



increase to family care benefit short-term disability plan effective january 1, 2021

Update to the summary plan descriptions (SPD)

Changes described in this SMM are effective as of January 1, 2021.

The enclosed information serves as an official summary of material modification (SMM) for the **Short-Term Disability (STD) Plan**. Please keep this information with your other plan documents for future reference. You can access the summary plan descriptions for your benefits at hr2.chevron.com or by calling the HR Service Center at 1-888-825-5247.

increase to amount of time off for family care benefit

The Family Care benefit, which is part of the Short-Term Disability (STD) Plan, provides paid time off to care for a family member with a serious health condition or for a family member's preventive care.

Effective January 1, 2021, the amount of paid time off available under the Family Care benefit is increasing from one week to eight weeks for qualifying absences.

There are two separate Family Care time banks:

- **Family Care** is the existing **one-week** benefit and remains unchanged. It can be used to care for an eligible family member for preventive care (e.g. doctor's appointments), medical care (due to a serious health condition), or for any similar purpose under any paid family or sick leave law that applies to you.
- **Extended Family Care** provides an additional **seven weeks** of paid time off per calendar year 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.

How to Request Time Off

The process for requesting **Family Care** remains unchanged. You should notify your supervisor at least 30 days in advance when the need for time off is foreseeable. When 30 days' notice is not possible, you should provide notice as soon as practicable. After you obtain approval from your manager or supervisor, you (or your time administrator) will need to record your absence on your time sheet using the appropriate Family Care absence codes. Your manager or supervisor will approve or deny the coding of family care in accordance with local policies.

To request **Extended Family Care**, you should notify your supervisor at least 30 days in advance when the need for time off is foreseeable. When 30 days' notice is not possible, you should provide notice as soon as practicable. After you notify your supervisor, you will need to follow the Disability Management process to report your absence, including submitting supporting documentation. If approved, Chevron's absence management partner will notify U.S. Payroll Operations and your absence will be recorded on your time sheet by either U.S. Payroll or your time administrator.

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 care plans or any company contributions towards the cost of such health care 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.