

## BENEFITS

Welcome to VMware! Here's a quick summary to assist you with your Benefit options. You have **30 days** from your date of hire to enroll in your benefits. Be sure to take the time to review your benefit options before you enroll.

### Health and Life Insurance Plans

**Medical:** VMware offers comprehensive medical coverage through Great West Life. You and your eligible dependents can participate in the plan as of your hire date. You must be a resident of Canada. Temporary, part-time and seasonal employees may not join the plan.

**Dental:** VMware provides comprehensive dental coverage through Great West Life. You and your eligible dependents can participate in the plan as of your hire date.

### Life and Disability Benefits

**Life Insurance:** As a VMware employee residing in Canada, you are eligible to participate in the Life Insurance, Optional Life Insurance, and Dependent Life Insurance plans through Great West Life.

**Short Term and Long-Term Disability:** VMware offers Short- and Long-Term Disability Insurance to full-time, regular employees as of your hire date.

### Financial Wellness

**Retirement:** If you are a full-time VMware employee, who works a minimum of 40 hours per week, you are eligible to participate in the VMware Group Retirement Program. The administration fee for both Group Deferred Profit Sharing Plan (DPSP) and a Group Registered Retirement Savings Plan (RRSP) is paid for by VMware. Both plans are vested immediately.

### 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.

**Election Leave:** If you qualify to vote in a federal, provincial and/or municipal election, you are entitled to three (3) consecutive hours, while the polls are open, during which to vote.

# Canada Benefits

**Emergency Leave:** You may take up to ten (10) days (80 hours), each calendar year, as an unpaid leave of absence to meet emergencies or other matters involving you or your family members.

**Floating Holidays:** Floating Holidays are provided based on your work province. The number of floating holidays available to you will be reduced by one (1), in that calendar year, if you join VMware after July 1st. If you join VMware after October 1st, you will not receive any floating holidays for that calendar year

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

- New Year's Day - January 1, 2019
- Family Day (BC Only) - February 18, 2019
- Good Friday (except in QC) - April 19, 2019
- Easter Monday (observed in QC only) - April 22, 2019
- Victoria Day - May 20, 2019
- St. Jean Baptiste (observed in QC only) - June 24, 2019
- Canada Day - July 1, 2019
- Civic Holiday - August 5, 2019
- Labour Day - September 2, 2019
- Thanksgiving Day (National except NB, NS, NL) - October 14, 2019
- Remembrance Day (except MB, ON, QC, NS) - November 11, 2019
- Christmas Day - December 25, 2019
- Boxing Day - December 26, 2019

**Jury Duty:** If you receive a summons for Jury Duty, you are entitled to a leave of absence with pay

**Religious Observation:** VMware, in accordance with the Ontario Human Rights Code, and any other relevant legislation subsequent Acts, is fully willing to accommodate employee's specific religious beliefs or creeds, and specific resultant festive days to follow their faith, as much as is reasonably possible.

**Sick Time:** At VMware we encourage a healthy work environment. When you aren't feeling well, Sick Time provides you with paid time off for periods of temporary absence due to illnesses or injuries. Employees are granted ten (10) days of Sick Time per calendar year, beginning each January 1<sup>st</sup>. Half of your Sick Time can be used to aid or care for a family member.

**Vacation:** Vacation time is accrued based on years of service. Vacation time will be granted at the beginning of the vacation year, based on years of completed service as of January 15th. The

# Canada Benefits

vacation year commences on January 1<sup>st</sup> and ends on December 31<sup>st</sup> in the same year calendar year.

Year of Service	Vacation Time
Less than 3 years	15 working days (120 hours)
3 years	17 working days (136 hours)
4 years	19 working days (152 hours)
5 years	21 working days (168 hours)
6 – 9 years	23 working days (184 hours)
10+ years	25 working days (200 hours)

## Leave of Absence Programs

**Maternity Leave:** Maternity leave is provided in accordance with statutory requirements so that you can take the necessary time off work to recover and bond with your new baby.

**Military Leave:** If you are a military reservist as defined in section 15(3) of the National Defense Act, and you are deployed to an international operation or to an operation within Canada that is or will be providing assistance in dealing with an emergency or its aftermath, you are entitled under the Employment Standards Act of Ontario to unpaid leave for the time necessary to engage in that operation.

**Parental Leave:** VMware provides parental leave in accordance with statutory requirements so that you can take the necessary time off work to take care for your child.

**Paternity Leave:** Fathers may take paid time off to bond with their new child while receiving up to four (4) weeks full pay, for a total of twenty (20) working days.

**Personal Leave:** At VMware's discretion, you can be granted a Personal Leave up to a maximum of ninety (90) calendar days if no other leave is applicable

## Work/Life Programs

**Business Travel Programs:** VMware provides employees and their families, worldwide, with comprehensive travel insurance and assistance:

# Canada Benefits

	Business Travel Accident Insurance (BTA)	GeoBlue Business Traveler	International SOS
Business Travel Benefits	Benefits paid in the event of an accident or death. Gerber Life will pay a lump sum benefit of 2 times your base annual earnings up to \$500,000.	Provides full medical coverage anywhere in the world for the duration of your business trip.	Provides medical, security and logistical expertise to safeguard you while you travel aboard.
Personal Travel Benefits	Personal deviations, up to 3 days, are covered.	Personal travel is covered provided it is taken in conjunction with business travel.	Personal travel advice is provided.

**Discount Program:** Access to our online marketplace of perks and discounts, including auto, home and pet insurance.

**Employee Assistance Program (EAP):** The EAP confidentially provides you and your family members with objective, third-party support and advice for navigating life's challenges.

**Fitness Reimbursement Program:** VMware employees in a work location without an onsite gym are eligible for the Fitness Reimbursement Program. VMware will reimburse the cost of your health, wellness or 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 Programs

**Employee Referral Program:** Eligible employees who submit a referral, that meets policy guidelines and is hired, can earn a \$2,000 USD bonus.

**Employee Stock Purchase Plan (ESPP):** Purchase VMware stock at a discount via payroll deductions, using after-tax dollars. You can elect to contribute 2% to 15% of your compensation during the purchase period.

**VMware Foundation:** Join VMware as a force for good in our global community. We offer Service-Learning opportunities, Matching Gifts, Giving Networks and Good Gigs, just to name a few.

# Canada Benefits

## Have a Question?

For more information about your benefits, please visit [benefits.vmware.com/ca](https://benefits.vmware.com/ca). Additional questions? Contact us at [canadabenefits@vmware.com](mailto:canadabenefits@vmware.com) or contact HR Source:

Phone: 1-888-VMWARE8

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

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