

# 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

<p><b>ELIGIBILITY</b></p>	<p>Regular, full-time Splunkers are eligible as of their date of hire. Your legal spouse, sons up to the age of twenty-five and unmarried and unemployed daughters in addition to orphans who are fostered by foster families are eligible for certain benefits. Your benefits will be effective on the date of hire, marriage or birth and will cease upon separation of Splunk.</p>
<p><b>COST</b></p>	<p>Splunk pays 100% of the premium for you and your dependents, when eligible.</p>
<p><b>ENROLLMENT &amp; CHANGES</b></p>	<p>Your local HR contact will provide your new hire information to our vendors. You will need to complete the <a href="#">Medical enrollment</a> with your personal and family information to enroll in the medical and protection plans. Once completed, please send to our <a href="#">benefits broker</a> for processing.</p> <p>Splunkers over age 70 may not be eligible for certain benefits. Splunkers with a sum assured over the Free Cover Limit of AED 2,250,000 for risk benefits may need to complete a the <a href="#">Zurich Life Medical underwriting form</a> and undergo the underwriting process. Splunk's benefits broker will reach out to you to discuss.</p> <p>You will be automatically enrolled in the Family Planning, Protection, BTA, Origin and Modern Health plans.</p> <p>You can only change certain benefits if you have a life event. For example, a birth, marriage, divorce, or death. If you have a life event and need to change your benefits or if you would like more information, please create an HR Case in the <a href="#">Splunk Service Portal</a>.</p>

## Health

### PRIVATE MEDICAL

We provide a medical policy to KSA Splunkers through Saudi Arabian Cooperative Insurance Co./Cigna to assist with the cost of hospitalization, outpatient services, dental, and other medical costs. The following medical benefits are provided for you and your dependents. The plan meets the minimums under the Council of Health Insurance.

You will receive a welcome email from Insurer with your medical insurance details

- A Cigna global ID card for treatment outside KSA
- A local card (SAICO card) for treatment inside the KSA
- Member's Saudi/Iqama ID will be activated and can be used for treatment inside KSA

If you obtain treatment within the network and present your ecard/Saudi/Iqama ID, Cigna will settle invoices directly with the provider. You can find out if your provider is in the network by checking the [Network list](#).

If you obtain an inpatient treatment at an out of network provider, Cigna will aim to provide a Letter of Guarantee for direct settlement. If this is not accepted by the provider, you can submit a [claim](#) for reimbursement by following the instructions. If you obtain an out-patient treatment at an out of network provider, you will have to settle the amount of the treatment first then apply for reimbursement through Cigna Envoy.

Please note that you may need to obtain preauthorization for certain types of treatment. You can find full details in the claims section of [www.cignaenvoy.com](http://www.cignaenvoy.com).

Please register on Cigna Envoy access and [download the App](#) for easy access to:

- Details of your Benefits
- View/Download your Electronic card.
- Locate a Provider
- Update Personal Information
- Submit and Track Claims

Have questions about your coverage or wish to submit a claim, you can:

- Call Cigna/SAICO directly 24 hours a day at 8002474700 or +966 920009150 (inside KSA) or +44 1475 788 618 (outside KSA)
- Reach out directly to the benefits broker, Associated Insurance Consultants 0097124489886 or [k.dedios@ins-aic.com](mailto:k.dedios@ins-aic.com)

[Cigna Guides, Benefits & Exclusions, Form, and Wellbeing](#)

## Financial

### LIFE & DISABILITY INSURANCE

Splunk provides risk benefits through Zurich to protect you and your loved ones in the case of unexpected loss.

- Group life: 3 times insured annual salary plus Body Repatriation of AED 20,000
- Temporary total disability: 100% of insured salary with the maximum limit of AED 1,000,000

	<ul style="list-style-type: none"> <li>Permanent partial or total disability: 3 times insured salary with the maximum benefit limit of AED 6,000,000</li> </ul> <p>Don't forget to complete your <a href="#">Life Insurance Beneficiary Nomination Form</a> and submit to our <a href="#">benefits broker</a>.</p> <p><a href="#">Life &amp; Disability Policy</a></p>
<p><b>BUSINESS TRAVEL &amp; ACCIDENT (BTA) INSURANCE</b></p>	<p>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.</p> <p><a href="#">BTA Policy and ID Card</a></p>
<p><b>ANNUAL FLIGHT HOME</b></p>	<p>You and your family (spouse/partner and dependent children) are entitled to one return economy class ticket from Saudi Arabia to your home country on the completion of every year of continuing employment. Please book your flights through Splunk's Travel management Company, Egencia. Please note, travel must be booked in line with the Travel and Expense Policy. For details, please visit the link below.</p> <p><a href="#">Travel and Expense Policy</a></p>
<p><b>CAR ALLOWANCE</b></p>	<p>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.</p> <p><a href="#">Car Allowance</a></p>
<p><b>ALLOWANCES</b></p>	<p>You may be eligible for a child education allowance, and/or housing allowance based on your job level. For details, please visit the link below.</p> <p><a href="#">Allowance Agreement</a></p>

## Time Off

<p><b>PAID HOLIDAYS</b></p>	<p>You are entitled to statutory holidays observed in KSA. To view a list of holidays, please refer to Splunk' <a href="#">holiday schedule</a>.</p>
<p><b>ANNUAL LEAVE</b></p>	<p>In addition to the usual public holidays, you are entitled to vacation time off based on your years of Splunk service.</p> <ul style="list-style-type: none"> <li>Less than 5 years: 22 days per year</li> <li>More than 5 years: 30 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 annual leave is subject to prior approval. You are required to submit information regarding your use of annual leave through <a href="#">Workday</a>. For details, please visit the link below.</p> <p><b>KSA Time Off Program</b></p>
<p><b>SICK</b></p>	<p>If you become sick, you are generally eligible to take sick leave each single year (starting from first day of sickness), as follows:</p> <ul style="list-style-type: none"> <li>• 100% of salary for the first 30 days;</li> <li>• 75% of salary for the next 60 days; and</li> <li>• Unpaid for the following 30 days</li> </ul> <p>Please report sick leave by submitting a <a href="#">Leave Request</a>. For details, please visit the link below.</p> <p><b>KSA Time Off Program</b></p>
<p><b>MARRIAGE LEAVE</b></p>	<p>Splunk offers a total of five (5) days paid time off for your marriage (inclusive of weekends). 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 report your marriage leave through <a href="#">Workday</a>.</p>
<p><b>BEREAVEMENT</b></p>	<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 report your bereavement leave through <a href="#">Workday</a>.</p> <p>Employees who have lost a husband and are eligible for extended Bereavement Leave should submit a <a href="#">Leave Request</a></p>
<p><b>LEAVES OF ABSENCES</b></p>	<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:

<p><b>Group Insurance (i.e., medical, life, and disability)</b></p>	<p><b>Time Off (i.e., annual leave, leave of absences, and sick)</b></p>	<p><b>Portals/Websites</b></p>
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<p>Associated Insurance <b>Brokers</b> Krisha Prestoza de Dios <a href="mailto:k.dedios@ins-aic.com">k.dedios@ins-aic.com</a></p> <p>Cigna 8002474700 or +966 920009150 (inside KSA) or +44 1475 788 618 (outside KSA) <a href="#">Cigna Member Guide</a> <a href="http://www.cignaenvoy.com">www.cignaenvoy.com</a></p>	<p>Time Off Requests: <a href="#">Workday</a></p> <p>Leaves of Absence: <a href="#">Leave Request</a></p> <p>Splunk People Operations Team <a href="mailto:spot@splunk.com">spot@splunk.com</a></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>
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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.