

# Splunk Benefits

Benefits are an important part of your Total Rewards package at Splunk so it's a priority for us to offer a competitive and valuable employee benefits program. Each year, we review our current offering against the hi-tech market to ensure consistency with Splunk's benefit philosophy. We hope our benefits offering reflects the value that we place in each and every Splunker and provides you with a level of comfort and security, whether you're working at the office or spending time away with friends and family.

Please refer to the plan documents for the specific eligibility requirements, additional details on the plans, including exclusions and limitations.

**IMPORTANT UPDATE:** The Splunk benefits below may be subject to change based on Cisco onboarding activities. Please check out the [Splunk Welcome Hub](#) for more information on the Cisco Benefits.

## Group Insurance Eligibility & Enrollment

<b>ELIGIBILITY</b>	<p>Regular, full-time Splunkers are eligible as of their date of hire. You can add your spouse and children age 15 days up to 19 years, or 23 years if the child is unmarried, unemployed and in full time education.</p> <p>Benefits will terminate upon separation from Splunk.</p>
<b>COST</b>	<p>Splunk pays 100% of the premiums for Medical, Dental, Life, Personal Accident group coverage, Family Planning, BTA, Financial Wellbeing and Modern Health plans.</p>
<b>ENROLLMENT &amp; CHANGES</b>	<p>Howden Insurance Brokers, Splunk's local insurance broker, will reach out directly to you via your Splunk email address to obtain necessary enrollment and dependent details. Changes should be requested through the local broker, Howden (i.e. life event – birth, adoption, marriage, divorce).</p>

## Health

<b>HEALTH EXAM</b>	<p>You will be entitled to one health exam per calendar year up to MYR 700. In order to receive reimbursement for your annual health exam, please submit your valid receipt(s) through <a href="#">Concur</a> and select the "Annual Health Exam" category. Health exam claims in <a href="#">Concur</a> will be routed to your local APAC HR team for approval.</p>
--------------------	--

**MEDICAL &  
DENTAL  
INSURANCE**

Medical and dental coverage is available for you and you and your immediate family upon hire by Splunk’s group insurance plan offered through Great Eastern (medical) and Tune (dental). Group medical offerings include unlimited outpatient clinical and specialist overall annual maximum, maternity coverage and Covid 19 coverage. The dental insurance coverage restorative and preventative treatment, root canal therapy and surgical extraction. For details, please visit the link below.

[Benefit Presentation / Benefit Presentation Recording](#)

## Financial

**LIFE INSURANCE**  
(GTL, TPD, PPD, AD&D)

You are automatically enrolled upon hire in Splunk’s Group Term Life (GTL), Total & Permanent Disablement (TPD) , and Partial & Permanent Disablement (PPD) plans. All of these plans are offered through Great Eastern and cover 36 x monthly basic salary respectively.

Accidental Death & Disablement (AD&D) is also a group offering that you are automatically enrolled in upon hire. This is offered through Chubb Insurance Malaysia and covers you at 36 x monthly basic salary.

[Benefit Presentation / Benefit Presentation Recording](#)

**BUSINESS  
TRAVEL &  
ACCIDENT (BTA)  
INSURANCE**

Splunk has partnered with Chubb to provide accident, travel, and medical coverage whilst on business related travel outside your home country. In addition, coverage includes personal incidental travel of up to 7 days, medical and security evacuation, lost baggage assistance, theft of personal property, etc. For details, please visit the link below.

[BTA Policy and ID Card](#)

**CAR ALLOWANCE**

A car allowance is provided to you for the use of your personal vehicle in the performance of your job duties. Only Splunkers whose work requires regular travel to fulfil the duties and responsibilities of their job, and who are employed in certain roles and locations are eligible. The level of allowance you are eligible to receive is dependent on your job role and job level and country of employment. For details, please visit the link below.

[Car Allowance](#)

## Time Off

**PAID HOLIDAYS**

You are entitled to statutory holidays observed in Malaysia. To view a list of holidays, please refer to Splunk’ [holiday schedule](#).

**ANNUAL LEAVE**

In addition to the usual public holidays, you are entitled to the following Annual Leave based on your years of service:

- Less than 5 years: 15 days per year

SICK	<ul style="list-style-type: none"> <li>• 5 to 10 years: 18 days per year</li> <li>• 10 years or more: 21 days per year</li> </ul> <p>When scheduling your annual leave, give your manager as much notice as possible. Splunk will make reasonable efforts to accommodate your requests, but all time off is subject to prior approval. You required to submit information regarding your use of annual vacation via <a href="#">Workday</a>. For details, please visit the link below.</p> <p><b>Malaysia Time Off Program</b></p>
	<p>You are entitled to paid sick leave based on years of service:</p> <ul style="list-style-type: none"> <li>• Less than 2 years: up to 14 working days</li> <li>• 2 to 5 years: 18 working days</li> <li>• 5 years or more: 22 working days</li> </ul> <p>In the event you require hospitalization, you will be entitled to an sixty (60) working days' paid sick leave during each year of service, provided that such leave is certified by a doctor.</p> <p>You are required to submit time off via <a href="#">Workday</a>. For details, please visit the link below.</p> <p><b>Malaysia Time Off Program</b></p>
BEREAVEMENT	<p>Splunk offers up to five (5) days paid time off for Splunkers who experience a death in their immediate family and three (3) days paid time off for extended family to grieve their loss. Immediate family members include parents, spouse, or child(ren) including miscarriage and stillbirth. Extended family includes siblings, grandparents, parents-in-law, grandparents-in-law, or grandchildren. Please request bereavement leave by submitting a <a href="#">Time Off Request</a>.</p>
MARRIAGE LEAVE	<p>Splunk offers a total of three (3) days paid time off for your marriage. This leave is only valid within the first year after the issue date of your marriage certificate and it only applies when you have the certificate issued during your employment with Splunk. Please request marriage leave by submitting a <a href="#">Time Off Request</a>.</p>
LEAVES OF ABSENCES	<p>For leaves of absences, including maternity, paternity, and <a href="#">military/reservist</a> leave, please submit a <a href="#">Leave Request</a>.</p>

## Help and Support

We hope you've got a good idea what Splunk offers to you as a Splunker. If you have any questions, please contact the following:

Group Insurance (i.e. medical, dental, life, personal accident)

Allowances & Time Off (i.e. annual leave, leave of absences, & sick)

Portals/Websites

<p>Howden Insurance Brokers Sdn. Bhd.</p> <p>Chong Voon Seong <a href="mailto:voonseong.chong@howdengroup.com">voonseong.chong@howdengroup.com</a></p> <p>Nur Anis Suraya Binti Omar <a href="mailto:Anis.Suraya@howdengroup.com">Anis.Suraya@howdengroup.com</a></p>	<p>Splunk People Operations Team <a href="mailto:spot@splunk.com">spot@splunk.com</a></p> <p>Time Off Request</p> <p>Leave Request</p>	<p><a href="#">Spark Wellbeing</a></p> <p><a href="#">Benefits &amp; Wellbeing</a></p> <p><a href="#">Pwny Perks</a></p> <p><a href="#">Splunk Service Portal</a></p>
---	--	---

Please note that any payments, rights or entitlements under the Company benefit plans will be governed by the terms of the formal plan documents or policies establishing the benefit in issue, and your rights on termination of employment with respect to the Company benefit plans will be governed by the termination provisions of the benefit plans. The Company may modify or terminate benefits from time to time as it deems necessary or appropriate.