

september 2024

time away transition guide

for legacy PDC Energy U.S.-payroll employees



The information in this communication applies to legacy PDC Energy U.S.-payroll employees who are eligible for Chevron U.S. benefits. This communication provides only certain highlights about benefits or changes to benefit provisions. It is not intended to be a complete explanation. If there are any discrepancies between this communication and the official policies or legal plan documents, the official policies or legal plan documents will prevail to the extent permitted by law. Oral statements about benefits are not binding on Chevron or the applicable plan or policy. Chevron Corporation reserves all rights, for any reason and at any time, to amend, change or terminate these plans or policies or to change or eliminate the company contribution toward the cost of such benefits. Such amendments, changes, terminations or eliminations may be applicable without regard to whether someone previously terminated employment with Chevron or previously was subject to a grandfathering provision. Unless required by applicable law, there are no vested rights with respect to any Chevron health and welfare plan benefit or to any company contributions towards the cost of such health and welfare plan benefits. Some benefit plans and policies described in this document may be subject to collective bargaining and, therefore, may not apply to union-represented employees. Nothing in any benefit plan provides a right to employment.

taking time away from work

for the important moments in life

This guide includes general information about Chevron's time away benefits and policies and how you will transition to them. Taking time off is good for your mental and physical health, whether it's to enjoy a vacation, recover from an illness or disability, or care for a family member. Chevron's benefits and policies are designed to give you time to recharge, heal and focus on your loved ones so you can be healthy in all aspects of your life. Time away at Chevron generally falls within three categories:



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time off for your own injury, illness, or disability

This coverage supports you when you're unable to work due to illness (sick time), injury or other medical condition, including preventive care or to give birth.



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time off to care for your family

These benefits provide time off to care for your family, from attending doctor's appointments or caring for an ill family member, to welcoming a new child to the family.



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time off to balance your work and life

These policies provide you with time off to relax and recharge or offer a work schedule option that allows you to better balance the demands of work and life.

time away banks at chevron



At Chevron, time away benefits are *not* combined into one paid time off (PTO) program. **Your time off for vacation, disability, sick time, family care and bonding are divided into separate benefit banks.** They are separate amounts, grow at different rates, with different rules for using them and are not interchangeable. In total, you will not lose time off when you transition to Chevron's plans; you will simply use and code your time away according to the applicable benefit or policy.



time away checklist

Schedule, use and report your PTO for 2024

All accrued and unused PDC Energy PTO hours as of year-end 2024 will be paid out on January 10, 2025. Continue to timely use and record your PTO and – when possible – request any future time off between now and December 31 in ADP.

Heads up on the 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**. The first scheduled Chevron paid holiday is **New Year's Day**, observed on **January 1, 2025**.

Have a sick, disability or pregnancy-related absence?

- If you have a sick, disability or pregnancy-related absence **prior to January 1, 2025**, it's important that you read this communication 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, 2025**, you'll need to follow the Chevron process for these absences.

Enroll for Chevron benefits December 9 – December 20, 2024

For most of the time away benefits discussed in this newsletter, 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. Refer to your enrollment instructions.

Watch for follow-up time away instructions in January 2025

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 2025**, so you should continue to use your existing PDC Energy benefits and processes in the interim. Watch for more instructions in January 2025 when you gain access to these systems.

chevron disability management process

Throughout this guide, you'll see references to the **Chevron Disability Management process**. When you have an absence that's subject to Chevron's Disability Management process, there are certain steps you *must* follow and actions that you need to complete to report an absence and receive any benefits for which you may be eligible.

Learn more about this process by watching the educational videos at hr2.chevron.com/PDCEnergy.



time away key resources



start here to get the basics

This guide provides information about how your **PDC Energy benefits will transition to Chevron**, including any actions required and key deadlines.



go online for more detail

This guide does not provide complete details. In general, you can find additional information and resources about our current benefits and programs online, including **educational videos, transition guides, coverage costs, benefit summaries** and more. The combination of information online and the transition details in this guide should give you a full picture of the time away benefits that will be available when you become eligible.

