

# Your Guide to Oxy's Time Away Programs

HELPING YOU BALANCE THE DEMANDS OF WORK AND LIFE



# FLEXIBILITY WHEN YOU NEED IT MOST

Whether you want to take time off to bond with a child, recover from an illness or injury, care for a loved one who is ill, take a vacation or to fulfill a personal need, Oxy's Time Away Programs offer flexibility to balance the demands of work and life.

## Types of Leaves include:

- Paid Time Off (PTO)
- Short-Term Disability (STD)
- Long-Term Disability (LTD)
- Pregnancy Leave (OPL)
- Bonding Leave (OBL)
- Family Care Leave (OFCL)
- FMLA Leave – Unpaid
- Bereavement Leave
- Jury Duty
- Military Leave
- Holidays
- 9/80 Work Schedules

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Use this guide to learn more about the benefits and coverage offered under Oxy's Time Away Programs, and what to do if you need to take a leave of absence.

This guide constitutes only a summary of the Oxy leave programs. Oxy's leave programs are controlled by the plan or program documents. In the event of a conflict between this guide and the plan or program document, the applicable plan or program document will govern.

# WHO'S ELIGIBLE

Oxy's Time Away Programs are available to salaried and hourly non-represented employees paid on Oxy's U.S. dollar payroll(s) and who are scheduled to work a minimum of 20 hours per week or 80 hours per month.

Some employee groups participate in other Time Away Programs, including:

- Employees on a foreign assignment (i.e., rotators and long-term residents or “expats”) and employees working at an offshore site in the Gulf of Mexico (GoM) have their own PTO program but participate in other Time Away Programs. Please refer to your HR representative for additional information.
- Legacy Oxy represented union employees should refer to their collective bargaining agreement to determine their applicable Time Away Programs.

# OVERVIEW OF OXY'S TIME AWAY PROGRAMS

Here's a brief overview of the paid leave benefits included in the Oxy's Time Away Programs

TYPE OF TIME AWAY	BENEFITS
Paid Time Off (PTO)	The annual allotment of PTO hours will be based on your years of service. PTO accruals will cease once your PTO bank reaches 350 hours. PTO must then be used to accrue more hours.
Short-Term Disability (STD)	Provides coverage at 100% of base pay for up to 25 weeks, after the 40 consecutive work hours or (42 hours for GoM offshore) elimination period has been met
Long-Term Disability (LTD)	Provides coverage after 26 weeks of disability; employees may select from three levels of coverage within your first 31 days of employment or during annual open enrollment
Pregnancy Leave (OPL)	100% of base pay for eight weeks for birth mothers
Bonding Leave (OBL)	100% of base pay for six weeks within the first 12 months of birth/placement for both birth or non-birth parents; not to exceed 240 hours
Family Care Leave (OFCL)	100% of base pay for two weeks to care for a family member with a serious health condition; not to exceed 80 hours
Bereavement Leave	100% of base pay for up to five days at your manager or supervisor's discretion
Jury Duty	100% of base pay for the duration of duty
Military Leave	Differential pay for a set period of time based on whether an employee is training or actively serving
Holidays	Nine scheduled holidays per year plus: <ul style="list-style-type: none"> <li>• One floating holiday for employees on 9/80 schedule</li> <li>• Two floating holidays for employees on all other schedules</li> </ul>
9/80 Work Schedule	This schedule allows employees to work 9 hours per day in exchange for taking every other Friday off; Fridays worked are 8-hour workdays

# PAID TIME OFF (PTO)

The PTO program combines time off for vacation, personal and family illness, doctor/dentist visits, and other personal time off into a single bank of hours. This gives you flexibility in how you use the time you have available.

PTO is accrued on a monthly basis. For each month worked, you accrue 1/12th of your annual hour allotment. PTO that has not been accrued has not been earned. Employees may use unearned PTO with supervisor approval but will accrue a negative balance in their PTO bank until sufficient PTO is accrued. If an employee departs employment with a negative PTO balance, the employee owes that amount to Oxy and must repay it.

Effective January 2021, Oxy's PTO program will have an accrual cap of 350 hours. Employees will accrue PTO at the beginning of each month until they reach the 350-hour cap. Once the 350-hour cap is reached, no further PTO will accrue. Once an employee uses PTO and drops below the 350-hour cap, PTO will start to accrue again.

