



# Hewlett Packard Enterprise

## U.S. VOLUNTARY CAREER TRANSITION PROGRAM

This information provides answers to questions you might have about the U.S. Voluntary Career Transition Program (“the Program”). For additional details, see the briefing replay, Summary Plan Description, and other resources at [U.S. Voluntary Career Transition Program](#) (user name: HPE, password: Voluntary).

### General FAQs

#### Why is HPE offering the Program?

HPE is offering the Program as part of the transformation work we started two years ago to drive efficiencies and growth, and as a way to recognize the significant contributions that longer-service U.S. team members have made to our success. The Program offers special financial and transitional support to eligible team members who may be considering the next phase of their lives. Accepted team members will use their remaining time to share their knowledge and experience with other HPE colleagues. The Program is completely voluntary and not the start of a new restructuring initiative.

#### Is this the start of a new restructuring initiative?

No. This Program is a part of the transformation work we started two years ago to drive efficiencies and growth, not the start of a new restructuring initiative. It’s also a way to recognize the significant contributions of longer-service team members through a voluntary approach, which aligns with our culture and responds to requests we’ve received in the past.

#### What benefits does the Program offer?

Team members who apply and are accepted into the Program may be eligible for the following benefits:

- **Lump-sum cash benefit.** Payment is equal to one-half month’s base/target pay (as of January 1, 2020) per year of service up to a maximum of nine months’ base/target pay. Cash benefit for salespeople will use on-target earnings (OTE) rather than base pay. Years of service are calculated based on your continuous service date through your exit date.
- **Separate cash COBRA subsidy payment.** For those team members enrolled in HPE medical, dental, or vision coverage, payment is based on the cost of 12 months of COBRA coverage at 2020 rates for HPE medical, dental, and vision benefits in effect on January 1, 2020, for you and your covered dependents. You don’t have to enroll in COBRA to get this payment.
- **HPE Retiree Medical Program.** Early access to the HPE Retiree Medical Program and any HPE credits in your Retirement Medical Savings Account (RMSA) if you are within 24 months of meeting standard eligibility requirements (age 55 or over with 10 years of service or age plus service points equaling 80 or more) as of your exit date.
- **Career transition assistance.** Four months of career transition services with our outplacement firm, Lee Hecht Harrison, to help you explore opportunities for the next phase of your life.

In addition, you’ll receive prorated vesting in restricted stock unit (RSU) awards granted by HPE if you don’t yet qualify for retirement treatment and 100% vesting.

#### **A benefit of the Program is early access to the HPE Retiree Medical Program and RMSA credits if within 24 months of meeting standard eligibility requirements. Does early access apply to equity grants?**

No. The Program does not change the requirements for what’s considered retired when it comes to equity grants. See the equity FAQs later in this document for more information.

#### How does the Program work?

Here’s a high-level overview of how the Program works:

- If you’re eligible for the Program, you’ll get an email when the application period begins on January 21, 2020. That email will include a personal statement describing Program benefits and a link to the online application.
- Apply by clicking the online application link in the email with your personal statement. If you decide to apply for the Program, you must submit the application by 5 p.m. PT on February 5, 2020.
- After the application period ends, HPE will review all applications. HPE’s final acceptance criteria will be determined based on business needs and the total number of applications. You’ll get an email by mid-February letting you know whether you’ve been accepted into the Program. If accepted, the email will include your exit date, which will be your last

day at HPE. You'll be assigned an exit date based on business needs: typically, March 20, May 1, or October 23, 2020. If you're not accepted, you'll continue work as usual and your people leader will not be notified that you applied.

- If accepted, you'll work through your exit date, using this time to transfer your knowledge to other HPE team members. To receive Program benefits, you must sign and submit the Release Agreement within 45 days after your exit date and not revoke it within 7 days following submission. A sample Release Agreement is available at [U.S. Voluntary Career Transition Program](#) (user name: HPE, password: Voluntary).

**Note:** If you're eligible and had already notified your people leader of your plan to retire from or leave HPE before the Program was announced on January 21, 2020 (including setting a specific retirement or termination date between January 21, 2020, and October 23, 2020), you can still participate in the Program if you apply and are accepted. You'll leave HPE on the date you pre-announced and can qualify for Program benefits if you fulfill other requirements, including submitting the Release Agreement within 45 days after your retirement or termination date. To confirm your eligibility to leave HPE on your pre-announced date, you must send an email by 5 p.m. PT on February 5 to the Program mailbox ([voluntarycareertransition@hpe.com](mailto:voluntarycareertransition@hpe.com)) with your pre-announced date, being sure to copy your people leader.

#### **If I'm accepted into the Program, how will my exit date be determined?**

You'll be assigned an exit date based on business needs: typically, March 20, May 1, or October 23, 2020. Business unit leadership will determine your exit date after an assessment of business needs taking into account your role and all the team members participating in the Program. You'll get an email in mid-February letting you know whether you've been accepted into the Program. If you're accepted, this email will include your exit date.

#### **[New – Added January 31, 2020]**

#### **What do L1 and L2 mean? How can these leaders assign me an exit date if they don't know whether I applied to the Program?**

L1 and L2 refer to the most senior leaders at HPE. After the Program application period ends, senior leadership from each portion of the business will be notified of the team members in their part of the business who were accepted for participation in the Program, and they will work with their respective leadership teams to assign exit dates based on business needs. Exit dates will typically be March 20, May 1, or October 23, 2020. Final exit date determinations require an assessment of business needs taking into account the roles of all team members who have been accepted to participate in the Program.

#### **Can I choose a different (earlier or later) exit date?**

No. You'll be assigned an exit date: typically, March 20, May 1, or October 23, 2020. Final determinations require an assessment of business needs taking into account your role and all the team members participating in the Program. You'll get an email in mid-February letting you know whether you've been accepted into the Program. If you're accepted, this email will include your exit date.

#### **Can I withdraw from the Program if my assigned exit date does not fit with my plans for the future?**

No. All applications are irrevocable once the deadline has passed at 5 p.m. PT on February 5, 2020, and you must work until your designated exit date in order to receive Program benefits. If you want to leave earlier than your designated exit date, you could do so, but you would forfeit Program benefits. You will not have an option to work later than your designated exit date.

#### **Can I extend my exit date by using my vacation?**

No. You cannot work beyond your exit date. If you choose to take vacation prior to your exit date, you can do so subject to normal approval requirements by your people leader. Keep in mind that you'll be credited with vacation time only for the portion of the year prior to your exit date.

#### **What type of work will I do through my exit date?**

You'll continue in your current role and will work with your people leader to transfer your knowledge and experience to other HPE team members before you leave.

#### **Is it possible that my exit date would be later than October 23, 2020?**

No. Exit dates for all team members who are accepted for participation in the Program will be on or before October 23, 2020.

**What will happen to my 2020 vacation time?**

You'll be credited with vacation time only for the portion of the year prior to your exit date. If you use more vacation time than you've been credited, your final paycheck or lump-sum cash benefit from the Program will be reduced by the value of any excess vacation hours used.

If you don't use all of your credited vacation time, any unused time is not eligible for payout unless required by law in your primary work state (currently limited to California, Colorado, Illinois, Louisiana, Massachusetts, Montana, Nebraska, North Dakota, and Rhode Island).

**What if I was already planning to leave HPE soon—can I still qualify for the Program?**

If you had already notified your people leader of your plan to retire from or leave HPE before the Program was announced on January 21, 2020 (including setting a specific retirement or termination date between January 21, 2020, and October 23, 2020), you can still participate in the Program if you apply and are accepted. You'll leave HPE on the date you pre-announced and can qualify for Program benefits if you fulfill other requirements, including submitting the Release Agreement within 45 days after your retirement or termination date. To confirm your eligibility to leave HPE on your pre-announced date, you must send an email by 5 p.m. PT on February 5 to the Program mailbox ([voluntarycareertransition@hpe.com](mailto:voluntarycareertransition@hpe.com)) with your pre-announced date, being sure to copy your people leader.

