

september 2023

time away benefits guide

introduction to chevron total rewards
series for legacy Beyond6 U.S.-payroll employees



The information in this communication applies to legacy Beyond6 U.S.-payroll employees who are eligible for Chevron U.S. benefits. This communication provides only certain highlights about benefits or changes to benefit provisions. It is not intended to be a complete explanation. If there are any discrepancies between this communication and the official policies or legal plan documents, the official policies or legal plan documents will prevail to the extent permitted by law. Oral statements about benefits are not binding on Chevron or the applicable plan or policy. Chevron Corporation reserves all rights, for any reason and at any time, to amend, change or terminate these plans or policies or to change or eliminate the company contribution toward the cost of such benefits. Such amendments, changes, terminations or eliminations may be applicable without regard to whether someone previously terminated employment with Chevron or previously was subject to a grandfathering provision. Unless required by applicable law, there are no vested rights with respect to any Chevron health and welfare plan benefit or to any company contributions towards the cost of such health and welfare plan benefits. Some benefit plans and policies described in this document may be subject to collective bargaining and, therefore, may not apply to union-represented employees.

taking time away from work

for the important moments in life

This guide includes information about Chevron's time away benefits and policies and how you will transition to them. Taking time off is good for your mental and physical health, whether it's to enjoy a vacation, recover from an illness or disability, or care for a family member. Chevron's benefits and policies are designed to give you time to recharge, heal and focus on your loved ones so you can be healthy in all aspects of your life. Time away at Chevron generally falls within three categories:



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time off for your own injury, illness, or disability

This coverage supports you when you're unable to work due to illness (sick time), injury or other medical condition, including preventive care or to give birth.



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time off to care for your family

These benefits provide time off to care for your family, from attending doctor's appointments or caring for an ill family member, to welcoming a new child to the family.



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time off to balance your work and life

These policies provide you with time off to relax and recharge or offer a work schedule option that allows you to better balance the demands of work and life.

time away banks at chevron



At Chevron, time away benefits are *not* combined into one paid time off (PTO) program. **Your time off for vacation, disability, sick time, family care and bonding are divided into separate banks.** They are separate amounts, grow at different rates, with different rules for using them. Banks are not interchangeable. In total, you will not lose time off when you transition to Chevron's plans; you will simply use and code your time away according to the applicable benefit bank or policy.



time away checklist

Schedule, use and report your PTO for 2023 by December 20

- All daily absences and requests for PTO through December 31, 2023, must be reported in Timetastic no later than December 20, 2023. Any earned and unused Beyond6 PTO hours, which includes vacation, will be paid out in your final paycheck from the Beyond6 pay system so it's important to code PTO as soon as possible to facilitate this transition.
- If you have questions or need to make corrections *after* December 20, 2023, you can send an email to [Your Chevron U.S. Benefits](#).

Heads up on the holiday transition

- You'll continue to follow the **Beyond6** holiday schedule for the remainder of 2023.
- You'll receive Chevron's scheduled paid holidays beginning in 2024. The first scheduled Chevron paid holiday is **New Year's Day**, observed on **January 1, 2024**.

Have a sick, disability or pregnancy-related absence?

- If you have a sick, disability or pregnancy-related absence **prior to January 1, 2024**, it's important that you read this communication to understand what you need to do to ensure your benefits are properly and timely applied. **Depending on the type of absence, additional action may be required of you.**
- If you have a sick, disability or pregnancy-related absence that starts **on or after January 1, 2024**, you'll need to follow the Chevron process for these absences. Be sure to read this communication for an introduction to the process and what you need to do.

Enroll starting January 1, 2024 on BenefitConnect

For most of the time away benefits discussed in this newsletter, if you're eligible, you're automatically covered. However, if you want to participate in the **Long-Term Disability (LTD) Plan – Optional Coverage** you must enroll on the Chevron enrollment website, BenefitConnect. Detailed enrollment instructions will be provided in advance of the enrollment period.

