

compressed workweek schedule

Chevron offers compressed workweeks as an alternative to the standard 5/40 work schedule (five, eight-hour days/40 hours per week). With compressed workweeks, you work longer days in exchange for additional days off. A compressed workweek schedule is designed to allow you time to balance your work and personal or family needs.

The following provides an overview of the Chevron-approved compressed workweek schedules. **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, 2023, 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.**

Compressed workweeks comply with federal Fair Labor Standards Act (FLSA) and state overtime laws.

9/80 schedule

- You are scheduled to work for **9 hours a day 4 days** of each week (either Monday – Thursday or Tuesday – Friday). This is true even in weeks of a holiday, and it applies to both exempt and non-exempt employees.
- You will have **one day off every other week** (either Friday or Monday). Which day (Monday or Friday) is your designated day off depends on if you observe what Chevron refers to as **Crew A** or **Crew B** (for Fridays off) or **Crew C** or **Crew D** (for Mondays off).
- When you work a full week (Monday – Friday), you're scheduled to work **8 hours on the day that corresponds with the day you have off during your non-full workweeks**. For example, if you have every other Friday off, you'll work 8 hours on the Friday of your 5-day workweek.

4/10 schedule

- You are scheduled to work for **10 hours a day 4 days** each week and will have **one day off every week**. This is true even in weeks of a holiday, and it applies to both exempt and non-exempt employees.

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**. More details on these and other leaves of absence are available at hr2.chevron.com/REG.