U. S. Paid Parental Leave Claim Payment Process
U.S. Paid Parental Leave Overview

**Paid Parental Leave Policy** (PPL)
Receive up to 18 weeks of leave with 100% base pay or, for commissioned employees, On Target Earnings (OTE)

- Take up to 18 weeks of time away before, during and/or after the birth, adoption of a child
- Time off must be taken within twelve months of the birth/adoption of a child
- Time off may be taken in two-week increments or more
- VMware will comply with all applicable [local, state and federal leave laws](https://benefits.vmware.com/). All leaves under such laws will run concurrent except as mandated by law (see Glossary)

[US Benefits website](https://benefits.vmware.com/)
Compensation

100% Base Salary or On Target Earnings (OTE)

All deductions, benefit premiums and applicable taxes apply

Pay sources:

- Maternity Short Term Disability
  - Processed by Sedgwick, VMware’s Disability & Leave administrator
  - Maternity: Typically a total of six (6) weeks immediately before and after a regular delivery, or eight (8) weeks for cesarean section, subject to medical certification. In some cases, women may be eligible for longer periods of short term disability before or after the birth for medical reasons.

- VMware Payroll
  - Transactions include all benefit premiums and payroll deductions

- State mandated Paid Family Leave (PFL) as applicable
  - Residents of: California, New Jersey, New York
  - PFL, weekly claim maximums apply

https://benefits.vmware.com/
<table>
<thead>
<tr>
<th>Maternity or Paternity PPL VMware Pay</th>
<th>Maternity or Paternity State Paid Family Leave</th>
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<tbody>
<tr>
<td>Processed by Sedgwick, paid by VMW Payroll</td>
<td>California: processed by Sedgwick, paid by VMW Payroll</td>
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<tr>
<td>All benefit premiums and applicable taxes applied</td>
<td>Pay Source: Direct deposit to employee bank account on file</td>
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<td>Pay source: Direct deposit to employee bank account on file</td>
<td>Deposit name: VMware</td>
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<td>Deposit name: VMware</td>
<td>New York &amp; New Jersey - filed by employee, paid by state</td>
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<td>Viewable on ADP/Payroll site</td>
<td>Pay source: transacted by state via check or debit card</td>
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**Maternity**

**Short Term Disability**

Processed by Sedgwick, paid by VMW Payroll

Pay source: Direct deposit to employee bank account on file

Deposit name: VMware

Claim detail viewable on Sedgwick web portal

Separate W-2 applies
Bonus or Commission eligible employee

Employee is on an approved leave of absence

Bonus eligible employee

Under the Corporate Bonus Plan, when a bonus eligible employee is on an approved leave of absence, the employee’s target bonus will be prorated, subject to the funding of the bonus pool and all other terms and conditions of the Corporate Bonus Plan.

Variable Compensation

On Target Earnings OTE

An audit of your PPL claim is conducted after your return to work

A review of all pay sources received during PPL includes your:
- Medical Short Term Disability
- State Paid Family Leave
- VMware Pay

VMW Payroll will transact a one-time, OTE payment coded in your pay statement under: Miscellaneous
Example: Maternity PPL
Employee resides outside of California
 Begins claim on date of disability, delivery or adoption

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<thead>
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July 1:
- Medical Short Term Disability (STD) begins
- 6 weeks normal delivery or
  8* weeks C-Section

Pay Source
- 70% Sedgwick processed, VMW paid
- 30% VMW

FMLA begins 12 weeks

August 6:
- STD ends

August 07:
- Bonding/Family Leave begins
- Pay Source remainder of leave
  100% VMW

October 30:
- PPL ends

VMware will comply with all applicable local, state and federal leave laws. All leaves under such laws will run concurrent except as mandated by law.
Example: Maternity PPL

Employee resides in California
Begins PPL claim on date of disability, delivery or adoption

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Medical Disability weeks 1 thru 6*
Bonding Family Leave weeks 7 thru 18

**July 1:**
Short Term Disability (STD) begins
- 6 weeks normal delivery or
- 8* weeks C-Section

Pay Source
- 70% Sedgwick processed, VMW paid
- 30% VMW

FMLA & CFRA begins
- 12 weeks

**August 6:**
STD ends

**August 07:**
CA Paid Family Leave begins
- 6 weeks

Pay Source
- 60% Sedgwick processed, VMW paid
- 30% VMW

FMLA & CFRA ends

**Sept 10:**
CA PFL ends

**Sept 11:**
PPL bonding for remainder of leave

Pay Source remainder of leave
- 100% VMW

**October 30:**
PPL ends

VMware will comply with all applicable local, state and federal leave laws. All leaves under such laws will run concurrent except as mandated by law.
Example: Paternity PPL

