



september 2022

welcome to your chevron time away benefits

for legacy REG U.S.-payroll employees



taking time away from work

for the important moments in life

Taking time off is good for your mental and physical health, whether it's to enjoy a vacation, recover from an illness or disability, or care for a family member. Chevron's benefits and policies are designed to give you time to recharge, heal and focus on your loved ones so you can be healthy in all aspects of your life.

This newsletter is an introduction to Chevron's **time away benefits**. It also provides you with important information about what happens to your REG coverage, how to prepare for your new Chevron coverage and what will happen during the upcoming transition. As a reminder, your eligibility for the benefits, programs and policies described here generally begins **January 1, 2023**.



time off for your own injury, illness, or disability

This coverage supports you when you're unable to work due to illness (sick time), injury or other medical condition, including preventive care or to give birth.

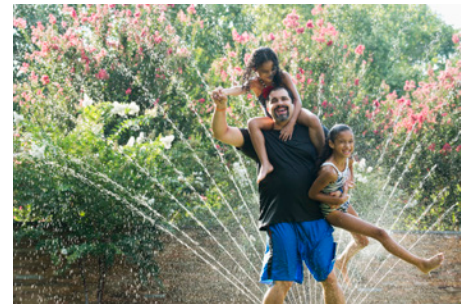
- 7** Short-Term Disability Plan
- 9** Long-Term Disability Plan



time off to care for your family

These benefits provide time off to care for your family, from attending doctor's appointments or caring for an ill family member, to welcoming a new child to the family.

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time off to balance your work and life

These policies provide you with time off to relax and recharge or offer a work schedule option that allows you to better balance the demands of work and life.

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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.

checklist

for a smooth transition



use your REG personal/sick leave by october 30, 2022

The **REG Personal/Sick Leave Time Off Plan** was frozen as of December 31, 2021. If you still have a balance, you are encouraged to use this time off by **October 30, 2022**. Any remaining balance as of October 31, 2022, will be paid out to you by REG on your November 18 paycheck. See page 14 for more information.



have a sick, disability or pregnancy-related absence?

If you have a sick, disability or pregnancy-related absence during the transition from REG to Chevron benefits over the next few months, it's important that you reference the specific instructions included in this newsletter and posted on hr2.chevron.com/REG to understand the special steps you'll need to take to ensure your benefits are properly and timely applied. See the **Transition Information for Disability, Sick or Pregnancy-Related Absences** section starting on page 10 to get started.



welcoming a new child?

If you're welcoming a new child during the transition from REG to Chevron benefits over the next few months, it's important that you reference the specific instructions included in this newsletter and posted on hr2.chevron.com/REG. See page 10 to learn more about the maternity benefit transition. See page 14 to understand how bonding benefits will be applied and what you need to do.



enter known upcoming time off in workday by december 1

To facilitate the transition to Chevron's time system, you're asked to precode any *known* upcoming time off between now and December 31, 2022 in the REG Workday system by **December 1, 2022**. This includes time off for vacation, parental leave, and sick time. The REG Workday system will continue to be available through December to code additional unexpected time off in December, but entering time off as soon as it happens and precoding what you know will assist with the accuracy of your Chevron balances in January.



enroll december 12 - 30

If you want to participate in Chevron health and protection benefits effective January 1, 2023, you'll need to take action to timely enroll, online or by phone, starting Monday, **December 12** and ending Friday, **December 30, 2022**. Note that for most of the time away benefits discussed in this newsletter, if you're eligible, you're automatically covered. However, if you want to participate in the **Long-Term Disability (LTD) Plan – Optional Coverage** you *must* enroll. See page 9 to learn more. Detailed enrollment instructions will be provided later this fall in advance of the enrollment period and will be posted online at hr2.chevron.com/REG.

