

# 2019 BENEFITS

Welcome to VMware! Here's a quick summary to assist you with your VMware benefit plans. Be sure to take the time to review your benefit options.

## Health and Life Plans

**Medical:** As a VMware employee, you will be provided medical coverage through MetLife. Coverage includes medical, dental and vision benefits. VMware will cover 100% of the medical plan premiums for you, your spouse, and your eligible dependents.

**Life Insurance:** You will receive Life and Accidental Death & Dismemberment coverage through MetLife. The coverage level will be 24 times monthly salary. VMware will cover 100% of the life insurance premiums.

## Time Off Programs

**Bereavement Leave:** The VMware Global Bereavement Policy provides employees with up to 20 days of paid leave per event. In addition, this program offers up to 2 days of paid leave in the event of the passing of a family pet.

**Birthday Leave:** VMware will provide you one (1) day off for your birthday.

**Marriage Leave:** Three (3) days of paid leave in the event of marriage.

**Personal Days:** Five (5) days of leave.

**Sick Time:** VMware will provide up to 6 days of leave, with 100% pay, for sickness, minor surgery recovery, among other, without the need of a medical certificate.

**Vacation:** You will be provided time off according to your tenure with the company, based on this schedule:

- Year 1                      10 days
- Year 2                      12 days
- Year 3                      14 days
- Year 4                      16 days
- Year 5                      18 days
- Years 6 – 9              20 days
- Years 10 – 29          22 days
- Years 30 – 34          24 days

# Mexico Benefits

- Years 35 – 39      26 days

**Vacation Premium:** VMware will pay 100% of eligible vacation days as a one-time bonus during your anniversary month.

**Holidays:** VMware provides the following holidays:

- 2019 Public Holidays:
  - New Year – January 1<sup>st</sup>
  - Constitution Day - February 4<sup>th</sup>
  - Birthday of Benito Juarez - March 18<sup>th</sup>
  - Holy Thursday – April 18<sup>th</sup>
  - Good Friday – April 19<sup>th</sup>
  - Labor Day - May 1<sup>st</sup>
  - Mother's Day – May 10<sup>th</sup>
  - Independence Day - September 16<sup>th</sup>
  - Revolution Day - November 18<sup>th</sup>
  - Christmas Eve – December 24<sup>th</sup>
  - Christmas Day - December 25<sup>th</sup>
  - New Year's Eve – December 31<sup>st</sup>

## Leave of Absence Programs

**Adoption / Surrogacy Leave:**

- Mothers receive a total of 12 weeks of leave.
- Fathers receive 20 business days of paid leave.

**Maternity Leave:** As per statutory guidelines, 6 weeks prior to the birth, and 6 weeks thereafter will be given for maternity.

**Medical Leave:** In the event of an IMSS approved disability, VMware will cover the first three (3) days of leave at 100% pay. From day 4 and onwards, IMSS will pay 60% of your salary.

**Paternity Leave:** The VMware Global Paternity Policy provides new fathers 20 business days of paid leave to bond with their new child.

## Work and Life Benefits

**Meal Voucher:** VMware will deposit \$2,568 MXN each month into your Meal Card through Si Vale.

**Savings Fund:** You will automatically be enrolled to contribute up to 13% of your monthly salary, up to a maximum of \$3,338.40 MXN. VMware will match your monthly contributions. Your Savings Fund account will be maintained by Old Mutual.

# Mexico Benefits

**Supermarket Voucher:** VMware will contribute up to 12% of your monthly base salary, up to \$2,568 MXN, into your Si Vale Supermarket Card.

## Other Programs

- **Business Travel Programs:** VMware provides employees worldwide with comprehensive travel insurance and assistance.
- **Discount Program:** Access to our online marketplace of perks and discounts.
- **Employee Assistance Program (EAP):** Free service that helps you be at your best, physically and emotionally.
- **Global Fitness Reimbursement Program:** VMware will reimburse the cost of your health, wellness and fitness expenses up to the equivalent of \$400 USD per calendar year.
- **Rethink:** A research-based program that provides support to parents raising children with learning or behavior challenges, or developmental disabilities at no cost to you.

## Additional VMware Benefits

- **Employee Referral Program**
- **Employee Stock Purchase Plan (ESPP)**
- **VMware Foundation**

## Have a Question?

For more information about your benefits, please visit <https://benefits.vmware.com/mx>

Additional questions?

Contact HR Source:

Phone: 1-888-VMWARE8

[ASK HR](#) [VMware network access required]

[HRSource@vmware.com](mailto:HRSource@vmware.com)