

2019 BENEFITS

Welcome to VMware! Here's a quick summary to assist you with your benefit plans. 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.

Health and Life Insurance Plans

Medical: VMware provides Private Health Insurance through INS. All regular full-time employees and their qualified dependents are eligible. Domestic Partners that have co-habitated for more than one (1) year are also eligible for coverage. VMware pays 100% of the premium costs for Medical Coverage.

Dental: VMware offers dental coverage through Sigma Dental. You may use any dental provider within Sigma Dental's network. The plan covers most preventive, restorative, orthodontia and major dental procedures. Preventive care, including routine exams and cleanings are covered at 100% with no deductible. VMware pays 100% of the premium costs for Dental Coverage.

On-Site Physician: VMware is committed to your health and well-being. For this reason, we have a partnership to provide you with on-site medical care with highly qualified professionals. At the facility, you have access to general examinations, follow-up appointments, first-aid, authorized medical leave and much more.

Life Insurance: As a VMware employee, you are covered under Life Insurance provided by Instituto Nacional de Seguros (INS). VMware pays 100% of the premium costs for Life Insurance. If you should die while in the service of VMware due to illness, or accidental death, your beneficiaries will receive a payment of 24 times your monthly base salary.

Time Off

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.

Marriage Leave: You are entitled to three (3) paid days of Marriage Leave immediately following your event or ceremony. Marriage Leave must be taken in a single tract and cannot be fragmented.

Costa Rica Benefits

Personal Days: As a VMware employee, you will be provided with paid time to be used for additional vacation, outside activities, scheduled medical appointments, and/or personal business. You will be granted Personal Days based on years of service with VMware.

Public Holidays: VMware provides the following holidays:

- 2019 Public Holidays:
 - New Year's Day - January 1st
 - Juan Santamaria Day - April 11th
 - Easter Thursday - April 18th
 - Good Friday - April 19th
 - Labor Day - May 1st
 - Anexation of Guancaste - July 25th
 - Virgin of Los Angeles, - August 2nd
 - Mother's Day - August 15th
 - Independence Day - September 15th
 - Dia de la Raza (Columbus Day) - October 12th
 - Christmas - December 25th

Sick Time: You are entitled to forty-eight (48) hours of paid Sick Time days per calendar year, which is the equivalent of six (6) eight (8) hour days.

Vacation: This allows you time away from work to relax, travel and enjoy time with family. You will earn two (2) weeks of Vacation time for every fifty (50) continuous weeks worked. According to the normal schedule a complete Vacation period includes ten (10) working days.

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.

Medical Leave: For those times when you need to be absent from work for medical reasons, VMware employees are entitled to take Medical Leave, in accordance with statutory requirements, when approved by the Costa Rican Social Security Institution.

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.

Work/Life Programs

Banco Popular: VMware has teamed with Banco Popular y de Desarrollo Comunal to offer employees financial services, with special terms and conditions.

Costa Rica Benefits

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 Association: As an employee of VMware Costa Rica you are eligible to participate in the Asociacion Solidarista de Empleados de VMware (ASEVMWARE). If you decide to participate, you will be required to contribute 3% of monthly gross earnings and VMware will contribute 3% of your monthly base salary.

Employee Assistance Program (EAP) – Free service that helps you be at your best, physically and emotionally.

On-Site Gym: VMware Costa Rica offers a fitness location in its office, with highly qualified professionals and equipment.

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/cr>

Additional Questions?

Contact HR Source:

Phone: 1-888-VMWARE8

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

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