key resources

to help you prepare for the move to chevron benefits



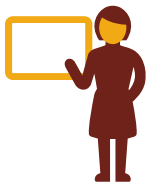
start with this introduction guide

We recognize there's a lot to learn about Chevron, and your pay and benefits are a big part of that. The best way to get started is to review each of the benefit guides you'll receive over the next few months. **These guides are critical to your successful transition to Chevron benefits;** you are encouraged to review each of them as they are received and take any actions that may apply to your unique situation.



head to hr2.chevron.com/REG to further explore topics that matter to you

We've provided only the highlights about your Chevron time away benefits in this introduction guide – the applicable plan documents or policies govern their provisions. You can also head to the online hub at hr2.chevron.com/REG for easy access to supplemental information about the topics in this newsletter, like plan documents, policies, more examples, etc. This page is available from your workstation or at home from any computer, tablet or smartphone connected to the internet, and it will be updated regularly throughout the transition.



attend upcoming pay and benefits education sessions

During October and November, you'll have the opportunity to attend a virtual and/or in-person onsite education session hosted by the Chevron benefits team. These sessions are another way to learn about your Chevron pay and benefits, including the time away benefits discussed in this guide. There will also be an opportunity to ask live questions. You can access the full schedule from hr2.chevron.com/REG and choose the session that works best for you. A recording will also be posted online.



watch for detailed instructions to come later

This time away guide will reference Chevron tools – like the SAP HR time system – processes, and contacts for requesting time off, using your benefits, viewing your balances, and recording/reporting your time off. You will not have access to these referenced Chevron resources until a later date, so you should continue to use your existing REG benefits and processes in the interim. As the last phase of the transition to Chevron benefits approaches, you'll receive final detailed instructions as you gain access to Chevron's tools and processes. Where possible, a preview will also be available from hr2.chevron.com/REG.



have your personalized service date letter handy

In late August a personalized service letter, **Your Chevron Service Dates**, was sent as a PDF attachment to you from the **Your Chevron U.S. Benefits** email; it was also mailed to your home. You'll want to have that letter handy to reference some of your service dates as you review this introduction guide.

time off for your own injury, illness, or disability

This section provides a basic overview of each of the disability benefit options available at Chevron – **Short-Term Disability** and **Long-Term Disability**. This coverage supports you when you're unable to work due to illness (sick time), injury or other medical condition, including preventive care or to give birth. Also included are **instructions for the transition** if you are on an approved REG absence over the next few months.



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 to report an absence and receive any benefits for which you may be eligible. Learn more on page 2.



go online for more

More details about the benefits discussed in this section are available on hr2.chevron.com/REG.



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.

short-term disability

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** sent to you in late August from the Your Chevron U.S. Benefits email to locate your **HWES** date.
2. Go to the **Short-Term Disability (STD) Benefits Schedule** table, below. 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

REG what happens to your **REG** coverage

REG Sick Time Off Plan

The **REG Sick Time Off Plan** will end on **December 31, 2022**. Chevron provides various time off benefits to attend to similar personal or family situations that were eligible under the REG Sick Time Off Plan. Any unused hours *will not* carry over to Chevron and will not be paid.

REG disability plan

If you are on a long-term disability (or a short-term disability that could transition to a long-term disability) that began prior to January 1, 2023, your disability will continue to be covered by your **REG disability plan** and administered by The Standard. When you return to work, you will be eligible for coverage under the Chevron disability plan rules.

Washington State Paid Sick Leave

Any earned and unused sick leave through **December 31, 2022** under the **Washington State Paid Sick Leave law** will be paid to you. More details will be provided later this year. Beginning January 1, 2023, if you are eligible for the state's paid sick leave law, you *will not* see a separate bank of time. Instead, the time off will be managed under Chevron's Short-Term Disability Plan, which provides similar benefits as those under the Washington State Paid Sick Leave law.



Long-term disability

The **Long-Term Disability (LTD) Plan** provides benefits to eligible employees who remain totally disabled for 180 days and use all of their Chevron Short-Term Disability (STD) and available vacation benefits, whichever is later.