**Important:** Employees must enter PTO hours timely. PTO hours lost due to reaching the 350-hour cap as a result of late time entry are forfeited and will not be refunded.

## Keep Track of Your PTO Hours

To see your PTO and permanently banked vacation balances, go to:

- OxyLink Online on My HR's home page > Log in > Under Employee Self Service click on My PTO / Vacation Balances

## Special "Banked" Treatment of PTO in 2020

Due to the integration of Anadarko and the impact of COVID-19 on the workplace, Oxy banked PTO for employees to avoid forfeitures. Specifically, any PTO hours remaining on December 31, 2020 had the following deducted: (i) 120 hours that carried over into 2021, and (ii) hours for which a PTO cash payout\* was made, if applicable. The remaining PTO hours, if any, were permanently banked, meaning that employees will receive a cash payment at separation from service or at an earlier date, as determined by Oxy in its discretion. The cash payment will be determined by taking the number of permanently banked PTO hours multiplied by the employee's current rate of pay at the time of payment less any applicable taxes and benefit deductions.

\***Special Note:** Certain legacy APC employees have been receiving part of their PTO balance as cash payment at year end annually. This cash-payout practice has been discontinued as of January 1, 2021.

# PAID TIME OFF (PTO) CONTINUED

The PTO accrual schedule is based on your years of service plus any approved relevant prior experience up to 19 years:

YEARS OF SERVICE PLUS RELEVANT EXPERIENCE	ANNUAL ALLOTMENT OF HOURS AVAILABLE TO ACCRUE
< 1 year	Prorated
1 to 4 years	160 hours
5 to 8 years	184 hours
9 to 18 years	200 hours
19 to 28 years	240 hours
29+ years	280 hours
PTO Cap	350 hours
Part-time Employees	Prorated benefit based on hours worked as % of full-time hours

Should you separate from service, any accrued, unused PTO will be paid out at your current rate of pay at the time of separation. In the event of your death while actively employed, any accrued, unused PTO will be paid out in accordance the following order:

- The employee's legal spouse
- If no spouse, then the employee's natural and adopted children (equally)
- If no children, the employee's parents (equally)
- If no parents, the employee's natural or adopted siblings (equally)
- If no siblings, the employee's estate

## Special Note

If you are considered a "specified employee" for purposes of Section 409A of the Internal Revenue Code of 1986, any payment that constitutes non-exempt nonqualified deferred compensation within the meaning of Section 409A that is otherwise due to you per the terms of the PTO program during the six-month period following the date of your separation from service shall, to the extent required by Section 409A, be accumulated and paid, without interest, in the month next following the date that is six months following the date of your separation from service or, if earlier, upon your death.

# PAID TIME OFF (PTO) CONTINUED

## Scheduled PTO

- **Scheduled PTO** is time off that has been approved in advance of time away, such as vacation days, health care appointments and other scheduled activities

## Unscheduled PTO

- **Unscheduled PTO** is an event that is unscheduled such as an unexpected time off if you're sick or have a family, home or personal emergency

## Making Up Time

You may have an opportunity to make up your time away by working additional time. Making up time must be approved by your manager or supervisor in advance. If approved, adherence to the following rules is mandatory due to important legal requirements:

- **Non-Exempt:** Must be made up in the same work week
- **Exempt:** Must be made up within the same pay period

Here are a few scenarios to help you understand how to use your PTO hours:



**Susan isn't feeling well and decides to stay home from work.**

- Susan lets her manager know she'll be out for the day and uses her time off to rest.
- Upon returning to work Susan promptly records her absence as unscheduled PTO and it will be deducted from her PTO bank.



**Jennifer is planning a wedding and just booked her two-week honeymoon in Hawaii.**

- Jennifer obtains approval from her manager or supervisor for her absence including providing the length of her time away and arrangements for coverage while she's out.
- Jennifer must record her absence as scheduled PTO and it will be deducted from her PTO bank.



**Jason's son is running a fever and needs to stay home from school. He will also need to visit the doctor.**

- Jason notifies his manager or supervisor of his son's illness. Due to the nature of Jason's work, his supervisor approves him to work from home for the day.
- Jason should not record any time he spends working from home as PTO hours.
- Jason should record the time he spends caring for his son and taking him to the doctor as unscheduled PTO hours, which will be deducted from his PTO bank.

