

2024 Total Rewards Guide

Informational Only – Subject to Applicable Plan Terms and Conditions



Table of Contents

Welcome	2	Health at Gilead	10
Total Rewards	3	My G.Benefits	22
Money at Gilead	5	Enroll or Make Changes	23

Supporting Those Who Are Creating Possible

Gilead employees share a passion for achieving breakthroughs once thought impossible in medicine to create a healthier world for all people. As our company grows, so does our commitment to supporting employees and their families in managing their overall wellbeing.



Total Rewards

Gilead offers a Total Rewards portfolio designed to optimize our employees' performance, support their wellbeing and allow them to focus on mission-critical work. Our offerings include competitive compensation, stock grants and medical, dental and vision plans. We also provide various personalized support programs to meet our employees' needs every step of the way.

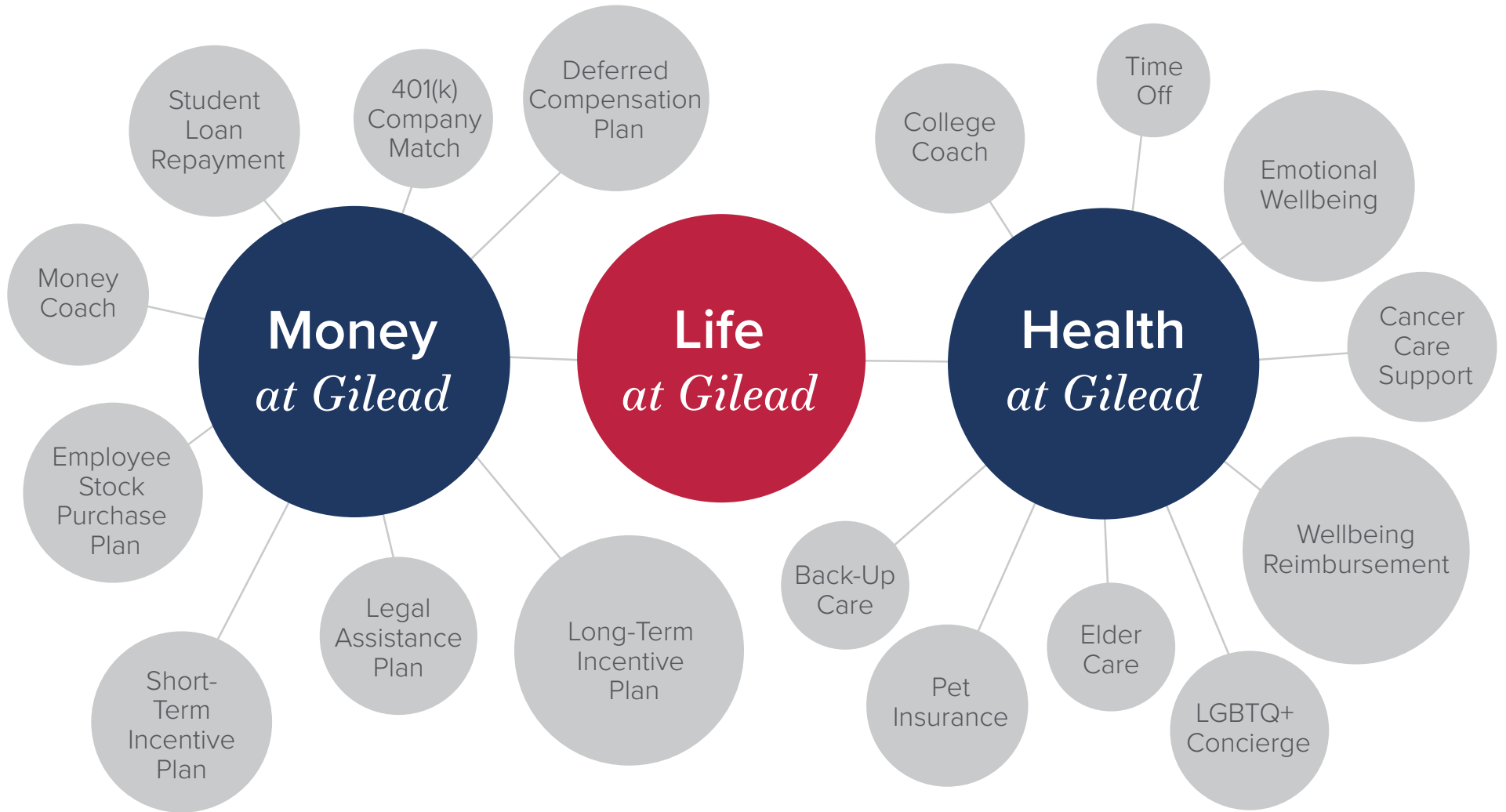
Our benefits and compensation philosophies work closely together to ensure employees are supported throughout their time at Gilead. Our Benefits Philosophy reflects our commitment to our employees' wellbeing. We invest in benefits that create a differentiated employee experience.

