

telecommute work request process for parents-to-be



Effective **December 1, 2021**, **U.S.-payroll employees** may request to telecommute or work remotely for two weeks (10 business days) leading up to an expected date for birth, adoption or placement for adoption or foster care, subject to supervisor approval.



Generally, **eligible employees include those** who work on a full-time or part-time schedule and who are eligible for Chevron health and welfare benefits, and their work can be done remotely. The Parents-to-be Telecommute Work arrangement is not vacation or paid time off, and all work expectations (refer to [Telecommuting Guidelines](#) (intranet)) will continue to apply during this period.



If an **eligible employee intends to telecommute**, they should seek supervisor approval at least **30 days in advance** if possible, or as soon as is practicable. Any remote work time beyond the approved 10 business day period, should the need arise, requires additional discussion with a supervisor and approval.

