

# U.S. Benefits Paid Parental Leave Claim Payment Process

August 2021

# 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](#)

# 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, or due to state deductions your pay is non-taxable, your pre-tax benefit deductions **will suspend**
- Collection of premiums will reinstate upon return to work

## Pay sources:

- Maternity Short-Term Disability
  - six (6) weeks immediately before and after a regular delivery
  - eight (8) weeks for cesarean section

### VMware Payroll

- Transactions include all benefit premiums and payroll deductions as applicable
- State mandated Paid Family Leave (PFL) as applicable
  - Residents of: California, New Jersey, New York, Rhode Island, Washington, Washington D.C.
  - PFL, weekly claim maximums apply and will be used to draw down the VMware payment. Total paid time not to exceed 100% base/OTE

# 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 Workday/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 Workday/Payroll site

## Maternity or Paternity

### State Paid Family Leave (PFL)

California: processed by Sedgwick, paid by VMW Payroll (US19 Pivotal to apply EDD)

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

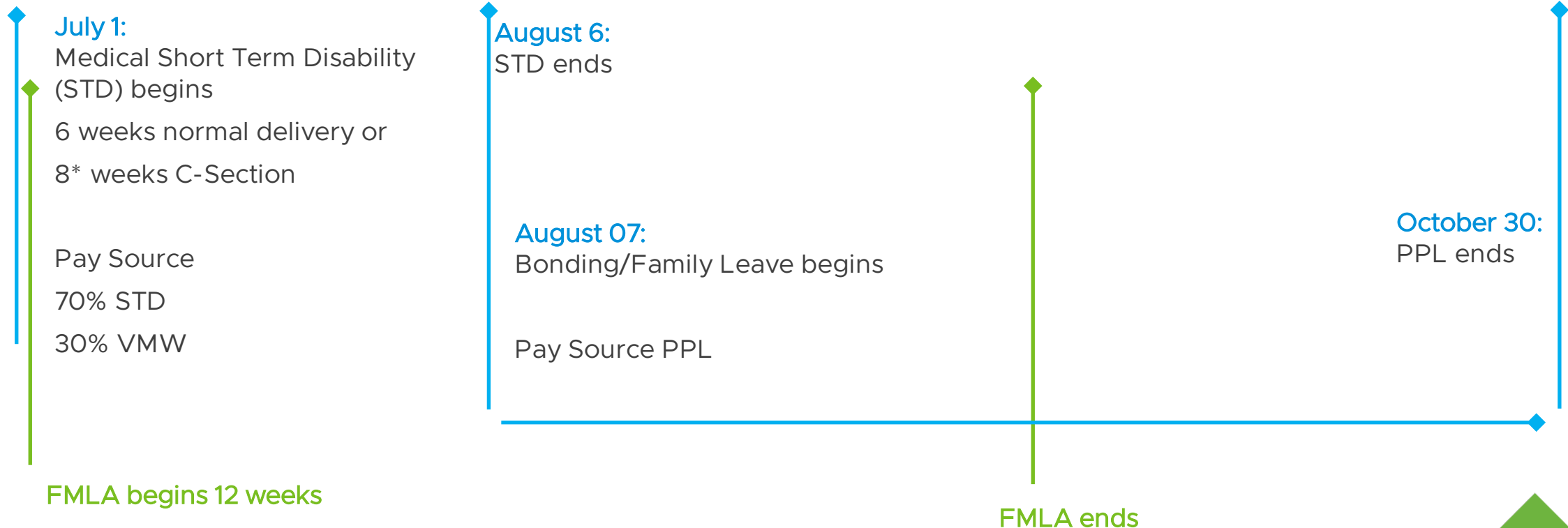


# Example: Maternity PPL

Employee resides outside of California

Begins claim on date of disability, delivery or adoption

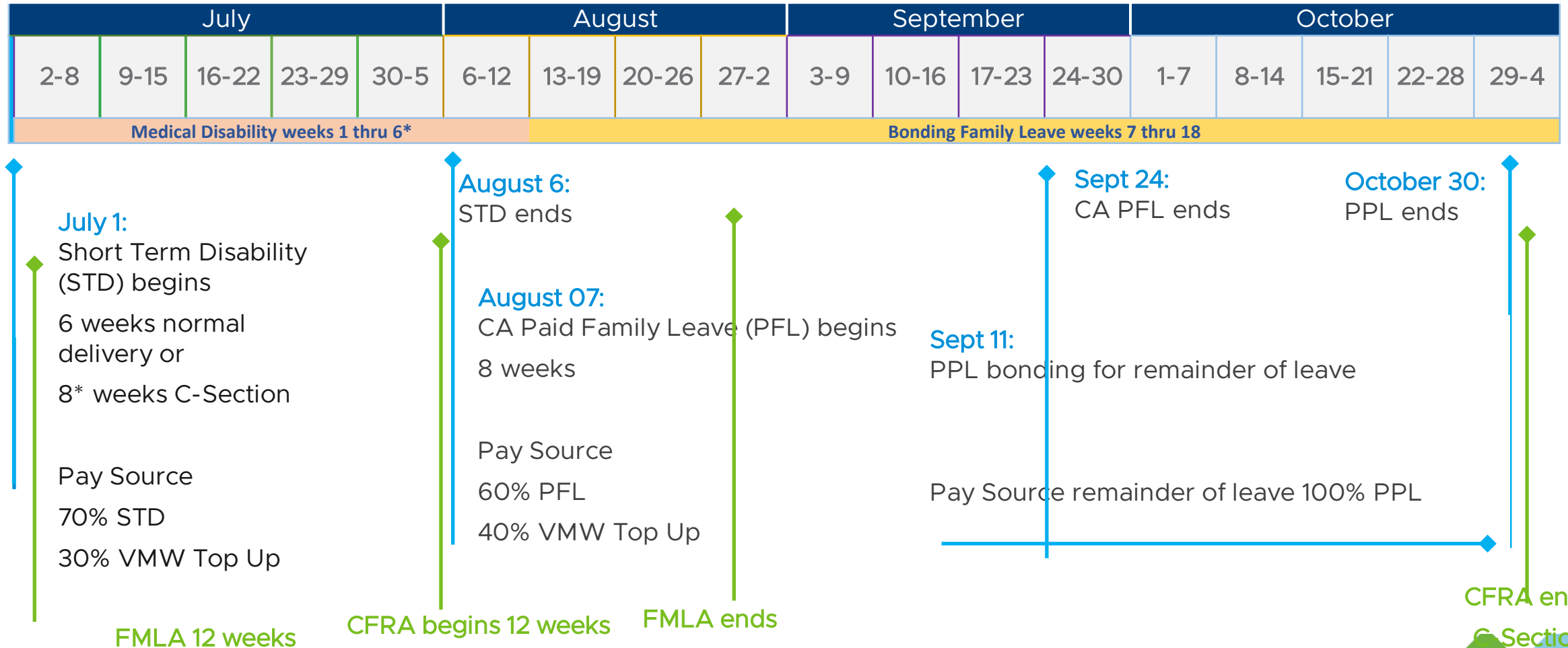
July					August				September				October				
2-8	9-15	16-22	23-29	30-5	6-12	13-19	20-26	27-2	3-9	10-16	17-23	24-30	1-7	8-14	15-21	22-28	29-4
Medical Disability weeks 1 thru 6*					Bonding / Family Leave weeks 7 thru 18												