**Can I look for another job within HPE if I'm accepted into the Program?**

No. During the period leading up to your exit date, it's important to focus on transferring your knowledge to other HPE team members. You're not eligible for team member-initiated transfers to other positions or job roles within HPE.

**Can I still be terminated earlier than my assigned exit date?**

Yes. Although most participants are expected to work until their assigned exit date, HPE reserves the right to terminate employment earlier than your exit date based on business needs, performance, or other factors. If your employment is terminated involuntarily prior to your assigned exit date, you can still qualify for Program benefits, unless your termination is for performance or misconduct, as determined in the sole discretion of HPE.

**Do I need to tell my people leader that I applied for the Program?**

No. You are encouraged to discuss the Program with your people leader, but you are not required to inform your people leader about your decision to apply or not apply for the Program.

**[New – Added January 29, 2020]****Does my people leader know that I'm eligible for the Program?**

Yes. On January 21, 2020, people leaders received a list of their team members who are eligible for the Program. You may wish to discuss this opportunity with your people leader as a way to better understand opportunities available to you if you decide to remain with HPE, though you are not required to do so.

**When will my people leader be notified that I have applied?**

HPE will notify your people leader only if you're accepted into the Program. This will happen shortly after the application period ends. Notifying people leaders helps them consider the implications of your departure on your role and business group, taking into account other team members leaving under the Program. It'll also prompt your people leader to begin planning knowledge transfer activities.

**Can my people leader prevent me from applying or being accepted into the Program?**

No. The Program is voluntary, and your people leader cannot prevent you from applying, nor will your people leader make the decision whether your application will be accepted. HPE expects that the majority of team members who apply will be accepted. However, HPE reserves the right to deny Program participation to individual applicants based on business needs, as determined by business leadership after assessing all applications and the impact on the business.

**After I leave, can I be considered for HPE reemployment or contract work in the future?**

Team members who leave under the Program will be subject to HPE's policies regarding rehire, which currently provide that Program participants who leave HPE are not eligible to be rehired with HPE or to work as a contractor for HPE for a period of two years after their exit dates. These policies are intended to help ensure that the significant investments HPE is making in workforce programs are maximized, as well as reducing the need for involuntary workforce reductions.

**If I find another job before my exit date, can I use vacation while starting my new job?**

No. Although you can use vacation time with your people leader's approval, you are expected to adhere to the [HPE Standards of Business Conduct \(SBC\)](#) as long as you continue to work at HPE. Under the SBC conflicts of interest provisions, you may not accept employment or engage in other activities if the resulting time demands interfere with your ability to perform your HPE job. You have an obligation to assist your people leader with any transition duties that may be necessary as a result of your leaving HPE. In addition, if you accept an offer of employment from a company that has a business relationship with or is a competitor of HPE, you have a duty to notify your people leader and may be in violation of SBC requirements.

**[New – Added January 29, 2020]**

**After I leave, are there restrictions on which other companies I can apply to for my next job?**

If you decide to continue working and look for a job with another company after leaving HPE, in most cases there are no restrictions on where you work. However, it's important to review the Program Release Agreement and understand your responsibilities for protecting confidential and proprietary business information, especially if you are seeking employment with a competitor of HPE. You should also carefully review any other agreements you've entered into with HPE during the course of your employment, which may include provisions related to working for competitors of HPE.

Also keep in mind that there are restrictions regarding applying for a job at HPE or as an HPE contractor. Team members who leave under the Program will be subject to HPE's policies regarding rehire, which currently provide that Program participants who leave HPE are not eligible to be rehired with HPE or to work as a contractor for HPE for a period of two years after their exit dates.

**Can you tell me more about the opportunities available through Encore?**

As part of the Program, HPE is partnering with [Encore](#), a group that finds opportunities for individuals who want to use their skills and experience to make a difference working with not-for-profit organizations.

**[New – Added January 29, 2020]**

**How can I contact Lee Hecht Harrison (LHH)? Is this an online service?**

HPE is partnering with LHH to provide four months of career transition services to help team members accepted into the Program explore opportunities for the next phase of their lives. LHH offers in-person and virtual services. To learn more about LHH, call 1-866-579-4891 to speak with a representative. You can also view the LHH [Career Transition Assistance](#) on-demand session at [U.S. Voluntary Career Transition Program](#) (user name: HPE, password: Voluntary).

**[New – Added January 29, 2020]**

**When can I begin working with Lee Hecht Harrison (LHH)? When does their support expire?**

You can call 1-866-579-4891 now to speak with an LHH representative and learn about the services they provide. However, the four months of formal career transition services LHH provides as part of the Program will not begin until after you have been notified you've been accepted into the Program and you are within two weeks of your designated exit date.

**[New – Added January 29, 2020]**

**Can I delay the start of my Lee Hecht Harrison (LHH) career transition services?**

Yes. If you are currently on an approved leave or disability and you are accepted into the Program, you can delay the start of LHH's four months of career transition services. You can begin working with LHH as early as within two weeks of your designated exit date or as late as the first day after your approved leave or disability ends. To learn more about LHH, call 1-866-579-4891 to speak with a representative. You can also view the LHH [Career Transition Assistance](#) on-demand session at [U.S. Voluntary Career Transition Program](#) (user name: HPE, password: Voluntary).

**[New – Added January 29, 2020]**

**If I'm accepted into the Program and assigned a March 20 exit date, when will I receive my final paycheck? Will it include the five days worked from the March 15 paycheck though the March 20 exit date?**

If you're paid on a semi-monthly basis and leave on March 20, unless you live in a state that mandates different payment timing, your final pay will be processed as part of the March 31 payroll and will include regular pay for your final five days of work. Cash benefits payable under the Program will be paid at a later date after you've left HPE and returned your completed Release Agreement.

**[Updated January 31, 2020]**

**How will the Program impact my eligibility for FY20 bonus payments like VPB or PfR?**

Bonus-eligible team members who leave HPE under the Program can be considered for prorated FY20 awards under the Variable Performance Bonus (VPB) or Pay-for-Results (PfR) Programs if they meet either of the following criteria:

- Leave HPE after satisfying standard retirement eligibility criteria of age 55 or older with at least 10 years of qualifying service, or any age with a combined age and qualifying service equal to 80 or more years; or
- Leave HPE without meeting the above age and service criteria, but with an exit date in the last quarter of the fiscal year (August 1 through October 31, 2020).

Any prorated award would be based on your eligible earnings received through your exit date, and would be paid at the same time as other VPB and PfR participants (typically end of December). Keep in mind that VPB and PfR awards are discretionary, performance-based, and determined by your people leader. Bonus funding is also dependent on business results. You are not guaranteed an award. People leaders have the complete discretion to determine who receives an award, and the size of awards, based on consideration of business results, job role, and individual performance.

**Can I keep my HPE laptop when I leave?**

No. All laptops must be returned to HPE upon your exit date, particularly since laptops are configured for the HPE environment and may contain sensitive company data.

**[New – Added March 16, 2020]**

**What's the timing and process for returning my laptop and other HPE equipment?**

On your last day of work, return your badge and all company equipment, including your laptop, to your people leader. If you work remotely or at a different site from your people leader and you need to ship your equipment, your people leader can confirm the correct shipping address. Although you don't need to completely wipe your laptop, it's a good idea to review your electronic files and purge any that are not HPE records and are no longer needed for operational purposes.

To learn more about what to do before your exit date, refer to the [departure checklist](#) at [U.S. Voluntary Career Transition Program](#) (user name: HPE, password: Voluntary). It includes step-by-step instructions and other helpful information.