There are two parts to the LTD Plan – **Basic Coverage** and **Optional Coverage**.

basic long-term disability coverage

This coverage can pay disability benefits of **50%** of your annualized regular pay, up to the Internal Revenue Code limit (this limit is currently \$305,000 but is adjusted periodically based on inflation). If your annualized regular pay is less than \$52,500, Chevron generally pays for Basic Coverage of **60%** of your annualized regular pay up to \$35,000.

- **You do not need to enroll.** This coverage begins automatically effective January 1, 2023, as long as you are actively at work *and* have at least six months of continuous employment since your most recent hire date with REG. Otherwise, your coverage will begin when these milestones are met.
- Currently, this coverage is provided at **no additional cost** to eligible employees.
- This benefit is **only for eligible employees**. Dependents are not covered.

optional long-term disability coverage

You can purchase **Optional Coverage** for additional benefits that, when combined with the company-paid Basic Coverage, provide you with a **total of 60%** of your annualized regular pay up to the Internal Revenue Code limit. Note that even if you purchase the maximum amount of optional coverage, this benefit *does not* replace your pay in full.

- If you want optional coverage, **you must make an election to enroll** on or after December 12, 2022.
- If you enroll between **December 12, 2022** and **December 30, 2022**, then you do not need to provide **proof of good health** (also called evidence of insurability). If you miss this deadline and want to enroll for this coverage at a later date, you will be required to provide proof of good health.
- **You pay the entire cost of this coverage** through payroll deduction on an after-tax basis. More information about the cost for this coverage will be provided when you enroll.
- This benefit is **only for eligible employees**. Dependents are not covered.



enrollment required

Note that for most of the time away benefits discussed in this newsletter, if you're eligible, you're automatically covered. However, if you want to participate in the **Long-Term Disability (LTD) Plan – Optional Coverage** you must enroll and may be required to provide **proof of good health** (also called evidence of insurability). If you enroll between December 12 and December 30, then you do not need to provide proof of good health. If you miss this deadline and want to enroll for this coverage at a later date, you will be required to provide proof of good health. Detailed enrollment instructions will be provided later this fall in advance of the enrollment period and will be posted online at hr2.chevron.com/REG.

transition information for disability, sick or pregnancy-related absences

If you have a disability, sick or pregnancy-related absence during the transition from REG to Chevron benefits over the next few months, reference the information below to understand how your benefits will work and what you may need to do.

REG disability, sick or pregnancy-related absence began **prior to January 1, 2023**

You should follow the existing **REG absence process** and you will continue to receive benefits under the **REG STD plan, sick, maternity or parental leave policies**. This means the REG STD plan rules and absence policies will remain in effect, provided the absence began prior to **January 1, 2023**. For STD absences, benefits will continue to be administered by The Standard. You should continue to follow the REG processes for the duration of your absence. When you return to active work in 2023, you will be eligible for coverage under the Chevron STD Plan for these absences and will follow the Chevron process.

Disability, sick or pregnancy-related absence begins **on or after January 1, 2023**

Your eligibility for disability, sick or pregnancy-related benefits (including bonding) will be based on the **Chevron STD Plan** and you will need to follow the **Chevron Disability Management process** to report and certify your absence. (As a reminder, at Chevron, pregnancy-related absences and to give birth are covered under the Chevron STD Plan.)

Reporting disability, sick or pregnancy-related absences during the transition from Workday to Chevron SAP HR in **late December**

Starting around December 25, you will no longer have access to report absences in REG Workday and you will not yet have access to the Chevron SAP HR system to report absences. During this period of time, to ensure you receive pay for any absences that are due to disability, sick or pregnancy, you must take additional steps. Detailed instructions will be provided later this year as the December transition approaches.



welcoming a new child?

If you're welcoming a new child during the transition from REG to Chevron benefits over the next few months, it's important that you also reference the **Transition Information for New Parents and Parents-to-be** section starting on page 14 to understand how bonding benefits will be applied and what you need to do.

time off to care for your family

These benefits provide time off to **care for your family**, from attending doctor's appointments or caring for an ill family member, to **welcoming a new child** to the family.



