

U.S. Benefits Paid Parental Leave

Claim Payment Process

March 2020

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](#). All leaves under such laws will run concurrent except as mandated by law (see Glossary)

[US Benefits website](#)

<https://benefits.vmware.com/>

Compensation

Paid 100% Base Salary or On Target Earnings (OTE)

All deductions, benefit premiums and applicable taxes apply

If you have opted for non-taxable benefit your pre-tax benefit deductions will suspend

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, Rhode Island, Washington

Pay Sources

Types of pay sources that may transact during PPL

Maternity

Short Term Disability (STD)

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

Viewable on ADP/Payroll site

Maternity or Paternity PPL

VMware Pay

Processed by Sedgwick, paid by VMW Payroll

All benefit premiums and applicable taxes applied

Pay source: Direct deposit to employee bank account on file

Deposit name: VMware

Viewable on ADP/Payroll site

Maternity or Paternity

State Paid Family Leave (PFL)

California: processed by Sedgwick, paid by VMW Payroll

Pay Source: Direct deposit to employee bank account on file

Deposit name: VMware

State Paid Family Leave (states that offer PFL) filed by employee, paid by state

Pay source: transacted by state via check or debit card

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 for an aggregate of more than 5 weeks (35 calendar days), the Target Bonus Amount will be prorated and reduced by the number of days of leave that exceeded 35 calendar days.

Variable Compensation

On Target Earnings OTE

Commissioned employees: your PPL bi-weekly claim amount is calculated using your OTE.

Key Leave Activity

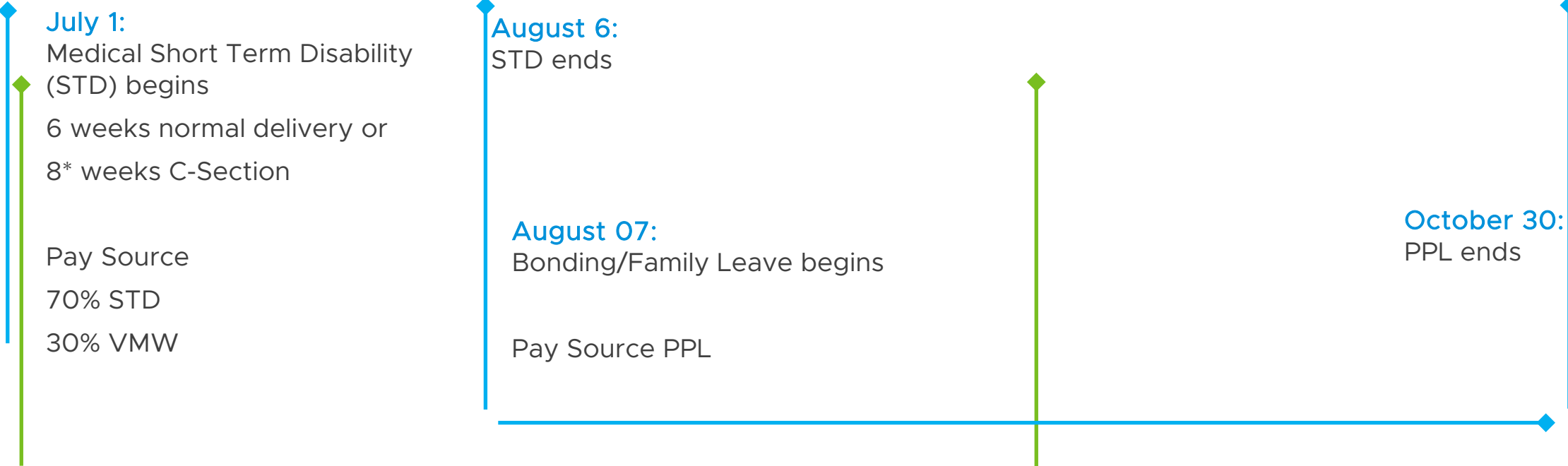


Example: Maternity PPL

Employee resides outside of California

Begins claim on date of disability, delivery or adoption

July					August				September				October				
2-8	9-15	16-22	23-29	30-5	6-12	13-19	20-26	27-2	3-9	10-16	17-23	24-30	1-7	8-14	15-21	22-28	29-4
Medical Disability weeks 1 thru 6*					Bonding / Family Leave weeks 7 thru 18												



