



time away benefits transition guide



For legacy U.S.-payroll Hess employees

This guide includes general information about how you will transition to Chevron's time away benefits and policies. Whether you need to take time off to **recover from an illness or disability, care for a family member or enjoy a vacation**, Chevron's benefits and policies are designed to give you time to recharge, heal and focus so you can be healthy in all aspects of your life. *Note: All benefits highlighted in this document are governed by the terms of their respective official plan document(s).*

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what you need to do and when

Use this at-a-glance checklist to prepare for your new Chevron coverage.



Vacation To-Do

O&M field hourly and rotators

Record your vacation

Deadline: November 10, 2025

You will be eligible for a cashout of unused vacation at the end of the year, per the normal Hess process, as long as you record your time by **November 10**.

all other employees

Request vacation rollover

Deadline: December 5, 2025

You may request up to 5 days of vacation rollover per the normal Hess process. You must request a rollover by **December 5**.



Until December 31, 2025

Follow existing time away policies and reporting requirements

If you need to be absent from work (including vacation and sick time), you should continue to follow the existing Hess time away policies and reporting requirements through December 31, 2025. If you begin a leave of absence (Short-Term Disability, Paid Family Leave or Long-Term Disability) before January 1, 2026, you will remain on your Hess policy until you return to work in coordination with Chevron Disability Management.



Beginning January 1, 2026

Follow Chevron time away policies and reporting requirements

Any absences from work should follow Chevron's policies and requirements starting January 1, 2026.

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The information in this communication applies to legacy Hess 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.

what happens to your coverage

Learn about what happens to your current coverage,
including highlights about what is the same and what is new.

good to know

Time away generally falls into three categories, each with separate banks and amounts that grow at different rates and have different rules for use:



your own injury, illness or disability

Also includes doctor visits
or preventive care



your family's care

Caring for a seriously ill
family member or bonding
with a new child



your work and life balance

Holidays, vacation, flexible
work schedules



are you a new or expectant parent?

If you became a parent in 2025, you may be eligible to use some or all of your Chevron Bonding benefit beginning January 1, 2026. Time taken during 2025 under the **Hess Parental Bonding paid leave benefit** will count toward your **Chevron Bonding benefit maximum of eight weeks**. Therefore, your Chevron Bonding benefit time bank will reflect the balance remaining after the time you took in 2025 as Hess Parental Bonding paid benefits is deducted from the maximum eight weeks available through Chevron.

there's more online



DO YOUR RESEARCH
hr2.chevron.com/hess



videos

A big-picture introduction to
Chevron's time away benefits



vacation policy

When you have access to the
Chevron intranet, read the policy
for full details about how vacation
is earned and used at Chevron.



annual vacation amount

Learn how to determine your
annual vacation amount
effective January 1, 2026.

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your own injury, illness or disability

plans offered

what's the same

You'll continue to have access to:

- Company-provided **short-term disability coverage**.
- Company-provided **long-term disability coverage**.
- **Pregnancy-related absences**, including giving birth and postpartum.

what's new

Disability benefits at Chevron are *not* automatic.

You must follow the Chevron Disability Management process to receive benefits.

- If you are determined to be eligible for disability benefits, benefits will generally first be payable under the **Chevron Short-Term Disability (STD) Plan**.
- If you *continue* to be disabled after exhausting the STD Plan benefits available to you, you may be eligible to receive benefits under the **Chevron Long-Term Disability Plan**.

The Chevron Long-Term Disability (LTD) Plan offers two coverage options for you to choose from.

- **Basic LTD** coverage starting at 50% of your annualized regular pay.
Contributions are paid by Chevron.
- **Optional LTD** coverage of up to 60% of your annualized regular pay.
You pay for the additional 10% of coverage. If you wish to purchase **Optional LTD** insurance, and you enroll from **December 8-19, 2025**, you will not be required to answer health questions (also called evidence of insurability). If you miss this deadline, you can still enroll later but you will be required to answer health questions.

Benefits for absences related to pregnancy and childbirth are handled differently.

Benefits for absences related to disability due to pregnancy and then childbirth (including post-partum recovery) are provided by the **Chevron Short-Term Disability (STD) Plan**.

- There is no separate wage replacement benefit during maternity leave at Chevron like it is at Hess.
- Chevron considers disability due to pregnancy or childbirth an *off-the-job* disability.