# CODING YOUR TIME AWAY

You are required to timely and accurately record your time away from work as PTO where applicable. This includes health care visits, vacation, sick time, floating holidays or personal time off for family matters. Scheduled PTO may be recorded in advance of the absence. Where an employee knowingly fails to record PTO or engages in other unacceptable behavior regarding PTO recording, disciplinary action may be taken up to and including termination of employment. Unscheduled absences where you are unable to record your time away will need to be recorded by your manager or supervisor, HR, or timekeeper.

If you have any questions regarding how to code your time absent, please contact your HR Representative or consult the “Resources to Guide You” section at the end of this document.

**ACTION REQUIRED:** Obtain manager or supervisor approval prior to taking time off, then record your PTO in the timekeeping system. If prior approval cannot be obtained such as due to injury or illness, contact your supervisor or manager as soon as possible. If an employee has an unscheduled absence due to a medical reason, Human Resources may require that the employee’s health care provider supply a written statement substantiating the absence in special circumstances.

**Note:** If you are a **non-exempt employee**, you will record your work time (including overtime) and your PTO to ensure your overtime calculates properly. If you are an **exempt employee**, you will only record your PTO, since there is no overtime impact. If you are an **hourly employee**, you must be sure to record your time off, so your pay calculates correctly.

## Legacy Oxy Employees

There are four PTO time codes to record your time away. (These new codes replaced the old codes used for sick time, vacation and personal time). To record your PTO, log in to [OxyLink Online](#) on My HR and under Employee Self Service select the **My Time Reporting Tile**.

## Legacy APC Employees

One additional PTO time code was added to record your floating holiday(s), otherwise you should continue using the same PTO codes you have been using. To record your PTO, go to Insider > HR > My HR (US) > Home > Time and Labor.

LOXY PTO CODES	DESCRIPTION
SSP	Salaried Scheduled PTO
SUT	Salaried Unscheduled PTO
PTO	Hourly Scheduled PTO
PTU	Hourly Unscheduled PTO

LAPC CODE	DESCRIPTION
FLHL	Floating Holiday

# SHORT-TERM DISABILITY (STD)

STD is available to all eligible employees and paid by Oxy. If you become ill or injured and cannot work for more than 40 consecutive work hours (42 for GoM rotational employees), STD will cover 100% of your base pay for up to 25 weeks. The first 40 consecutive work hours absent due to the same illness/injury must be recorded as PTO hours and will be subtracted from your PTO bank. If PTO is not available, the STD elimination period will be unpaid.

Here's how it works:

- **STD Elimination Period:** Employees must be absent for a continuous period of 40 PTO hours (GoM rotational employees 42 hours)
- After the STD elimination period, you'll receive 100% of your base pay for up to 25 weeks.
- Pregnancy leave is a predetermined leave benefit of 8 weeks, which is discussed further on page 10. However a component of STD can also come into play, for example: If you have pregnancy complications which prevents you from working, you can submit a request for additional leave benefits under STD.

## SHORT-TERM DISABILITY PLAN

Company Paid	
Benefit	100% of base pay
STD Elimination Period	40 consecutive PTO hours; (GoM rotational employees 42 consecutive hours)
Duration	Weeks 2-26

**Please note:** The STD elimination period should begin on the date of disability. It should not be used for pre-operative care. **If a holiday falls during your STD elimination period, the holiday will be counted as part of your STD elimination period.** Once the STD elimination period has been completed, the STD benefit will become effective on your next scheduled work day absence, provided the condition is determined to be a qualified disability. You should use the appropriate time off code to record your STD elimination period and the STD code to record your continued absence from work.

To initiate an STD request, please see the step-by-step instructions on page 8 to initiate the leave request using the AbsenceTracker Employee Self-Service portal. Following these instructions will help prevent any delays in processing your request. Additionally, be sure to provide all requested information in a timely manner.



# SHORT-TERM DISABILITY (STD) CONTINUED

## AbsenceSoft AbsenceTracker Leave Administration System

Oxy's Leave Administration team uses AbsenceSoft's AbsenceTracker software to administer Short-term disability and Family Medical leave Act (FMLA) requests.

