

## BENEFITS

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

### Benefits Eligibility

Regular employees who are scheduled to work at least 20 hours per week are eligible to enroll themselves and any eligible legal dependents they wish to cover. Eligible dependents include your spouse or domestic partner (regardless of gender), your children, your spouse or domestic partner's children, and any minor children you have legal guardianship of are eligible for medical, dental and/or vision coverage until age 26, regardless of marital or student status. Your Foster Children are eligible for medical coverage through UnitedHealthcare only, and dental and/or vision coverage.

### Health Plans

**Medical:** VMware offers four medical plans. All medical plans include [prescription drug coverage](#) thru CVS Caremark and in-network preventive care services.

Two of our medical plans are PPO plans offered by UnitedHealthcare and are available to benefit eligible employees nationwide. The [UHC HSA PPO](#) plan and the [UHC Traditional PPO](#) plan both offer the same covered benefits and UnitedHealthcare (UHC) Choice Plus network of doctors. If you reside in Maine, Massachusetts or New Hampshire you have access to both the Choice Plus network and UHC's broader Harvard Pilgrim network. The UHC HSA PPO medical plan includes a Health Savings Account (HSA) option that comes with quarterly employer funding based on coverage level.

Our other two medical plans are Kaiser HMO plans. The [Kaiser HMO N CA](#) plan is available in select northern California zip codes and the [Kaiser HMO HI](#) plan is only available to benefit eligible employees who reside in Hawaii.

**Dental:** VMware offers dental coverage through Delta Dental. You may use any dental provider you choose but you save when you use dentists within Delta Dental's PPO network. The Delta Dental plan provides coverage for preventive care, restorative services, orthodontia treatment for children and adults, and major dental procedures. Up to 2 preventive care visits, including routine exams and cleanings are covered at 100% with no deductible.

**Vision:** VMware offers vision coverage through the Vision Service Plan (VSP). There are two plans to choose from: Core and Buy-Up. The provider network and covered benefits are the

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same for both plans, but the Buy-Up Plan offers a higher level of coverage for lenses, contacts and frames. The Vision Service Plan (VSP) network of providers includes both optometrists and ophthalmologists.

**Grand Rounds**: provides personal health assistance at no cost to you. If you are enrolled in a VMware medical plan, Grand Rounds provides health care consultations, a second opinion or support making medical decisions for you or your family member.

**Progyny Family Planning**: Progyny is the premiere fertility benefit designed to provide all-inclusive comprehensive coverage for cutting-edge fertility treatments to assist UnitedHealthcare members wishing to have a child. Progyny's program includes a credentialed provider network, and a personalized concierge-style member support team, Patient Care Advocate (PCA), who offer education, support, and coordinated care. Progyny's program does not require a medical diagnosis of infertility in order to access fertility treatment services, which ensures that members of the LGBTQIA+ community and single parents by choice receive equitable access to coverage.

## Savings Plans

**401(k)**: You are immediately eligible to enroll in the company-sponsored 401(k) program. New hires to VMware will be automatically enrolled in the plan with an employee contribution of 6%. You have the choice to defer to your plan via pretax 401(k), Roth 401(k) or after-tax contributions. VMware provides a dollar-for-dollar match up to 6% of your eligible compensation. The quarterly maximum for the match is \$2,250 with an annual cap of \$9,000. You are immediately vested in your contribution as well as VMware's matching contributions.

**Saving & Spending Accounts**: VMware offers a variety of tax-advantaged saving and spending accounts:

- **Flexible Spending Accounts (FSAs)**: help you pay for eligible medical, dental, vision, prescription drug, day and elder care expenses on a pre-tax basis:
  - Limited Purpose Flexible Spending Account (LPFSA) – Covers eligible dental and/or vision expenses. For the 2020 plan year, you can contribute between \$25 and \$2,700 to the LPFSA.
  - General Purpose Flexible Spending Account (GPFSA) – Covers eligible health expenses not reimbursed by any medical, dental and/or vision plan. For the 2020 plan year, you can contribute between \$25 and \$2,700 to the GPFSA.
  - Dependent Care Flexible Spending Account (DCFSA) – The DCFSA allows you to set aside pre-tax dollars to pay for eligible expenses from both licensed day and elder care providers. For the 2020 plan year, you can contribute between \$25 and \$5,000 to the DCFSA. If you are married and filing separate tax returns, the maximum you can contribute is \$2,500 each.

