

effective january 1, 2023

chevron holiday schedule

for legacy REG U.S.-payroll O&M employees

This document is a supplement to the [Chevron Time Away Benefits guide](#) that was distributed in September and provides an overview of the 2023 holiday schedule for legacy REG U.S.-payroll Operating and Mechanical (O&M) employees who work on an 8-, 10-, or 12-hour shift schedule.

It's important to remember that you'll continue to follow the REG holiday schedule for the remainder of 2022. The first scheduled Chevron paid holiday in 2023 is New Year's Day.

Chevron recognizes 10 holidays totaling 80 hours, regardless of work schedule.



You receive **9** fixed holidays that are recognized by Chevron.

Company-recognized holidays:

- New Year's Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day



You receive **1** floating holiday, called a **Personal Choice Holiday (PCH)**.

You may take your PCH on a day of significance to you. The PCH should be scheduled with your supervisor and is subject to supervisor approval.

do i have to use vacation time for a holiday if i work a 10- or 12-hour shift?



Chevron provides **8 hours** of pay for all observed holidays, regardless of work schedule. Employees who work a **10- or 12-hour shift** may elect to use 2 or 4 hours of vacation time to receive pay as though you had worked your regular shift, or you may take unpaid time off for time off that exceeds 8 hours of holiday pay. There is no requirement to use vacation time.

how are holidays observed when they fall on a saturday or sunday?



For employees who work an **8- or 10-hour shift**, holidays that fall on a Saturday will be observed the *preceding* Friday and Sunday holidays will be observed the *following* Monday.

For employees on a **12-hour shift**, holidays are *always* observed on their actual day.

holiday pay

Employees who work on a holiday receive **8 hours** of holiday pay at your base wage rate *as well as* your base wage rate **times 1.5** for any hours worked on a given holiday, including overtime hours.

example holiday pay scenarios

1. If a holiday falls on a scheduled workday and *you do work* on that holiday ...

- You will receive 8 hours of holiday pay at 1.0 times your base wage rate.
- You will be paid your hourly base wage rate times 1.5 for any hours worked.

Example: Javier

Javier is an hourly employee who works a 10-hour schedule and is paid \$40 per hour worked. Javier works a company-recognized holiday that falls on his regularly scheduled workday. Javier is paid:

- \$320 for holiday pay (8 hours times \$40/hr.)
- \$600 for hours worked (\$40/hr. times 1.5 times 10 hours)

2. If a holiday falls on a scheduled day off and *you do not work* on that holiday ...

- You will receive 8 hours of holiday pay at 1.0 times your base wage rate.
- You do not receive any 1.5 times pay because you did not work any hours.

Example: Susan

Susan is an hourly employee who works a 12-hour schedule and is paid \$45 per hour worked. A holiday falls on a regularly scheduled day off and Susan does not work any hours. In addition, she elects to use 4 hours of vacation time on the company-recognized holiday. Susan is paid:

- \$360 for holiday pay (8 hours times \$45/hr.)
- \$180 for vacation pay (4 hours times \$45/hr.)

3. If a holiday falls on a scheduled day off *but you do work* on that holiday ...

- You will receive 8 hours of holiday pay at 1.0 times your base wage rate.
- You will be paid your hourly base wage rate times 1.5 for any hours worked.

Example: Lamar

Lamar is an hourly employee who works a 12-hour schedule and is paid \$50 per hour worked. Lamar isn't scheduled to work on a company-recognized holiday but picks up a shift and works that holiday. Lamar is paid:

- \$400 for holiday pay (8 hours times \$50/hr.)
- \$900 for hours worked (\$50/hr. times 1.5 times 12 hours)