### How to Initiate a Leave of Absence Request

Please follow the below steps to initiate an STD leave request in AbsenceTracker:

- Log in to [OxyLink Online](#)
- Under Employee Self-Service click on the "My STD or Paid Family Leave" tile
  - Once you click on the tile, from the left rail select "AbsenceTracker ESS Portal." This takes you directly into the AbsenceTracker Employee Self-Service portal.
  - To help you navigate through the process, use the [AbsenceTracker Employee Self-Service User Guide](#) for step-by-step instructions or refer to the [Employee FAQs](#) for frequently asked questions.

Once you initiate your leave request, you will receive confirmation of your case submission via email. You will be notified what documentation is required and provided applicable policy information.

### A couple of important items to note:

- Once you have submitted a request, any revisions or edits to your leave dates may **ONLY** be made by HR or the Leave Administration team. Please contact [LeaveAdminOxyLink@oxy.com](mailto:LeaveAdminOxyLink@oxy.com), or your assigned HR representative to revise your dates.
- Documents included in your eligibility packet will have a bar code that indicates your case number on each page, ensuring any documentation faxed or uploaded in the system is assigned to the correct case.
- There is a centralized fax number available for AbsenceTracker which routes each document to the designated Occupational Health nurse for your case. The centralized fax number is (713)-561-3651.
- Please be aware, your Employee Self-Service profile in AbsenceTracker may not reflect all time used in the last 12 months. Your actual time used will be updated once any new leave requests are submitted and processed.

### Special Note

All employees must record their Paid Time Off (PTO).

**Legacy APC Employees:** continue to enter your PTO through Insider > HR > My HR (US) > Home > Time and Labor.

**All other Employees:** enter your PTO through [OxyLink Online](#) > Employee Self Service > My Time Reporting.

AbsenceTracker is not used for PTO.

# LONG-TERM DISABILITY (LTD)

LTD is a program offered through the Occidental Petroleum Corporation Welfare Plan. It offers financial protection when you need time away for an extended period. Oxy's LTD plan is administered by Prudential. When you apply for LTD coverage, Prudential will review the information submitted by you and your physician(s) to determine if you are eligible to receive LTD benefits. If approved, LTD benefits generally begin after you are disabled for 26 weeks. The benefits you receive will be based on the LTD option you are enrolled in on your date of disability. For a more detailed plan summary [click here](#) or refer to the LTD Summary Plan Description (SPD).

**Please note**, all new hires are subject to the pre-existing condition provision. The LTD plan does not pay benefits for a disability due to a pre-existing condition in the first 12 months of coverage. We encourage you to apply for LTD benefits as soon as it is apparent your disability might extend beyond 26 weeks as the application process can take several months.

## Core 40% Option

- Oxy pays for the cost of this coverage.
- After 26 weeks, if approved by the carrier, you receive a benefit of 40% of base pay up to \$10,000 per month.
- Your benefit is fully taxable.

## Buy-Up 60% Option

- You and Oxy share in the cost for this coverage.
- You pay your portion through **after-tax** payroll deductions.
- After 26 weeks, if approved by the carrier, you receive a total benefit of 60% of base pay up to \$15,000 per month.
- Your benefit is partially taxable.

## Tax Choice 60% Option

- You pay the full cost for this coverage through **after-tax** payroll deductions.
- After 26 weeks, if approved by the carrier, you receive a benefit of 60% of base pay, up to \$15,000 per month.
- Your benefit is not taxable.



# LONG-TERM DISABILITY CONTINUED

If it appears your time away will extend beyond 26 weeks (the STD period) you may apply for LTD. To apply, follow the instructions below. If you are approved by Prudential, your LTD benefit will be based on the LTD option you are enrolled in on your date of disability.

## Applying for Long-term Disability

- If you are unable to return to work at or around 12 weeks into your STD absence, OxyLink will work with your HR Representative and the Occupational Health Nurse to make a determination on your case. With their direction, Leave Administration will begin the LTD process. Nonetheless, it is your responsibility to monitor your expected absence and work with your HR Representative to request an LTD packet.
- Upon receipt of your LTD packet, you must complete all sections of the Employee Statement (leave the DOT Job Code field blank) and submit it to Prudential as quickly as possible. It is your full responsibility to ensure your claim for LTD is filed and that you establish your entitlement to LTD benefits with Prudential, including having your physician(s) provide any requested documentation to Prudential.
- Your HR Representative and Leave Administration will complete the Employer Statement and the Job Description form then submit them to Prudential on your behalf.
- Make sure you keep a copy of your completed Employee Statement and all other relevant documents for your records. Please carefully review the claim procedures provided by Prudential and comply with their requirements. This will help facilitate the process.

