



additional personal choice holiday effective january 1, 2025

Effective January 1, 2025, eligible U.S.-payroll employees will have a *new or additional Personal Choice Holiday (PCH)*. This enhancement recognizes our diverse workforce and offers additional flexibility to choose a paid day off that's of cultural or personal significance.

Chevron will continue to recognize a fixed [holiday schedule](#) in each operating area, along with the PCH. **Beginning January 1, 2025:**

- If a PCH is **currently** part of your local holiday schedule, you will have **two** PCHs.
- If a PCH is **not currently** part of your local holiday schedule, you will have **one** PCH.

Your PCH day(s) should be scheduled with your supervisor and taken every year and recorded on your time sheet. If eligible, your PCH balance will be automatically updated in January and can be viewed in the Workday time off balance. For more information about holidays, including the PCH, refer to [HR Policy 105 – Holidays](#), which will be updated in January when this change takes effect.

The addition of a Personal Choice Holiday may be subject to collective bargaining and, therefore, may not apply to union-represented employees.