FMLA begins 12 weeks

FMLA ends

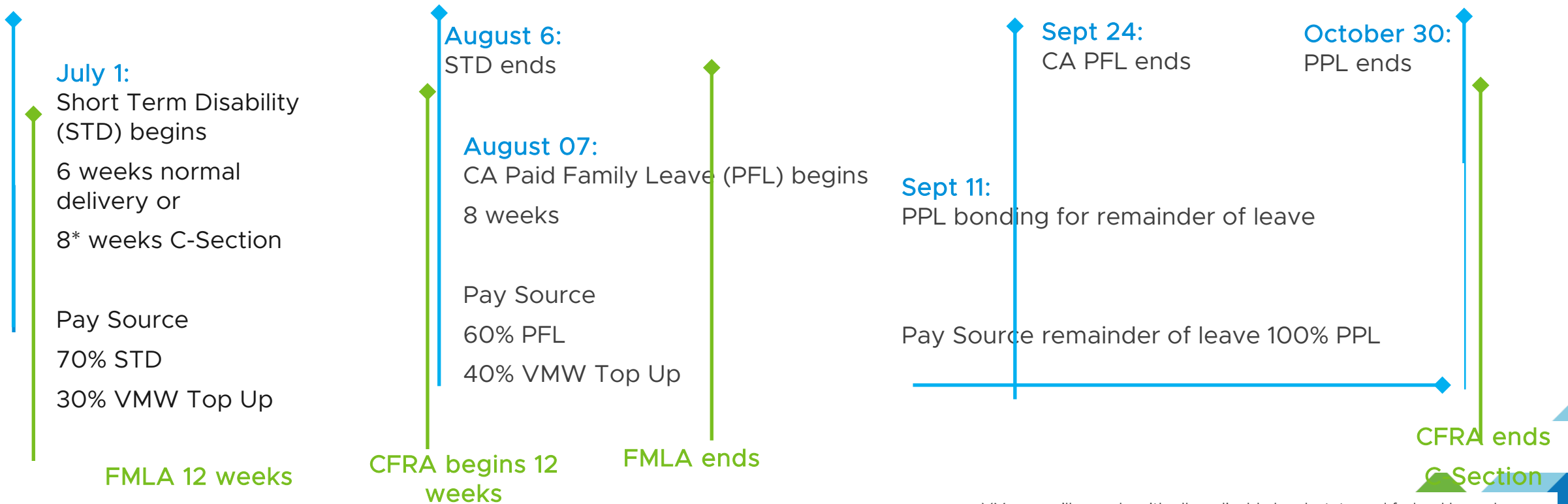


Example: Maternity PPL

Employee resides in California

Begins PPL claim on date of disability, delivery or adoption

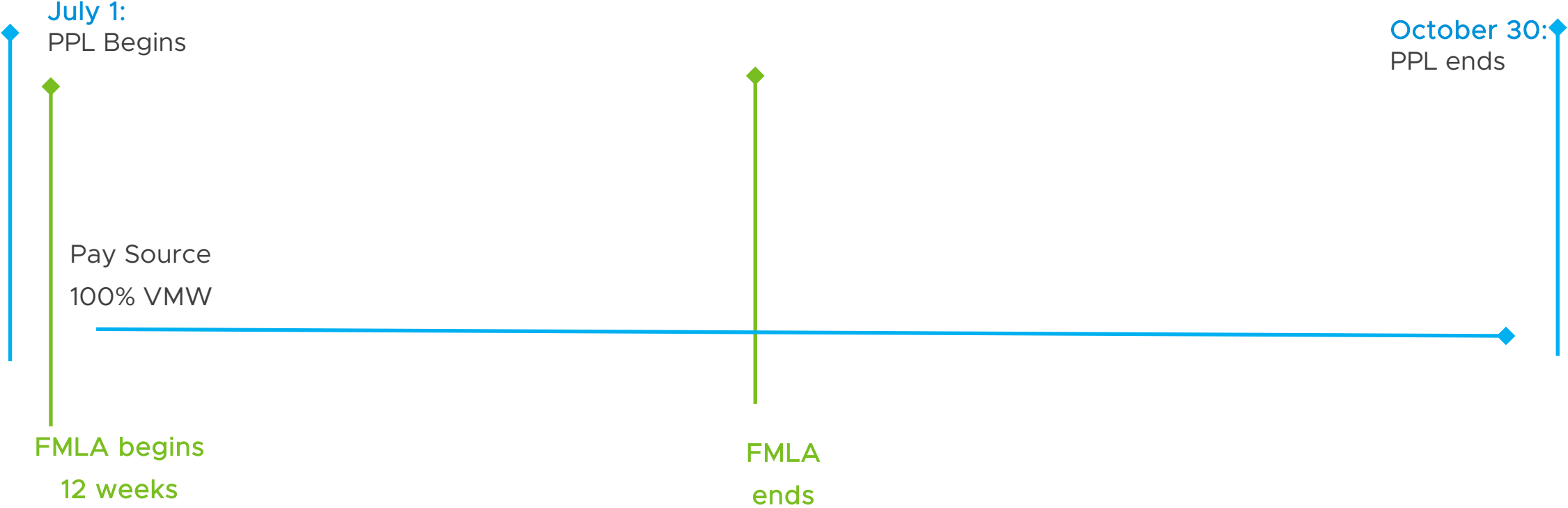
July					August				September				October				
2-8	9-15	16-22	23-29	30-5	6-12	13-19	20-26	27-2	3-9	10-16	17-23	24-30	1-7	8-14	15-21	22-28	29-4
Medical Disability weeks 1 thru 6*					Bonding Family Leave weeks 7 thru 18												



