

time away transition tips

new parents, maternity, illness, injury

for legacy REG U.S.-payroll employees

If you're **welcoming a new child** or you have a **sick, disability** or **pregnancy-related absence** during the transition from REG to Chevron benefits over the transition, it's important that you reference the specific instructions included here to understand the special steps you'll need to take to ensure your benefits are properly and timely applied.

enclosed ...



New Parents and Parents-to-be (including Bonding/Parental Leave)



Disability, Sick or Pregnancy-Related Absences



The tips enclosed were originally included in the [Welcome to Your Chevron Time Away](#) benefits guide. If you haven't already, you should also read the entire guide to understand the benefits and programs mentioned in these tips.



maternity benefits at chevron

At Chevron, benefits for pregnancy-related absences and to give birth are covered under off-the-job benefits in the **Chevron Short-Term Disability 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. If you're expecting a baby in the next few months during the transition to Chevron benefits, be sure to first read the [Welcome to Your Chevron Time Away](#) benefits guide and reference the transition tips included here.

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

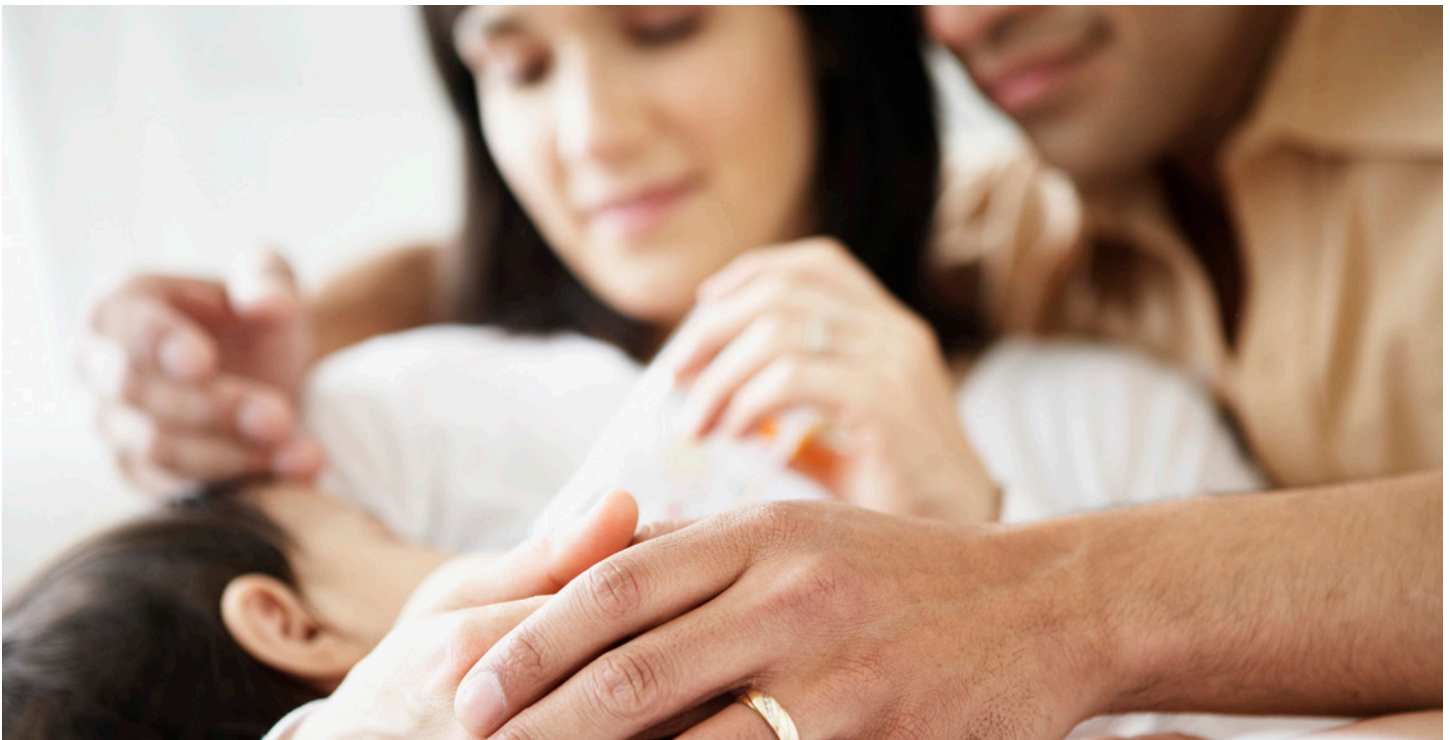
Chevron Bonding Benefit time bank as of January 1, 2023

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 next page to understand how maternity benefits will be applied and what you need to do.

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 the **Transition Information for New Parents and Parents-to-be** section starting on the previous pages to understand how bonding benefits will be applied and what you need to do.