/or parental leave claims?

Refer to your Introductory Letter from Larkin for instructions on how to file for benefits through Synopsys's Voluntary Plan and/or your state:

- **Voluntary Plan:** To avoid an interruption in your income, we recommend that you file for these benefits as soon as you become disabled. For assistance on filing your claim, contact your Larkin administrator.
- **State Benefits:** In addition to filing a short-term disability claim with Larkin, you will also need to file with the state if applicable. Refer to the *Income Replacement While on Leave* your section of your Introductory Letter for further information.
- **When to Contact your Larkin administrator:** For any questions on how to file for plan benefits and/or any applicable state-specific benefits.

## What else should I know about my pay while on leave?

- It is important to note that the Larkin Company approves and manages your leave only, which is separate from your pay benefits (Synopsys, and/or your state benefits).
- On the day, your disability begins, or as soon as practicable afterward, file for applicable income replacement benefits (i.e., with Larkin and/or the state). You can find instructions on your Larkin Portal account, or in your introductory letter.
  - It may take up to 2-3 weeks after filing your disability claim(s) before you receive payments as the provider(s) review your claim for approval.
  - Synopsys's portion of payment ("top up" pay) will be paid to you on your regular pay cycle once your leave is approved.
- **Pay fluctuation:** Payment from Synopsys will fluctuate based on your leave and disability dates, and the different income replacement sources applicable at that time. Should you have questions about how your pay is composed, refer to your pay details in your Larkin Portal account or contact your Larkin administrator.