As for our Compensation Philosophy, we design compensation and rewards programs that support the hiring, retention and engagement of a diverse and talented workforce. We pay competitively based on location and job function relative to our peers for our compensation and rewards programs. As a pay-for-performance company, we differentiate employee compensation and rewards to reflect each person's relative contribution.



A Guide to Your Available Benefits

This interactive Guide overviews the unique benefits we offer to help elevate your life at Gilead. Click on the large blue circles to learn more about our financial and health benefit offerings or one of the smaller circles to learn more about a specific benefit.



Money at Gilead

Compensation

Base Pay

Base pay reflects your role and level of responsibility here at Gilead. It is aligned to a market-based salary range for your position and assessed annually based on your proficiency, skills, experience and performance. We target pay to be competitive with peer companies in each local talent market.

Short-Term Incentive Plan

The Short-Term Incentive Plan is one way that the company's success and your performance are connected. All employees have the opportunity to participate in the plan, except for those in the Sales Incentive Plan.

Your job grade determines your target or the percentage of your salary you could receive as payment. Actual payouts can range from 0 to 200 percent of the target, based on individual and company performance.

Your date of hire determines when your eligibility begins. For plan details, please review the knowledge article [here](#).



Money at Gilead

Long-Term Incentive Plan

You are eligible for stock as part of your new hire offer and annually after that, depending on your job grade's general stock guidelines and sustained individual performance.

Gilead stock awards are delivered in the form of time-based restricted stock units (RSUs). RSUs provide stock ownership in a form with value, no matter what happens to the stock price. These RSU grants vest over four years, with 25 percent of the grant vesting after the one-year anniversary of the grant date and the remaining grant vesting quarterly over the next three years (e.g., 100 percent vesting by 2027 for grants made in 2023).

Annual stock awards typically occur in March. If your hire date is in November or December, you will be eligible for an annual award in March of the following year (e.g., if your date of hire is November 1, 2024, you will receive annual stock awards in March 2026).

For more information, please review the knowledge article [here](#).

Recognition

Our global employee recognition program, named [Gratitude](#), enables consistent, timely and meaningful recognition for employee contributions and achievements in a simple and memorable way. *Gratitude* gives people leaders and employees a way to formally appreciate and celebrate those who demonstrate our Leadership Commitments, driving business performance and contributing to our company's success. All active Gilead employees* worldwide are eligible to participate in the *Gratitude* program subject to the criteria below. *Gratitude* includes:

Points recognition awards:

All employees can nominate colleagues for everyday excellence, extra efforts, and making a difference for our organization

Cash recognition awards:

Senior Director+ levels can nominate employees at Executive Director and below levels for significant, high impact or extraordinary contributions

Service Anniversary awards:

Gilead celebrates employee anniversaries at years 3, 5, and 10, and every five years thereafter with points awards; note that fixed-term contractors, Interns, and post-docs are ineligible to receive service awards

Employees can redeem points for a selection of culturally relevant merchandise, gift cards, experiences or charitable options on the *Gratitude* platform.

For more information, please review the knowledge article [here](#).

**Eligible employees are those that are paid via Gilead payroll and include regular and fixed-term employees (fixed-term contractors, interns, and post-docs); contingent workers are not eligible to participate.*

Financial Benefits

401(k) Plan

You can defer up to 50 percent of your eligible compensation for your future retirement through Gilead's 401(k) plan administered by Fidelity Investments. The plan offers Pre-tax, Roth 401(k) and Additional After-tax contribution options that allow you to save more now, earn the Gilead match and better manage current and future tax liabilities. Watch the 401(k) video for more information [here](#). Beginning in 2024, employees will be able to make a separate election for their Short-Term Incentive (Bonus or Sales incentive) pay.

