



Overview

Keeping in Touch Days allow VMware employees who are on unpaid Parental leave to come back to work **for up to 10 paid days** without ending their leave. This voluntary program is designed to help employees feel and stay connected with VMware, which we hope will assist in their transition back to work at the end of their leave.

Work on a Keeping in Touch Day may include:

- Participating on a planning day
- Doing training
- Attending a conference
- Team-building event

How Keeping in Touch days can be worked:

- 1 day at a time
- As part of a day
- A few days at a time or
- All at once

A paid work activity for the purpose of Keeping in Touch of 1 hour or more on a day counts as 1 Keeping in Touch Day, and counts towards the 10 day limit.

Keeping in Touch days cannot be used whilst receiving the Paid Parental Leave payment from VMware, or within two weeks after the birth /adoption of a child. Generally that means that the first Keeping in Touch Day can be taken no earlier than 8 weeks after the birth/adoption of a child. It can only be earlier if the employee requests it.

VMware and the employee have to agree to the scheduling of any Keeping in Touch Day. Every leave and every employee is different so using a Keeping in Touch Day is entirely voluntary and managers may not pressure employees to utilize this option.

Scheduling a Keeping in Touch Day

Before taking Parental Leave, employees or managers may identify potential days/times where it may be beneficial for the employee to come into the office and use a Keeping in Touch day. Employees on Parental Leave will have email access and may choose to access email to keep in touch with their manager and team to confirm up and coming events/meetings.

Once a Keeping in Touch day(s) has been confirmed between the employee and manager, it is the manager and employee's responsibility to advise the HR Team BenefitsAU@vmware.com so they can inform payroll to ensure the employee is paid their base wage for the day or days worked as Keeping in Touch days.

Questions or concerns about the Keeping in Touch Day program should be referred to HR.