



reporting absences at chevron



1. Notify your supervisor.



2. Follow the process that applies to your absence reason:

- Vacation
- Family care
- Your own illness, injury, disability lasting **less than 5** consecutive scheduled workdays
- Absence **not** subject to the Disability Management process



Follow local time reporting procedures
(Workday, notify time administrator, etc.)

Chevron Disability Management Process

- Your own illness, injury, disability lasting **5 or more** consecutive scheduled workdays **or**
- An absence of any duration for any of the following reasons:
 - Maternity
 - Bonding
 - Extended family care
 - Military family leave
 - Apply for job protection under a law



**Contact Chevron's
Absence Management
Partner**

1-888-825-5247

hr2.chevron.com/mysedgwick



**more details available on
hr2.chevron.com/timeaway**