Gilead will match \$1 per \$1 of your Pre-tax and/or Roth After-tax 401(k) contributions, up to \$15,000 per calendar year. Please note, Additional After-tax contributions are not eligible for the company match. You are 100 percent vested, meaning you own your contributions and Gilead's matching contributions immediately. The company match is separate from your annual IRS limit.

Deferred Compensation Plan (DCP)

Gilead offers a Deferred Compensation Plan (DCP) to its Executive Directors and above (employees at grades 34 and higher) in the United States. Empower administers this nonqualified Deferred Compensation plan that provides unique financial planning and wealth accumulation opportunities to help you build your personalized savings strategy. There are two enrollment windows available: the year-end Open Enrollment in November for all eligible U.S. employees grade 34 and above and the mid-year Open Enrollment in May for newly eligible U.S. employees grade 34 and above. An email with enrollment details will be sent to eligible employees before each enrollment window.

Learn more about the 401(k) and the DCP on [My G.Benefits](#).



Smart Money Benefits

- **Money Coach** to help you manage your finances and save more.
- **Tuition Reimbursement** program to get reimbursed for advanced degrees and certificate program tuition, up to \$5,250 per year.
- **Student Loan Repayment** program, which offers a Gilead contribution of \$150/month to a lifetime max of \$9,000 to help repay student loans. This program is a significant financial benefit for employees currently repaying student loan debt.
- **MetLife Legal Assistance Plan** to access a national network of professional attorneys. This employee-paid optional service covers attorney fees for various legal services such as creating a will or living trust, real estate matters and more.

Money at Gilead

Employee Stock Purchase Plan (ESPP)

You have an opportunity to participate in the Employee Stock Purchase Plan (ESPP) to buy Gilead stock at a discount. Employees may contribute from 1 to 15 percent of gross salary (subject to IRS limits). At the time of purchase, employees will benefit from a minimum purchase discount of 15 percent.

You may enroll in the ESPP during two open enrollment periods each year in January and July. When the enrollment window is open, you may enroll online at www.etrade.com.

Visit G.Net or email stockplanservices@gilead.com for additional information.



Income Protection

Employees enjoy many forms of coverage that help protect their income and provide financial security: company-paid life insurance and accidental death and dismemberment (AD&D) insurance, business travel accident insurance and short-term and long-term disability benefits. Employees may also elect and pay for supplemental life and AD&D coverage.

Life and AD&D Insurance

As a new hire, you are automatically enrolled in basic life and AD&D insurance coverage, which equates to two times your salary plus \$20,000 for each.

Supplemental Coverage

You may purchase coverage beyond the basic level Gilead provides to you. As a new hire, you have 31 days from your date of hire to elect up to \$500,000 in supplemental life coverage for yourself and up to \$80,000 for your spouse or domestic partner without having to provide evidence of insurability or proof of good health. Rates depend on your age and the amount of coverage you are electing. Specific rates are available on the [Workday benefits enrollment site](#).

Short and Long-Term Disability Insurance

Whether one month or ten years into your Gilead career, if you are faced with an illness or injury, disability insurance replaces a portion of your income to help you continue paying your bills and meeting your financial obligations during this difficult time.

Paid Family Time Off Program (PFTO)

Unfortunate circumstances may arise that require you to take time away from work to focus on your family. Gilead offers 12 weeks of Paid Family Time Off (PFTO) income benefits as part of your Care for Another Leave of Absence.

Paid Parental Time Off Program (PPTO)

Welcoming a new child into your family is a special time that may require time away from work. Gilead offers 12 weeks of Paid Parental Time Off (PPTO) income benefits to new mothers and non-birth parents as part of your Bonding Leave of Absence.*

*PPTO is available if your child is born or placed with you on or after your date of hire with Gilead.

Health *at* Gilead

Health Plans

Our health plans are designed to support our employees' unique needs. All Gilead medical plans include coverage for prescription drugs, physical therapy, chiropractic care, acupuncture, mental health services and more. We also recognize that when it comes to benefits, being able to access the right benefit at the right time is important. Our Anthem plans all offer support through your own family advocate. They will provide personalized assistance navigating healthcare benefits and claims, help access quality care and connect employees to the most relevant support in our benefits ecosystem based on unique circumstances.