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 to report an absence and receive any benefits for which you may be eligible. Learn more on page 2.



go online for more

More details about the benefits discussed in this section are available on hr2.chevron.com/REG.



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.

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.



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

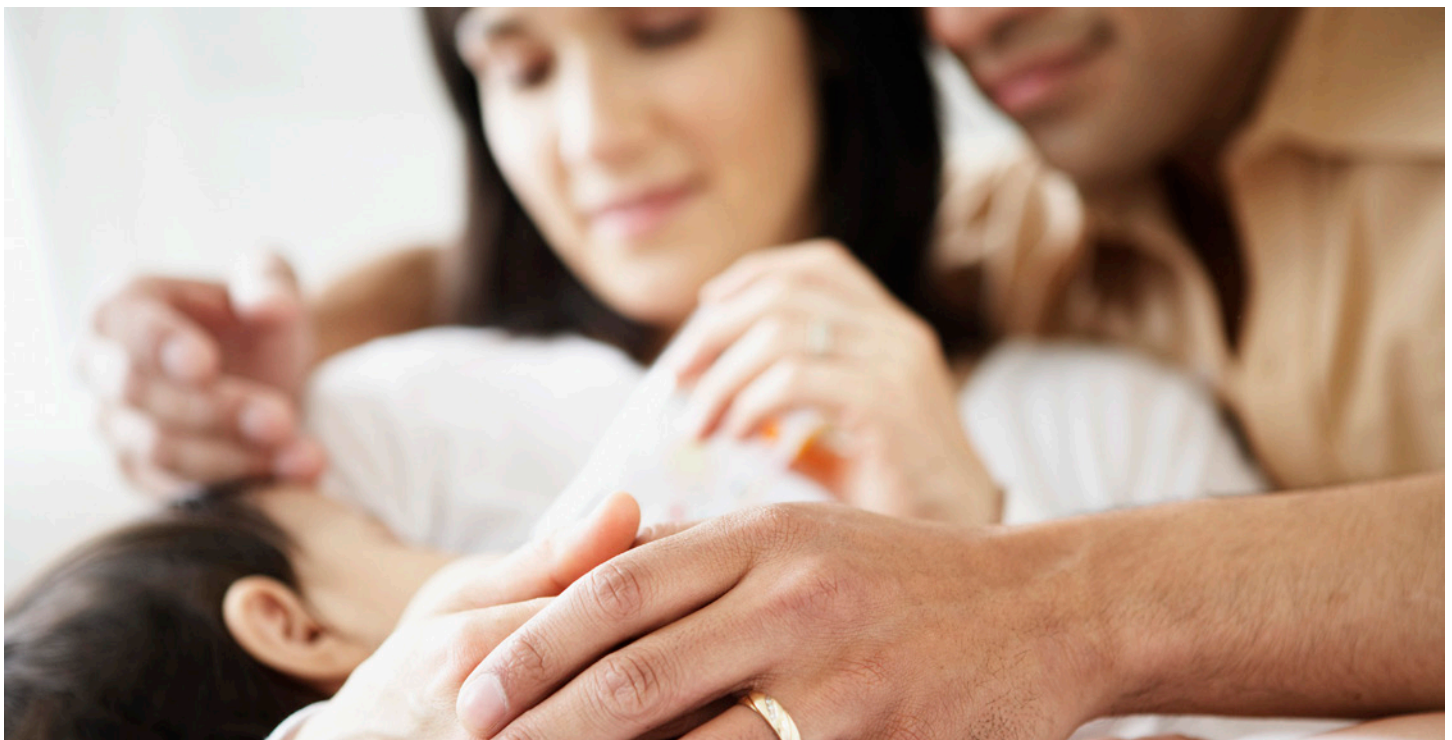
Chevron Bonding Benefit time bank as of January 1, 2023

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. Remember, the Bonding Benefit must be used within one year of the eligible event.
REG Parental Leave time taken	6 weeks	
Remaining Chevron Bonding Benefit balance	2 weeks	



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.**



time off to bond: what you need to do

If you have already been approved for time off under REG Parental Leave, **you may need to request a new absence for the Chevron Bonding Benefit, beginning January 1, 2023.** (You will not be able to request this before January 1; however, you should still make arrangements with your supervisor in advance.)