Watch for follow-up time away instructions in January 2024

This guide will reference Chevron HR systems, tools, processes, and contacts for requesting time off, using your benefits, viewing your balances, and recording/reporting your time off. **You will not have access to these Chevron resources until January 2024**, so you should continue to use your existing Beyond6 benefits and processes in the interim. Watch for more instructions in January 2024 when you gain access to these systems.

Add 2024 future dated PTO into Chevron's time system

If you have entered time off in Timetastic with a *future date* beyond December 31, 2023, it will not transfer to Chevron. You will need to enter any time off that begins January 1, 2024, and after into Chevron's time sheet system.



time away key resources



start here to get the basics

This guide provides **benefit and policy highlights** to help you better understand the basics of our time away program. It also includes details about how your **Beyond6 coverage will transition**, including any actions required or key deadlines.



go online for more detail

This guide does not provide complete details. In general, you will find additional information about our current benefits and programs online. The combination of information online and the transition details in this guide should give you a full picture of the time away benefits that will be available when you become eligible.



attend virtual education sessions to ask questions

The optional, three-part **Introduction to Total Rewards** virtual benefits education series are another way to learn about your Chevron pay and benefits, including the time away benefits discussed in this guide. There will also be an opportunity to ask questions live. A recording will be posted for replay later. Get the full schedule online at hr2.chevron.com/beyond6.



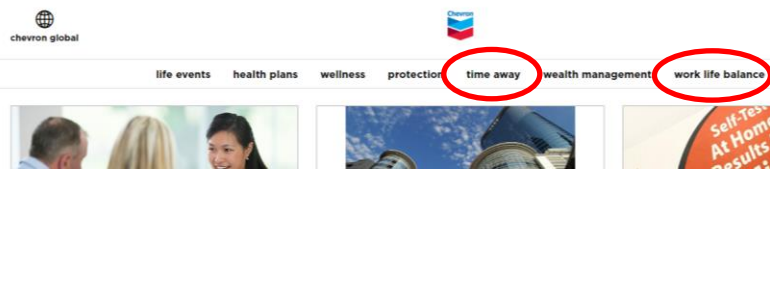
have your personalized service date letter on hand

In late July, a personalized service letter, **Your Chevron Service Dates**, was sent as a PDF attachment to you from the Your Chevron U.S. Benefits email. You'll want to have that letter on hand to reference some of your service dates as you review this introduction guide.

hr2.chevron.com

Find additional information about the benefits, policies and programs discussed in this guide.

You should focus on two areas of the website for time away information: **Time Away** and **Work Life Balance**



hr2.chevron.com/beyond6

Special resource designed *specifically* for the transition of your **Beyond 6** pay and benefits to Chevron.



This resource is available at work or at home, from any device connected to the internet, so please share these websites with other benefit decision-makers at home. Note that while most information on this site is publicly available, certain documents or links may only be available from the Chevron intranet network.

chevron disability management process

Throughout this guide, you'll see references to the [Chevron Disability Management process](#). When you have an absence that's subject to Chevron's Disability Management process, there are certain steps you *must* follow and actions that you need to complete to report an absence and receive any benefits for which you may be eligible. You'll receive more detailed information about this process later, but in the interim, here is a *basic* overview to introduce you to the Chevron requirements effective **January 1, 2024**.



For your own illness or injury that lasts for less than *five* consecutive scheduled workdays:

1. Notify your supervisor.
2. Follow established Chevron time reporting procedures to record your absence.

You do not need to follow the process for every absence.

You should generally follow the Chevron Disability Management process for any absence that is related to:

- Your own illness or injury that lasts for **more than five** consecutive scheduled workdays.
- Job protection under the **Family and Medical Leave Act (FMLA)** and/or a **state or local leave law**.
- Caring for a **seriously ill or injured** qualifying family member.
- The **birth, placement or adoption** of a child.
- **Military family leave**



For an absence that is subject to the Chevron Disability Management process:

1. Notify your supervisor.
2. Contact Chevron's absence management partner.
3. Timely provide required information, including forms and other documents, depending on the nature of your absence.
4. Keep in touch with your supervisor and absence management case manager during your absence.