Both Anthem and Kaiser offer robust telehealth benefits. Connect with a doctor 24/7 on any mobile device.



Information on your dental and vision benefits is available on pages [13](#) and [14](#).



Personalized Support Programs

Gilead recognizes that when it comes to benefits, one size does not fit all. The programs below offer personalized support to employees and their loved ones to meet their unique needs.

Health Plan Navigation (Anthem Total Health Complete)

An advocacy program available to those enrolled in an Anthem medical plan beginning Jan. 1, 2024. The program connects individuals with their own family advocate, who provides navigational support within Gilead's benefits ecosystem based on unique needs. The program aims to help individuals stay ahead of their everyday health needs and receive the right benefits at the right time.

LGBTQ+ Concierge (Included Health)

Included Health is a comprehensive healthcare navigation platform for the LGBTQ+ community that connects individuals and their loved ones with quality affirming care. This dedicated queer and trans-led care team is on call and your side every step of the way.

Cancer Care Support (AccessHope)

A specialized service that provides cancer care support to Gilead's covered employees and their dependents. Whether someone has been recently diagnosed with cancer, is already undergoing treatment or has previously been diagnosed, AccessHope offers expert advisory case review and a Cancer Support Team to provide the necessary assistance.

Medicare Navigation Support (SmartConnect)

Our partnership with SmartConnect offers personalized advisory and enrollment support to employees approaching retirement and planning for available healthcare options to help them weigh their Medicare coverage options.

Visit [**My G.Benefits**](#) for more information about these programs.

Health at Gilead

2024 Medical Plan Comparison

Here is a high-level look at some of the medical plans we offer and other available benefits to enhance your health at Gilead.

	Anthem PPO Saver		Anthem PPO		Anthem EPO	Kaiser Permanente HMO
TYPE OF CARE	YOU WILL PAY...					
	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network ONLY	In-Network and CA ONLY
Annual Deductible	\$1,600 for individual coverage \$3,200 for family coverage (entire family deductible must be met before the plan begins to pay benefits)		\$500 per person \$1,500 maximum per family	\$500 per person \$1,500 maximum per family	\$300 per person \$900 maximum per family	No deductible
Gilead HSA Funding	\$750 for individual coverage \$1,500 for family coverage (Gilead funding is prorated for new hires)		NA		NA	NA
Optional Employee HSA Funding up to IRS Maximum	\$4,150 for individual coverage \$8,300 for family coverage (These IRS limits include the Gilead funding)		NA		NA	NA
Annual Out-of-Pocket Maximum	\$4,000 for individual coverage \$8,000 for family coverage (with \$6,850 individual maximum, in-network only)		\$2,000 per person \$6,000 maximum per family	\$2,000 per person \$6,000 maximum per family	\$1,000 per person \$3,000 maximum per family	\$1,500 per person \$3,000 maximum per family
Preventive (Adults and Children) and Well-Woman Care	0%	30% after deductible	0%	30% after deductible	0%	0%
Office Visit	10% after deductible	30% after deductible	\$25 copay	30% after deductible	\$25 copay	\$20 copay
Fertility Benefits	Cycle limits apply (preauthorization required); infertility-related services will take applicable in-/out-of-network charges subject to deductible and coinsurance					50% member rate (does not apply to annual out-of-pocket maximum)

All Anthem plans offer family advocate support through Anthem Total Health Complete and virtual physical therapy through SWORD.

Flu and COVID shots are covered at no cost as long as you stay in-network. Anthem and Kaiser members can visit a MinuteClinic in select CVS Pharmacy and Target locations for a free flu shot. All Gilead medical plans include coverage for prescription drugs, physical therapy, chiropractic care, acupuncture, mental health services and more.

