Los Alamos
NATIONAL LABORATORY

Form 2316

Short-Term Disability Top-Off Election

Instructions:

1. Use this form to elect a short-term disability (STD) top-off with your accrued paid leave hours (i.e., paid time off (PTO) or sick [paid sick leave then legacy sick leave]). If you do not take affirmative steps to make this election, then there is "no top-off."
2. This form must be returned to leaves@lanl.gov at least two weeks prior to the STD benefit reduction in order to avoid delays in payment. **This election is irrevocable.**

Important information about how STD top-off election works:

- STD pays 100% of your base pay for seven weeks and then is reduced to 60% of base pay for the remainder of the approved STD benefit period. You may elect to use your accrued paid leave hours to top-off the income you receive from disability insurance when your income has been reduced to 60%, so as to achieve 100% of your base pay.
- By electing the top-off, your paid leave hours will be used to pay you the remaining 40% of base pay.
- Triad will pay STD top-off amounts on the regular bi-weekly payroll schedule. As with payroll checks, Triad will deduct tax withholdings, benefit premiums (including satisfying deductions that are past due), and retirement plan contributions from the gross payment amount.
- If STD top-off is insufficient to cover your benefit premium deductions, it is your responsibility to make arrangements to pay Triad the premiums due.
- You may change your 401(k) deductions at any time through Fidelity NetBenefits.
- Benefit elections such as medical insurance and flexible spending contributions may only be made during Open Enrollment or due to a life event, including the commencement of and return from disability leave.
- STD top-off will stop when there are no remaining paid leave hours available based on the election made.

Employee Information	
Name (First, Last)	Z Number

Short-Term Disability Top-Off Election Choices

☐ Paid Time Off (PTO) ONLY   ☐ PTO then Sick (PSL then legacy sick)

☐ Sick (paid sick leave (PSL) then legacy sick) ONLY   ☐ Sick (PSL then legacy sick) then PTO

☐ No top off election

Election Examples:

If a 'single' leave (i.e., PTO only) is elected, 40% of your scheduled hours per week will be recorded in Oracle Time and Labor (OTL) as PTO and deducted from your accrued leave. Once all PTO hours have been used, top-off will stop and leave without pay (LWOP) will be reported for the duration of your STD leave.

If a 'combined' leave option (i.e., Sick then PTO) is elected, 40% of your scheduled hours per week will be recorded in OTL as sick and deducted from your accrued leave. Once all sick hours have been used, PTO will be used in the same manner. When there are no remaining PTO hours, the top-off will stop and LWOP will be reported for the duration of your STD leave.

Section IV: Employee Acknowledgement

By signing this form, you agree to and understand that your election is irrevocable, Triad will take payroll deductions from any STD top-off and you are responsible for any premium deductions not covered by the STD-top off.

Employee Signature and Date

FOR HR USE ONLY	
Date received:	Date Processed:
Processed by	

Submit Form 2316 to leaves@lanl.gov.