



# family and medical leave act

## your rights and responsibilities

This is a summary of your rights and obligations under the federal Family and Medical Leave Act (FMLA). Under this law, employers are required to grant employees up to 12 weeks of unpaid, job-protected time off for family leave or medical leave purposes. In addition, employers are required to offer employees continued health care coverage while on leave. Employers are required to give employees this information about the Family and Medical Leave Act, and you are encouraged to retain it for your reference. Employees in California also have additional rights under the California Family Rights Act, which are described at:

- [www.dfeh.ca.gov/wp-content/uploads/sites/32/2017/06/DFEH\\_CFRA\\_Pamphlet.pdf](http://www.dfeh.ca.gov/wp-content/uploads/sites/32/2017/06/DFEH_CFRA_Pamphlet.pdf)

Lastly, it is important to understand that Chevron offers family leave and disability leave benefits that **significantly exceed the legal minimum** described in this brochure. Thus, please be sure to review Chevron's Family Leave and disability leave policies on the U.S. HR intranet website at [hr.chevron.com/northamerica/us/hrpolicies/](http://hr.chevron.com/northamerica/us/hrpolicies/).

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### leave entitlements

If you are an eligible employee, you may take up to 12 weeks of unpaid, job protected leave during any 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care the employee's spouse, child, parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to work;
- For qualifying exigencies related to the foreign deployment of a military family member who is the employee's spouse, son or daughter (of any age), or parent.

If you are an eligible employee whose spouse, son or daughter (of any age), parent, or next of kin is a covered veteran, you may take up to 26 weeks of FMLA leave in a single 12-month period to provide care for their serious injury or illness (this special form of FMLA leave is called "military caregiver leave").

If your spouse is employed by the company, he or she may also be entitled to a leave. Spouses employed by the same employer are jointly entitled to a combined total of 12 work weeks of leave for the birth, adoption or foster care placement, and to care for a parent (but not a parent-in-law) who has a serious health condition.

Under some circumstances, you may take leave intermittently when medically necessary to care for a seriously ill family member or because you are seriously ill and unable to work. Intermittent leave may be taken in separate blocks of time as short as one hour, or by reducing your normal weekly or daily work schedule.

## **employee eligibility**

To be eligible for a leave covered by the Family and Medical Leave Act, you must meet all of the following:

- Work for the employer for a total of 12 months.
- Have worked at least 1,250 hours over the previous 12 months.
- Work at a location in the United States or in any territory or possession of the United States where at least 50 employees are employed by the employer within 75 miles.

## **paid leave can run concurrently**

Accrued paid leave, such as Short-Term Disability, vacation, bonding or family care benefits, or other similar state or local family leave entitlements may be used concurrently with unpaid FMLA leave, to enable pay continuation during leave, at either the employee's or the employer's request.

## **requesting leave**

Generally, employees must give 30-days advance notice of the need for FMLA leave. When 30 days' notice is not possible, you must provide notice as soon as practicable and follow the employer's usual procedure or applicable union contracts or practices. When you need to take a leave for planned medical treatments for a family member or for your own illness, you must try to schedule the treatment so as not to unduly disrupt the company's operation.

In all cases, you will be required to submit appropriate certification supporting the need for leave in accordance with the company's standard procedures (described at the end of this brochure). You may also be required to provide periodic recertification as appropriate.

In providing certification under FMLA, you will not have to share a medical diagnosis, but must provide enough information so that your employer can determine whether the leave qualifies for FMLA protection. If your employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required. You must also inform your employer if you are taking leave for a reason for which FMLA leave was previously taken or certified.

## **employer responsibilities**

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

## **continuation of health benefits**

When you take a leave covered by the law, Chevron is required to offer you group health coverage as if you had continued to work. Chevron will pay the company portion of your health coverage contributions and you must pay your share of the contributions. While you are receiving Short-Term Disability benefits or vacation pay, your share of the contributions will be paid through deductions from your paychecks. During unpaid leave, arrangements will be made for you to pay your share of health care contributions. You will receive information from Chevron's Human Resources (HR) Service Center about how to make premium payments during your leave. If you do not pay your share of the health care contributions on a timely basis, your coverage for yourself and your dependents may be terminated for the remainder of your leave. Please contact the HR Service Center at 1-888-825-5247 (inside the U.S.) or 610-669-8595 (outside the U.S.) if you have questions about continuing your benefits while on leave. The company reserves the right to recover contributions it paid toward your health coverage if you do not return from the leave.

## job restoration

When you return from leave, you must be restored to your original job, or to an equivalent job in the same general geographical work location with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

## enforcement

The U.S. Labor Department, Wage and Hour Division is responsible for administering and enforcing the FMLA for most employees. If you believe that your rights under the FMLA have been violated, you may file a complaint with the Wage and Hour Division or file a private lawsuit against your employer in court. You may contact the Labor Department at **1-866-487-9243** (TTY: 1-877-889-5627) or **[www.dol.gov/whd](http://www.dol.gov/whd)**.

The Family and Medical Leave Act does not affect any federal or state law that prohibits discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave protection.

## further information

Reed Group is an outside vendor who administers the FMLA for Chevron. If you're absent from work for any length of time for a reason that's covered under FMLA or a related state leave law and you want job protection for your absence, including time off to get medical treatment for your own serious health condition, time off to care for a seriously ill family member, time off to bond with a newborn, newly adopted child, or a newly placed foster child, or leave for any qualifying exigencies related to the foreign deployment of a military family member, contact Reed Group by calling the HR Service Center:

- **1-888-825-5247** option 5 (inside the U.S.)
- **[hr2.chevron.com](http://hr2.chevron.com)** (Choose the Disability Management link.)

If you want more details about your eligibility for leave under company policies, please contact your HR representative. He or she can also provide you with details about Chevron's Family Leave Policy.

For information on how a leave affects your benefits, contact:

- **HR Service Center** at 1-888-825-5247.
- HR Policy 112 at **[hr.chevron.com/northamerica/us/](http://hr.chevron.com/northamerica/us/)** in the **HR Policies** section.
- **Request for Family Leave of Absence Without Pay (F-16)** form, available on the Chevron Forms Management website or through the HR Service Center.