Employee resides outside of California, starts claim on date of delivery or adoption
Requests full 18 weeks of time off

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**July 1:**
- PPL Begins

- Pay Source
  - 100% VMW

- FMLA begins
  - 12 weeks

**October 30:**
- PPL ends

VMware will comply with all applicable local, state and federal leave laws. All leaves under such laws will run concurrent except as mandated by law.
Example: Paternity PPL

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**July 1:**
- CA Paid Family Leave Begins
- Pay Source 60% Sedgwick processed, VMW paid 40% VMW

**August 6:**
- CA PFL ends

**August 07:**
- PPL begins
- Pay Source for remainder of leave 100% VMW

**FMLA & CFRA begins**
- 12 weeks

- **FMLA & CRFA ends**

**October 30:**
- PPL ends
Additional Notes
All PPL leave requests that are submitted during bi-monthly payroll “black-out” periods will be processed in the next pay cycle.

Sedgwick provides employees access to their claims portal, Viaone. Employees may track disability and California Paid Family Leave history. Login and password instructions are provided in the initial Leave Claim package.

ADP pay statements will reflect disability and PPL payment types for example:
- Medical disability/maternity (STD)
- California Paid Family Leave (PFL)
- California disability/maternity (STD3)
- VMware $250 gift (GFT)

Effective Jan. 31, 2019, pay transitions to VMware. W-2’s for periods after the transition will be managed by VMware Payroll. Please note: if you were on paid leave Jan. 1 – Jan. 15, 2019, you will receive a W-2 for that period from Sedgwick.
<table>
<thead>
<tr>
<th>Questions? Regarding PPL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sedgwick Disability &amp; Leave Administrator</strong></td>
</tr>
<tr>
<td>Phone: 1-866-251-1749</td>
</tr>
<tr>
<td>Login: Viaone</td>
</tr>
<tr>
<td><strong>HR Source / US Payroll</strong></td>
</tr>
<tr>
<td>Phone: 1-888-VMWARE8, option US Benefits</td>
</tr>
<tr>
<td><a href="mailto:HRSource@vmware.com">HRSource@vmware.com</a></td>
</tr>
<tr>
<td>Log a HelpNow ticket &gt; select Finance &gt; Payroll</td>
</tr>
<tr>
<td><strong>State Paid Family Leave</strong></td>
</tr>
<tr>
<td>California</td>
</tr>
<tr>
<td>New York</td>
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<tr>
<td>New Jersey</td>
</tr>
<tr>
<td>Log into your state disability and leave website for claim submittal and contact information</td>
</tr>
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</table>

https://benefits.vmware.com/
Appendix
Glossary

Concurrent Leaves:
PPL time off will run concurrently with other leave time available, if any, under the federal Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), California Pregnancy Disability Leave (PDL), and any other state family leave or disability leave laws (State Disability Insurance; SDI) providing time off for (1) disability as the result of pregnancy, childbirth or related medical conditions; and/or (2) care for or bonding with a newborn or, newly adopted child and/or local paid parental leave laws.

Family Medical Leave Act (FMLA)
The Family and Medical Leave Act (FMLA) entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons. This fact sheet provides general information about which employers are covered by the FMLA, when employees are eligible and entitled to take FMLA leave, and what rules apply when employees take FMLA leave.

California Family Rights Act
Under the California Family Rights Act of 1993 (CFRA), if you have more than 12 months of service with us and have worked at least 1,250 hours in the 12-month period before the date you want to begin your leave, you may have a right to family care or medical leave (CFRA leave). This leave may be up to 12 workweeks in a 12-month period for the birth, adoption, or foster care placement of your child or for your own serious health condition or that of your child, parent or spouse. While the law provides only unpaid leave, employees may choose or employers may require use of accrued paid leave while taking CFRA leave under certain circumstances.

California Paid Family Leave
California Paid Family Leave (PFL) provides up to six weeks of partial pay to workers who take time off from work to care for a seriously ill family member or to bond with a new child (including newly fostered and adopted children).

VMware will comply with all applicable local, state and federal leave laws. All leaves under such laws will run concurrent except as mandated by law.