# Example: Maternity PPL

Employee resides in California

Begins PPL claim on date of disability, delivery or adoption



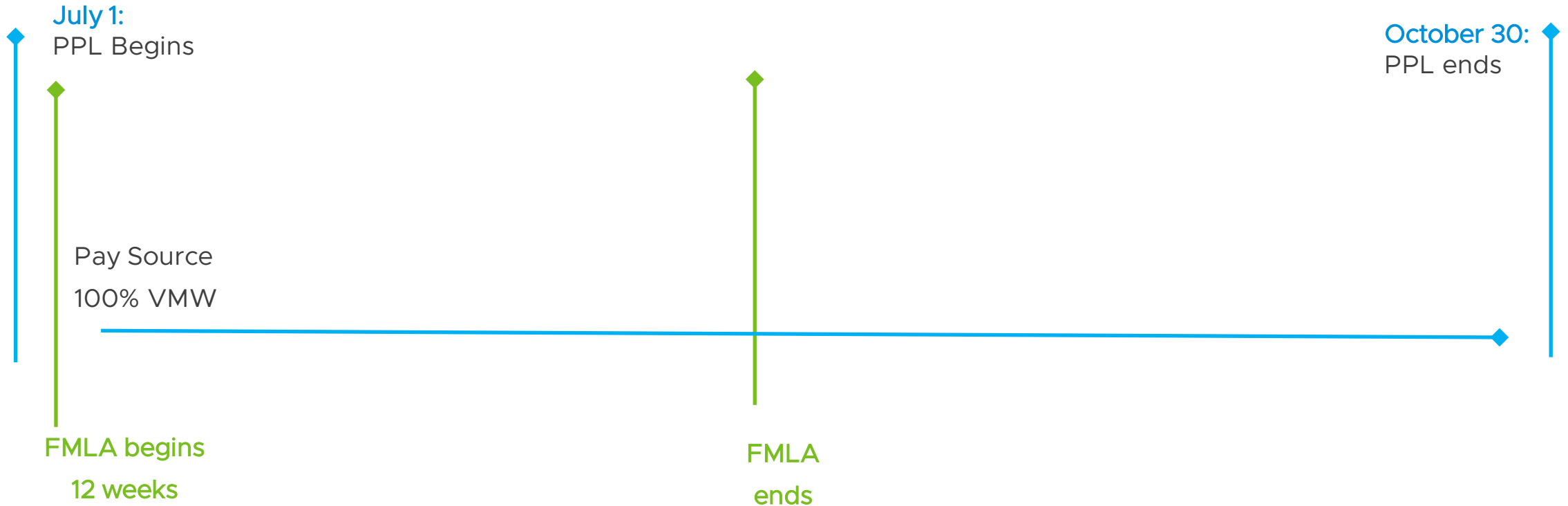


# Example: Paternity PPL

Employee resides outside of California, starts claim on date of delivery or adoption

Requests full 18 weeks of time off

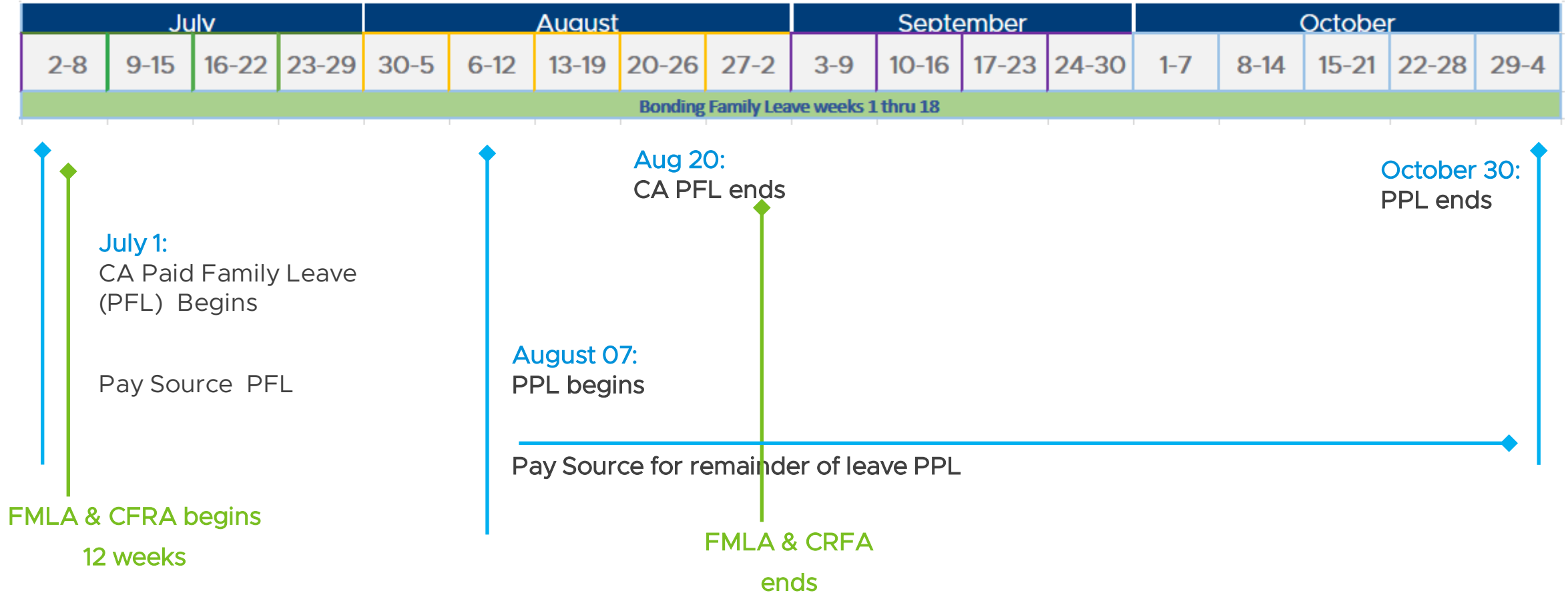
July				August					September				October				
2-8	9-15	16-22	23-29	30-5	6-12	13-19	20-26	27-2	3-9	10-16	17-23	24-30	1-7	8-14	15-21	22-28	29-4
Bonding Family Leave weeks 1 thru 18																	