Prudential will review all the information submitted and provide you with a written decision to approve or deny your application for benefits. If your application is denied, your appeal rights and how to appeal will be included in your written decision. It is your full responsibility to support your appeal with appropriate documentation.

### Contact Prudential at:

- (800)-842-1718
- (973)-548-4254 (International)
- Company Control ID #: 50262



# PAID FAMILY LEAVE BENEFITS

We know that taking care of your family is important. The following job-protected benefits are in place should you need time off after having a baby, to bond with a new child, or care for a family member that has a serious health condition.

Pregnancy Leave	Bonding Leave	Family Care Leave
To recover from childbirth	To bond with a newborn or adopted child(ren)	To care for a family member * with a serious illness
<p>100% of base pay for eight weeks as of your child's date of birth</p> <p>If you have pregnancy-related complications prior to delivery and cannot work, you may submit a request for additional leave benefits under STD.</p>	<p>100% of pay for six weeks (maximum of 240 hours)</p> <p>Use your time within 12 months of birth/placement (any parent)</p> <p>You may take bonding leave in a minimum of one-week increments</p>	<p>100% of pay for two weeks (maximum of 80 hours)</p> <p>You may take family care leave in a minimum of one-day increments</p>
Required Documents	Required Documents	Required Documents
<p>Employees must provide the Pregnancy Delivery Confirmation Statement to their physician to complete and upload into AbsenceTracker for Occupational Health's review</p>	<p>Employees must provide a birth certificate or birth facts to support the leave request. Once received, the employee must upload the certification into AbsenceTracker</p>	<p>Employees are required to provide the FMLA Health Care Provider Certification Form completed by the family member's physician and upload into AbsenceTracker for Occupational Health's review</p>

To initiate a Paid Family Leave request, log in to [OxyLink Online](#). Under the Employee Self-Service portal click on the "My STD or Paid Family Leave" tile. Once you select this tile, from the left rail click "AbsenceSoft ESS Portal." This will take you directly into the AbsenceTracker system to initiate a leave request for Bonding leave, Pregnancy leave, or Family Care leave. To help you navigate through the process, use the [AbsenceTracker Employee Self-Service User Guide](#) for step-by-step instructions or refer to the [Employee FAQs](#) for frequently asked questions. Once you initiate your leave request, you will receive confirmation of receipt via email. You will be notified what documentation is required and provided applicable policy information.

## \*Eligible family members include:

- Lawful spouse
- Domestic Partner (opposite or same sex)
- Parent (biological, in-law, foster, adoptive, step, legal guardian, in loco parentis [in place of parent])
- Child (biological, adopted, foster, step, legal ward, child of domestic partner, guardian or in loco parentis [as determined by applicable law; no age limit])
- Grandchild (biological, step)
- Grandparent (biological, in-law)
- Sibling (biological, step, adoptive, in-law)

## Important to note:

- Employees working an international rotation on U.S. dollar payroll (28 days on, 28 days off) are **not** eligible for Bonding and Family Care leaves.
- Documents included in your eligibility packet will have a bar code that indicates your case number on each page, ensuring any documentation faxed or uploaded in the system is assigned to the correct case. The centralized fax number is (713)-561-3651.
- Once you have submitted a request, any revisions or edits to your leave dates may **ONLY** be made by HR or the Leave Administration team. Please contact LeaveAdminOxyLink@oxy.com, or your assigned HR representative to revise your dates.

# FMLA

The Family Medical Leave Act (FMLA) is a federal law that allows up to 12 weeks of unpaid, job-protected leave during a rolling 12-month lookback period. FMLA is based on medical necessity for yourself, your child, spouse or parents, or to care for a newborn or newly adopted child. Additional FMLA benefits may be available if you have a family member who has been called to active military duty or who has been injured as a result of active military duty. For more information on Oxy's FMLA Policy, please visit the "Policies" page on the Ethics & Compliance site on OxyNet or reach out to the contacts listed on the "Resources to Guide You" section at the end of this document.