Dental Plan Comparison

	Standard Plan	Enhanced Plan
Maximum Benefit Amount Paid per calendar year (does not apply to diagnostic and preventive services)	\$1,500 per person	\$2,000 per person
WHAT YOU WILL PAY WHEN YOU NEED CARE:		
Deductible (does not apply to diagnostic and preventive services)	\$50 per person \$150 per family	\$25 per person \$75 per family
Diagnostic and Preventive Benefits (exams, cleanings, x-rays and sealants)	\$0*	
Basic Benefits (oral surgery/extractions, fillings, root canals and periodontal treatment)	20% of the dentist's approved fees, after deductible*	
Major Benefits (crowns, inlays, onlays and cast restorations)	50% of the dentist's approved fees, after deductible*	
Prosthodontics (bridges, dentures and implants)	50% of the dentist's approved fees, after deductible*	
Orthodontic Benefits (including Invisalign)	Only for dependent children through age 25 50% of the provider's approved fees* \$1,500 lifetime maximum per person	Available for dependent children and adults 50% of the provider's approved fees* \$2,000 lifetime maximum per person

*Reimbursement is based on PPO contracted fees for PPO dentists, Premier contracted fees for Premier dentists and program allowance for non-Delta Dental dentists.

Vision Plan Comparison

	Description	Copay	Frequency
YOUR COVERAGE WITH A VSP PROVIDER			
WellVision Exam	An exam that focuses on your eyes and overall wellness	\$25 for exam and glasses	Every calendar year
PRESCRIPTION GLASSES			
Frame*	\$255 featured frame brands allowance \$235 frame allowance* 20% savings on the amount over your allowance \$130 Walmart®/Sam's Club®/Costco® frame allowance	Combined with exam	Every other calendar year
Lenses	Single vision, lined bifocal and lined trifocal lenses Impact-resistant lenses for dependent children	Combined with exam	Every calendar year
Lens Enhancements	Standard progressive lenses	\$0	Every calendar year
	Tints/light-reactive lenses	\$0	
	Anti-glare coating	\$25	
	Premium progressive lenses	\$80 - \$90	
	Custom progressive lenses	\$120 - \$160	
	Average savings of 40% on other lens enhancements		
Contacts (instead of glasses)	\$235 allowance for contacts and contact lens exam (fitting and evaluation) 15% savings on a contact lens exam (fitting and evaluation)	\$0	Every calendar year
YOUR COVERAGE GOES FURTHER IN-NETWORK			
With so many in-network choices, VSP makes it easy to get the most out of your benefits. You'll have access to preferred private practice, retail and online in-network choices. Log in to vsp.com to find an in-network provider.			

*Only available to VSP members with applicable plan benefits. Frame brands and promotions are subject to change.

*Frame allowance can be used towards non-prescription sunglasses and blue light glasses.

Looking for more information on your dental and vision benefits? Visit [My G.Benefits](#).

Health Savings Account (HSA)

Gilead provides access to a Health Savings Account for employees enrolled in the Anthem PPO Saver medical plan. Gilead also contributes to this account.

What's in it for you?



✓ **Money**

from Gilead (\$750 for individual coverage/\$1,500 for family coverage); Gilead funding is prorated for new hires

✓ **Easy to use**

HealthEquity HSA debit card or online payments

✓ **Flexibility**

You can change your pre-tax HSA contribution at any time during the year

✓ **You always own it:**

- Money rolls over year-to-year
- Tax advantages are available
- Investment opportunities

Watch the [PPO Saver video](#) for more in-depth information about the HSA.


You must meet all IRS requirements in order to contribute to an HSA. Visit [My G.Benefits and HealthEquity](#) for more information.

IRS limit includes employer contribution:
\$4,150 (individual) or \$8,300 (family)

Health at Gilead

Flexible Spending Accounts (FSAs)

Gilead offers two types of Flexible Spending Accounts, or FSAs, that let you pay for eligible current and future healthcare or child or elder care expenses using pre-tax dollars. This saves you money by reducing your taxable income. You can review each type of FSA below:



Healthcare FSA
\$100 – \$3,050/year



Limited Purpose FSA
\$100 – \$3,050/year
(Anthem PPO Saver participants only; for dental and vision expenses only)



Dependent Care FSA
\$100 – \$5,000
Per household/year

Grace Period
Use balance by 3/15
Submit reimbursement by 4/30

No Grace Period
Use balance by 12/31
Submit reimbursement by 4/30

Ready to learn more?