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- [Health Savings Account \(HSA\)](#): Gives you the ability to save and pay for out-of-pocket health expenses on a pre-tax basis. VMware will contribute \$187.50 for Individual coverage and \$375.00 for Family coverage per calendar quarter to your HSA account. For 2020, you can contribute up to \$3,500 for an individual and \$7,100 for family, less any contributions made by VMware. In addition, account holders who are or turn age 55 or older by December 31st of the calendar year are eligible to make an annual catch-up contribution of up to \$1,000 above the IRS limits.

## Life and Disability Plans

[Life and AD&D Insurance](#): VMware provides Basic Life and Accidental Death and Dismemberment (AD&D) Insurance, through CIGNA, at no cost to you. You are automatically covered for two times your annual salary to a maximum \$2,000,000 each for Basic Life Insurance and for Accidental Death and Dismemberment Insurance. You may purchase Supplemental Life Insurance for yourself, your Spouse/Domestic Partner and your children.

Supplemental Life Plan	Coverage	Guarantee Issue Amount*
Employee Supplemental Life	Increments of \$10,000 up to a maximum of \$2,000,000 or 5x annual salary (whichever is less).	\$750,000
Spouse/Domestic Partner Supplemental Life	Increments of \$5,000 up to a maximum of \$375,000 or 50% of your Supplemental Life Insurance for yourself (whichever is less).	\$100,000
Child Supplemental Life	\$20,000 per covered child, up to age 26. For children under 6 months old the maximum is \$500.	Not Applicable
*Evidence of Insurability is required for any election greater than the Guarantee Issue Amount.		

[Short and Long-Term Disability](#): VMware provides Short Term and Long-Term Disability Insurance coverage to you at no cost. Short Term Disability (STD) provides wage replacement benefits of 70% of pay per week, offset by any state mandated disability plans or Workers' Compensation, for your certified medical disability. The Long-Term Disability (LTD) benefit is provided through CIGNA and provides a benefit equal to 60% of your monthly income. The minimum monthly benefit is \$100 or 10% of your gross disability payment, whichever is more. The maximum monthly LTD benefit is \$15,000.

## Time Off Programs

**Bereavement:** 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.

**Floating Holidays:** Non-exempt (hourly) employees may schedule up to three (3) Floating Holidays each year. If you join VMware during the year, Floating Holidays are pro-rated.

**Jury Duty:** As a VMware employee, you will receive your regular base pay for time spent in jury service.

**Public Holidays:** VMware provides 10 paid days off for the following holidays for all employees:

- New Year's Day – January 1, 2020
- Dr Martin Luther King Jr Day – January 20, 2020
- Presidents Day – February 17, 2020
- Memorial Day – May 25, 2020
- Independence Day – July 3, 2020
- Labor Day – September 7, 2020
- Thanksgiving – November 26, 2020
- Day After Thanksgiving – November 27, 2020
- Winter Holiday – December 24, 2020
- Winter Holiday – December 25, 2020

**Sick Time:** Regular full-time employees may use up to ten (10) days of Sick Time per year. Sick Time is pro-rated for part-time and newly hired full-time employees.

**Vacation:** VMware offers separate vacation plans for exempt and non-exempt employees:

- Non-Accrued Vacation (NAV): VMware has a Non-Accrual Vacation (NAV) policy for all US exempt (salaried) employees. You may take time off from work when you and your manager agree, based on business needs.
- Accrued Vacation: As a non-exempt (hourly) employee, you begin to accrue vacation on your first day at VMware. Vacation accrual for part-time employees is pro-rated based on weekly, scheduled hours. The table below shows the vacation accrual rate:

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Years of Completed Service	Vacation Accrual Rate in Hours per Pay Period	Vacation Yearly Accrual Rate	Vacation Accrual Cap <sup>1</sup>
0-2 years (0-35 months)	5.0 hours	120 hours (15 days)	180 hours (22.5 days)
3 years (36-47 months)	5.67 hours	136 hours (17 days)	204 hours (25.5 days)
4 years (48-59 months)	6.33 hours	152 hours (19 days)	228 hours (28.5 days)
5 years (60-71 months)	7.0 hours	168 hours (21 days)	252 hours (31.5 days)
6-9 years (72-119 months)	7.67 hours	184 hours (23 days)	276 hours (34.5 days)
10+ years (120 months+)	8.34 hours	200 hours (25 days)	300 hours (37.5 days)

<sup>1</sup> If you reach your accrual cap, you will not accrue any additional vacation time until you are under the cap amount.

**Voting:** VMware provides up to two (2) hours of paid time off work to vote.

## Leave of Absence Programs

**Family Leave:** Family Leave provides time off when you need an extended period to care for yourself or a family member. If you and your spouse both work for VMware, per FMLA guidelines, you are limited to a combined maximum of 12 weeks of Family Leave (or a combined maximum of 26 weeks in the case of Service Member Family Leave). To be eligible for Family Leave you must be employed by VMware for 1 calendar year.

**Medical Leave:** For those times when you need to be absent from work for medical reasons, VMware provides time off to recover. You are immediately eligible for Medical Leave on your first day of employment at VMware.

**Military Leave:** If you enlist, participate in reserve training or are called to serve in the United States uniformed services, you can apply for Military Leave. Military Leave ensures job protection and full pay for 548 days, while you are away serving your country.

**Paid Parental Leave (PPL):** The Paid Parental Leave (PPL) program allows both VMware mothers and fathers to take time off from work for pregnancy disability, childbirth, placement of a child for adoption, and to bond with your new child while receiving up to 18 weeks of full pay.

**Personal Leave:** If you need an extended period off from work and no other leave of absence is applicable, you may request to take an unpaid Personal Leave of Absence. To be eligible for Personal Leave you must be employed by VMware for 1 calendar year.

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**Worker's Compensation Leave:** VMware provides a comprehensive Workers Compensation Insurance program at no cost to you. This program covers any injury or illness sustained in the course of employment that requires medical, surgical or hospital treatment.

## Work/Life Programs

**Adoption & Surrogacy Assistance:** VMware will reimburse 100% of all eligible expenses associated with the adoption of a child or using a surrogate to carry and give birth to your child, up to a total maximum of \$12,000 per child.

**Back-Up Daycare Program:** VMware provides a back-up childcare and elder care program. The program provides access to quality childcare centers and licensed in-home care providers when your regular care arrangements break down.

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

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

**Group Legal Plan:** Offers a partial level of financial assistance for many routine legal services and may be used to pay eligible legal expenses incurred by you, your spouse or your dependent children.

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**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

**Club vFit:** If you're on the Palo Alto campus, you have access to Club vFit which provides a wide variety of exercise and workout options for a small membership fee.

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

**Transportation:** [VMware network access required] VMware provides subsidized commuting options:

- Public Transit Passes - VMware uses Commuter Benefit Solutions online platform to facilitate employee public transit pass orders. VMware subsidizes the cost of your transit fare up to \$265 per month. You contribute \$20 per month via pre-tax payroll deduction.
- Enterprise Vanpool - VMware will subsidize a van or SUV for employee groups of 4 or more who are interested in sharing the ride to work. Each participant contributes \$50 per month via pre-tax payroll deduction, as well as gas for the vehicle to be split amongst the group.
- On-demand Carpool - With the Scoop on-demand carpooling match app you can sign up to be a driver or a passenger and all payments from passengers to drivers are done via the Scoop app and subsidized by VMware. This program is free apart from a nominal fee for riders. Currently only available to VMware West Coast employees. East Coast coming soon.

**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.

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## Have a Question?

For more information visit the US Benefits website at [benefits.vmware.com](https://benefits.vmware.com). Additional questions? Contact HR Source:

Phone: 1-888-VMWARE8

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

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