Approved for REG Parental Leave – Full Week Increments

If you have been approved for REG Parental Leave in full week increments and on January 1, 2023, you are already taking an approved continuous REG Parental Leave (of up to eight weeks), you *do not need* to submit a new request for this absence. If you meet the eligibility requirements and wish to take *additional* qualifying time off under the Chevron Bonding Benefit, you will need to first notify your supervisor in advance. Then, on or after January 1, 2023, follow the Chevron Disability Management process to request the *additional* qualifying time off.

Approved for REG Parental Leave – Intermittent

If you have been approved for and are taking intermittent REG Parental Leave that extends beyond December 31, 2022, you can take your approved intermittent leave until December 31, 2022, when your REG Parental Leave will end. If you meet the eligibility requirements and wish to take *additional* qualifying time off under the Chevron Bonding Benefit, you will need to first notify your supervisor in advance. Then, on or after January 1, 2023, follow the Chevron Disability Management process to request the *additional* qualifying time off. Remember, the Chevron Bonding Benefit must be taken in a minimum of one-week increments.

Approved for REG Parental Leave – Start on or After January 1, 2023

If you have been approved for REG Parental Leave that is scheduled to begin on or after January 1, 2023, you *must* submit a new request for qualifying time off under the Chevron Bonding Benefit by first notifying your supervisor in advance. Then, on or after January 1, 2023, follow the Chevron Disability Management process to request time off. Any approvals for REG Parental Leave obtained but not started before January 1, 2023 *will not* be recognized by Chevron.

Plan to Take Qualifying Time Off – After January 1, 2023

If you plan to take qualifying time off after January 1, 2023, and have not received approval from REG before **January 1, 2023,** you cannot request REG Parental Leave. Instead, if you meet the eligibility requirements for the Chevron Bonding Benefit, you must first notify your supervisor in advance and then follow the Chevron Disability Management process for requesting time off beginning January 1, 2023.

time off for maternity: what you need to do

understanding maternity benefits during the transition

If you're welcoming a new child during the transition from REG to Chevron benefits over the next few months, it's important that you also reference the **Transition Information for Disability, Sick or Pregnancy-Related Absences** section starting on page 10 to understand how maternity benefits will be applied and what you need to do.

time off to balance your work and life

These policies provide you with time off to **relax and recharge** or offer a work schedule option that allows you to better balance the **demands of work and life**.



enter known upcoming time off in workday by december 1

To facilitate the transition to Chevron's time system, you're asked to precode any *known* upcoming time off between now and December 31, 2022 in the REG Workday system by **December 1, 2022**. See page 4 to learn more.



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.



go online for more

More details about the benefits discussed in this section are available on hr2.chevron.com/REG.

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.

vacation

Starting January 1, 2023, you'll earn and use vacation time according to Chevron's **Vacation** policy. Beginning in January, you'll be able to read complete details in Chevron's Vacation Policy (HR Policy 120) when you have access to the Chevron intranet, but in the interim, here are highlights about how Chevron vacation works.

- Your 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.
- The amount of **annual vacation** you will earn in a calendar year is based on your years of vacation service and current work schedule.
- Your vacation bank will show your earned vacation on a **daily prorated basis**, starting January 1 each year. You will stop earning vacation if you reach your **earning cap**.
- Although you earn vacation on a daily basis, you can still take your annual vacation allowance at **any time during the year**, even if you haven't earned it yet.
- When you take vacation, the **hours** are deducted from your vacation balance.
- If you don't take all of your vacation in the calendar year in which it is earned, any **unused hours** will remain in your balance the following year. However, you are strongly encouraged to take your annual vacation each year.
- If you take more vacation than you have earned, your vacation balance will show a **negative amount** until your accrual catches up.
- If you go on a leave of absence without pay, you will not earn vacation for the duration of the leave.