You should continue to follow your existing Beyond6 process for all absences until Chevron processes take effect January 1, 2024.



time off for your own injury, illness, or disability

Chevron’s disability benefits – **Short-Term Disability (STD)** and **Long-Term Disability (LTD)** – support you when you’re unable to work due to illness (sick time), injury or other medical condition, including preventive care or to give birth.

short-term disability

- Benefits cover **illness** (sick), **injury** (disability) and **pregnancy-related absences**, including to give birth, and to **visit a primary care provider to receive preventive care**.
- There is no waiting period to use these benefits, which provide wages while you are out for eligible reasons.
- Benefits are based on the following schedule and are the *maximum* amounts you can accumulate.

Health and Welfare Eligibility Service*	On-the-Job Disability		Off-the-Job* Disability	
	Full Regular Pay	Half Regular Pay	Full Regular Pay	Half Regular Pay
Hire date – 1 year	26 weeks	26 weeks	6 weeks	6 weeks
2 – 4 years	26 weeks	26 weeks	8 weeks	8 weeks
5 – 9 years	26 weeks	26 weeks	16 weeks	16 weeks
10 – 14 years	26 weeks	26 weeks	21 weeks	21 weeks
15 or more years	26 weeks	26 weeks	26 weeks	26 weeks



* Reference the **personalized service letter** sent to you from the Your Chevron U.S. Benefits mailbox to locate your **health and welfare eligibility service** date.

long-term disability

The LTD Plan provides benefits to eligible employees who remain disabled for an extended period of time.

Basic Coverage is automatic (no enrollment required) and pays **50%** of your annualized regular pay, up to the Internal Revenue Code limit. Participation begins on or after **January 1, 2024**, as long as you are actively at work.

Optional Coverage can be purchased to increase your benefit to **60%** of your annualized regular pay, up to the Internal Revenue Code limit. Note, even if you purchase the maximum amount of optional coverage, this benefit *does not* replace your pay in full.

- **You must enroll** for this coverage on the BenefitConnect website starting January 1, 2024.
- If you enroll between **January 1, 2024** and **January 31, 2024**, you will not need to provide **proof of good health**. If you miss this deadline and want to enroll for this coverage at a later date, you will be required to provide proof of good health.
- **You pay the entire cost of coverage** through after-tax payroll deductions.
- Available for **eligible employees only**; dependents are not covered.



what happens to my beyond6 coverage?

New York State Disability and Paid Family Leave

If you work in New York, the state requires that you have disability insurance coverage for off the job injuries or illness and paid family leave, which are separate from Chevron disability benefits. **Contributions for this coverage will be deducted from your Chevron paychecks.** This benefit will run concurrently with Chevron's disability plans and is only for qualifying employees working in the state of New York.

Additional action is required if you are out sick or on a disability type of absence that began prior to January 1, 2024.

- In addition to contacting your supervisor, you will be required to call the Chevron Disability Management Team beginning January 1 to coordinate your state benefits.
- You will continue to be covered under your Beyond6 benefits for absences that began in 2023 and continue into 2024.
- Chevron benefits for Short-Term Disability (STD) can only be used for qualifying absences on the first day on or after January 1, 2024, that you are actively at work.

Disability, sick or pregnancy-related absences during the transition

If you have a disability, sick or pregnancy-related absence during the transition from Beyond6 to Chevron benefits over the next few months, reference the information below to understand how your benefits will work and what you may need to do.

Beyond6 disability, sick or pregnancy-related absence began prior to January 1, 2024

- You should follow the existing **Beyond6 absence process.**
- You will continue to receive benefits under the **Beyond6 plans and policies.** This means the Beyond6 rules and absence policies will remain in effect, provided the absence began prior to **January 1, 2024.**
- For disability absences, benefits will continue to be administered by **The Hartford.**
- You should continue to follow the Beyond6 processes for the duration of your absence. When you are released to return to active work in 2024, you will be eligible for coverage under the Chevron STD Plan for these types of absences and will follow the Chevron process.