Get more information on FSAs on [My G.Benefits](#) or visit [HealthEquity](#) and click Healthcare or Dependent Care FSA.

2024 Rates

Here's what it will cost you pre-tax each pay period for medical and dental/vision coverage.

Medical Plan Paycheck Deductions — *Before Benefit Credit*

	Anthem PPO Saver	Anthem PPO	Anthem EPO	Kaiser Permanente HMO
Employee only	\$10	\$106	\$51	\$35
Employee + one	\$18	\$209	\$92	\$59
Employee + two	\$31	\$312	\$127	\$78
Employee + three or more	\$44	\$394	\$174	\$121

Dental and Vision Paycheck Deductions

	Standard Dental and VSP Bundled Rate	Enhanced Dental and VSP Bundled Rate
Employee only	\$6	\$7
Employee + one	\$14	\$17
Employee + two	\$21	\$27
Employee + three or more	\$32	\$38

Earn a Benefit Credit

Interested in saving on healthcare contributions? You can receive a \$10 Benefit Credit each pay period just by completing two steps. Be sure to do it within 90 days from your date of hire. To learn more, visit [My G.Benefits](#) today!

Time Off

Gilead offers a competitive time off program to help employees remain rested and balanced throughout the year.

Vacation Days

You accrue vacation days each year based on your years of service. Vacation time rolls over automatically from year to year, but you may not have more than 240 hours accrued at any given time.

Years of Service	Annual Vacation Accrual Rate	Accrual Rate (per bi-weekly pay period)
0-5 Years	15 days (120 hours)	4.62 hours
6-10 Years	20 days (160 hours)	6.16 hours
10+ Years	25 days (200 hours)	7.70 hours
Maximum Vacation Accrual	30 days (240 hours)	

Employees at the VP level and above do not accrue vacation and may elect to take Flexible Time Away (“FTA”) at their discretion. There is no specified amount of FTA.

Holidays

Gilead provides 13 company-paid holidays, including a paid Fourth of July holiday week, a paid global, company-wide December shutdown* and one designated floating holiday (if hired before September 1).

Paid Volunteer Day

Gilead offers a paid, eight-hour day to volunteer at a non-profit organization of your choice.

Paid Sick Days

You receive up to 10 paid sick days or 80 hours per calendar year to cover diagnosis, care or treatment of a health condition or for preventive care for yourself or a family member. Sick days do not roll over but reset to 10 sick days (80 hours) each January 1.

Leave of Absence (LOA)

Leave of Absence benefits provide you with time off to recover from a serious illness or pregnancy, care for family members, bond with newborn or new child placed in your home and honor military service.

To learn more about these benefits and others, go to [My G.Benefits](#).

*Subject to business needs and approved by management on an annual basis.

Family Support Benefits

- Fertility benefits to help cover diagnosis and treatment for Anthem members
- Adoption and Surrogacy reimbursement benefits to help with related expenses, up to a combined \$50,000 lifetime maximum for both
- AccessHope provides cancer care support and expert case review for covered employees and their dependents
- Milk Stork to support breastfeeding mothers
- Cleo Parenting Support for advice and information from preconception to the child's 18th birthday
- Back-up care for children, adults and pets should you experience a temporary interruption in normal care
- Elder care provides the support you need to care for the older loved ones in your life
- Optional pet insurance from Nationwide to save money on your pet's medical expenses
- College Coach provides educational expertise for families considering college and higher education

Visit [My G.Benefits](#) for more information about these programs and many others.



Wellbeing Benefits to Help Balance Work and Life

Gilead cares about your wellbeing and is committed to ensuring that you have the knowledge and tools you need to lead a healthy lifestyle. We provide a variety of wellbeing resources designed to help you and your family.

Gilead's Emotional Health Programs

At Gilead, we know how important emotional wellbeing is to your ability to thrive in your personal and professional life. We offer a number of benefits specifically designed to support your emotional wellbeing in the most convenient ways possible.

