



your life

family care benefit

quick reference checklist

The family care benefit provides paid time off to care for an eligible family member's qualifying condition. The benefit has two separate time banks:

- **Family Care** provides up to **one week** of paid time off per year for qualifying conditions and requires supervisor approval.
- **Extended Family Care** provides up to **seven weeks** of paid time off per year to care for an eligible family member with a serious health condition. You must notify your supervisor and obtain approval from Reed Group for this benefit.

This checklist outlines the actions required and responsible parties related to the Family Care benefit. For more details about the Family Care benefit, go to hr2.chevron.com.

Responsible	Action	Additional information
Employee	Determine eligibility for time off under the Family Care benefit.	Review the eligibility requirements to determine if you meet them. Your manager or supervisor can help.
	Notify supervisor of the need for time off via verbal or written request.	As soon as practicable.
	For Family Care (up to one week): After you obtain approval from your supervisor, record your absence on your time sheet.	If you do not enter your own time, report your hours to your designated time administrator.
	For Extended Family Care (up to seven weeks): After you notify your supervisor, contact Reed Group to initiate the request for time off.	Refer to the Disability Management website (reporting an absence section) for more information.
Supervisor	Work with employee (and HR business partner, if necessary) to confirm Family Care benefit eligibility.	Review the eligibility requirements .
	For Family Care (up to one week): Ensure the employee's time is coded correctly on his or her time sheet.	Local management is responsible for administering and tracking absences that qualify for the one-week Family Care benefit.
	For Extended Family Care (up to seven weeks): Support the employee through the approval process.	Refer to the Disability Management website (reporting an absence section) for more information.

Responsible	Action	Additional information
HR business partner	Provide direction, oversight and counsel for supervisor and employee questions.	Consult with Reed Group to determine time allowed under other applicable statutory benefits or leave laws and advise employee and supervisor as needed. Direct employee or supervisor to appropriate information and resources.
Time administrators	For Family Care (up to one week): Accurately code employee's time off and complete any needed time code corrections.	Understand the absence codes for Family Care and make sure to code absences accurately.
U.S. Payroll Operations	For Extended Family Care (up to seven weeks): Update employee's time sheet; pay benefit accordingly; coordinate with designated time administrators as needed to address and resolve issues or discrepancies specific to absence code management.	Code absences accurately per approved dates provided by Reed Group.