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transition of disability-related absences

prior to january 1, 2026

If you have a disability-related absence that began *prior* to January 1, 2026:

- You will continue to receive benefits under the Hess disability plans and policies.
- When you are released to return to active work, you will generally be eligible to participate in Chevron's disability plans.

on or after January 1, 2026

If you are actively at work on or after January 1, 2026, *and* have a disability-related absence that begins on or after January 1, 2026:

- Your eligibility for benefits will be determined under Chevron's disability plans.
- You must follow the Chevron [Disability Management process](#) to report and certify your absence.

transition of pregnancy-related absences

prior to january 1, 2026

If your Hess STD or Maternity Leave begins prior to January 1, 2026:

- Follow the existing Hess STD and Maternity Leave policies and reporting processes for the duration of your absence.
- When you return to active work in 2026, you will be eligible for coverage under the Chevron STD Plan for any subsequent eligible disabilities that occur on or after such return.

on or after January 1, 2026

If your STD period, for pregnancy and post-partum recovery begins on or after January 1, 2026:

- Your eligibility for benefits will be based on the Chevron STD Plan.
- You must follow the Chevron [Disability Management process](#) to report and certify your absence.
- At Chevron, post-partum recovery uses your available STD benefits, with a standard recovery of up to 6 weeks and up to 8 weeks, depending on the type of delivery.



your family's care

plans offered

Your Chevron time away options include:

Family care

Up to one week per calendar year to care for an eligible family member.

Extended family care

Up to seven weeks per rolling 12-month period to care for an eligible family member with a serious health condition.

Bonding benefit

Up to eight weeks for mothers and fathers to bond with their new child within one year of the birth, adoption or placement for adoption or foster care.

what's the same

- Time off to **care** for family.
- Time off to **bond** with a new child.

what's new

At Chevron, time off to:

- Care for an eligible family member with a serious health condition is covered by **Family Care** and **Extended Family Care** benefits under the **Chevron Short-Term Disability (STD) Plan**.
- Bond with a new child is covered by the **Bonding** benefit under the **Chevron STD Plan**.

transition of absences to care for family

prior to january 1, 2026

If your Hess Family/Dependent Care Leave begins prior to January 1, 2026:

- Follow the existing Hess Family/Dependent Care Leave (Paid Family Leave) policy and reporting processes for the duration of your absence.
- When you return to active work in 2026, you will be eligible for the Family Care or Extended Family Care benefit under the Chevron STD Plan for a qualifying reason to care for an eligible family member that occurs on or after such return.

on or after January 1, 2026

If your Chevron Family Care or Extended Family Care begins on or after January 1, 2026:

- Your eligibility for benefits will be based on the Chevron STD Plan.
- Follow your local absence control process for the Family Care benefit (consult your supervisor).
- For the Extended Family Care benefit, you must follow the Chevron [Disability Management process](#) to report and certify your absence.

transition of bonding-related absences

became a parent in 2025

If you became a parent in 2025, you may be eligible to use some or all of your Chevron Bonding benefit beginning January 1, 2026.

- As you prepare for the transition to Chevron benefits, keep in mind that time taken in 2025 for Hess Parental Bonding will count toward your Chevron Bonding benefit.
- This means your eligible Chevron Bonding benefit time will be eight weeks (maximum Chevron benefit) *minus* any time already taken in 2025 for Hess Parental Bonding.
- Starting January 5, 2026, you must follow the Chevron Disability Management process to report and re-certify your absence to use the Chevron Bonding benefit, if available.

become a parent on or after January 1, 2026

If you become a parent on or after January 1, 2026, you may request to use your Chevron Bonding benefit as follows:

- Notify your supervisor at least 30 days in advance when the need for time off is foreseeable. When 30 days' notice is not possible, request the time off as soon as practicable.
- You must follow the Chevron [Disability Management process](#) to report and certify your absence.

example: bonding transition

Chevron bonding benefit time bank as of January 1, 2026:

Initial Chevron Bonding benefit balance	8 weeks
Hess Parental Bonding time taken	6 weeks
Remaining Chevron Bonding benefit balance	2 weeks

For example, if you have taken 6 weeks of Hess Parental Bonding in 2025 and are still within one year of the eligible event*, you will be eligible for 2 weeks of the Chevron Bonding benefit.

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

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your work and life balance

holidays

- You'll continue to follow the Hess holiday schedule for the remainder of 2025.
- Beginning **January 1, 2026**, your eligibility for the Personal Choice Holiday (PCH) and the fixed holidays you can take depends on your work schedule and Company operational needs. [View Chevron holiday schedules](#) ›

vacation

cashout or rollover

The normal Hess vacation cashout or rollover approval process will apply at the end of 2025.

- **For O&M field hourly and rotators:**
 - You will be eligible for a cashout of unused vacation at the end of the year per the normal Hess process.
 - You must record your time by November 10, 2025.
 - Your Chevron vacation will start at **0** on January 1, 2026.
- **For all other employees:**
 - You may request up to 5 days of rollover per the normal Hess process.
 - You must request a rollover by December 5, 2025.
 - If you have approved rollover time, it will be added to your Chevron vacation bank by the end of January 2026.

what's different

Chevron's vacation policy works differently from Hess's policy.

- You earn vacation daily based on your annual vacation amount.
- There is no annual cashout or rollover process.
- There is an earning cap of 80 hours over your annual vacation amount. If you reach the cap, you will stop earning vacation until your balance falls below the earning cap.

You can read the complete Chevron Vacation Policy (HR Policy 120) when you have full access to the Chevron intranet in January 2026. In the meantime, you can read about the basics at hr2.chevron.com/hess.

work schedule

Your work schedule will stay the same unless you are notified otherwise by your supervisor.