**[New – Added March 27, 2020]**

**What should I do with my laptop if I've been notified of a legal hold?**

If you have been notified by HPE Legal that you are subject to a legal hold (also termed Mandatory Preservation Notice), then you must **not** delete or modify any HPE records on your laptop that relate to the subject of a legal hold. In addition, you should enter the following return address in the FedEx Ship Manager for returning your laptop instead of entering the standard return address in Texas.

Ritch Gilleland  
Hewlett Packard Enterprise  
Cyber Security / Forensics  
8000 Foothills Blvd. MS 5626  
Roseville, CA 95747  
1-650-316-2522  
[ritch@hpe.com](mailto:ritch@hpe.com)

**Can I purchase my company car if I leave HPE?**

To inquire about purchasing your company car, contact Element Fleet Management at:

- Phone: 1-855-248-0328
- Email: [globalfleet@hpe.com](mailto:globalfleet@hpe.com)

Hours of operation are Monday–Friday, 7 a.m.–7 p.m. CT. Fleet account is 8831.

**How long will the Program be offered?**

The application period is January 21 through February 5, 2020, by 5 p.m. PT. Applications received after the deadline will not be considered.

**Will another program like this, or an early retirement program, be offered in the future?**

At this time, there are no plans to offer a similar program in the future. However, HPE reserves the right to make changes at any time based on changing business conditions or other factors.

**Is the Program available to employees in Puerto Rico?**

No. The Program is only available to eligible U.S. employees being paid on the U.S. payroll as of January 1, 2020. Employees in Puerto Rico are not eligible.

**Why is the Program only being offered to U.S. team members?**

The U.S. has the infrastructure available to support this initiative. Other countries have legal, regulatory, or workforce constraints that do not lend themselves to this type of program at the current time.

**If I decide not to apply, is there anything I need to do?**

No. If you do not wish to apply for the Program, you do not need to take any action. You will automatically be deemed not to have applied unless you submit an application during the application period.

**[New – Added January 29, 2020]**

**If some applicants are denied, how will those determinations be made? Is it first come, first served?**

We expect the majority, if not all, applicants will be accepted, but applications may be denied based on business needs—for example, if the total cost of all applications exceeds what the business can support. The order in which applications are received will not be a criterion used in determining whether those applications will be accepted or denied. Final Program acceptance criteria will be based on prioritization of those groups within HPE based on business needs.

**[New – Added March 16, 2020]**

**My service anniversary is after my approved exit date. Will I receive my service anniversary gift?**

Yes, all team members participating in the Program who had service anniversary milestones in FY20 (years 5, 10, 15, 20, 25, 30, 35, 40, 45, 50) were awarded their recognition points on March 12. Notifications were also sent to people leaders so that they were aware of the award. If you had a service anniversary in FY20 and did not receive recognition points, contact Cile Lucas ([cile.lucas@hpe.com](mailto:cile.lucas@hpe.com)).

Keep in mind, your recognition points never expire, and you can continue to redeem your recognition points even after you leave HPE. Former team members can access their recognition page at this link:

[myrecognition.int.hpe.com/hpenterprise/login.do](https://myrecognition.int.hpe.com/hpenterprise/login.do). Select **log in** next to “If you are a former team member...”

**[New – Added March 16, 2020]**

**Will I still be eligible for discount programs after I leave HPE?**

Yes, you will continue to be eligible if you qualify as an HPE retiree. To learn more about discounts, special offers, and other support available after you leave HPE, visit [HR Support](#) and follow the links to our discount partner, Beneplace.

**[New – Added March 16, 2020]**

**Will I still have access to MyHPERewards after I leave?**

Yes. MyHPERewards will continue to be your connection to HPE benefit vendors and other programs even after you leave. Once you've left HPE, you can visit the site using your logon credentials at [myhperewards.com](https://myhperewards.com).

**[New – Added March 16, 2020]**

**How can I get documentation that my HPE employment has ended as of my exit date?**

Visit [The Work Number](#) or call 1-800-367-5690 with the HPE code 17702 to request an employment verification, which will include your dates of employment. For more information—including instructions for your spouse's employer or medical insurance carrier, or other requestors, to access this information on your behalf (and with your authorization)—visit [HR Support](#) and select **Employment Verification**.

## Eligibility

### Who is eligible for the Program?

You can generally apply for the Program if you are a regular U.S. team member age 50 or older with at least 15 years of service as of February 28, 2020. Years of service are calculated based on the service date used to determine annual vacation time off (called “continuous service date” in Workday). This date typically includes time at an acquired company if you joined HPE as part of an acquisition before January 1, 2019. This date may differ from your hire date if you left HPE and were rehired or if you’ve taken certain types of leave of absence. You’re **not** eligible if any of the following apply as of January 1, 2020:

- You’re regularly scheduled to work less than 20 hours a week.
- Your most recent hire or rehire date with HPE is on or after January 1, 2019.
- You joined HPE as part of an acquisition on or after January 1, 2019.
- You transferred to the U.S. on or after January 1, 2019.
- You are an intern, temporary employee, Career Reboot participant, or Limited Term Employee.
- You are at a Vice President level or higher.
- You are a Fellow or Senior Fellow.
- You have been on an approved leave of absence for 26 weeks or more (other than a military leave governed by USERRA) and do not return to work before the end of the Program application period.

In addition to being open to eligible team members who are actively at work (or on certain approved leaves of absence) during the application period, the Program is also open to certain otherwise-eligible team members who terminated for any reason other than performance or misconduct between November 1, 2019, and January 21, 2020 (the Program announcement date).

Keep in mind that not all eligible team members are guaranteed acceptance into the Program. HPE reserves the right to deny Program participation to individual applicants based on business needs.

### What if I miss eligibility by just a couple of days? Will exceptions be made?

We know this can be difficult, but unfortunately the answer is no—HPE must honor the terms of the legal plan documents, so decisions regarding eligibility are final, and exceptions are not possible. We determined eligibility after close consultation with leadership, with the goal of offering the Program to as many team members as possible while taking into account potential costs and impact to the business.

### If I apply, am I guaranteed acceptance? Why would I be denied?

HPE expects that the majority of team members who apply for the Program will be accepted. However, HPE reserves the right to deny Program participation to applicants according to HPE’s final acceptance criteria, as determined by business leadership after assessing all Program applications and their impact on the business. This could occur, for example, if the total applications received exceed a cost that can be supported by the business or might negatively impact business goals.

### What is the service date used to determine service for eligibility and the lump-sum cash benefit?

For purposes of the Program, your service date is the same date used to determine your annual vacation time off (called “continuous service date” in Workday). This date typically includes time at an acquired company if you joined HPE as part of an acquisition before January 1, 2019. This date may differ from your hire date if you left HPE and were rehired or if you’ve taken certain types of leave of absence.

You can check your continuous service date on [Workday](#) by selecting **View Profile** in the top right-hand corner. (You must be on the HPE network to access Workday.) If eligible for the Program, you received an email on January 21, 2020, with a personal statement showing your continuous service date.

### How is my lump-sum cash benefit payment calculated if I’m currently working part time?

Except as noted below for participants in the Retirement Transition Support Program, your lump-sum cash benefit payment will be calculated using your part-time base/target pay as of January 1, 2020. To be eligible for the Program, you must be regularly scheduled to work 20 hours or more per week.

### How does the Program work if I'm working part time in the Retirement Transition Support Program?

If you're accepted into the Program and were participating in the Retirement Transition Support Program as of January 1, 2020, you'll be eligible for Program benefits based on your full-time equivalent base/target pay. This applies even though you're working part time as part of the Retirement Transition Support Program.

### What should I do if my service date, birthdate, or pay on my personal statement is wrong?

Submit a case to [AskHR](#) with any supporting documents that may help expedite the review. It's important to submit your request as soon as possible, since the application deadline (5 p.m. PT on February 5, 2020) will not be extended even if you are waiting on a determination.

