



**Leave of Absence Without Pay to Attend College**  
F-18

This information is a summary of the conditions of this leave. For more information, contact the Human Resources (HR) Service Center at 1-888-TALK2HR (1-888-825-5247). You will need your Social Security number and personal identification number (PIN).

Name	Personnel Number (PERNR)
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Your request for a Leave of Absence Without Pay to undertake a full-time course of study at a recognized college or university, if approved by Chevron, will be subject to the following conditions:

1. **Eligibility:** Leave is granted because Chevron believes that your course of study will increase your value to Chevron. Leave or a renewal of leave is granted at the convenience of Chevron, consistent with its operating requirements.

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2. **Duration and Type of Initial Leave:** The leave to attend college is a Leave of Absence Without Pay (F-12) and normally is not granted for more than nine months or one full school year at any one time. (Please see the F-12 *Request for Leave of Absence Without Pay* form for a statement of the effect of such a leave on your status under Chevron's benefit plans.)

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3. **Renewal of Leave:** Your leave may be renewed by Chevron, but the total period of such leave, including renewals, cannot exceed 60 months. You must request to renew your leave every 12 months, and you must be making satisfactory progress in your studies.

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4. **Termination of Leave:** Your leave will end 30 days after schoolwork stops, unless it expires earlier, as described in item 6 below.

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5. **Employment by Others During Leave:** As long as you are actively pursuing your full-time course of study, you have permission to work for others while on leave. See item 6 below.

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6. **Employment During School Vacation:**
  - a. While you are on leave, you must advise Chevron in advance of any school vacation period which will last 30 days or longer so that, if Chevron needs you to, you may spend this time working for Chevron. If so employed, you will return as a "regular" status employee, and your leave will automatically end on the day your work for Chevron begins. During this period, you will be eligible for benefits in accordance with your service and provisions of the benefit plans and policies in effect at that time. Before returning to school, you should apply for a renewal of your leave, as outlined in item 3 above.

b. If you work for Chevron during any school vacation period of less than 30 days' duration, you will remain on leave and be considered a "casual hire." You will not be eligible for any Chevron benefits other than the Retirement Plan and the Employee Savings Investment Plan (ESIP) if previously eligible, and your leave will not automatically end.

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7. **Employment by Chevron During Leave:** If you work for Chevron as a part-time employee or as a casual hire while you are on college leave, your benefit status is stated on the application form (see item 8 below), except as follows:

**Retirement Plan** – If you are otherwise eligible to participate under the terms of the plan, benefits will continue to accrue for the period of employment.

**Employee Savings Investment Plan (ESIP)** – You are eligible to continue participating in the plan.

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8. **Status of Benefits:** Your benefit status while on leave is stated on form F-12. If you have any questions about your benefit status, call 1-888-TALK2HR (1-888-825-5247). **Chevron reserves the right to change the terms and conditions of a leave at any time.**

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I have read and understand the conditions that will apply during a leave to attend college.

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_  
(First Name/Middle Initial/Last Name)

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**Human Resources Business Partner:**

Distribution: Mail original with F-12 *Request for Leave of Absence Without Pay* to Human Resources Service Center, P.O. Box 199708, Dallas, TX 75219-9708. Place a copy in employee's personnel file.