



time away checklist

Schedule, use and report your PTO for 2023 by December 20

- All daily absences and requests for PTO through December 31, 2023, must be reported in Timetastic no later than December 20, 2023. Any earned and unused Beyond6 PTO hours, which includes vacation, will be paid out in your final paycheck from the Beyond6 pay system so it's important to code PTO as soon as possible to facilitate this transition.
- If you have questions or need to make corrections *after* December 20, 2023, you can send an email to [Your Chevron U.S. Benefits](#).

Heads up on the holiday transition

- You'll continue to follow the **Beyond6** holiday schedule for the remainder of 2023.
- You'll receive Chevron's scheduled paid holidays beginning in 2024. The first scheduled Chevron paid holiday is **New Year's Day**, observed on **January 1, 2024**.

Have a sick, disability or pregnancy-related absence?

- If you have a sick, disability or pregnancy-related absence **prior to January 1, 2024**, it's important that you read the [Time Away benefits guide](#) to understand what you need to do to ensure your benefits are properly and timely applied. **Depending on the type of absence, additional action may be required of you.**
- If you have a sick, disability or pregnancy-related absence that starts **on or after January 1, 2024**, you'll need to follow the appropriate [Chevron process](#) for these absences. Be sure to read [Time Away benefits guide](#) for an introduction to the process and what you need to do.

Enroll starting January 1, 2024 on BenefitConnect

For most of the time away benefits, if you're eligible, you're automatically covered. However, if you want to participate in the [Long-Term Disability \(LTD\) Plan – Optional Coverage](#) you must enroll on the Chevron enrollment website, BenefitConnect. Detailed enrollment instructions will be provided in advance of the enrollment period.

Watch for follow-up time away instructions in January 2024

This guide will reference Chevron HR systems, tools, processes, and contacts for requesting time off, using your benefits, viewing your balances, and recording/reporting your time off. **You will not have access to these Chevron resources until January 2024**, so you should continue to use your existing Beyond6 benefits and processes in the interim. Watch for more instructions in January 2024 when you gain access to these systems.

Add 2024 future dated PTO into Chevron's time system

If you have entered time off in Timetastic with a *future date* beyond December 31, 2023, it will not transfer to Chevron. You will need to enter any time off that begins January 1, 2024, and after into Chevron's time sheet system.