## Enrollment

### What are key actions and dates to know if I'm considering applying for the Program?

Events	Dates
Application period	January 21 – February 5, 2020
Deadline to submit application	5 p.m. PT on February 5, 2020
Notified by email if accepted into the Program; if accepted, email will include assigned exit date	Mid-February 2020
Exit date	Typically March 20, May 1, or October 23, 2020*
Earliest day to submit Release Agreement	Assigned exit date
Deadline to submit Release Agreement	45 days following assigned exit date; if needed, you can revoke the agreement within 7 days following submission

\*You'll be assigned one of the three exit dates based on business needs.

### What is the process for submitting my online application?

If you're eligible for the Program, you received an email when the application period began on January 21, 2020. That email includes a personal statement and a link to the online application. Apply by clicking on that link and submitting your application by 5 p.m. PT on February 5, 2020. If you're on a leave of absence, a letter was mailed to your home with instructions for submitting an application.

### Can I change my mind after I have submitted the application?

Yes, as long as you take action before the deadline. If you submit the online application but later decide you don't want to apply, you can go back online and revoke your application before the application period ends at 5 p.m. PT on February 5, 2020. All applications are irrevocable once the application period ends.

### [New – Added January 29, 2020]

#### Will I receive a notification in Workday that acknowledges my application decision has been recorded?

Yes. You can access a confirmation statement via Workday. The online application in Workday offers three options. You can choose to apply to participate in the Program, choose not to apply, or choose "I have not yet decided." If you select any of those options, an acknowledgement message will appear with important reminders and implications for your selection. After you review the acknowledgement message and submit your selection, you can access your response report via the "View your current selection" link on the Workday announcements page. For step-by-step instructions, see the [Application User Guide](#) at [U.S. Voluntary Career Transition Program](#) (user name: HPE, password: Voluntary).

**Note:** If you do not wish to apply for the Program, you do not need to take any action. You will automatically be deemed not to have applied unless you submit an application during the application period.

### Will the online application tool be available 24x7 during the application window?

The application tool is on Workday, so it will be available 24x7 until the application window closes, other than regularly scheduled maintenance periods that run from 11 p.m. PT each Friday to 3 a.m. PT on the following Saturday.



**[New – Added January 29, 2020]**

**I don't have access to the HPE network or Workday. How can I apply? How can I access my personal statement?**

You can request a paper application and your personal statement by sending an email to the Program mailbox (voluntarycareertransition@hpe.com). You can generally expect a response within 48 hours. If you submit a paper application, it must be received by 5 p.m. PT on February 5, 2020. You can also learn more about the Program at U.S. Voluntary Career Transition Program (user name: HPE, password: Voluntary). HPE network access is not required.

**[New – Added January 29, 2020]**

**If I plan to retire, do I need to enter anything in Workday?**

If you wish to apply to participate in the Program, be sure to click on the online application link in the email you received on January 21, 2020. Even if you were already planning to retire, you must submit your application by 5 p.m. PT on February 5, 2020. If you are accepted to participate in the Program, you'll then receive additional details and checklists of action steps to complete shortly before your designated exit date. Also, for cases in which a pending retirement has already been announced to the people leader, see the special "Note" that is included above under the question "How does the Program work?" in case it's applicable.

## **Release Agreement**

**[Updated March 16, 2020]**

**If I'm accepted into the Program, how will I receive and submit my Release Agreement?**

In most cases, you will receive your Release Agreement electronically via email to your personal email address shortly after your HPE exit date. Follow the instructions in that email to complete and submit your Release Agreement electronically. You won't need a printer or scanner, and a PDF of your signed Release Agreement will be sent to your personal email address. Visit Workday before you leave HPE to provide or update your personal email and home mailing address. That way you'll be sure of receiving Program materials following your exit date.

In some cases, your Release Agreement might be sent by regular mail to your home address instead—for example, if you are on an approved leave or disability immediately prior to your exit date, or if you're a participant who left HPE before the Program was announced.

You must submit the Release Agreement no later than 45 days following your exit date (or following your receipt of the agreement, for participants who leave HPE prior to or during the application window). **You will then have seven days after you sign the release to revoke it.** You must wait to sign and return the Release Agreement until on or after your exit date. Release Agreements submitted prior to your exit date will not be accepted; you'll need to resubmit the form on or after your exit date.

**When do I need to turn in the Release Agreement? Can I turn it in before my exit date?**

You must submit the Release Agreement no later than 45 days following your exit date. **You will then have seven days after you sign the release to revoke it.** You must wait to sign and return the Release Agreement until on or after your exit date. Release Agreements submitted prior to your exit date will not be accepted; you'll need to resubmit the form on or after your exit date.

**What happens if I don't sign the Release Agreement, or I make changes to it, or I turn it in late?**

Your termination of employment will still take effect, but you will not be eligible to receive Program benefits. Your departure will be processed as a voluntary termination without Program benefits. If you have questions about signing the Release Agreement, see the sample agreement at [U.S. Voluntary Career Transition Program](#) (user name: HPE, password: Voluntary) and seek the advice of your personal legal counsel.

**The Release Agreement online is labelled as a "sample." Will the one I complete be different?**

No. The Release Agreement you need to complete and submit within 45 days of your exit date will be the same as the sample on [U.S. Voluntary Career Transition Program](#) (user name: HPE, password: Voluntary), except for technical edits required to address changes in law between now and your exit date (if any such changes in law occur during that period).

## Impact of workforce reduction (WFR) notifications

**[New – Added January 31, 2020]**

### **Is receiving the offer to apply for the Program the same as the first step of a workforce reduction (WFR) notification?**

No. Your eligibility for the Program reflects a voluntary opportunity you can consider to apply to leave HPE with special financial and transition support. It is not the first step of a workforce reduction (WFR) notification. The Program is a completely voluntary opportunity, while a WFR notification letter indicates that you will be leaving HPE on an involuntary basis (absent finding a redeployment role).

If you're eligible for the Program, and you happen to be notified of a workforce reduction or similar involuntary termination (not for performance or misconduct) on or before March 31, 2020, you will automatically be considered to have applied for Program benefits, regardless of whether you actually applied for the Program. Your approval to receive Program benefits will still be subject to HPE's final acceptance criteria, which will be determined based on business needs. Review the questions in this section to learn more about the impact of workforce reduction notifications on Program benefits.

### **If I enroll in the Program, can I be laid off earlier than my assigned exit date?**

Yes. Although most participants are expected to work until their exit date, HPE reserves the right to terminate employment earlier than the assigned date based on business needs, performance, or other factors. If your employment is terminated involuntarily prior to your assigned exit date, you can still qualify for Program benefits, unless your termination is for performance or misconduct, as determined in the sole discretion of HPE.

### **If I don't apply for the Program, could I still be laid off in the future?**

Yes. The Program is a special opportunity being offered to eligible team members, but if you do not apply for the Program (or you apply but are not accepted), your employment remains "at will." That means that you or HPE may terminate your employment at any time, with or without cause or prior notice. This includes the possibility that any team member may be subject to a WFR initiative based on business needs or other factors.

**[Updated February 5, 2020]**

### **If I don't apply for the Program and I'm notified of layoff after the application period ends, can I still get Program benefits?**

It depends. You can still receive Program benefits if you would have otherwise qualified based on the final HPE acceptance criteria and you're notified of a workforce reduction or similar involuntary termination from February 6 through March 31, 2020. You will **not** receive Program benefits if you are terminated for performance or misconduct, or if you're notified of involuntary termination after March 31, 2020. If your workforce reduction notification date is after March 31, 2020, you're eligible only for benefits provided under the HPE U.S. Workforce Reduction (WFR) Plan.

