

holidays

Holidays are a time to celebrate and disconnect from work. **You'll continue to follow the REG holiday schedule for the remainder of 2022.** You'll receive Chevron's scheduled paid holidays beginning in 2023. The first scheduled Chevron paid holiday is **New Year's Day, observed on January 2, 2023.**

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 the local holiday schedule. The PCH, if available, is scheduled by each employee with his or her manager.

Beginning **January 1, 2023**, your eligibility for the PCH (if available) and the fixed holidays you can take depends on your work schedule and operational needs. For salaried employee work schedules, here's how holidays work:



Standard 5 day/40-hour (5/40) work schedule

Employees receive all **nine** fixed date holidays *and* one **PCH**.



Compressed 9/80 work schedule

Employees do not receive the Presidents' Day holiday, but you'll receive the other **eight** fixed date holidays *and* one **PCH**. If you choose to work the 9/80 schedule, you'll still receive approximately the same total hours of holiday time off. However, the actual number of days you receive are different because the hours of your work schedule are different. (Learn more about compressed workweek schedules on page 22.)



Compressed 4/10 work schedule

Employees receive **eight holidays**. The holiday schedule that applies to you will be shared later this year. If you choose to work the 4/10 schedule, you'll still receive approximately the same total hours of holiday time off. However, the actual number of days you receive are different because the hours of your work schedule are different. (Learn more about compressed workweek schedules on page 22.)

what happens when a holiday lands on my scheduled day off?

If you work a compressed schedule, 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.



are you an hourly employee who works a 10- or 12-hour schedule?

More information about how holidays apply to your work schedule will be provided later this fall. Additional updates will be sent to you separately.



2023 schedule is online

Visit hr2.chevron.com/REG for the full holiday schedules for 2023.