



human resources

milestones and deadlines

when you leave chevron with severance

for U.S.-payroll employees

Your Chevron severance package contains information to help you make a smooth transition from employee to alumni. This document is a summary of important milestones and deadlines to help you organize and plan for your departure – both before you leave Chevron, and after. **This document is a summary only.** Be sure to carefully consult the resources referenced here for more complete instructions and additional considerations that may apply to you.



Key contacts and resources are included at the end of this document.

before you leave chevron

upon receiving your notification letter ...



Get your numbers

An important part of making decisions is to understand your current status. You can preview an estimate of your severance pay benefits, see if you're eligible for retiree health benefits, model your pension, and access other personalized benefit information. You'll want to refer to this information during the decision-making process. [Get started.](#)



Become familiar with what happens to your benefits

Learn how leaving Chevron affects your benefit plans and programs so you can begin to think about and plan for the benefit choices you'll need to make. If you're eligible for retiree health benefits, remember that leaving Chevron is an important enrollment milestone, so begin the decision-making process right away, *especially* if anyone in your family is age 65 or older. [Start exploring here.](#)



Register for career transition support

If you're interested in the career transition support offered as part of your severance program, you may register starting the day you receive your personalized notification email and letter. See [Right Management](#) professional outplacement/career transition services to get started.

before your intranet access ends ...



Gather your passwords

As an employee with access to the Chevron intranet, you are currently able to use the convenient automatic login feature for some common benefit websites, like BenefitConnect and Fidelity. Automatic login is generally *not* available when your Chevron intranet access ends. Make sure you know your login information or reset your password for these websites; it's likely you'll need access to them. [Get started.](#)



Manage your personal information

Make sure Chevron has your most current personal information such as address, email, phone or beneficiary designations. [Scroll down on this page](#) to get started.



Update communication delivery preferences

If you have elected electronic distribution for your **Pay Statement**, your **W-2** year-end statement or other **benefit materials and notices**, be sure to adjust your delivery method or change the email address used for these notifications, if applicable. See **Manage your personal information** section on [this page to get started](#).



Initiate relocation services

If you're eligible for relocation benefits under the [U.S. Surplus Employee Relocation Program](#), you can initiate your relocation as soon as you receive your severance notification. Initiation allows you to receive program information and to prepare for your move. **Important:** To avoid forfeiture of benefits, do not contact any real estate agents, in either your current or your new location, until you have been contacted by your relocation consultant. [Instructions to initiate a relocation](#).

any time before your redeployment ends ...



Complete the Authorization for Direct Deposit for Former Employees (F-2R)

When your employment ends, your active employee direct deposit (if applicable) is cancelled. If you want to have your post-employment payments direct deposited to your bank account, [complete and submit this form](#) to payroll@chevron.com before your employment ends.

Initiate benefits enrollment

You can make enrollment elections for some (but not all) of your benefits prior to your termination date, if desired:



- **Initiate receiving your pension benefit.** You aren't required to start receiving your pension benefit right away; you can receive your pension benefit on a date you choose at any time after you leave Chevron. [Learn more about your choices](#) or access [BenefitConnect](#) or call the [HR Service Center](#) to initiate your pension benefit.
- **Make pre-65 retiree health benefit choices or decline coverage (if eligible),** if you or any dependents you intend to enroll are under age 65. [Learn more](#).
- **Start the Medicare and post-65 benefit enrollment process (if eligible),** if you or any dependents you intend to enroll are age 65 or over. [Learn more](#).



Understand your ESIP options and financial planning resources.

You'll receive information from Fidelity about your Employee Savings Investment Plan (ESIP) distribution options after you leave Chevron. However, you can start to think about your choices and plan now, before you leave Chevron. [Access financial guidance and planning services](#) through Fidelity to get started.



Consider using the Educational Assistance Program

The [SESP Educational Assistance Program](#) offers reimbursement of up to 75% of the expenses related to the cost of tuition, learning platform subscriptions, required books and fees (up to a total of \$5,000) for courses and training to help you prepare for other employment opportunities as part of your career transition.

after your employment ends

within 7 days of your termination date

Watch for your Settlement Agreement and General Release



All terminated, eligible employees will receive [Settlement Agreement and General Release documents](#) within 7 days of their termination date via DocuSign under separate cover. The signed release must be returned within 60 days of your termination date. After you sign the release, you will have seven days to revoke your decision. **If you miss the 60-day deadline you will not be eligible to receive severance benefits, including the severance pay benefit.**

within 30 days of your termination date



Watch for your COBRA enrollment package

All terminated, eligible employees will receive a [COBRA enrollment package](#) within 44 days of leaving Chevron, even if you're eligible for Chevron retiree health coverage.