<p>Self-Care Apps</p>	<p>Headspace Care In-app chat</p>	<p>Lyra Coaching 1:1 video</p>	<p>Lyra Therapy 1:1 video</p>	<p>Anthem or Kaiser</p>
<p>Grokker offers videos, tutorials and an online community to support your and your family's wellbeing goals.</p>	<p>Get access to better care in seconds. Whether it is day-to-day stress or something more, with Headspace Care you get unlimited chat sessions with an emotional health coach anytime of the day or night.</p>	<p>25 sessions* of coaching programs via video sessions. Meet via video with a certified coach who is trained in proven methods and will personalize a plan for you to reduce stress, enhance relationships and more.</p>	<p>25 sessions* of short-term therapy. Access to help from a clinical professional to get relief from problems like anxiety, depression and trauma.</p>	<p>Other behavioral health needs. If you need a higher level of care including psychiatry, long-term therapy, rehab facilities or ABA therapy for Autism, visit My G.Benefits for benefit information through the health plans.</p>
<p>Visit Grokker.com and select "Have Grokker through your employer?" Then, choose Gilead from the list to activate your account.</p>	<p>Download the Headspace Care App to get started. Then go to 'Get Started,' and enter your work email address.</p>	<p>Anthem members can continue to see their Lyra provider beyond the 25 sessions utilizing the health plan benefit.</p>		<p>Get started at: mygbenefits.gilead.com</p>
<p>Get started at: gilead.lyrahealth.com</p>				

*Combined overall annual maximum of 25 sessions (coaching and short-term therapy) per family member.

Health *at Gilead*

Wellbeing Reimbursement

Gilead will reimburse you up to \$1,000 per calendar year for eligible expenses that help you stay emotionally, physically and financially healthy. Examples of reimbursable expenses include:

- Air purifiers
- Athletic and wellness equipment
- Financial advising and planning services
- Gym memberships
- Life coaching
- Massages

Digital Wellbeing Platform

As part of Gilead's commitment to your wellbeing, Grokker is available as a global benefit. Grokker has everything you need for you and your family to stay active, eat healthy, reduce stress and sleep better. Grokker offers videos, tutorials and an online community to support your and your family's wellbeing goals.

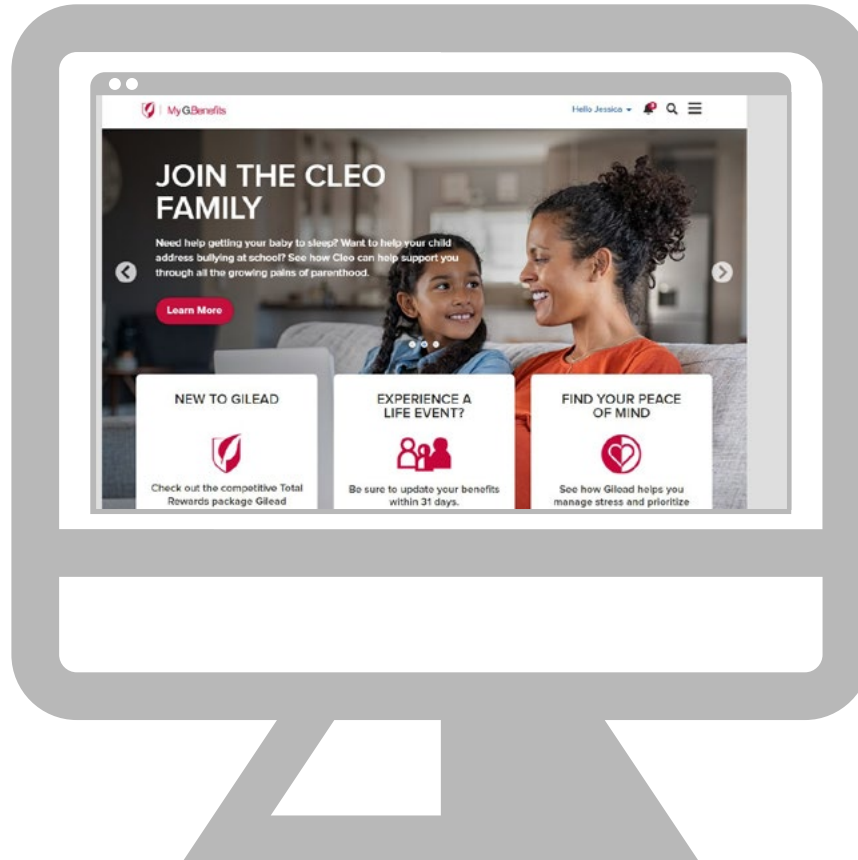
Visit [Grokker.com](https://www.grokker.com) and select "Have Grokker through your employer?" Then, choose Gilead from the list to activate your account.



