



time away benefits

overview

Vacation

Chevron's vacation policy provides you with time off to relax and recharge.

Amount of annual vacation

The amount of vacation for which you're eligible each year is based on the number of full years of **vacation service** you are expected to achieve during the calendar year and your regular work schedule.

Earning and using vacation

Vacation is earned **daily**. You can still take your annual vacation allowance at **any time** during the year, even if you haven't earned it yet.

Earning cap

There is a cap on the amount of vacation you can earn, equal to your **annual vacation allowance plus 80 hours**. If you reach the cap, you will stop earning vacation until you take enough to bring your balance below the cap. Then, you will begin earning vacation again.

When you leave Chevron

When your employment ends, you will receive a payout only if you have a **positive** balance of earned and unused vacation as of your last day of employment.

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