Visit hr2.chevron.com/PDCEnergy.



attend virtual office hours to ask questions

Attend live, **virtual office hours** hosted by the Chevron Total Rewards team. Review this transition guide and the online education resources *first*, then attend an office hours session to help answer any clarifying questions you have about Chevron's pay and benefit programs. Personal situations will not be addressed. Get the dates and meeting information on

hr2.chevron.com/PDCEnergy.

have your personalized service date letter on hand

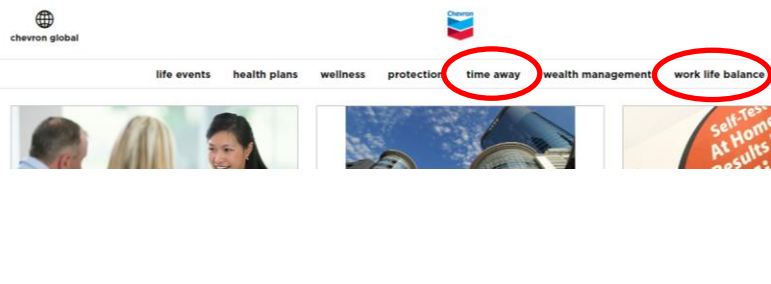


A letter, Your Personalized Chevron Service Dates, was sent as a PDF attachment to you, along with other pay and benefit transition details, from the HR Communication Group mailbox on September 11. You'll want to have that letter on hand to reference some of your service dates as you review this transition guide.

hr2.chevron.com

Find additional information about the benefits, policies and programs discussed in this guide.

You should focus on two areas of the website for time away information: **Time Away** and **Work Life Balance**



hr2.chevron.com/PDCEnergy

Special resource designed *specifically* for the transition of your **PDC Energy** pay and benefits to Chevron.



This resource is available at work or at home, from any device connected to the internet, so please share these websites with other benefit decision-makers at home. Note that while most information on this site is publicly available, certain documents or links may only be available from the Chevron intranet network.



time off for your own injury, illness, or disability

Chevron’s policies and disability benefits under the **Short-Term Disability (STD) Plan** and **Long-Term Disability (LTD) Plan** support you when you’re unable to work due to illness (sick), injury or other medical condition, including preventive care or to give birth. State or local required leaves are also supported in coordination with Chevron policies and STD Plan benefits. If benefits are available under a federal, state, or local paid leave law, your Chevron benefits will be coordinated with your federal, state, or local benefit so that the sum of all of your leave-related benefits or payments do not exceed 100% of your pre-leave earnings.

There are several different types of benefits that fall under the STD Plan, including: the **STD benefit, Bonding benefit, Family Care benefit and Extended Family Care benefit**. These benefits have their own unique uses and have their own banks.

Learn more about these benefits by watching the educational videos at hr2.chevron.com/PDCEnergy.

short-term disability benefit

- Benefits cover **disability** (illness, injury and pregnancy-related absences), including to give birth, and to **visit a primary care provider to receive preventive care**.
- There is no waiting period to use these benefits, which provide wages while you are out for eligible reasons.
- Benefits are based on the following schedule and are the *maximum* amounts.

Health and Welfare Eligibility Service*	On-the-Job Disability		Off-the-Job* Disability	
	Full Regular Pay	Half Regular Pay	Full Regular Pay	Half Regular Pay
Hire date – 1 year	26 weeks	26 weeks	6 weeks	6 weeks
2 – 4 years	26 weeks	26 weeks	8 weeks	8 weeks
5 – 9 years	26 weeks	26 weeks	16 weeks	16 weeks
10 – 14 years	26 weeks	26 weeks	21 weeks	21 weeks
15 or more years	26 weeks	26 weeks	26 weeks	26 weeks



* Your STD amounts may be enhanced in recognition of your PDC Energy service. You can see the amount you’re eligible for in Workday beginning in January. Reference your **personalized service letter** to locate your **Time Off Service Date**.

long-term disability benefit

The LTD Plan provides benefits to eligible employees who remain disabled for an extended period of time.

