

## bonding benefit

The **Chevron 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. It can be used in a minimum of **one-week increments up to 8 weeks per calendar year**. The eight weeks of bonding time is a *separate* bank of hours based on your work schedule. The Bonding Benefit is part of the Chevron Short-Term Disability (STD) Plan and runs concurrently with applicable Chevron leaves and any other similar federal, state or local leave laws.



You must have at least **six months** of **health and welfare eligibility service (HWES)** to be eligible for the Bonding Benefit. Reference the personalized service letter sent to you in late August from the Your Chevron U.S. Benefits email to locate your HWES date.

## 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. Be sure to also review the transition information starting on page 10 if you're expecting a baby in the next few months during the transition to Chevron benefits.

## how bonding time off can be used

REG Parental Leave allows for intermittent time off, in hourly, half- or full-day increments. **The Chevron Bonding Benefit must be taken in a minimum of one-week increments**. A week is defined by any consecutive seven calendar days (including scheduled holidays or non-scheduled work days). For example, Monday through Sunday.

**This means beginning January 1, 2023, time off must follow the Chevron Bonding Benefit guidelines and be taken in one-week increments.** This applies even if you have already obtained approval for intermittent REG Parental Leave that extends beyond December 31, 2022. Intermittent time off under the Chevron Bonding Benefit will not be permitted.



### remember, the chevron bonding benefit must be used ...

- Within **one year** of the eligible event.
- In minimum of **one-week** increments.

## transition information for new parents and parents-to-be

If you became a parent in 2022, you may be eligible to use some or all of your Chevron Bonding Benefit entitlement, beginning January 1, 2023. As you prepare for the transition to Chevron benefits, keep in mind that time taken during 2022 for **REG Parental Leave** will count toward your **Chevron Bonding Benefit** entitlement. This means that your Chevron Bonding Benefit time bank will reflect eight weeks *minus* any time already taken in 2022 for REG Parental Leave.

### example

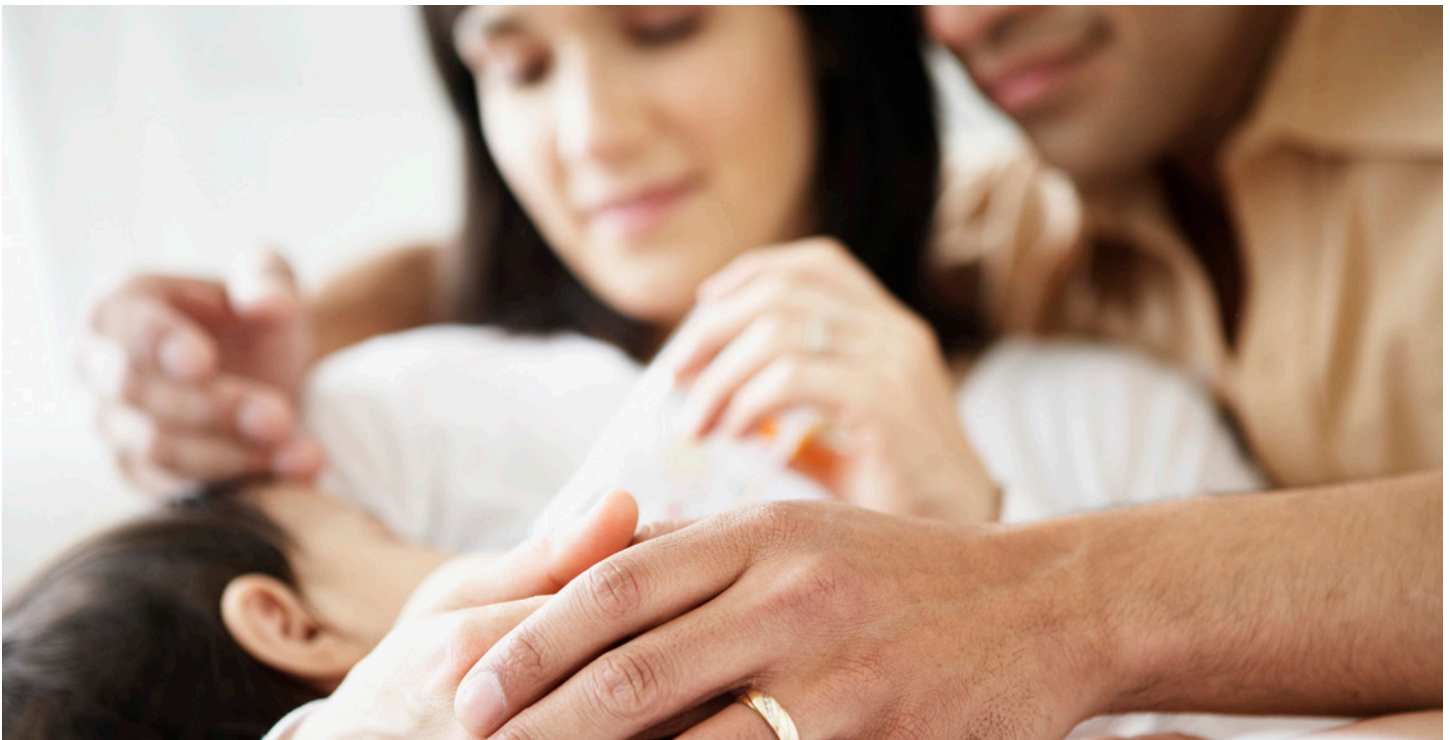
#### Chevron Bonding Benefit time bank as of January 1, 2023

Initial Chevron Bonding Benefit balance	8 weeks	For example, if you have taken six weeks of REG Parental Leave and are still within one year of the event, your Chevron Bonding Benefit time bank will reflect <i>two weeks</i> of available time off beginning in January. <b>Remember, the Bonding Benefit must be used within one year of the eligible event.</b>
REG Parental Leave time taken	6 weeks	
<b>Remaining Chevron Bonding Benefit balance</b>	<b>2 weeks</b>	



#### what happens to REG personal/sick leave time off plan?

The **REG Personal/Sick Leave Time Off Plan** was closed as of December 31, 2021. If you still have a balance, you may continue to use this time off for eligible reasons until **October 30, 2022**. Any remaining balance as of **October 31, 2022**, will be paid out to you by REG at your current pay rate on your November 18 paycheck. To see the payment amount, look for the *Personal Leave Pay* line item under the *Earnings* section on your paycheck. **Be sure to report time taken for this reason through October 30 in Workday no later than October 30.**





## chevron disability management process

Throughout this newsletter, 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 as the final step of the transition approaches. For now, you should continue to follow your existing REG process for all absences. In the interim, here is a basic overview to introduce you to the Chevron process effective **January 1, 2023**.

**If you have an absence that is subject to the Chevron Disability Management process, there are four basic steps you'll need to follow:**

1. Notify your supervisor.
2. Contact Chevron's disability 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 disability management case manager during your absence.

**You do not need to follow the process for every absence. In general, you should follow the 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.

The information in this newsletter applies to legacy REG U.S.-payroll 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. 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 and, therefore, may not apply to union-represented employees.