Example: Paternity PPL

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

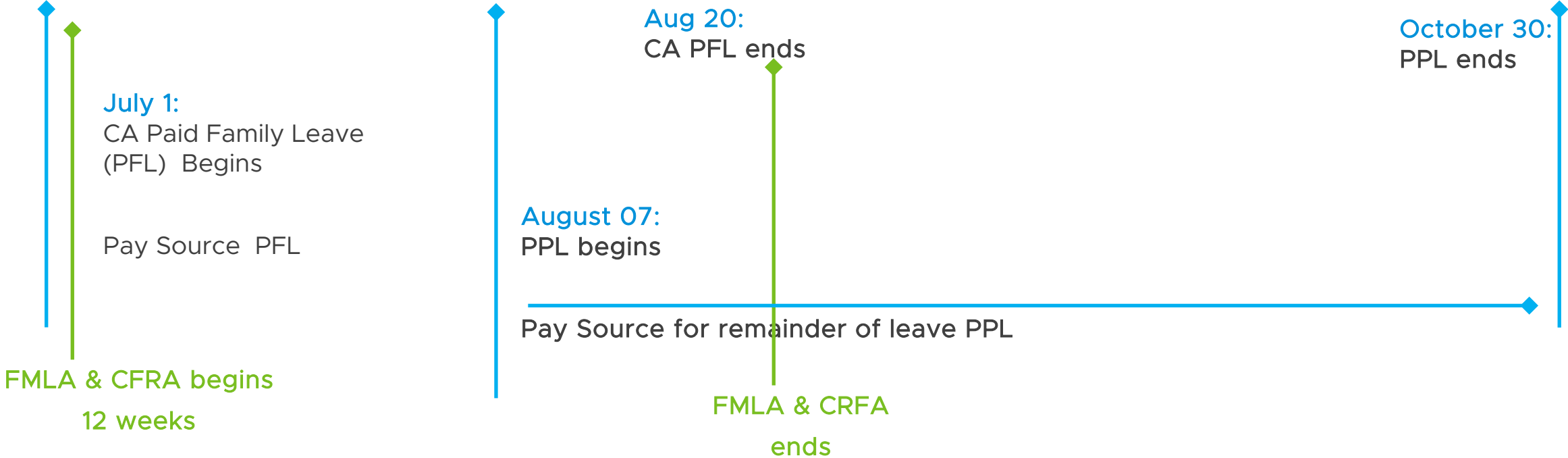
July				August					September				October				
2-8	9-15	16-22	23-29	30-5	6-12	13-19	20-26	27-2	3-9	10-16	17-23	24-30	1-7	8-14	15-21	22-28	29-4
Bonding Family Leave weeks 1 thru 18																	