Use and scheduling of your annual vacation is subject to **management's discretion and operating needs**. Communicate with your supervisor as far in advance as practicable about your vacation scheduling.

REG how your REG vacation will transition

The amount of your annual vacation at Chevron will continue to be based on your length of service with the company, including your years of service with REG. Any earned and unused REG vacation hours (up to 120 hours), or negative balances, as of December 31, 2022, will carry over and remain in your Chevron vacation balance. Read this entire vacation section, including the example on page 20 for the details about how your vacation will transition.

what are the annual vacation amounts at chevron?

You can review your annual vacation amount and how it will change as your service increases with Chevron by following these steps:

- Reference the **personalized service letter** sent to you in late August from the Your Chevron U.S. Benefits email. Locate your **Time Off Service Date**.
- Determine your **years of vacation service** based upon your Time Off Service Date.
- Go to the **Amount of Annual Vacation** table from HR Policy 120, included below, and locate your years of vacation service on the table.
- Next, view the amount in the column that corresponds to your work schedule. The 5/40 work schedule is the standard five, 8 hour days/40 hours per week salaried schedule; 9/80 work schedule and 4/10 work schedule are compressed workweek options for salaried employees. Compressed workweek schedules are discussed on page 22.

amount of annual vacation

Excerpt from Chevron Vacation Policy (HR Policy 120)

Years of Vacation Service	Annual Vacation 5/40 Schedule (Salaried)	Annual Vacation 9/80 Schedule (Salaried)	Annual Vacation 4/10 Schedule (Salaried)
0 thru 9 Years of vacation service	120 hours	120 hours	120 hours
10 thru 19 Years of vacation service	160 hours	160 hours	160 hours
20 thru 29 Years of vacation service	200 hours	200 hours	200 hours
30 and beyond Years of vacation service	240 hours	240 hours	240 hours



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

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

mind the earning cap

Chevron's vacation policy provides you with time off to relax and recharge, so you can be safe and effective at work.

You are encouraged to use all of your vacation every year.

There is a cap on the amount of vacation you can earn, which is equal to your **annual vacation allowance** plus **80 hours**. For example, if you are eligible to earn 160 hours in the calendar year, your earning cap is 240 hours.

- **If your transferred vacation balance is already at or above the defined vacation cap** as outlined in Chevron's Vacation Policy (HR Policy 120), you *will not earn* additional vacation until your balance is reduced below the cap
- If your vacation balance reaches the cap, you won't lose any vacation you have earned; **however, you will stop earning vacation until you take enough vacation to bring your balance below the cap.**
- Once you reduce your balance below the cap, you will begin earning vacation again.
- Any hours you *could* have earned while you were at the cap **will not** be retroactively earned.

example: brian



Brian is a legacy REG **salaried employee** and is eligible to start participating in Chevron pay and benefit programs effective **January 1, 2023**. Here's an example of how Brian's REG vacation will transition to the Chevron vacation policy and how he'll earn and use his Chevron vacation. This is only an example to illustrate key concepts and program rules; your personal details will vary.

what is brian's annual vacation amount?

According to the **personalized service letter** Brian received in late August, his **Chevron Time Off Service Date** is **March 9, 2013**. This means he'll have **10 years** of vacation service in 2023. Using this information, he checks the **Amount of Annual Vacation** table from the Chevron Vacation Policy (HR Policy 120) and sees that an employee with **10 years** of vacation service is eligible for **160 hours** during a full calendar year.

Years of Vacation Service	Annual Vacation
0 thru 9 years	120 hours
10 thru 19 years	160 hours
20 thru 29 years	200 hours
30 years and beyond	240 hours

brian's vacation bank as of January 2023

After the Thanksgiving holiday, Brian has a remaining 2022 REG vacation balance of **40 hours**. To assist with the transition to Chevron's time system Brian precodes in Workday another **16 hours** of REG vacation he plans to take in December. This means **24 hours will carry over to his Chevron vacation bank in 2023**. In January, Brian can go to the Chevron SAP HR time and pay system to review his vacation balance and confirm his 24 hours transferred over.