In most instances, you may request up to 12 weeks of unpaid leave under FMLA for the reasons listed below, and if you have been employed for at least one year with Oxy and have worked 1,250 hours in the past 12 months. Available FMLA is determined under a "rolling" 12-month lookback period from the date an employee uses any FMLA leave. Under the "rolling" 12-month lookback period, each time an employee takes FMLA leave, the remaining leave entitlement would be the balance of the 12 weeks, which has not been used during the immediately preceding 12 months.

**If you meet the FMLA service requirements, you may take up to 12 weeks of leave under FMLA for the following reasons:**

- Birth and care of your newborn child (must be taken within one year of the birth of the child)
- Placement of a child for adoption or foster care with you (must be taken within one year of the initial placement of the child)
- Care of your immediate family member (spouse, child, or parent) with a serious health condition
- Personal medical leave when you are unable to work because of a serious health condition
- Leave due to any qualifying exigency arising out of the fact that your spouse, son, daughter or parent is on active duty, or has been notified of an impending call to active duty status

**Leave under FMLA can be taken for a maximum of 26 weeks to care for a covered service-member who is recovering from a serious illness or injury sustained in the line of duty on active duty. You must have the following relationship to the covered service member:**

- Spouse
- Son
- Daughter
- Parent
- Next of Kin

This military caregiver leave is available during "a single 12-month period" during which you are entitled to a combined total of 26 weeks of all types of FMLA leave.

# FMLA Coordination with Other Leaves

While on STD, Pregnancy leave, Bonding leave or Family Care leave, you may also be eligible for leave under FMLA. If so, the leave programs run concurrently.

**For Example:** Mary is pregnant and her expected due date is June 1. She is eligible automatically for eight weeks of Pregnancy leave starting on her child's birth date. The time taken under Pregnancy leave runs concurrently with leave under FMLA. Mary decides to be on leave for ten weeks from June 1 – August 9. Her leave will be as follows:

Leave Program	Number of Weeks	Example Dates	FMLA
Pregnancy Leave	Eight weeks	June 1 – July 26	10 weeks (out of 12 weeks) June 1 – August 9
Bonding Leave	Two weeks (out of six)	July 27 – August 9	
Mary has taken 10 out of the 12 weeks of FMLA she was eligible to take based on the "rolling" 12-month lookback period.			

## How FMLA Runs Concurrently with Other Leaves in AbsenceTracker

FMLA runs concurrently with other leaves in AbsenceTracker. When selecting Pregnancy leave, Bonding leave, Family Care leave, Short-term Disability, Adoption, Care for Injured ServiceMember, or Qualifying Exigency leave reasons in the AbsenceTracker Employee Self-Service portal, FMLA is automatically added as an available policy, if you are eligible. For an in-depth guide on how to initiate your leave request, refer to the [AbsenceTracker ESS User Guide](#) and [Employee FAQ](#).

**Please note:** Once you have submitted a request, any revisions or edits to your leave dates may **ONLY** be made by HR or the Leave Administration team. Please contact [LeaveAdminOxyLink@oxy.com](mailto:LeaveAdminOxyLink@oxy.com), or your assigned HR representative to revise your dates.

# OTHER PAID LEAVE BENEFITS

Oxy's Time Away Program also offers these additional paid leave benefits.

Bereavement Leave	Jury Duty	Military Leave
<p>100% of pay up to five days per event* at your manager or supervisor's discretion</p> <p>*Refer to the eligible family members list on page 11</p>	<p>100% of pay for the duration of duty required</p>	<p>Differential pay for a set period of time based on whether an employee is training or actively serving</p> <p><b>Training:</b> 30 work days <b>Active Duty:</b> One year</p>
<p>Please note, these leaves are requested through your HR Representative, not through the AbsenceTracker Employee Self-Service portal.</p>		

## Taking a Leave

### Bereavement Leave

Contact your HR Representative to request Bereavement Leave. Notify your manager or supervisor of your request for bereavement leave to allow for scheduling and staffing accommodations. You should also code your time appropriately as Bereavement Leave once you return to work.

### Jury Duty

Contact your HR Representative to request Jury Duty. Notify your manager or supervisor of your jury summons or the dates of the legal hearing to allow for scheduling and staffing accommodations. It is also your responsibility to code your time appropriately as Jury Duty.