### **If I apply for the Program but am not accepted due to business reasons, can I get Program benefits if I'm laid off in the future?**

No. If your application is not accepted due to not meeting the final acceptance criteria, you will not be eligible for the Program in the future, even if you are subject to a workforce reduction, since the same final acceptance criteria would still apply.

### **What happens if I'm notified of layoff during the application period?**

If you're eligible for the Program and are notified of WFR or similar involuntary termination (not for performance or misconduct) during the Program application period (January 21 through February 5, 2020), you'll automatically be considered to have applied for Program benefits. You'll terminate on the WFR date (rather than one of the Program exit dates), but, subject to HPE approval of your application, you'll be eligible for the additional Program benefits including additional cash benefits to the extent Program benefits exceed what is available under the HPE U.S. Workforce Reduction (WFR) Plan. You will need to timely sign and not revoke the Program Release Agreement, in addition to your WFR Plan waiver.

### **How do Program benefits compare to the HPE U.S. Workforce Reduction Program?**

The lump-sum cash benefit available under the Program is more generous than the severance payment currently provided under the HPE U.S. Workforce Reduction (WFR) Plan. The severance formula of the WFR Plan currently provides 11 weeks' base pay plus an additional 2 days' base pay for each year of service in excess of 11 years. Under the WFR Plan, "qualifying service" is only counted from the date of your most recent hire or rehire. By comparison, the

Program provides a more generous cash payment of up to 9 months' base/target pay, and counts all of your HPE service, typically including pre-HPE service if you were part of an acquisition. The Program also provides benefits not available through the WFR Plan, including:

- **Separate cash COBRA subsidy payment.** Payment is based on the cost of 12 months of COBRA coverage at 2020 rates for HPE medical, dental, and vision benefits in effect on January 1, 2020, for you and your covered dependents. You don't have to enroll in COBRA to get this payment.
- **Early HPE Retiree Medical eligibility.** Early access to the HPE Retiree Medical Program and any HPE credits in your Retirement Medical Savings Account (RMSA) for team members within 24 months of meeting standard eligibility requirements (age 55 or over with 10 years of service or age plus service points equaling 80 or more) as of your exit date.

When comparing the Program to WFR Plan benefits, keep in mind that WFR Plan terms are subject to change in the future.

**If I'm impacted by WFR and also accepted into the Program, do I need to complete both the WFR waiver and the Program Release Agreement?**

Yes. In order to qualify for any additional benefits that may be available under the Program, you first need to comply with all requirements of the WFR Plan, including submitting the WFR waiver. You also need to complete the Release Agreement as part of the Program. If you do not complete the WFR waiver, you will not be eligible for WFR Plan benefits, but Program benefits will still be offset by the amount of severance you would have been paid from the WFR Plan.

## **Cash benefits**

**What are the cash benefits available under the Program?**

The Program offers both a lump-sum cash benefit based on years of service, and a separate cash benefit equal to the cost of 12 months of 2020 COBRA coverage.

- **Lump-sum cash benefit.** Payment is equal to one-half month's base/target pay (as of January 1, 2020) per year of service, up to a maximum of nine months' base/target pay. Years of service are calculated based on your continuous service date through your exit date.
- **Separate cash COBRA subsidy payment.** For those team members enrolled in HPE medical, dental, or vision coverage, payment is based on the cost of 12 months of COBRA coverage at 2020 rates for HPE medical, dental, and vision benefits in effect on January 1, 2020, for you and your covered dependents. You don't have to enroll in COBRA to get this payment.

**How will I receive my cash incentive and COBRA subsidy payment?**

Your cash incentive and COBRA subsidy payment will be paid as a taxable lump sum from HPE Payroll following your exit date under the Program and completion of the Release Agreement. Payment will be subject to regular income and employment taxes and paid net of tax withholding using the withholding rates for bonus payments. The payment will be included as part of your Form W-2 earnings for the year in which it is paid.

**If I'm not participating in HPE health benefits, can I still qualify for the COBRA subsidy payment?**

No. The COBRA subsidy payment is based on the costs of HPE medical, dental, and vision coverage you had in effect as of January 1, 2020, so if you were not participating in any of these coverages, no payment will be available.

**Can I request to have my lump-sum cash benefit added to my 401(k)?**

No. You do not have the option to have your lump-sum cash benefit added directly to your HPE 401(k) account. However, in anticipation of receiving the cash benefits following your exit date, you could consider increasing your own contributions to the HPE 401(k) Plan through your exit date.

**Is there any option to roll over my lump-sum cash benefit and defer paying taxes?**

No. Rollover options are generally available only for amounts paid to you from a qualified retirement plan such as a pension or 401(k) plan. Your lump-sum cash benefit is paid directly from HPE Payroll, not a qualified retirement plan.

**[New – Added January 29, 2020]**

**I currently contribute a percentage of my salary to my 401(k). Will that same percentage of my lump-sum cash benefit be contributed to my 401(k) if I'm accepted into the Program?**

No. Because you will have already left HPE at the time, you do not have the option to have any portion of your Program lump-sum cash benefit added directly to your HPE 401(k) account. However, in anticipation of receiving these cash benefits, you could consider increasing your own contributions to the HPE 401(k) Plan for your remaining time at HPE, up to IRS limits.

**[Updated March 16, 2020]**

**How soon can I receive my lump-sum cash benefit after I leave HPE?**

Payment of most Program benefits will be made within approximately 30 days after you return your completed Release Agreement and the 7-day revocation period has passed. You'll receive payment by direct deposit or check, based on your information on file.

**[Updated January 29, 2020]**

**How will my lump-sum cash benefit and cash COBRA subsidy payment be taxed?**

Your lump-sum benefit and cash COBRA subsidy payment will be made through HPE Payroll and are subject to tax withholding at the bonus rate—generally 22% for Federal income taxes plus any required state income tax withholding. Withholding for Social Security and Medicare (FICA) taxes, unemployment or other statutory taxes will also apply, subject to applicable income limits. Benefits will not be eligible for rollover or other special tax treatment and will be taxable as ordinary income in the year of receipt. Benefits will not be “grossed up” for taxes. The final amount of tax you owe will be based on your overall income for the year, your exemptions and deductions, tax-filing status, and other factors impacting your taxes. Depending on these factors, you may owe additional taxes or you may qualify for a refund of a portion of what HPE withheld.

**[New – Added January 29, 2020]**

**Because my lump-sum cash benefit will be subject to Social Security tax withholding, will HPE be contributing its portion, too?**

Yes. HPE will withhold your own Social Security (FICA) taxes up to the annual taxable pay limit (\$137,700 in 2020) and will contribute the employer share of Social Security taxes as well. This will also apply to Medicare tax withholding, which is not subject to the limit on taxable pay.

**[New – Added January 29, 2020]**

**What's the difference between the COBRA subsidy payment and COBRA coverage?**

The COBRA subsidy payment is a cash benefit you can receive regardless of your decision to continue HPE health benefit coverage after you leave HPE, while COBRA coverage itself is the continuation of your HPE health benefit coverage based on your decision to enroll and pay for COBRA coverage.

- **COBRA subsidy payment.** Team members enrolled in HPE medical, dental, or vision coverage, and who are accepted into the Program, will receive a cash COBRA subsidy payment based on the cost of 12 months of COBRA coverage at 2020 rates for HPE medical, dental, and vision benefits in effect on January 1, 2020, for them and their covered dependents. You don't have to enroll in COBRA coverage to get this payment.
- **COBRA coverage.** Separately, COBRA coverage is the continuation of your HPE medical, dental, and/or vision insurance for a limited period of time—up to the first 18 months following your exit date. If you'd like to enroll in COBRA continuation coverage, you will need to take action within 60 days after your exit date. To learn more about COBRA coverage costs, see the COBRA 2020 rate sheet at [U.S. Voluntary Career Transition Program](#) (user name: HPE, password: Voluntary). To learn more about what happens to your health and other benefits if you leave HPE, visit [Leaving HPE](#).

