

family care

The Chevron Family Care benefit 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. It can be taken in a minimum of **one-hour increments**. Family Care 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 Family Care. Reference the personalized service letter sent to you in late August from the Your Chevron U.S. Benefits email to locate your HWES date. There are *two* separate time banks, **family care** and **extended family care**:

family care 1 week

Family Care provides up to **one week** to care for an eligible family member for preventive care (e.g. doctor's appointments), medical care (due to a serious health condition), COVID-19-related reasons, or for any similar purpose under any paid family or sick leave law that applies to you.



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



To take qualifying time off under the **Family Care** time bank, you will need to obtain approval from your supervisor, beginning **January 1, 2023**. You (or your time administrator) will also need to enter the time off on your Chevron SAP HR timesheet.

extended family care 7 weeks

Extended Family Care provides up to **seven weeks** to care for an eligible family member with a serious health condition, or for any similar purpose under any paid family or sick leave law that applies to you.



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



To take qualifying time off under the **Extended Family Care** time bank, you will need to first notify your supervisor and then follow the Chevron Disability Management process to receive this benefit, beginning **January 1, 2023**.

**1
hour**

The Chevron Family Care benefit can be taken in a minimum of one-hour increments.





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.