### Military Leave

Contact your HR Representative to request Military Leave. Be prepared to provide a copy of your military orders. Next, talk with your manager or supervisor to let them know of the required military training and provide a copy of your military orders. If you are unable to notify your manager or supervisor of the leave due to circumstances beyond your control (e.g., sudden training schedule changes), a family member needs to contact your manager or supervisor as soon as possible. If your manager or supervisor is unavailable, you or a family member may notify HR.

Your HR Representative will provide information about continuation of your Oxy benefits while on Military Leave and what you need to do when you are ready to return to work. You may also refer to the Uniformed Services Employment and Reemployment Rights Act of 1994, also known as USERRA, which is a Federal law that establishes rights and responsibilities for uniformed Service members and their civilian employers. You can visit [this link](#) for further information.

# HOLIDAYS

Oxy will observe nine paid scheduled holidays and one “floating” holiday each year for employees on 9/80 schedule or two floating holidays for employees on all other schedules. With your manager or supervisor’s approval, you can use the floating holidays to observe personal holidays or events not observed by Oxy.

\*Speak to your manager or supervisor about your floating holiday(s) beforehand to receive approval. Be sure to record your time off using the floating holiday time code to ensure you’re paid correctly for the days you’re out.

Below are the scheduled holidays for most locations:

- New Year’s Day
- President’s Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- Floating Holiday(s)\*

# 9/80 WORK SCHEDULES

The 9/80 Work Schedule provides additional flexibility to meet your personal needs and create work/life balance by giving you the option to have alternate Fridays off each week. Speak to your manager or supervisor to learn more about the 9/80 work schedule and submit a request to adjust your schedule.

# RESPONSIBILITIES TO COMMUNICATE

It is critical for you to stay in contact with your supervisor, HR Representative, and Oxy Leave Administration while on leave. It is also important that you respond to all communication and information requests to assure timely approval of leave for an appropriate length of time. It is your responsibility to keep your contact information updated, including email, mailing address and telephone numbers. If you are unable to communicate personally, your spokesperson (e.g., spouse/domestic partner, adult family member or other responsible party) may do so.

# LEGAL COMPLIANCE

Oxy’s Time Away Programs are intended to comply with all legal obligations including, but not limited to, the Americans with Disabilities Act, the Family and Medical Leave Act, all equal employment opportunity laws, and any applicable state or local laws. Oxy’s programs will be interpreted and administered in compliance with all applicable laws.

# STATE AND LOCAL LAWS


Please note this guide does discuss leaves required by state and/or local laws as this guide is applicable nationwide. Oxy will comply with all applicable state and local leave requirements. Any applicable required leave or time-off programs will run concurrently with Oxy’s leave programs unless prohibited by law.




# RESOURCES TO GUIDE YOU


If you have questions about Oxy's Time Away Programs, speak to your manager or supervisor, or contact the OxyLink Employee Service Center. They can answer questions or point you in the right direction. Also, be sure to review the Program's [Frequently Asked Questions \(FAQ\)](#) for more information about plans and policies.

## OxyLink Employee Service Center

 (800)-699-6903; (918)-610-1990 (International)  
M-F, 8:00 am – 4:30 pm CT or email [oxylink@oxy.com](mailto:oxylink@oxy.com)


 My HR on [oxynet.oxy.com](http://oxynet.oxy.com); Visit the Time Away section on [My HR](#) for more information on Oxy's Time Away benefits.

## Prudential (Long-Term Disability)

 (800)-842-1718; (973)-548-4254 (International)

 [www.prudential.com/mybenefits](http://www.prudential.com/mybenefits);  
Company Control ID #: 50262

## Leave Administration

 (918)-610-1907; AbsenceTracker Fax (713)-561-3651  
[LeaveAdminOxyLink@oxy.com](mailto:LeaveAdminOxyLink@oxy.com)

 [Oxy-benefits.ess-absencetracker.com](http://Oxy-benefits.ess-absencetracker.com)

This guide is intended to highlight the programs and plans made available by Oxy to its non-represented employees and represented (union) employees who are eligible based on their collective bargaining agreement. This is not a complete summary. If there is a conflict between the terms of this guide or other information you receive as an employee, the policies and procedures control. Oxy does not promise these programs or any of level of benefits will continue to be made available. Oxy reserves the right to revise, amend, or discontinue its benefit plans and programs at any time, with or without notice. Benefits are provided at the sole discretion of Oxy and do not create a contract of employment, it does not alter or amend your at-will employment status.

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