

# time off for your own injury, illness, or disability

A basic overview of each of the disability benefit options available at Chevron – **Short-Term Disability** (sick pay) and **Long-Term Disability** is included here. More details about these benefits are available on [hr2.chevron.com/PRSI](http://hr2.chevron.com/PRSI). Basic information about time off to care for your family is included on page 30.

## short-term disability (sick time)

Sick time at Chevron generally falls under the **Chevron Short-Term Disability (STD) Plan**. The STD Plan is designed to help protect your income if you're unable to work due to a qualifying on-the-job or off-the-job illness, injury or medical condition. Plan benefits are also available for time off to give birth or to visit a primary care provider to receive your preventive care. As long as you are actively at work, your coverage will begin automatically effective January 1, 2023.

You have *two* disability benefit banks – one for **on-the-job disabilities** and one for **off-the-job disabilities**.

### on-the-job benefits

Your **on-the-job** benefits are:

- **26** weeks of full-pay *and*
- **26** weeks of half-pay

For a total of **52** weeks, regardless of your years of health and welfare eligibility service (HWES).

### off-the-job benefits

Your **off-the-job** benefits are based on your years of health and welfare eligibility service (HWES).

1. Reference the **personalized service letter** you received in late September to locate your **HWES** date.
2. Go to the **Short-Term Disability (STD) Benefits Schedule** table on page 23. Use your HWES to determine the amount of off-the-job benefits you can accumulate based on your current service level. The maximum benefit you can accrue under the plan is 26 weeks of full-pay and 26 weeks of half-pay (52 total weeks).

- **Currently, this coverage is provided at no additional cost to eligible employees.** All full-time U.S.-payroll employees who are eligible for Chevron health and protection benefits are eligible for the STD Plan. You cannot cover dependents.
- **There is no waiting period when you are sick.** You receive full-pay (100% of regular pay) on the first day of illness.
- **Plan benefits are based on your regular pay.** In general, your regular pay is your base wage, including regularly scheduled overtime and certain shift differentials. Your regular pay doesn't include special payments (such as Chevron Incentive Plan (CIP) or other bonuses or incentives) or any pay you may receive for work you do outside your regular work schedule.
- **Each time you receive benefits, your associated banks are reduced by the benefits used.** These STD benefits can also be restored when you meet time and work requirements.

### short-term disability (STD) benefits schedule

STD benefits are based on the following schedule and are the maximum amounts you can accumulate.

Health and Welfare Eligibility Service (HWES)	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

#### good to know ...



Your Chevron time off for vacation, 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. You'll receive more instructions about how to view your time off banks when you have access to Chevron's pay and time system, SAP HR, later this year.

#### 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 the process effective January 1, 2023 as the final step of the transition to Chevron benefits approaches. For now, you should continue to follow your existing process for all absences.

The information in this newsletter applies to Pasadena Refinery represented employees who are eligible for Chevron U.S. benefits. This communication provides only certain highlights about changes of benefit provisions. It is not intended to be a complete explanation. If there are any discrepancies between this communication and the legal plan documents, the legal plan documents will prevail to the extent permitted by law. Oral statements about plan benefits are not binding on Chevron or the applicable plan. There are no vested rights with respect to Chevron health and welfare plans or any company contributions toward the cost of such health and welfare plans. Rather, Chevron Corporation reserves all rights, for any reason and at any time, to amend, change or terminate these plans or to change or eliminate the company contribution toward the cost of such plans. 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. Some benefit plans and policies described in this document may be subject to collective bargaining.