



Rest. Relax.
Rejuvenate.

YOUR BENEFITS SUMMARY

PayPal Philippines



HEALTH

Medical Insurance Policy	<ul style="list-style-type: none">• Maximum limit: PHP 200,000 per member per illness per year• All regular employees 18-65 years of age covered by PayPal
Family Coverage	<ul style="list-style-type: none">• Married Employees:<ul style="list-style-type: none">• Spouse up to 65 years old covered by PayPal• Up to three children 15 days to 21 years old covered by PayPal; flexibility to enroll more than three children on voluntary basis*• Flexibility to enroll Parents (Extended Dependents) up to 65 years old on premium co-share basis*• Single-Parent Employees<ul style="list-style-type: none">• Up to three children 15 days to 21 years old covered by PayPal; flexibility to enroll more than three children on voluntary basis*• Flexibility to enroll Parents (Extended Dependents) up to 65 years old on premium co-share basis*• Domestic Partner / Same Sex Partner / Common Law Partner up to 65 years old covered by PayPal• Single Employees<ul style="list-style-type: none">• Parents up to age 65 years old covered by PayPal• Domestic Partner / Same Sex Partner / Common Law Partner up to 65 years old covered by PayPal
Medical Outpatient	<ul style="list-style-type: none">• Consultations, treatments and referral to accredited specialists• Treatment of minor injuries, wart cauterisation and medicines• Necessary X-ray, laboratory examinations and diagnostic procedures
Medical Inpatient	<ul style="list-style-type: none">• Room and board: open private• Miscellaneous in-patient charge, professional fee• ICU/CCU, OT fee and surgeon/anesthetist's fee• Gender reassignment surgery expenses
Maternity Coverage	<ul style="list-style-type: none">• Normal delivery – PHP 25,000• C-section delivery – PHP 40,000• Home delivery – PHP 10,000
Health Check	<ul style="list-style-type: none">• Basic health check for employee, spouse and children• Includes physical examination, complete blood count, urinalysis, fecalysis and chest X-ray
Dental (Employee only)	<ul style="list-style-type: none">• Annual dental examination and consultation• Oral prophylaxis: once a year• Gum treatment and adjustment of dentures• Temporary & Permanent Fillings: covered up to 2 surfaces per year• Simple tooth extraction/re-cementation, loose crowns, inlays/outlays, desensitization of 2 hypersensitive teeth
Vision (Employee only)	<ul style="list-style-type: none">• Cover services such as consultations, examinations, contact lens, spectacles, specific treatments
Gender Reassignment Surgery	<ul style="list-style-type: none">• Covered for employees upon completion of probation
Expert Medical Opinion (Advance Medical)	<p>All eligible employees will have access to Expert Medical Opinion (EMO), a free service that offers support to help you make fully informed decisions about care and treatment plans. EMO services are offered through Advance Medical, a global health care services provider.</p> <p>If you are a regular full-time or part-time employee, you and your spouse/partner, dependent children and covered parents are eligible for this benefit. Visit Advance Medical site to avail services.</p>



FINANCIAL SECURITY

Employee Stock Purchase Plan (ESPP)

A voluntary program which provides eligible employees the opportunity to buy shares of PayPal Common Stock at a discount of 15% from the market price on the Purchase Date.

Employees are eligible to contribute between 2% to 10% of their after-tax payroll deductions to purchase shares in this program.

Retirement Benefits

PayPal offers retirement benefit to eligible employees equivalent to one month of last drawn salary for each year of service (at PayPal Philippines).

Life Insurance Policy

Sum insured: 36 times Monthly Base Pay

Accidental Death & Disability Insurance Policy

Sum insured: 36 times Monthly Base Pay. Also includes:

- Accidental burial expenses
- Emergency transport
- Sabotage & terrorism

Total & Permanent Disability Insurance Policy

Sum insured: 36 times Monthly Base Pay

Business Travel Insurance Policy

- Accidental death: The lesser of:
(i) 5 times annual base pay; or (ii) USD \$1,000,000
- Employees and accompanying dependents while traveling on company business outside the country where they normally work are eligible to receive:
 - Out-Of-Country Medical coverage up to USD 200,000 per trip per person subject to a USD \$50 deductible per incident.
 - Out-Of-Country Lost/Stolen Baggage coverage up to USD \$500 per item, and limited to USD \$1,000 per incident.

Rice Allowance

PHP 1,250 per month, over and above Annual Base Pay

Transportation Allowance

PHP 3,000 per month, over and above Annual Base Pay

Shift Allowance

Eligible Employees working in Customer Support or Operations providing 24x7 coverage can receive shift allowance of 10% of hourly base pay for hours worked between 10 pm and 6 am.



EVERYDAY LIVING

Paid Time Off (PTO)	All Full-Time employees are eligible for 160 hours (20 days for employees working 8 hours a day and 16 days for employees working 10 hours a day) of paid time off during their first year of service. 8 additional hours of paid time off is granted for each completed year of service, capped at 5 years.
Public Holidays	<ul style="list-style-type: none">12 regular holidays (including 2 additional special holidays (Eidul Fitr and Eidul Adha); 7 special non-working holidays
Sick Time Off	<ul style="list-style-type: none">120 hours in a year (15 days for employees working 8 hours a day and 12 days for employees working 10 hours a day)If no utilization of sick time off at all, employee to be granted 24 hours of additional PTO the following year
Marriage Time Off	<ul style="list-style-type: none">40 hours of marriage time-off for the first legal marriage
Parental Leaves	<ul style="list-style-type: none">Maternity Leave (Normal / C-Section Delivery): 105 calendar daysPaternity Leave: 14 calendar daysAdoption leave: Same as maternity and paternity leave respectivelyMiscarriage: 60 calendar days
Carer's Time Off	2 working days to attend to child/elder care
Extended Childcare Solo Parent Time Off	For solo (single) parents, childcare leave is available for a period of up to 7 working days in a year.
Bereavement Leave	1-20 days of paid time off depending on relationship with the deceased.
Disaster Time Off	3 working days in a year. Can be availed only in the event of a natural calamity directly affecting the employee, such as flood, earthquake, typhoon.
Gynecological Leave	Female employees are eligible to special leave benefit, up to 60 calendar days in a year, with full pay.
Sabbatical	After 5 years of service, employees are eligible for 4 weeks of sabbatical.
Employee Assistance Program (EAP)	Counselling and consultation services designed to help employees and family with a wide range of personal, emotional or financial issues. Visit www.livewell.optum.com and use the Access Code: PayPal.

CAREER

Education Assistance

Education reimbursement of up to PHP 50,000 for qualified certification/courses per year

For more information, please refer to the [Bridge intranet](#) or contact MyHR

Important:

The information provided above is not intended to be a complete summary of your benefits. It is important for you to understand that because this document is only a summary, it cannot cover all the details of the benefits or how the rules will apply to every person in every situation.

All of the specific terms and conditions related to these benefits, including the eligibility requirements, are set forth in official plan documents and/or insurance policies, contracts, certifications or other underlying benefit program documents.

Additionally, benefits and policies are subject to change in future. Employee handbook on company portal is to be treated as the single source of information governing applicability of benefit programs at any point in time.