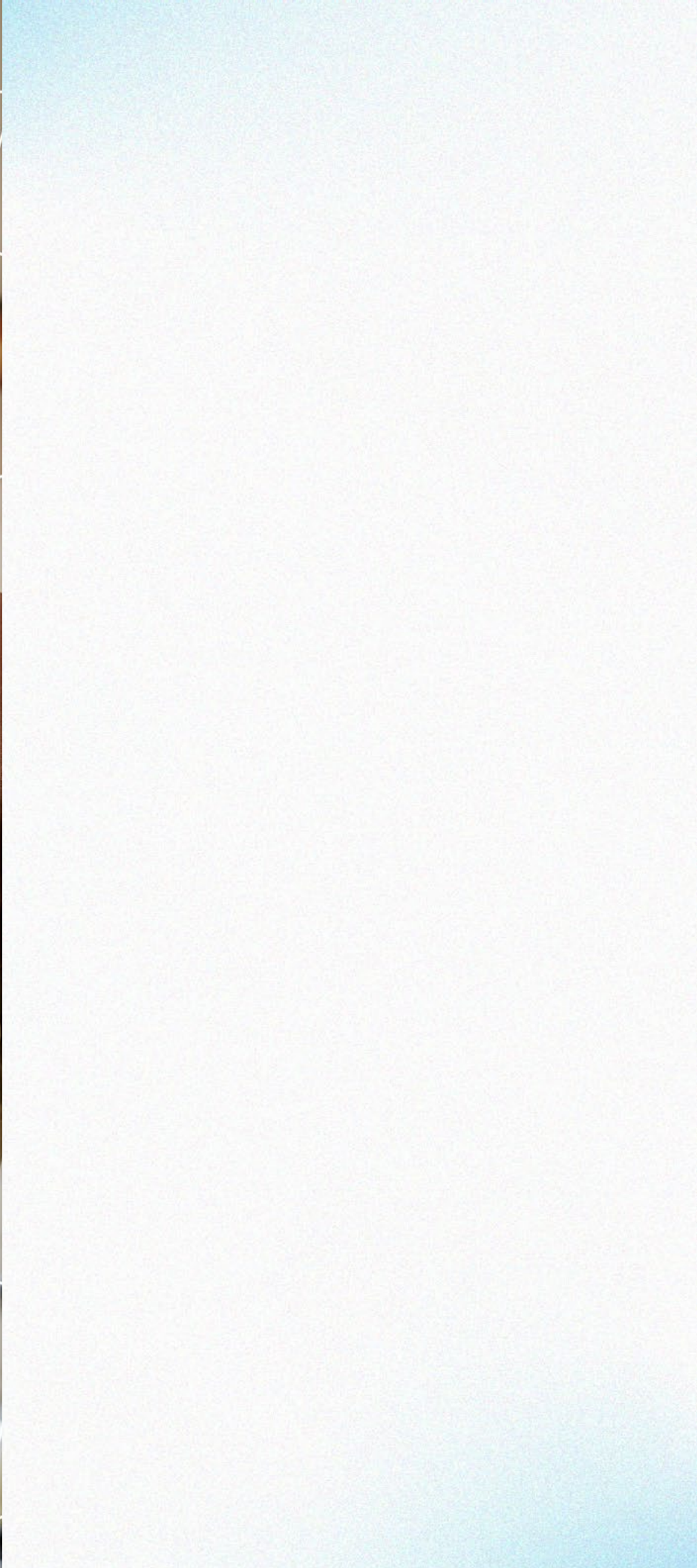


OXY BENEFITS

**TIME AWAY  
PROGRAM  
GUIDE**





# OVERVIEW

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

## WHO'S ELIGIBLE

Eligible employees include salaried and hourly non-represented employees paid on a U.S. dollar payroll, who are scheduled to work a minimum of 20 hours per week.

**Represented union employees** (refer to your collective bargaining agreement to determine if you are eligible to participate)

## KEY FEATURES

Here's a brief overview of the paid leave benefits included in Oxy's Time Away Program. For details, go to [My HR](#).

### IMPORTANT!

If you reside in a state that provides additional leave mandates (including sick and safe leave, pregnancy leave, etc.) and/or wage replacement benefits, the benefits described in this Time Away Program may differ from the benefits available to you. Oxy will provide the more generous leave and wage replacement benefits to which you are entitled under the law.

