



your life

bonding benefit quick reference checklist

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The Bonding benefit provides a maximum of two weeks of paid time off per calendar year for mothers and fathers to bond with their child within one year of the birth, adoption or placement for adoption or foster care. 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.

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.
	Submit request for the needed time off to supervisor via verbal or written request.	When foreseeable, at least 30 days in advance of requested time off or as soon as practicable.
	If your supervisor approves your request you <i>or</i> your supervisor will need to send a notification email to TIME@chevron.com .	Refer to the bonding notification email instructions and template included in this document.
	If your absence qualifies for job protection under the Family and Medical Leave Act (FMLA) or related state leave laws, you must report it to Reed Group.	Refer to the Disability Management website for more information.
Supervisor	Verify employee’s eligibility for the Bonding benefit.	Review the eligibility requirements .
	Approve or deny the employee’s request for Bonding benefit time off.	Local management is responsible for approving dates of absence.
	If approved, either the supervisor <i>or</i> the employee will need to send a notification email to TIME@chevron.com .	Refer to the bonding notification email instructions and template included in this document.
HR business partner	Provide direction and oversight.	Assist and advise supervisors and employees about time allowed under other applicable statutory benefits or leave laws. Direct to appropriate information and resources.

Responsible	Action	Additional information
U.S. Payroll Operations	Update employee's timesheet; pay benefit accordingly; coordinate with designated time administrators as needed.	U.S. Payroll codes the employee's time for the approved dates that are submitted by the employee or supervisor to TIME@chevron.com .
Time administrator	Work with U.S. Payroll on any issues or discrepancies specific to time code management.	

bonding notification email instructions and template

Important notes

The Bonding benefit is pay replacement; it is not an approval for an absence. Employees must obtain approval from their supervisor for the requested time off in order to receive pay for the Bonding benefit.

If the absence is approved, an email should be sent by either the employee or the employee's supervisor to TIME@chevron.com for the benefit to be recorded and paid. See the email format shown below as a guideline for submitting Bonding benefit notifications.

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 work days). For example, Monday through Sunday. The benefit will only be paid for scheduled work days within the week. If the Bonding benefit is taken during a week that has a scheduled holiday or non-scheduled work day, 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](#).

Bonding notification email template

Please use the following format when submitting a bonding notification email. A sample is shown on the next page. Please do not include any additional information or correspondence in the notification email.

- A To:** TIME@chevron.com
- B Cc:** **Employee; employee's supervisor; employee's HR business partner**
- C Subject:** Bonding Notification – **Employee's PERNR, last name, first name**
(An employee's PERNR can be found in the [WhitePages](#). Click on the employee's name to display the details page. The PERNR is in the **Organization Information** section, labeled as **HR Local Person Home ID**.)
- D Body of email:**
 - Bonding start date: **MM/DD/YY**
 - Bonding end date: **MM/DD/YY**

bonding notification sample email