Example: Paternity PPL

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

July				August					September				October				
2-8	9-15	16-22	23-29	30-5	6-12	13-19	20-26	27-2	3-9	10-16	17-23	24-30	1-7	8-14	15-21	22-28	29-4
Bonding Family Leave weeks 1 thru 18																	



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 claim's 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:

Plan Type	Coverage	ADP Pay Earnings Shorthand
Medical disability/maternity	Short-Term Disability	STD Taxable or STD Nontaxable
California Paid Family Leave	CA Paid Family LV	CAPFL
Paid Parental Leave	PPL Parental Leave	PDParentalLeave
California disability/maternity	Short-Term Disability	STD Nontaxable
VMware Paid Parental Leave	\$250 gift	NewParentGift

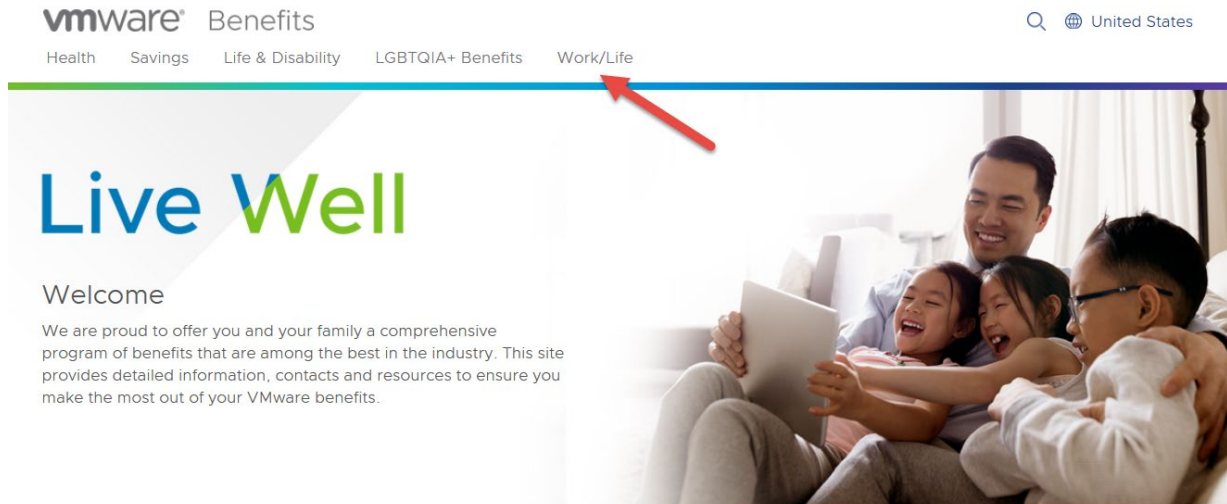
ADP Screen Sample

<u>Earnings</u>	<u>rate</u>	<u>hours</u>	<u>this period</u>	<u>year to date</u>
NewParentGift			250.00	
PDParentalLeave			3,227.40	
STDNontaxable			3,688.45	
Gross Pay		\$	7,165.85	7,909.07

Resources

Sedgwick Disability & Leave Administrator

To learn more, visit the US Benefits website - benefits.vmware.com

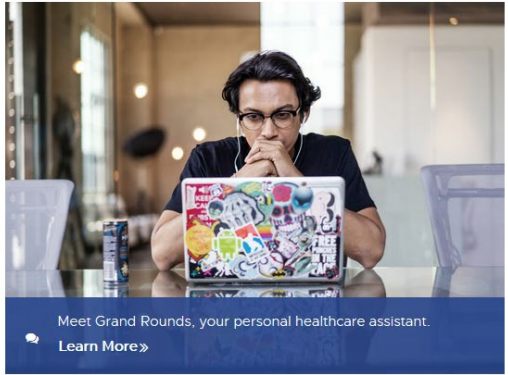


Short-Term Disability: Sedgwick
Phone: 1-866-251-1749

Annual Benefit Reminders and Legal Notifications
Take a moment to review important year end action items and legal notifications.
[Learn more »](#)

New Hires
US Benefit options for new hires.
[Learn more »](#)

Intern Benefits
US Benefit options for paid interns.
[Learn more »](#)



Questions?

HR Source

Phone: 1-888-VMware8 > Option 'US Benefits'

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 (CFRA)

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 (CA PFL)

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.