Basic Coverage is automatic (no enrollment required) and pays **50%** of your annualized regular pay, up to the Internal Revenue Code limit. Participation begins on or after **January 1, 2024**, as long as you are actively at work.

Optional Coverage can be purchased to increase your benefit to **60%** of your annualized regular pay, up to the Internal Revenue Code limit. Note, even if you purchase the maximum amount of optional coverage, this benefit *does not* replace your pay in full.

- **You must enroll** for this coverage on the BenefitConnect website starting December 9, 2024.
- If you enroll between **December 9, 2024** and **December 20, 2024**, you will not be required to provide **proof of good health**. If you miss this deadline and want to enroll for this coverage at a later date, you will be required to provide proof of good health.
- **You pay the entire cost of coverage** through after-tax payroll deductions.
- Available for **eligible employees only**; dependents are not covered.



what happens to my PDC Energy coverage?

Colorado Paid Sick Leave and Paid Family Leave

Employees working in Colorado have two state-specific leave programs:

- The **Healthy Families and Workplaces Act (HFWA)** for **paid sick leave**, and
- The **Colorado Family and Medical Leave Insurance (FAMLI)** program for **paid family and medical leave**.

Chevron benefit programs and/or policies support these required leaves through existing policies and practices. You can find more information about Colorado time away, including the process for reporting and coding time off, on the state disability and leave benefits page at hr2.chevron.com.

Beginning January 1, 2025, the processes will change for requesting these benefits.

HFWA

- Under **HFWA**, workers in Colorado are provided paid sick leave (PSL) benefits for certain health and safety related needs. Chevron provides this required time off with pay through existing leave policies and the Family Care benefit. You will follow the Chevron process used to report your own illness or to care for a family member, including following your local absence control protocols. **Time off is recorded by you or your time administrator on your time sheet. Chevron's absence management partner does not handle absences under HFWA**; however, if you think your absence qualifies for protection under the Family and Medical Leave Act (FMLA), you should follow the disability management process.

FAMLI

- Under **FAMLI**, workers in Colorado have access to paid family and medical leave (PFML) to take care of themselves or their family for certain circumstances. Though this law doesn't require employers to provide pay replacement, Chevron does provide such benefits under the Short-Term Disability (STD) Plan to eligible employees. If available, **these benefits will run at the same time as – or concurrently with – FAMLI benefits provided by the state and appropriate HR policy.**

If you need to take a paid leave due to a qualifying FAMLI reason, **you must follow your local Chevron absence control protocols, the Chevron Disability Management Process, and the FAMLI program application process** to help ensure that your benefits, if eligible, are properly administered and timely paid. **Chevron's absence management partner does not handle the state's FAMLI program application process.** However, any payments you receive from the state are subject to coordination with applicable Chevron benefit plans. **When you receive FAMLI benefits from the state, you must notify Chevron payroll of the FAMLI benefits received.**

Both employees and the company **share in the cost** of the FAMLI program. That means eligible employees in Colorado will begin seeing deductions for their portion of the premium (which is set by the state) beginning with your first Chevron paycheck.

FAMLI, disability or pregnancy-related absences during the transition

Effective January 1, 2025, Unum will no longer manage disability-related benefits. Instead, you'll follow the Chevron Disability Management process.

If you have a disability, sick or pregnancy-related absence during the transition from PDC Energy to Chevron benefits over the next few months, reference the information below to understand how your benefits will work and what you may need to do.

If your FAMLI, disability, sick or pregnancy-related absence began *prior to January 1, 2025*:

- You should follow the existing **PDC Energy absence process**.
- You will continue to receive benefits under the **PDC Energy plans and policies** if you continue to meet the requirements of such plans and policies. This means the PDC Energy rules and absence policies will remain in effect, provided the absence began prior to **January 1, 2025**.
- For **FAMLI and disability absences**, benefits will continue to be administered by **Unum**.
- You should continue to follow the PDC Energy processes for the duration of your absence.
- When you are released to return to active work in 2025, you will be eligible for coverage under the Chevron STD Plan and will follow the Chevron and state application processes.