10 Years of Vacation Service (160 hours annual vacation amount)	
Amount of unused REG 2022 vacation after the Thanksgiving holidays.	40 hours
Amount of planned December 2022 vacation precoded in Workday.	- 16 hours
Final amount of 2022 unused vacation carried over to 2023. This amount will appear in his Chevron vacation bank in January 2023.	24 hours
Amount of annual vacation under the Chevron vacation policy in 2023.	160 hours
Total eligible vacation amount in 2023:	184 hours

putting it all together: brian's chevron vacation for 2023

- Brian carried over **24 hours** from his 2022 REG vacation bank. This is below the earning cap, so he will continue to accrue daily vacation.
- Beginning January 1, 2023, Brian earns Chevron vacation on a daily prorated basis and his available balance grows by approximately 0.44 hours per day. His daily hours earned while on the Chevron payroll are summed up by pay period in the table below for the purposes of this illustration.
- In January, Brian takes **40 hours** of vacation. Even though he hasn't earned all 40 hours yet, he can still take them. His balance will be negative until his vacation accrual catches up.
- He can still take vacation up to his 2023 vacation amount of 184 hours (160 hours for annual entitlement *plus* 24 hours of carry over) even when his available balance is negative, as he does during the pay period ending on November 30.
- Brian used all his 184 hours of vacation in the pay period ending November 30, so he cannot take any more vacation until 2024.
- If he didn't use all of his vacation hours, any remaining unused vacation at the end of the year would carry over to the next year.

Pay period ending	Hours earned*	Hours taken	Available balance*
1/15	6	0	31**
1/31	6	40	-2
2/15	6	0	4
2/28	6	0	10
3/15	6	0	16
3/31	6	0	23
4/15	6	0	30
4/30	6	0	37
5/15	6	0	43
5/31	6	40	10
6/15	6	0	17
6/30	6	0	23

Pay period ending	Hours earned*	Hours taken	Available balance*
7/15	6	20	10
7/31	6	0	17
8/15	6	20	4
8/31	6	0	11
9/15	6	0	9
9/30	6	0	16
10/15	6	0	22
10/31	6	40	-11
11/15	6	0	-4
11/30	6	16	-14
12/15	6	0	-7
12/31	6	0	0

* Approximate amounts rounded to the nearest whole number for the purposes of this illustration.

** Includes carryover hours plus hours earned for the pay period.



see an hourly employee example online

Go to hr2.chevron.com/REG to see an hourly work schedule example.

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.

family and medical leave act (FMLA)

The Family and Medical Leave Act of 1993 (FMLA) is a federal law that provides up to 12 weeks of job protection during any 12-month period for certain **personal** and **family medical** reasons. FMLA doesn't provide wage replacement, but it does provide job protection. **Job protection** means that when you return from an absence covered under FMLA, the company will reinstate you to your original job, or to an equivalent job with equivalent pay and benefits. In addition, your use of time off under FMLA cannot result in the loss of any employment benefit that you earned or were entitled to before you used the time off.

REG what happens to your REG coverage

If you are on an approved FMLA absence on January 1, 2023, Chevron's absence management partner will begin to administer the FMLA approved portion of your absence through your original certification date. You may need to take action if either of the following apply:

- **You are taking intermittent FMLA.** You will need to contact Chevron's absence management partner beginning January 1, 2023, to report your intermittent FMLA time.
- **You need to extend your absence or request a new absence.** You will need to contact Chevron's absence management partner to request an extension of your approved FMLA or to request a new FMLA absence.



Chevron Human Resources
1400 Smith Street
Room 28082
Houston, Texas 77002

**open me for important information about
the transition to your new chevron time away benefits**



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