



# expanded uses for family care benefit short-term disability plan effective april 1, 2022

**Update to the summary plan descriptions (SPD)  
Changes described in this SMM are effective as of April 1, 2022.**

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](http://hr2.chevron.com) or by calling the HR Service Center at **1-888-825-5247**.

## expanded reasons for use of family care benefit

The Family Care benefit, which is part of the Short-Term Disability (STD) Plan, provides two separate banks of paid time off to care for eligible family members for qualifying reasons.

**Effective April 1, 2022, the reasons for using the one-week Family Care time bank are being expanded to include paid time off to care for an eligible family member affected by COVID-19.**

The additional reasons for use, which apply to the one-week Family Care time bank, are outlined starting from the third bullet below.

### When it can be used

Family Care can be used to care for an eligible family member for the following reasons:

- Preventive care (e.g., doctor's appointments).
- Medical care (due to a serious health condition).
- When an eligible employee is unable to telework and whose absence is necessary to:
  - Care for an eligible family member whose **school or place of care** has been closed (or ordered for closure) by a public official or is otherwise unavailable due to COVID-19.
  - Care for an eligible family member who is subject to a **quarantine or isolation period** as defined by a public health order or health care provider due to COVID-19.

Chevron, in its sole discretion, may also permit the Family Care benefit to be used by eligible employees who are unable to telework and whose absence is necessary to care for an eligible family member in the event of a national emergency or a public health emergency declared by the federal government, including following the occurrence of a natural disaster. In such event, a notice will be issued to employees in affected areas detailing how the Family Care benefit may be used.

*(Continued on next page.)*

## **Glossary**

### **Place of care**

As it pertains to the Family Care benefit, place of care or care means:

- A dependent care center that is a facility that provides care for more than six individuals and that receives a fee, payment, or grant for providing services for such individuals and complies with applicable state or local licensing requirements and building and fire code regulations; or
- The home of a family day care provider who has been approved, certified, registered, or licensed under applicable state or local laws to provide such care; or
- Home care where the eligible family member is cared for by the eligible employee's spouse or domestic partner, a paid governess, au pair, or nanny or by a babysitter (e.g., a grandparent or other relative, friend or neighbor).

### **School**

An educational institution that maintains a regular faculty and established curriculum and has an organized body of students in attendance and is limited to primary and secondary schools.

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