**[New – Added January 31, 2020]**

**If I'm accepted into the Program and I want to enroll in COBRA continuation coverage, I understand I have 60 days after my exit date to enroll. What happens if I need healthcare or prescriptions during this 60-day window prior to enrolling?**

Your COBRA coverage will not begin until you enroll, but once you enroll, your coverage will be retroactive to your HPE exit date, so any healthcare services you receive prior to enrolling will still be covered. You may need to pay for services on an out-of-pocket basis until you complete your COBRA enrollment, but you can then work with your carrier to submit claims for those services and receive any reimbursement that may be available based on your coverage provisions. After

you enroll in COBRA coverage, just call your insurance carrier to find out how to be reimbursed for any claims you paid out-of-pocket. If you're interested in COBRA continuation coverage, it's a good idea to enroll as soon as possible after your exit date to secure coverage quickly and minimize out-of-pocket costs.

**[New – Added March 16, 2020]**

**Can I resume COBRA benefits later if I drop COBRA coverage at some point?**

No. Unlike HPE retiree medical coverage, COBRA is only available if you participate continuously after leaving HPE. If you don't elect COBRA or you drop it at some point, you won't be able to sign up later.

**[New – Added January 29, 2020]**

**If I'm assigned the October 23, 2020 exit date, would any of my cash benefit payment be reduced by the number of months I work between now and October 23?**

No. Your Program cash benefit will not be reduced because you work until a later date, and it's possible your cash benefit could even increase slightly from what is shown in your personal statement, because you will earn more HPE service that will be used in your final payment calculation. Keep in mind, however, that the Program cash benefit is subject to a maximum of nine months' base/target pay, so if you already have more than 18 years of service, then any additional months worked through October 23 would not change your final calculation.

**[New – Added September 29, 2020]**

**What impact will the recent pay reductions have on my VCTP benefits?**

Your VCTP lump-sum cash benefit will not be impacted since it's calculated based on your salary as of January 1, 2020. And since you're leaving as part of the VCTP, you'll actually receive an additional payment, which we are referring to as the Salary Payback. The Salary Payback is a lump sum equal to the estimated additional base pay (calculated using your standard scheduled hours) you would have earned since July 1, 2020, if the base pay reduction had never occurred. This additional payment will be added to your VCTP lump-sum cash benefit and will be subject to the same tax withholding rate. It will essentially restore the impact the pay reduction has had on you from July 1 through your exit date.

**[New – Added September 29, 2020]**

**How is the Salary Payback calculated?**

If you're a salaried employee, the Salary Payback will be calculated by multiplying the number of pay periods (with fractional pay periods included based on the percent of workdays you were active during the pay period) between July 1, 2020, and your exit date, times the difference between your per-pay-period base pay rate as of June 30, 2020, and your current per-pay-period base pay rate. For this purpose, your base pay rate is the annual base pay rate reflected in Workday based on your regularly scheduled hours.

If you are an hourly-paid employee, the Salary Payback will be calculated as the number of regular hours worked (including vacation/holiday/paid sick time (PTO) hours, but excluding overtime/call-in hours) and recorded in the Workday time tracking tool between July 1, 2020, and your exit date, multiplied by the difference between your hourly base pay rate as of June 30, 2020, and your current hourly base pay rate. Overtime and shift differential rates are not reflected in the calculation.

## **Retiree medical benefits**

**Do I qualify for the HPE Retiree Medical Program as part of the Program?**

If you apply and are accepted for the Program, you can qualify for the HPE Retiree Medical Program and access to any HPE credits in your Retirement Medical Savings Account (RMSA) if you've met or are within 24 months of meeting standard eligibility requirements (age 55 or over with 10 years of service or age plus service points equaling 80 or more) as of your exit date. To see if you're eligible for the HPE Retiree Medical Program (or within 24 months of qualifying), see your personal statement (sent with your January 21, 2020 eligibility email).

If at the time of the separation of HPE and HP Inc. in 2015 you already qualified for the Pre-2003 HP Retiree Medical Program or the Former Digital Retiree Health Plan, you'll participate in retiree medical coverage under these legacy programs maintained by HP Inc. rather than the HPE Retiree Medical Program. For additional information, call the HP Inc. Benefits Center at 1-800-890-3100.

### **How does the HPE Retiree Medical Program work?**

The HPE Retiree Medical Program provides continuing access to HPE coverage for you and your eligible family members both prior to and following age-65 Medicare eligibility. Retirees pay the full cost of coverage, but can use any balance in the Retirement Medical Savings Account (RMSA) to help pay the cost. See the Retiree Medical 2020 rate sheet at [U.S. Voluntary Career Transition Program](#) (user name: HPE, password: Voluntary). For details about the HPE Retiree Medical Program, see the [Summary Plan Description](#) or visit [Leaving HPE](#).

To see if you're eligible for the HPE Retiree Medical Program (or within 24 months of qualifying), see your personal statement (sent with your January 21, 2020 eligibility email). (**Note:** The HPE Retiree Medical Program and RMSA do not use the "continuous service date" to calculate qualifying service for eligibility. Specific rules define eligible active Hewlett-Packard/HPE service that qualifies. Visit [Leaving HPE](#) for more information.)

### **What's the cost of retiree medical coverage?**

See the Retiree Medical 2020 rate sheet at [U.S. Voluntary Career Transition Program](#) (user name: HPE, password: Voluntary). For additional questions, call the HPE Benefits Center at 1-844-537-5304, 8 a.m.–8 p.m. CT, Monday–Friday.

**[Updated March 16, 2020]**

### **If I retire and don't need retiree medical coverage through HPE, can I decline coverage and enroll later?**

You can decline HPE retiree medical coverage if you're covered by another employer's plan (including your spouse's employer's plan) or if you get coverage through a public health exchange. As long as you have coverage from one of these sources, you keep the option open to enroll in HPE retiree medical coverage at a later date, provided you do so within 31 days of losing that coverage. Visit [Leaving HPE](#) to learn more.

**[New – Added January 29, 2020]**

### **If my spouse works at HPE, can they cover me under an HPE medical plan?**

Yes, if your spouse continues to work at HPE, they can add you to their medical, dental, and/or vision coverage within 31 days of your leaving HPE or during a subsequent benefits annual enrollment period (with your coverage starting the following January 1). To make changes, your spouse should call the HPE Benefits Center at 1-844-537-5304, 8 a.m.–8 p.m. CT, Monday–Friday. If you qualify for the HPE Retiree Medical Program, your eligibility can continue while you're covered by your spouse, and you can reenroll in HPE retiree coverage whenever your spouse leaves HPE or drops you from coverage in the future.

### **If I don't apply for the Program now, can I still qualify for retiree medical benefits in the future?**

Yes. At this time, no changes to eligibility for the HPE retiree medical programs are planned, so you can qualify if you leave HPE at any time after satisfying the standard program eligibility requirements (age 55 or over with 10 years of service or age plus service points equaling 80 or more). Keep in mind that regardless of whether you participate in the Program, HPE reserves the right to make changes to retiree medical programs at any time based on changing business conditions or other factors.

**[New – Added January 29, 2020]**

### **Why isn't Memorial Hermann listed as a Retiree Medical Program option?**

Based on HPE's current contractual arrangements with Memorial Hermann, we are not able to offer this ACO option to our retiree population. The option continues to be available for the first 18 months following your exit date through COBRA. After 18 months you will find that the HPE Retiree Medical Program includes a number of other medical plan options in the Houston area.

