

vacation

hourly employee example

annual vacation amounts at chevron

You can review your annual vacation amount and how it will change as your service increases with Chevron.

To determine your annual vacation amount, follow 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 below and locate your years of vacation service.
- Next, view the amount in the column that corresponds to your **work schedule**.

amount of annual vacation		
Years of Vacation Service	Annual vacation for most: • 5/40 salaried workweek schedule* • 9/80 & 4/10 salaried workweek schedules** • 8- and 10-hour O&M shift schedules	Annual vacation for 12-hour O&M shift schedules†
0 thru 9 years	120 hours	126 hours
10 thru 19 years	160 hours	168 hours
20 thru 29 years	200 hours	210 hours
30 years and beyond	240 hours	252 hours

* The **5/40** work schedule is the standard five, 8 hour days/40 hours per week salaried schedule.

** **9/80** and **4/10** work schedules are compressed workweek options for salaried employees. Compressed workweek schedules are discussed in the *Time Away Benefit Guide* on hr2.chevron.com/REG.

† Assumes you maintain your shift schedule for the entire year.

Example:

According to the **personalized service letter** Dan received in late August:

- His **Chevron Time Off Service Date** is February 15, 2004.
- 2023 - 2004 = **19 years**.
- This means Dan will have 19 years of vacation service in 2023 and should reference the **10 thru 19 years** row on the table to determine his annual vacation amount.

The following example illustrates how Chevron vacation will work for an hourly employee in 2023. For full details about the REG vacation transition, refer to the **Time Away Benefit Guide** posted on hr2.chevron.com/REG.

example: troy



Troy is a legacy REG employee who works 12-hour shifts and is eligible to start participating in Chevron pay and benefit programs effective **January 1, 2023**. Here's an example of how Troy'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 troy's annual vacation amount?

According to the **personalized service letter** Troy received in late August, his **Chevron Time Off Service Date** is **June 10, 2003**. This means he'll have **20 years** of vacation service in 2023. Using this information, he refers to the chart below and sees that an employee with **20 years** of vacation service is eligible for **210 hours** of vacation during a full calendar year, as determined by work schedule.

Years of Vacation Service	Annual Vacation
0 thru 9 years	126 hours
10 thru 19 years	168 hours
20 thru 29 years	210 hours
30 years and beyond	252 hours

troy's vacation bank as of january 2023

After the Thanksgiving holiday, Troy has a remaining 2022 REG vacation balance of **79 hours**. To assist with the transition to Chevron's time system, Troy precodes in Workday another **36 hours** of REG vacation he plans to take in December. This means **43 hours will carry over to his Chevron vacation bank in 2023**. In January, Troy can go to the Chevron SAP HR time and pay system to review his vacation balance and confirm his 43 hours transferred over.

20 years of vacation service (210 hours annual vacation amount)	
Amount of unused REG 2022 vacation after the Thanksgiving holidays.	79 hours
Amount of planned December 2022 vacation precoded in Workday.	-36 hours
Final amount of 2022 unused vacation carried over to 2023.	43 hours
This amount will appear in his Chevron vacation bank in January 2023.	
Amount of annual Chevron vacation in 2023.	210 hours
Total eligible vacation amount in 2023:	253 hours

Continued on next page.

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

- Troy carried over **43 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, Troy earns Chevron vacation on a daily prorated basis and his available balance grows by approximately 0.58 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 April, Troy takes **36 hours** of vacation. Even though he hasn't earned all 36 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 253 hours (210 hours for annual entitlement *plus* 43 hours of carryover) even when his available balance is negative, as he does during the pay periods ending on September 24, October 22 and December 17.
- Troy used all his 253 hours of vacation by the pay period ending December 17, 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 next year.

Pay period ending	Hours earned*	Hours taken	Available balance*
1/15	8	0	51**
1/29	8	0	59
2/12	8	0	67
2/26	8	72	3
3/12	8	0	11
3/26	8	0	19
4/9	8	36	-9
4/23	8	0	-1
5/7	8	0	7
5/21	8	0	16
6/4	8	0	24
6/18	8	12	20
7/2	8	0	28

Pay period ending*	Hours earned**	Hours taken	Available balance**
7/16	8	0	36
7/30	8	0	44
8/13	8	72	-20
8/27	8	0	-12
9/10	8	0	-4
9/24	8	36	-32
10/8	8	0	-24
10/22	8	12	-28
11/5	8	0	-20
11/19	8	0	-12
12/3	8	0	-4
12/17	8	12	-8
12/31	8	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.

