

vacation

how to determine vacation

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** emailed to you in October. 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:	Annual vacation for 12-hour shift schedules [†]
	• 5/40 salaried workweek schedule* • Compressed salaried workweek schedules** • 8- and 10-hour 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, 4/10 and 8/6** work schedules are compressed workweek options for salaried employees.

† Assumes you maintain your shift schedule for the entire year. Typically consists of 7/7 or 14/14 rotators.

Example:

According to the **personalized service letter** Dan received in October:

- His **Chevron Time Off Service Date** is February 15, 2004.
- 2026 - 2004 = **22 years**.
- This means Dan will have 22 years of vacation service in 2026 and should reference the **20 thru 29 years** row on the table to determine his annual vacation amount.

about chevron's vacation policy 120

You'll be able to view the full U.S.-Payroll HR Policy-Vacations after January 1, 2026. Make sure to read the full policy as there are differences from the Hess vacation policy. A few key points to note include:

- You are expected to use your vacation each year.
- All employees, including hourly employees, earn vacation daily based on your annual vacation amount.
- There is a vacation cap that is generally up to 80 hours above your annual vacation amount. If you reach this cap, you will stop earning vacation until you reduce your balance.
- For hourly employees, there is not a standard automatic payout of earned vacation each year.

