

Mexico Benefits

2020 BENEFITS

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

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.

Financial Wellness

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.

Time Off Programs

Bereavement Leave: VMware provides up to twenty (20) business days of paid time off to grieve the loss of a loved one, attend funeral services, and take care of any personal matters. In addition, employees are granted up to two (2) business days for the loss 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 your marriage.

Personal Days: Five (5) days of leave are available to you.

Public Holidays: VMware provides the following holidays:

- News Year's Day – January 1, 2020
- Constitution Day - February 3, 2020
- Birthday of Benito Juarez - March 16, 2020
- Labor Day - May 1, 2020
- Independence Day - September 16, 2020
- Revolution Day Memorial - November 16, 2020

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- Christmas Day - December 25, 2020

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
- Years 35 – 39 26 days

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

Leave of Absence Programs

Adoption / Surrogacy Leave: Mothers receive a total of twelve (12) weeks of leave, while Fathers receive twenty (20) business days of paid leave.

Maternity Leave: As per statutory guidelines, six (6) weeks prior to the birth, and six (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 four (4) and onwards, IMSS will pay 60% of your salary.

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

Work and Life Benefits

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

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	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.

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 fitness expenses up to the equivalent of \$400 USD per calendar year.

Grocery and Restaurant Card:

- Grocery Card – VMware will contribute up to 12% of your monthly base salary, up to 1 UMA (2,568 MXN).
- Restaurant Card - VMware will deposit a monthly credit of 1 UMA (2,568 MXN).

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 \$1,500 USD bonus.

Employee Stock Purchase Plan (ESPP): [VMware network access required] 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.

Mexico Benefits

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.

Have a Question?

For more information visit the Mexico Benefits website at benefits.vmware.com/mx. Additional questions? Contact HR Source:

Phone: 1-888-VMWARE8

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

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