



your life

bonding benefit quick reference checklist

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For U.S.-payroll employees

The Bonding Benefit provides paid time off for mothers and fathers to bond with their child within one year of the birth, adoption or placement for adoption or foster care.

The maximum benefit is eight work weeks of paid time off per eligible event (subject to a maximum of eight weeks per year). If you are an eligible employee and become a parent, you will be able to use the benefit (up to a total of eight weeks) within one year of the eligible event, with approval. Full-time and part-time employees are eligible for this benefit as long as they:

- Have at least six months of health and welfare eligibility service, and
- Are eligible for Chevron’s health and welfare benefits.

This checklist outlines the actions required and responsible parties related to the administration of the Bonding Benefit. For more details, refer to the Bonding Benefit section in the [Short-Term Disability Plan summary plan description](#).

Note: If you are a supervisor or HR business partner of a U.S.-payroll expatriate and need guidance with determining eligibility and approval, please contact the employee’s expatriate counselor.

Responsible	Action	Additional information
Employee	Determine eligibility for time off under the Bonding Benefit.	Review the eligibility requirements to determine if you meet them. Your supervisor can help.
	Notify supervisor of the needed time off via verbal or written request.	When foreseeable, at least 30 days in advance of requested time off or as soon as practicable.
	Contact Reed Group to initiate the request for time off.	Refer to the Disability Management website for more information.

Responsible	Action	Additional information
Supervisor	Support the employee through the verification process.	Refer to the Disability Management website for more information.
	Coordinate the requested time off with the employee in accordance with business needs and existing absence management policies or procedures.	Local management is responsible for approving dates of absence.
HR business partner	Provide direction, oversight and counsel for supervisor and employee questions.	Consult with Reed Group to determine time allowed under other applicable statutory benefits or leave laws and advise employee and supervisor as needed. Direct to appropriate information and resources.
U.S. Payroll Operations	Update employee's timesheet; pay benefit accordingly; coordinate with designated time administrators as needed to address and resolve issues or discrepancies specific to time code management.	U.S. Payroll codes the employee's time for the approved dates.

important notes

The Bonding Benefit is pay replacement; it is not an approval for an absence. Employees must notify their supervisor of the need for time off for the purposes of bonding. If approval is needed, it will be managed by Reed Group.

The bonding start and end dates must follow the benefit's definition of a week (unless it is being used as a top-up benefit, for example to top up California Paid Family Leave (PFL) or as part of a statutory paid benefit that allows increments shorter than one week).

Definition of a week for purposes of bonding

A week is defined as any **consecutive seven calendar days** (including scheduled holidays or non-scheduled workdays). For example, Monday through Sunday. The benefit will only be paid for scheduled workdays within the week. If the Bonding Benefit is taken during a week that has a scheduled holiday or non-scheduled workday, the benefit will not be paid for those days and cannot be extended.

If you have questions regarding the eligibility, provisions or application of the Bonding Benefit, contact your supervisor or [HR business partner](#).

Visit the **Bonding Benefit** page on the U.S. Benefits site:
<http://hr2.chevron.com/timeaway/caring-for-family/bonding>