

vacation

salaried 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: <ul style="list-style-type: none">• 5/40 salaried workweek schedule*• 9/80 & 4/10 salaried workweek schedules**
0 thru 9 years	120 hours
10 thru 19 years	160 hours
20 thru 29 years	200 hours
30 years and beyond	240 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.

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.

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.