# Example: Paternity PPL

Employee resides in California, starts claim on date of delivery or adoption

Requests full 18 weeks of time off



# 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.

Workday pay statements will reflect disability and PPL payment types, for example:

## Plan Type

Medical disability/maternity  
California Paid Family Leave  
Paid Parental Leave  
California disability/maternity  
VMware Paid Parental Leave

## Coverage

Short-Term Disability  
CA Paid Family LV  
PPL Parental Leave  
Short-Term Disability  
\$250 gift

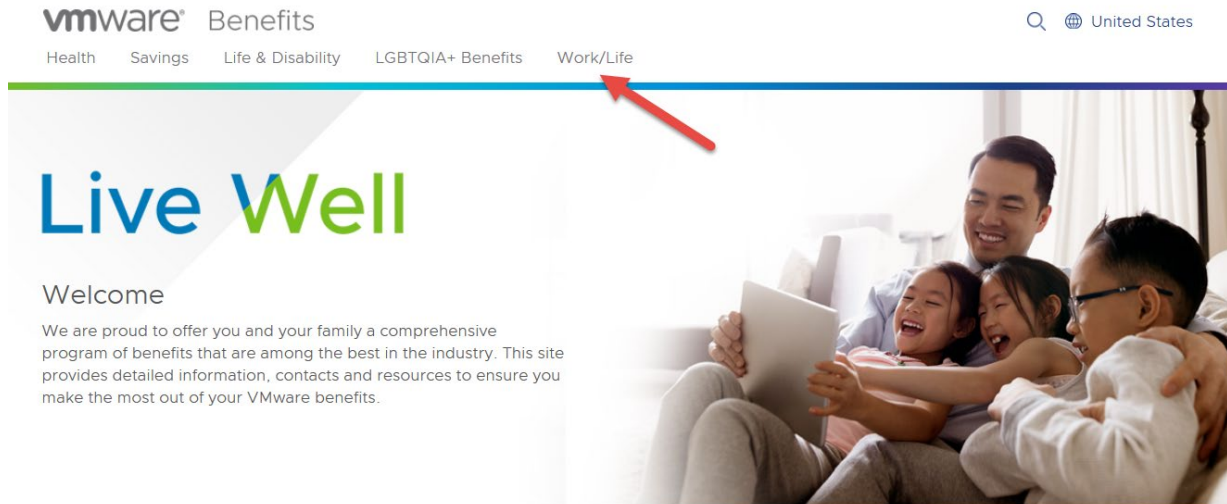
## Pay Earnings Shorthand

STD Taxable or STD Nontaxable  
CA PFL  
PDParentalLeave  
STD Nontaxable  
NewParentGift

# Resources

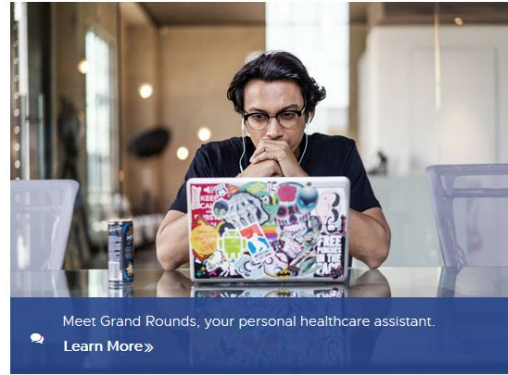
# Sedgwick Disability & Leave Administrator

To learn more, visit the US Benefits website - [benefits.vmware.com](https://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](https://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.