



Chevron Family Care Benefit

Quick Reference Checklist

The Family Care benefit provides up to one week of paid time off per year to care for an eligible family member that's ill or injured. 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 Family Care benefit.

More information about Chevron's Family Care benefit is available on hr2.chevron.com.

Responsible	Action	Notes
Employee	<input type="checkbox"/> Determine eligibility for time off under the Family Care benefit.	Review the eligibility requirements to determine if you meet them. Your manager or supervisor can help.
	<input type="checkbox"/> Report your absence to your manager or supervisor.	As soon as practicable.
	<input type="checkbox"/> Record your absence on your time sheet.	If you do not enter your own time, report your hours to your designated time administrator.
	<input type="checkbox"/> If eligible, request Family and Medical Leave Act (FMLA) and Paid Family Leave Insurance (PFL) when applicable through Reed Group.	Reed Group will administer FMLA and PFL and report status to employee, manager or supervisor, U.S. Payroll Operations and time administrator.
Manager or Supervisor	<input type="checkbox"/> Work with employee (and HR business partner, if necessary) to confirm that the requested event is eligible for time off under the Family Care benefit.	Review the eligibility requirements .
	<input type="checkbox"/> Ensure the employee's time is coded correctly on his or her time sheet.	Local management is responsible for administering and tracking absences that qualify for the Family care benefit.
HR Business Partner	<input type="checkbox"/> Provide counsel and direction.	Assist and advise supervisors and employees about time that qualifies for the Family Care benefit. Direct them to the appropriate information and resources.
Time Administrator	<input type="checkbox"/> Accurately code employee's time off and complete any needed time code corrections.	Understand the time codes for Family Care. If you code time on behalf of employees, make sure to code absences accurately.
U.S. Payroll Operations	<input type="checkbox"/> Pay benefit accordingly.	Per time sheet coding.