Final deadline to initiate benefits enrollment

You must make enrollment elections within 31-days of your termination of employment for most of your benefits, including:

- **If you haven't already, make pre-65 retiree health benefit choices or decline coverage (if eligible)**, if you or any dependents you intend to enroll are under age 65. [Learn more.](#)
- **Activate your Retiree Health Reimbursement Arrangement (HRA) (if eligible)**, if you or any dependents you intend to enroll are age 65 or over. [Learn more.](#)
- **Request to continue coverage under an individual policy at individual rates** (also referred to as *converting* or *porting* coverage) for these benefits: Basic Life Insurance, Supplemental Life Insurance, Dependent Life Insurance, Group Critical Illness Insurance, Group Hospital Indemnity Insurance. If you're paying for Group Auto and Home Insurance through payroll deductions, be sure to update your billing arrangement with the carrier. [Learn more.](#)



Final deadline to register for career transition support

If you're interested in the career transition support – [Right Management](#) outplacement services – the latest you can register is within **30 days** after your employment is terminated.



Enroll in training and courses

If you're interested in taking advantage of the [SESP Educational Assistance Program](#) now is a good time to [start participating in courses and training](#) to help you prepare for your career transition.

within 60 days of your termination date



Final deadline to sign and submit the Settlement Agreement and General Release

These documents will be sent to you under separate cover within seven days of your termination date via DocuSign. The signed release must be returned within 60 days of your termination date. After you sign the release, you will have seven days to revoke your decision. *If you miss this deadline you will not be eligible to receive severance benefits, including the severance pay benefit.*



Final deadline to elect COBRA continuation coverage

If you want to continue the health benefits that you (and any eligible dependents) are enrolled in, you must elect [COBRA continuation coverage](#) within **60 days** of the date your COBRA package is postmarked. If you miss your enrollment deadline you will not be eligible to continue Chevron health benefits, including subsidized COBRA coverage provided under your severance benefits.

within one year



Career transition support services expire

If you're participating in [career transition support services](#), the period of time you have to use these services is 12 months from the time you register with Right Management.



Complete relocation under the U.S. Surplus Employee Relocation Program

If you're eligible for benefits under the [U.S. Surplus Employee Relocation Program](#), you must complete your relocation within one year of your termination of employment.

within two years



Educational Assistance Program expires

If you're interested in taking advantage of the [SESP Educational Assistance Program](#) you must begin coursework within **2 years**. You must submit the form for reimbursement within **2.5 years**.

key contacts

hr2.chevron.com one-stop, online resource



The hr2.chevron.com website – available online from anywhere, at work or at home – is your single source for information and resources related to severance and your benefits. Information about most of the items discussed in this document can be found on the website. You may find these website features especially helpful: [Leaving Chevron with Severance](#) | [Benefit plan contacts](#) | [Document Library for forms and plan documents](#)



HR service center

1-888-825-5247 (1-832-854-5800 outside the U.S.)

The **HR Service Center** is your first contact for benefit plans, asking questions or making changes to your personal information or benefits. You'll need this number as an employee or alumni.

BenefitConnect COBRA

1-877-292-6272 (858-314-5108 outside the U.S.)

Questions about Chevron COBRA continuation coverage

Via Benefits

1-844 266-1392 (1-801-994-9805 outside the U.S.)

Questions about post-65 retiree health coverage

The information in this communication applies to U.S.-payroll employees. This communication provides only certain highlights about changes of benefit provisions. It is not intended to be a complete explanation. If there are any discrepancies between this communication and the legal plan documents, the legal plan documents will prevail to the extent permitted by law. There are no vested rights with respect to Chevron health care plans or any company contributions towards the cost of such health care plans. Rather, Chevron Corporation reserves all rights, for any reason and at any time, to amend, change or terminate these plans or to change or eliminate the company contribution toward the cost of such plans. 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. Some benefit plans and policies described in this document may be subject to collective bargaining and, therefore, may not apply to union-represented employees.