



human resources

milestones and deadlines

when you leave chevron with severance

for U.S.-payroll employees

If you are notified that you have not been selected for a position in the organization and are designated as **left standing**, your notification contains information about your redeployment period (if applicable), termination date, eligibility for severance benefits and transition services. **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.** Consult the resources referenced here for 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 left standing notification ...



Get your numbers

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.](#)



Update your personal email in Workday

Your personal email as entered in [Workday](#) will be used to deliver the Settlement Agreement and General Release, a *requirement* to receive your severance pay. Take a moment now to verify and update this critical piece of information in Workday. [How to update personal email.](#)



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 left standing notification. *Follow the link in your notification to register and start using services.*



Have a discussion with your supervisor

Your personalized left standing notification will specify if redeployment applies to you and how long it will last. You and your supervisor should discuss redeployment details (if applicable), transition of work responsibilities, knowledge transfer activities, and if you'll report to the workplace. [Get more details.](#)



Become familiar with what happens to your benefits

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

before your chevron 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 key websites. [Get started](#).



Manage your personal information

If you haven't already, make sure Chevron has your most current personal information such as address, personal email, phone or beneficiary designations. [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. [Get started](#).



Redeem any remaining R&A points

If you were awarded R&A points during your employment, be sure to redeem all outstanding points. If you do not redeem your points before employment ends, you will receive a cash payout of your final balance. This payout will be made consistent with the payroll preferences you had on file in Workday as an active employee. [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 ...



Do you need to change your payroll preferences?

When you terminate or retire, active employee payroll preferences – including direct deposit – remain in place. If you want to continue to receive post-employment payments consistent with your current payroll preferences, *no action is required*. [If you need to make a change, complete this form](#).



Understand your ESIP options and financial planning resources

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

any time *before* your redeployment ends (continued)



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](#), 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.](#)



Consider using the Educational Assistance Program

The [SESP Educational Assistance Program](#) offers partial reimbursement of the expenses related to the cost of tuition, learning platform subscriptions, required books and fees 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 to their personal email (as recorded in Workday) via DocuSign under separate cover. The signed release must be returned within 60 days of your termination date. **If you miss the 60-day deadline you will not be eligible to receive severance benefits, including the severance pay benefit.** After you sign, you have seven days to revoke your decision.

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. Your enrollment package includes your enrollment deadline, which is generally **60 days** from the date of the COBRA enrollment notice.

within 30 days of your termination date (continued)



Final deadline to initiate benefits enrollment (for certain plans)

Except for COBRA coverage, you must make enrollment elections within 31-days of your termination of employment for health and protection 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 ID Theft Protection or Group Auto and Home Insurance through payroll deductions, be sure to update your billing arrangement directly with the carrier. [Learn more.](#)

Remember, this deadline does *not* generally apply to:

- **Your pension.** You can receive your pension benefit on a date you choose at any time after you leave Chevron. [Learn more about your choices](#), access [BenefitConnect](#), or call the [HR Service Center](#) to initiate your pension benefit.
- **Your ESIP.** If you haven't already acted, watch for information from [Fidelity](#) about your Employee Savings Investment Plan (ESIP) distribution options.



Final deadline to register for career transition support

If you're interested in the career transition support services, the latest you can register is within **30 days** of your employment termination date. *Follow the link in your notification to register and start using services.*



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 to your personal email via DocuSign. The signed release must be returned within 60 days of your termination date. *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 employee health benefits that you (and any eligible dependents) are enrolled in, you must elect [COBRA continuation coverage](#) within **60 days**. Your COBRA enrollment notice includes your enrollment deadline. If you miss your enrollment deadline you will not be eligible to continue Chevron health benefits, including the subsidized COBRA coverage provided under severance.

within one year ...



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'll 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 an alumni.

BenefitConnect COBRA
1-877-292-6272 (858-314-5108 outside the U.S.)
Chevron COBRA continuation coverage

Via Benefits
1-844 266-1392 (1-801-994-9805 outside the U.S.)
Post-65 retiree health coverage

This communication provides only certain highlights about 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. Oral statements about plan benefits are not binding on Chevron or the applicable plan. 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. Unless required by applicable law, there are no vested rights with respect to any Chevron health and welfare plan benefit or to any company contributions towards the cost of such health and welfare plan benefits. Some benefit plans and policies described in this document may be subject to collective bargaining and, therefore, may not apply to union-represented employees.