If your FAMLI, disability, sick or pregnancy-related absence begins on or after January 1, 2025:

- Your eligibility for disability, sick or pregnancy-related benefits (including bonding) will be based on **Chevron benefits**, and you will need to follow the **Chevron Disability Management process** beginning January 1, 2025 to report and certify your absence.

Welcoming a new child?

If you're welcoming a new child during the transition from PDC Energy to Chevron benefits, it's important that you follow the **Chevron Disability Management** process beginning **January 1, 2025**, to understand how your benefits will be applied and what you need to do.



time off to care for your family

Chevron's **Family Care** and **Bonding** benefits under the STD Plan provide pay for time off to care for your family, from attending doctor appointments or caring for an ill family member to welcoming a new child to the family. If benefits are available under a federal, state, or local paid family leave law, your Chevron benefits will be coordinated with your federal, state, or local benefit so that the sum of all of your family leave-related benefits or payments do not exceed 100% of your pre-leave earnings.



To be eligible for these benefits, you must have at least **six months of health and welfare eligibility service (HWES)**. Reference the personalized service letter sent to you from the Your Chevron U.S. Benefits email to locate your HWES date.

Learn more about these benefits by watching the educational videos at hr2.chevron.com/PDCEnergy.

family care

- Provide **pay for time off** for a family member's preventive care or to care for a family member with a serious health condition.
- Two types with two separate time banks:

family care bank 1 week

requires supervisor approval only
and you (or your time administrator)
must enter the time off
on your Chevron timesheet

Time bank is restored on January 1
of each calendar year.

extended family care bank 7 weeks

requires supervisor approval
and you must follow the
Chevron Disability Management process

Available time in this bank is based
on a rolling 12-month period.

bonding benefit

- Provides up to **eight weeks of pay for time off** for mothers *and* fathers to bond with their new child within one year of the birth, adoption or placement for adoption or foster care.
- Can be taken in a minimum of **one-week increments**.
- Has a **separate bank of hours** based on your work schedule.
- Time off is in *addition to* any **pregnancy-related benefits** covered under the Chevron short-term disability (STD) benefit.

If you became a parent in 2024, you may be eligible to use some or all of your Chevron Bonding benefit in 2025. To learn more about availability, follow Chevron's Disability Management process beginning January 1, 2025.

maternity benefits

Benefits for pregnancy-related absences and to give birth are covered under the **Chevron STD benefit**. The **Bonding benefit** is a separate, additional benefit for the purpose of bonding with your child. To qualify for either benefit you must follow the Chevron Disability Management process and submit the required documentation. Beginning January 1, 2025, you can contact Chevron's absence management partner for more information about applying for these benefits.

transition information for new parents and parents-to-be

If you became a parent in 2024, you may be eligible to use some or all of your Chevron Bonding benefit beginning January 1, 2025. As you prepare for the transition to Chevron benefits, keep in mind that time taken during 2024 for **PDC Energy Bonding Leave** will count toward your **Chevron Bonding benefit**. This means that your Chevron Bonding benefit time bank will reflect eight weeks minus any time already taken in 2024 for PDC Energy Bonding Leave.

Example

Chevron Bonding benefit time bank as of January 1, 2025

Initial Chevron Bonding benefit balance	8 weeks	For example, if you have taken 4 weeks of PDC Energy Bonding Leave in 2024, and are still within one year of the eligible event*, your Chevron Bonding benefit time bank will reflect 4 weeks of available time off beginning in January. Remember, the Bonding benefit must be used within one year of the eligible event.
PDC Energy Bonding Leave time taken	4 weeks	
Remaining Chevron Bonding benefit balance	4 weeks	

*An eligible event is the birth, adoption or placement for adoption or foster care of a dependent child.

more examples online

You can find additional bonding benefit transition examples at hr2.chevron.com/PDCEnergy.



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.



vacation

Starting **January 1, 2025**, you'll earn and use vacation time according to Chevron's **Vacation** policy. Beginning in January, you'll be able to read complete details in Chevron's Vacation Policy (HR Policy 120) when you have full access to the Chevron intranet, but in the interim, here are highlights about how Chevron vacation works. You can also learn more by watching the educational videos at hr2.chevron.com/PDCEnergy.

