



# time off to balance your work and life

Chevron's policies provide you with **time off to relax and recharge** and **work schedule options** that allow you to better balance the demands of work and life.

## holidays

Chevron recognizes fixed date holidays in each operating area according to local significance. Fixed holidays observed may vary depending on your work schedule.

Depending on your work schedule and the local holiday schedule, one or two floating holidays, called a **Personal Choice Holiday (PCH)**, are also available. The PCH is scheduled by each employee with his or her manager.



### holiday transition

You'll continue to follow the **PDC Energy holiday schedule for the remainder of 2024.**

You'll receive Chevron's scheduled paid holidays beginning in 2025.

Beginning **January 1, 2025**, your eligibility for the PCH and the fixed holidays you can take depends on your work schedule and operational needs.

### Q: What if a holiday lands on my scheduled day off?

When a fixed holiday lands on your scheduled day off, it will be handled as follows:

- If your scheduled day off is a **Friday**, the holiday is observed on the **day before** your scheduled Friday off.
- If your scheduled day off is a **Monday**, the holiday is observed on the **day after** your scheduled Monday off.