Disability, sick or pregnancy-related absence begins on or after January 1, 2024

- Your eligibility for disability, sick or pregnancy-related benefits (including bonding) will be based on **Chevron benefits**, and you will need to follow the **Chevron Disability Management process** beginning January 1, 2024 to report and certify your absence.

Welcoming a new child?

If you're welcoming a new child during the transition from Beyond6 to Chevron benefits, it's important that you follow the **Chevron Disability Management process** beginning **January 1, 2024**, to understand how your benefits will be applied and what you need to do.



time off to care for your family

Chevron's **Family Care** and **Bonding** benefits provide time off to care for your family, from attending doctor appointments or caring for an ill family member to welcoming a new child to the family.



To be eligible for these benefits, you must have at least **six months of health and welfare eligibility service (HWES)**. Reference the personalized service letter sent to you from the Your Chevron U.S. Benefits email to locate your HWES date.

family care

- Provides up to **eight weeks of time off per year with pay** for a family member's preventive care or to care for a family member with a serious health condition.
- Can be taken in a minimum of **one-hour increments**.
- Has two separate time banks:

family care bank

1 week

requires supervisor approval only and you (or your time administrator) must enter the time off on your Chevron timesheet

Time bank is restored on January 1 of each calendar year.

extended family care bank

7 weeks

requires supervisor approval and you must follow the Chevron Disability Management process

Available time in this bank is based on a rolling 12-month period.

bonding benefit

- Provides up to **eight weeks of time off with pay** for mothers and fathers to bond with their child within one year of the birth, adoption or placement for adoption or foster care.
- Can be taken in a minimum of **one-week increments**.
- Has a **separate bank of hours** based on your work schedule.
- Time off is in *addition to* any **pregnancy-related benefits** covered under the Chevron Short-Term Disability (STD) Plan.

If you became a parent in 2023, you may be eligible to use some or all of your Chevron Bonding Benefit entitlement in 2024. To learn more about availability, follow Chevron's Disability Management process beginning January 1, 2024.

maternity benefits at chevron

Benefits for pregnancy-related absences and to give birth are covered under off-the-job benefits in the **Chevron STD Plan**, provided you follow the Chevron Disability Management process and submit the required documentation. The **Bonding Benefit** is separate, additional time off to bond with your child. Beginning January 1, 2023, you can contact Chevron's absence management partner for more information about how these benefits work together.



time off to balance your work and life

Chevron's policies provide you with **time off to relax and recharge** and **work schedule options** that allow you to better balance the demands of work and life.

holidays

Chevron recognizes holidays totaling **80 hours**, regardless of work schedule, selected in each operating area according to the general business practice or due to local significance.

One floating holiday, called a **Personal Choice Holiday (PCH)**, may also be available, depending on your work schedule and the local holiday schedule. The PCH, if available, is scheduled by each employee with his or her manager.



holiday transition

You'll continue to follow the **Beyond6 holiday schedule for the remainder of 2023**.

You'll receive Chevron's scheduled paid holidays beginning in 2024. The first scheduled Chevron paid holiday is **New Year's Day**, observed on **January 1, 2024**.

Beginning **January 1, 2024**, your eligibility for the PCH and the fixed holidays you can take depends on your work schedule and operational needs.

More information about the **full 2024 holiday schedule** that applies to you will be provided later this fall.

Q: What if a holiday lands on my scheduled day off?

When a fixed holiday lands on your scheduled day off, it will be handled as follows:

- If your scheduled day off is a **Friday**, the holiday is observed on the **day before** your scheduled Friday off.
- If your scheduled day off is a **Monday**, the holiday is observed on the **day after** your scheduled Monday off.



vacation

Starting **January 1, 2024**, you'll earn and use vacation time according to Chevron's **Vacation** policy. Beginning in January, you'll be able to read complete details in Chevron's Vacation Policy (HR Policy 120) when you have full access to the Chevron intranet, but in the interim, here are highlights about how Chevron vacation works.