- The amount of **annual vacation** you will earn in a calendar year is based on your years of vacation service and current work schedule.
- Your vacation bank will show your earned vacation on a **daily prorated basis**, starting January 1 each year. You will stop earning vacation if you reach your **earning cap**.
- Although you earn vacation on a daily basis, you can still take your annual vacation allowance at **any time during the year**, even if you haven't earned it yet.
- Use and scheduling of your annual vacation is subject to **management's discretion and operating needs**. Communicate with your supervisor as far in advance as practicable about your vacation scheduling.

amount of annual vacation

Years of Vacation Service	Annual vacation
0 thru 9 years	120 hours
10 thru 19 years	160 hours
20 thru 29 years	200 hours
30 years and beyond	240 hours

Q: What's my annual vacation amount at chevron?

You can review *your* annual vacation amount and how it will change as your service increases with Chevron by following these steps:

1. Reference the **personalized service letter** sent to you from the Your Chevron U.S. Benefits email. Locate your **Time Off Service Date**.
2. Determine your **years of vacation service** based upon your Time Off Service Date.
3. Go to the **Amount of Annual Vacation** table from HR Policy 120, included at left, then locate your years of vacation service and the corresponding annual hours of vacation. Amounts shown are for standard 40 hour per week averaged annual schedule.



what happens to my PDC Energy PTO?

- **Any accrued and unused PDC Energy PTO hours as of year-end 2024 will be paid out in a separate check on January 10, 2025.**
- The amount of your annual vacation will continue to be based on your length of service with the company, including your years of service with PDC Energy. You received a personalized service letter that provided you with your *Time Off Service Date*. Your Time Off Service Date is used to determine how much vacation you're eligible to earn in a calendar year, as described under Chevron's Vacation Policy (HR Policy 120) in the *Amount of Annual Vacation* table, also included above for your quick reference.



remember ...

Your time off for vacation, disability, sick time, family care, or bonding are divided into **separate banks**. These banks have separate amounts, grow at different rates and have different rules for using them; they are not interchangeable.



compressed workweek schedule

With compressed workweeks, you work longer days in exchange for additional days off.

Chevron offers compressed workweeks, including a 9/80 schedule, as an alternative to the standard 5/40 work schedule (five 8-hour days/40 hours per week). A compressed workweek schedule is designed to allow you time to balance your work and personal or family needs.

Adoption of a compressed workweek schedule is **voluntary** at both the department and employee level. This decision will be based on each department's situation and their ability to meet workload and business requirements.

attending to personal matters

In addition to the time away benefits covered in this newsletter, several kinds of **leaves of absence** — some with pay and some without pay — are available to eligible employees. Common leaves with pay include bereavement, volunteering and civic duty.

family and medical leave act (FMLA)

The Family and Medical Leave Act of 1993 (FMLA) is a federal law that provides up to 12 weeks of job protection during any 12-month period for certain personal and family medical reasons. Job protection means that when you return from an absence covered under FMLA, you must be restored to your original job, or to an equivalent job with equivalent pay and benefits. In addition, your use of time off under FMLA cannot result in the loss of any employment benefit that you earned or were entitled to before you used the time off. FMLA can run concurrently with certain Chevron leaves of absence, such as Chevron Family Leave.



what happens to your PDC Energy coverage

If you are eligible for FMLA benefits, you will have 12 weeks beginning January 1, 2025.

If you are on an open and approved FMLA absence as of January 1, 2025, it should be transferred to Chevron's absence management partner, who will administer your FMLA absence through your original certification date. You may need to take action if either of the following apply:

- **You are taking intermittent FMLA.** You will need to contact Chevron's absence management partner beginning January 1, 2025, to report your intermittent FMLA time.
- **You need to extend your absence or request a new absence.** You will need to contact Chevron's absence management partner to request an extension of your approved FMLA or to request a new FMLA absence.