**[New – Added March 16, 2020]**

### **I'm over age 65 and retiring March 20. What's the first date I want Medicare coverage? March 21 or April 1?**

If you're already over age 65 when you leave HPE, in most cases you'll want to start Medicare right away so you can take advantage of lower premium costs under the HPE Retiree Medical Program, which will coordinate with or supplement Medicare. However, if you don't want to start your Medicare coverage in March, you could potentially defer the coverage for up to a maximum of 8 months, and use COBRA to bridge the gap. For help with your specific situation, reach out to the [HPE Benefits Center](#) (1-844-537-5304) or the financial coaches at [EY](#) (1-877-998-4473).

**[New – Added March 16, 2020]**

**If I'm Medicare eligible and want to find out about individual insurance options offered through the Aon Retiree Health Exchange, where can I learn more?**

Visit [Aon Retiree Health Exchange](#) or call 1-844-537-5303 to learn more about Medicare coverage options through the Exchange.

**[New – Added January 29, 2020]**

**What's the difference between COBRA and retiree medical benefits? Can I extend COBRA coverage beyond 18 months?**

COBRA continuation coverage is available to any team member who leaves HPE (not limited to retirement-eligible team members) and allows you to continue your HPE medical, dental, and vision insurance for a limited period of time—up to 18 months following your exit date. COBRA cannot be extended beyond 18 months except in limited circumstances (for example, if you become disabled during your first 18 months of COBRA, or if a covered family member loses COBRA coverage due to your death or a divorce).

Retiree medical benefits are available through the HPE Retiree Medical Program and are limited to those team members who leave HPE after meeting retirement eligibility criteria (or who participate in the Program and leave HPE within 24 months of meeting retirement eligibility criteria). Eligibility is typically age 55 or older with at least 10 years of qualifying service, or any age with combined age and service equal to 80 or more years. Retiree medical benefits allow you to continue HPE medical benefits beyond what is available through COBRA, with coverage being available both prior to and following age 65 Medicare eligibility for you and your eligible family members. Retirees pay the full cost of coverage but may be able to use credits in the Retirement Medical Savings Account to help cover premium costs. To learn more about retiree medical coverage costs, see the Retiree Medical 2020 rate sheet at [U.S. Voluntary Career Transition Program](#) (user name: HPE, password: Voluntary). For more information about the HPE Retiree Medical Program, see the [Summary Plan Description](#) or visit [Leaving HPE](#).

**What is the Retirement Medical Savings Account, and how does it work?**

The RMSA is a tax-favored account that allows team members age 45 and older to build up funds for future healthcare needs. You can contribute up to \$200 per pay period while you're working, and HPE provides matching credits for certain eligible team members who joined HPE before August 1, 2008, subject to a lifetime maximum matching credit of \$12,000 per person. Team members who joined HPE on or after August 1, 2008, or who qualify for the Pre-2003 HP Retiree Medical Program or the former Digital Retiree Health Program, are not eligible for HPE matching credits but can still make contributions of their own. RMSA contributions are made on an after-tax basis but earn tax-free interest and are paid out tax-free as reimbursement for eligible healthcare expenses after you retire.

You can use any RMSA balance to pay for a wide range of future healthcare needs after leaving HPE, including medical, dental, and vision expenses, health insurance plan costs (including the cost for HPE coverage), Medicare plan costs, and more. If you have HPE credits in your account, these will be available to you after your exit date provided you meet the standard eligibility requirements for the HPE Retiree Medical Program (age 55 or over with 10 years of service or age plus service points equaling 80 or more) on your exit date, or you are within 24 months of meeting these criteria on your exit date. If you are not yet within 24 months of satisfying the eligibility requirements, any HPE credits in your RMSA will be forfeited, but you'll still be able to use any money you contributed.

For details about the RMSA, see the Summary Plan Description or visit [Leaving HPE](#). To see whether you're eligible to access HPE's matching credits (if any) to your RMSA (or within 24 months of qualifying to access), see your personal statement (sent with your January 21, 2020 eligibility email).

## Equity grants and ESPP

### What happens to my equity grants if I participate in the Program?

Equity grants may include nonqualified stock options, incentive stock options (ISOs), restricted stock units (RSUs), and stock appreciation rights (SARs). The treatment of any outstanding equity grants upon termination of employment depends on the following:

- Reason for your termination
- Timing of your termination, especially whether you qualify under the separate retirement policy for equity awards
- Terms and conditions of the grant (as noted in your grant agreement or notice, or pursuant to actions taken by HPE)
- The plan that governs your grant, especially whether granted by HPE or granted by a company acquired by HPE

When leaving HPE as a Program participant, you'll receive, at a minimum, prorated vesting in any unvested RSU awards originally granted by HPE to reflect the complete calendar months of service you have completed between your last annual vesting date (or grant date if no vest has occurred yet) and your exit date plus credit for the month of your grant. You will also have up to three months after your exit date to exercise any vested stock options originally granted by HPE (or up until the eight-year expiration date of your stock options, if earlier).

**Example:** Assume you were granted 600 RSUs on December 10, 2018, with 200 of these RSUs scheduled to vest on the first three anniversaries of the grant, and your exit date is March 20, 2020 (as established by HPE). You would have vested in 200 RSUs in December 2019, and as a Program participant you would be eligible to vest in 50 more RSUs even though you will be leaving before your next scheduled vesting date. The additional 50 vested RSUs (one-quarter of the 200 RSUs scheduled for vesting in December 2020) are based on receiving credit for working two complete calendar months since the month of your last vesting date (complete months of January and February 2020 worked) plus credit for the month of the grant, which equals three months or one-quarter of a year.

**Example:** Assume you were granted 300 RSUs on December 10, 2019, with 100 of these RSUs scheduled to vest on the first three anniversaries of the grant, and your exit date is May 1, 2020 (as established by HPE). As a Program participant you would be eligible to vest in 42 RSUs. The 42 vested RSUs (five-twelfths of the 100 RSUs scheduled for vesting in December 2020) are based on receiving credit for working four complete calendar months since the grant date (complete months of January through April worked) plus credit for the month of the grant (December), which equals five months or five-twelfths of a year.

The treatment is different for unvested RSUs originally granted by HPE if you qualify as a retiree under the terms of the separate retirement equity vesting policy (age 55 or older with combined age and qualifying years of service totaling at least 70 points). If you meet that requirement, you'll generally receive full (100%) vesting in any unvested RSU awards following your exit date, with payout per their original vesting schedule—one, two, and three years following the grant date—as long as your exit date occurs at least three months after the grant date. If you still hold stock options, you may be able to exercise them for up to three years after your exit date (or up until the eight-year expiration date of your stock options, if earlier). To see if you're projected to be eligible for HPE's separate retirement equity vesting policy, visit [MyHPERewards](#) and select the **Retirement** tab, then **When Do I Qualify?**

Visit [Leaving HPE](#) for more information about managing your awards after your exit date. It is important to note that you will still be subject to trading restrictions under HPE's insider trading policy when you first depart HPE. These restrictions apply to selling any shares, including those related to your RSUs and stock options. Please note that it is always your responsibility to exercise your stock options in a timely fashion, so if you intend to exercise stock options shortly after departing, this may require you to plan ahead to transfer funds to Merrill Lynch. Contact Merrill Lynch at 1-844-473-3789 to discuss. For more information about your equity awards, including an opportunity to review the governing award agreement and stock plan document, you can also go to [mybenefits.ml.com](#) or call Merrill Lynch.

Please note that equity awards originally granted by a company that was acquired by HPE are not eligible for the special treatment described above (prorated vesting for Program participants or full vesting under the HPE retirement policy for equity awards) and are instead subject to the terms and conditions at termination that the acquired company established and documented in your award agreement.