My G.Benefits

Visit My G.Benefits anytime, anywhere and on any device at mygbenefits.gilead.com.

My G.Benefits has information about all your Gilead benefits and your complete Total Rewards package. Plus, you can see personalized updates on your health, 401(k) and wellbeing benefits and take advantage of benefit recommendations for whichever stage of life suits you best. Use the menu in the top right corner to access the New to Gilead page to see everything you need to do in the coming months.



- Access the New to Gilead page to see your new hire to-do list
- Visit Workday to complete your enrollment
- Learn what to do if you are having a baby, getting married or experiencing a significant life event

Enroll or Make Changes

Benefits Eligibility

You are eligible for health and welfare benefits if you are a full-time or part-time employee working at least 20 hours per week. You must enroll in or waive benefits within 31 days of your hire date. Your coverage and associated payroll deductions are retroactive to your hire date. You may also enroll dependents for coverage under the Gilead benefit plans. Your eligible dependents may include:

- Legal spouse or domestic partner
- Children up to age 26, including children of your spouse or domestic partner, subject to carrier guidelines
- Overaged disabled dependents, subject to carrier guidelines

To enroll your domestic partner and their children, complete a Certification of Domestic Partnership, available on [My G.Benefits](#). Your healthcare contributions for domestic partner coverage are regulated by the IRS and must generally be made on an after-tax basis for federal and most state income taxes.

The amount that Gilead contributes toward the cost of benefits for your domestic partner and his or her dependent children is considered taxable income to you.

To find out more about domestic partner eligibility or to begin the certification process, visit [My G.Benefits](#).



Enroll or Make Changes

Making Changes During the Year

After you have initially enrolled in your benefits as a new hire, you may change them at only two other times during the year:

1. You have a qualifying life event, including:

- Marriage or divorce
- Beginning or ending of a domestic partnership
- Birth, adoption, placement for adoption or placement of a foster child or legal guardianship
- Change in eligibility of a child, age 25 years or younger
- Change in your spouse's or domestic partner's employment
- Changes due to your spouse's or domestic partner's participation in his or her company's Open Enrollment
- Death of a spouse, domestic partner or child
- Loss of Medicaid Children's Health Insurance Program (CHIP) coverage

You must submit your benefit changes online on the Benefits Enrollment Site within 31 calendar days of the qualifying life event. Otherwise, you must wait until the next Open Enrollment period. Verification of the life event will be required. Please note that payroll deductions associated with changes to your benefits are retroactive to the change effective date. Additional information is available on My G.Benefits in the Life Events section.

2. During Open Enrollment

Each fall, you have the opportunity to make changes to your benefits during the specific Open Enrollment period. Those changes take effect on January 1 of the following year.

Enroll or Make Changes

How to Enroll

There are two ways to access [My G.Benefits](#) online:

1. While on the Gilead network—either at work or through VPN:


- You can find a link to [My G.Benefits](#) on the My Dashboard section of G.Net. Don't see it listed? Click "edit" to add it.

2. Outside of Gilead's network—from home or anywhere:

- Bookmark mygbenefits.gilead.com to your mobile device (log-in and multifactor authentication are required if you visit the site outside the Gilead network).

Once on My G.Benefits, you can access [Workday](#) by clicking How to Enroll under New to Gilead from the Menu options on the right. You can also access the enrollment site directly by going to your [Workday](#) inbox and clicking on Benefit Change—New Hire to begin your enrollment.





The benefit summaries included in this Guide are provided for informational purposes only. This is not a Summary Plan Description (SPD) or a Summary of Material Modifications (SMM). The descriptions of your Gilead employee benefits included in this Guide are intended only as summaries and are not binding. In the event of a conflict between the information provided in this summary and plan documents, the plan documents determine the benefits that will be provided.

For further explanation regarding any of Gilead's benefit plans or employee programs, please refer to the plan document, policy or SPD. SPDs describe a benefit plan's provisions and features, including eligibility, coverage, employee rights and appeals procedures. SPDs for all plans are posted on the My G.Benefits portal.