

vacation

hourly employee accrual amounts

annual vacation amounts at chevron

You can review your annual vacation amount and how it will change as your service increases with Chevron.

To determine your annual vacation amount, follow these steps:

- Reference the **personalized service letter** sent to you in late August from the Your Chevron U.S. Benefits email. Locate your **Time Off Service Date**.
- Determine your **years of vacation service** based upon your Time Off Service Date.
- Go to the **Amount of Annual Vacation** table below and locate your years of vacation service.
- Next, view the amount in the column that corresponds to your **work schedule**.

amount of annual vacation		
Years of Vacation Service	Annual vacation for most: • 5/40 salaried workweek schedule* • 9/80 & 4/10 salaried workweek schedules** • 8- and 10-hour O&M shift schedules	Annual vacation for 12-hour O&M shift schedules†
0 thru 9 years	120 hours	126 hours
10 thru 19 years	160 hours	168 hours
20 thru 29 years	200 hours	210 hours
30 years and beyond	240 hours	252 hours

* The **5/40** work schedule is the standard five, 8 hour days/40 hours per week salaried schedule.

** **9/80** and **4/10** work schedules are compressed workweek options for salaried employees. Compressed workweek schedules are discussed in the *Time Away Benefit Guide* on hr2.chevron.com/REG.

† Assumes you maintain your shift schedule for the entire year.

Example:

According to the **personalized service letter** Dan received in late August:

- His **Chevron Time Off Service Date** is February 15, 2004.
- 2023 - 2004 = **19 years**.
- This means Dan will have 19 years of vacation service in 2023 and should reference the **10 thru 19 years** row on the table to determine his annual vacation amount.