- The amount of **annual vacation** you will earn in a calendar year is based on your years of vacation service and current work schedule.
- Your vacation bank will show your earned vacation on a **daily prorated basis**, starting January 1 each year. You will stop earning vacation if you reach your **earning cap**.
- Although you earn vacation on a daily basis, you can still take your annual vacation allowance at **any time during the year**, even if you haven't earned it yet.
- Use and scheduling of your annual vacation is subject to **management's discretion and operating needs**. Communicate with your supervisor as far in advance as practicable about your vacation scheduling.

amount of annual vacation

Years of Vacation Service	Annual vacation
0 thru 9 years	120 hours
10 thru 19 years	160 hours
20 thru 29 years	200 hours
30 years and beyond	240 hours

Q: What's my annual vacation amount at chevron?

You can review *your* annual vacation amount and how it will change as your service increases with Chevron by following these steps:

1. Reference the **personalized service letter** sent to you from the Your Chevron U.S. Benefits email. Locate your **Time Off Service Date**.
2. Determine your **years of vacation service** based upon your Time Off Service Date.
3. Go to the **Amount of Annual Vacation** table from HR Policy 120, included at left, then locate your years of vacation service and the corresponding annual hours of vacation.



what happens to my beyond6 vacation?

- **Any earned and unused Beyond6 PTO hours, which includes vacation, will be paid out in your final paycheck from the Beyond6 pay system.**
- The amount of your annual vacation will continue to be based on your length of service with the company, including your years of service with Beyond6. You received a personalized service letter that provided you with your *Chevron Time Off Service Date*. Your Time Off Service Date is used to determine how much vacation you're eligible to earn in a calendar year, as described under Chevron's Vacation Policy (HR Policy 120) in the *Amount of Annual Vacation* table, also included above for your quick reference.



remember ...

Your time off for vacation, disability, sick time, family care, or bonding are divided into **separate banks**. These banks have separate amounts, grow at different rates and have different rules for using them; they are not interchangeable.



compressed workweek schedule

With compressed workweeks, you work longer days in exchange for additional days off.

Chevron offers compressed workweeks as an alternative to the standard 5/40 work schedule (five 8-hour days/40 hours per week). A compressed workweek schedule is designed to allow you time to balance your work and personal or family needs.

Adoption of a compressed workweek schedule is **voluntary** at both the department and employee level. This decision will be based on each department's situation and their ability to meet workload and business requirements. After January 1, 2024, each department will decide whether to offer the compressed workweek option. If your department adopts the compressed workweek schedule, you should discuss any work schedule changes with your supervisor. You should continue to follow your current, standard work schedule until you are notified of any schedule changes.

attending to personal matters

In addition to the time away benefits covered in this newsletter, several kinds of **leaves of absence** — some with pay and some without pay — are available to eligible employees. Common leaves with pay include bereavement, volunteering and civic duty.

family and medical leave act (FMLA)

The Family and Medical Leave Act of 1993 (FMLA) is a federal law that provides up to 12 weeks of job protection during any 12-month period for certain personal and family medical reasons. Job protection means that when you return from an absence covered under FMLA, you must be restored to your original job, or to an equivalent job with equivalent pay and benefits. In addition, your use of time off under FMLA cannot result in the loss of any employment benefit that you earned or were entitled to before you used the time off. FMLA can run concurrently with certain Chevron leaves of absence, such as Chevron Family Leave.

BEYOND6 what happens to your beyond6 coverage

Your FMLA bank will be restored to 12 weeks beginning January 1, 2024.

If you are on an open and approved FMLA absence *as of* January 1, 2024, it should be transferred to Chevron's absence management partner, who will administer your FMLA absence through your original certification date. You may need to take action if either of the following apply:

- **You are taking intermittent FMLA.** You will need to contact Chevron's absence management partner beginning January 1, 2024, to report your intermittent FMLA time.
- **You need to extend your absence or request a new absence.** You will need to contact Chevron's absence management partner to request an extension of your approved FMLA or to request a new FMLA absence.