



new process for requesting time off for the bonding benefit short-term disability plan effective october 1, 2019

Update to the summary plan descriptions (SPD)

Changes described in this SMM are effective as of October 1, 2019.

The enclosed information serves as an official summary of material modification (SMM) for the **Short-Term Disability (STD) Plan**. Please keep this information with your other plan documents for future reference. You can access the summary plan descriptions for your benefits at hr2.chevron.com or by calling the HR Service Center at **1-888-825-5247**.

new process for requesting time off for the bonding benefit

The Bonding Benefit, which is part of the Short-Term Disability (STD) Plan, provides paid time off for mothers and fathers to bond with their child within one year of the birth, adoption or placement for adoption or foster care.

Effective October 1, 2019, you must apply to receive the Bonding Benefit by first notifying your supervisor at least 30 days in advance when the need for time off is foreseeable. When 30 days' notice is not possible, you should request the time off as soon as practicable. **After you notify your supervisor, you must follow the Disability Management process to report your absence, including submitting supporting documentation.**

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