**When I leave HPE, what happens to the contributions I have made to the ESPP for the current offering period?**

Any contributions you have made for the current offering period (six-month period ending April 30 or November 30) will be refunded to you and will not be used to purchase stock unless you exit on the last day of the offering period. Shares you have already purchased under the ESPP will remain in your account. Visit [Leaving HPE](#) for more information.

**[New – Added January 29, 2020]****How can I find out if I qualify for retirement treatment and 100% vesting in restricted stock unit (RSU) awards granted by HPE?**

If you currently have unvested RSUs granted by HPE and you want to see when you would qualify as a retiree for equity program purposes (age 55 or older with combined age-plus-service of 70 or more years), visit [MyHPERewards](#) and select the **Retirement** tab, then **When Do I Qualify?** Keep in mind that even if you don't qualify as a retiree under equity program rules, you can still receive prorated RSU vesting for the current year (as described above) if you apply and are accepted for the Program. For more information or if you have questions, contact Merrill Lynch at 1-844-473-3789.

**Impact on other HPE benefits****What happens to my other HPE benefits, including my 401(k), if I leave as part of the Program?**

Benefits will be the same as for anyone else leaving HPE, but the Program offers early access to the HPE Retiree Medical Program and RSA credits, as described above. Benefit options vary based on whether you're retiring from HPE or leaving before retirement. For an overview, see [What happens to your benefits if you leave HPE before retirement?](#) or [What happens to HPE benefits when you retire?](#) Keep in mind that these documents show standard benefits for departing team members and do not include Program benefits such as early access to the HPE Retiree Medical Program and RSA credits.

**Are there any implications if I'm currently out on disability at the time I consider applying for the Program?**

Your eligibility for HPE Disability Plan benefits will not be impacted if you apply and are accepted into the Program while on approved Short-Term Disability leave (absent for less than 26 weeks). You can continue to receive disability benefits as long as you continue to be approved by the disability administrator or insurer. This includes being approved for Long-Term Disability (LTD) benefits if your disability continues beyond 26 weeks.

If you believe your disability may be permanent, keep in mind that if you are accepted into the Program, your employment will end on your assigned exit date (at which time you'll be eligible for the cash benefits offered under the Program) and future eligibility for HPE health benefits will be limited to electing COBRA coverage for up to 18 months, or coverage under the HPE Retiree Medical Program if you qualify.

Your HPE life insurance benefits will also end, with the option to continue or convert coverage to an individual policy directly with the insurance carrier. These provisions are different from the health and life insurance benefits available to disabled team members who do not leave under the Program. Under current HPE policy, such disabled team members can continue participation in HPE health and life insurance benefits for the full duration of their approved disability benefits, potentially until as late as age 65 or your Social Security normal retirement age. As a result, if you believe your disability may be permanent, you'll want to take these factors into account when deciding whether to apply for the Program. Keep in mind, too, that HPE benefits are subject to change in the future, including health and life insurance benefits provided to disabled team members.

**What happens if I become disabled during the Program transition period?**

If you become disabled after applying for the Program but before your assigned exit date, disability benefits are available as normal if approved by the disability administrator or insurer. If you're still disabled on your exit date, your exit date will take effect and you'll be eligible for Program benefits (subject to submitting a completed Release Agreement), but disability benefits can continue even after you leave HPE as determined by the disability administrator or insurer. As described in the previous question, health benefits following your exit date will be based on provisions of the Program rather than provisions applicable to disabled team members.

**Will I be eligible for payout of unused vacation when I leave HPE?**

Any unused credited vacation hours are not eligible for payout, unless required by state law at your primary work location (currently limited to California, Colorado, Illinois, Louisiana, Massachusetts, Montana, Nebraska, North Dakota, and Rhode Island). If you have purchased days under the Vacation Buy Program, any unused purchased days that you have paid for will be refunded to you, regardless of where you live.

**After I leave HPE, will I be able to convert my life insurance coverage to an individual policy?**

Yes. You'll have options to continue portable term life insurance coverage or to convert coverage to an individual policy within 60 days following your exit date. Visit [Leaving HPE](#) for details.

**[New – Added January 29, 2020]**

**I have access to reduced rates for prescriptions through Walgreens onsite. Do HPE retirees also have access to this benefit?**

Yes. If you enroll in COBRA coverage through HPE or an HPE Retiree Medical Program option, you'll have the same access to fill prescription drugs through the onsite pharmacy and receive the discounted pricing. (See pricing information at [HPE Wellness](#).)

**Will I still be eligible for my HPE 401(k) Plan matching contribution at the end of the calendar quarter if I leave HPE on my exit date?**

HPE matching contributions are only available for the calendar quarter in which you leave HPE if you leave on the last day of the calendar quarter. Because the Program exit dates occur during the calendar quarter, you will not be eligible for HPE matching contributions in the quarter you leave HPE. You will also not be eligible for the year-end "true up" matching contribution.

**I participate in the Executive Deferred Compensation Program (EDCP). Will my distribution be based on a "retiree" status if I leave under the Program?**

The terms of the EDCP are not affected by the Program, so you must have attained age 55 and have at least 15 years of continuous service in order to be considered retired for purposes of the EDCP. For information about distributions under the EDCP, go to [NetBenefits](#) or call the HPE Retirement Service Center at Fidelity at 1-800-409-4015.

**Will I still be eligible for my EDCP matching contribution at the end of the year that I retire under the Program?**

The terms of the EDCP are not affected by the Program, so you will not qualify for year-end matching contributions from HPE unless you are considered retired for purposes of the EDCP, which means having attained age 55 with at least 15 years of continuous service.

**If I participate and terminate my international or domestic transfer or assignment agreement before the end of the first year of my move, will I need to repay any benefits I received as part of my transfer or assignment arrangements?**

Your business unit has the discretion to decide whether you need to repay benefits received as part of an international or domestic transfer or assignment agreement, including Local Plus amounts.

**[New – Added February 28, 2020]**

**What happens to the recognition points I earn—like by participating in the Global Wellness Challenge—before my Program exit date?**

Any recognition points you earn prior to leaving HPE are yours to keep, and they never expire. However, because recognition points earned by participating in the Global Wellness Challenge will be processed at the end of May, you will not be eligible to receive those recognition points if your Program exit date is March 20, May 1, or May 22, 2020. If your Program exit date is after May, you are eligible to receive the recognition points, and they will be deposited into your recognition account.

To redeem recognition points:

- Before you leave HPE, visit the [HPE recognition catalogue](#). This catalogue is available through single sign on (SSO) while you are still active at HPE.
- After you leave HPE, visit the [HPE external catalogue](#) to log on to your account. The offerings and product values will be the same as what is offered in the HPE catalogue. Your purchasing power will also remain the same after you leave HPE. Contact [hpecontactushelp@biworldwide.com](mailto:hpecontactushelp@biworldwide.com) if you need assistance accessing the external catalogue.

## Unemployment compensation

### **Can I qualify for unemployment benefits if I participate in the Program?**

You can apply for unemployment benefits in the week following your exit date, but the applicable state unemployment agency will determine your eligibility. HPE is not in a position to advise whether you are eligible for benefits, as this is a case-by-case decision made by each state's agency.

When responding to state inquiries related to the Program, unless you are simultaneously impacted by the HPE U.S. Workforce Reduction Program, HPE will communicate that the Program is a voluntary program that is being offered to eligible team members in connection with broader workforce changes.

### **Will HPE be providing me with references for future employment?**

HPE policy is to provide potential employers with information limited to start date, end date, and job title on day of termination. This policy will also apply to team members participating in the Program. Contact [AskHR](#) for more information.

This document provides a summary of certain benefit programs being offered by HPE to its team members. In the event of any inconsistency between the information in this document and the terms of the benefit plans or programs, the terms of the plans or programs will control. Keep in mind that HPE reserves the right to make future changes to benefit programs, which may change eligibility or other provisions described in this document.

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January 4, 2021