Additionally, in the event of a conflict between what is in this Time Away Program and state or local law, the state or local law will apply. Please contact OxyLink Online for additional information.

## Time Away Programs

<b>Paid Time Off (PTO)</b>	PTO combines vacation, personal and family illness, appointments, and other time off into a single bank of hours. PTO hours are based on your years of service. There is an annual accrual cap at 350 hours.
<b>Short-term Disability (STD)</b>	100% of base pay for up to 25 weeks, after satisfying the elimination period (benefit waiting period)
<b>Long-term Disability (LTD)</b>	Replaces some of your income after 26 weeks of disability; you may select from three levels of coverage within your first 31 days of employment or during annual Open Enrollment
<b>Pregnancy Leave (OPL)</b>	100% of base pay for eight weeks for birth mothers
<b>Bonding Leave (OBL)</b>	100% of base pay for six weeks within the first 12 months of birth/placement for birth or non-birth parents; not to exceed 240 hours
<b>Family Care Leave (OFCL)</b>	100% of base pay for two weeks to care for a family member with a serious health condition; not to exceed 80 hours
<b>Bereavement Leave</b>	100% of base pay for up to five days at your manager or supervisor's discretion
<b>Jury Duty</b>	100% of base pay for the duration of duty
<b>Military Leave</b>	Differential Compensation for involuntary service leave is set for a defined period of time based on your military orders and Oxy's Military Service Leave of Absence Policy
<b>Holidays</b>	10 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>

# PAID TIME OFF (PTO)

## HOW PTO WORKS

PTO combines vacation, personal and family illness, appointments, 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 SERVICE CREDIT

PTO is accrued monthly based on your years of service and any approved prior relevant experience (up to 19 years). Newly hired employees begin accruing PTO on the first day of the month after the month of hire (or eligibility).

If you leave Oxy, any accrued, unused PTO will be paid out at your then current rate of pay. Additionally, in the event of your death while actively employed, any accrued, unused PTO will be paid out to your beneficiaries in the following order:

- Legal spouse
- Natural and adopted children (equally)
- Parents (equally)
- Natural or adopted siblings (equally)
- Estate

### KEEP TRACK OF YOUR PTO HOURS

To see your PTO and permanently banked vacation hours, go to OxyLink Online on [My HR](#) home page > Log in. Under *Employee Self Service* > click on *My PTO / Vacation Balances*.



## PTO ACCRUAL SCHEDULE

	Years of Service	Monthly Accrual Rate	Annual Accrual Rate
Full-time employees	Less than 1 year	13.34 hours	Prorated
	1 - 4	13.34 hours	160 hours
	5 - 8	15.34 hours	184 hours
	9 - 18	16.67 hours	200 hours
	19 - 28	20 hours	240 hours
	29+	23.34 hours	280 hours
	PTO Cap	N/A	350 hours
Part-time employees	Prorated based on hours works as a % of full-time hours (no accrual rate)		
Employees on leave	Prorated based on the number of full months worked in the calendar year. Unless required by law, employees on unpaid leave do not accrue PTO		
Terminated employees	Accrual ends on the last day of the month of active employment (or of Notice pay under the OPC Notice and Severance Pay plan)		

### NOTES:

- Your PTO will accrue up to 350 hours. No further PTO will accrue until you use PTO and lower your balance.
- GOM Offshore employees should refer to business unit communications for accrual schedule and cash out provisions.



## PTO SCENARIOS

There are two types of time off — scheduled time off that has been approved in advance, like vacation or appointments, and unscheduled time off for unexpected events, like you or a family member get sick. The following scenarios illustrate how to use your scheduled or unscheduled PTO.

### RECOUP PTO HOURS

You may have an opportunity to make up your time away. Talk to your manager or supervisor to get approval:

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



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

**1** Susan lets her manager know she'll be out for the day and uses her time off to rest.

**2** Upon returning to work Susan promptly records her absence as unscheduled PTO.



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

**1** Jason notifies his manager of his son's illness. Due to the nature of Jason's work, his manager approves working from home for the day.

**2** Jason should not record any time he spends working from home as PTO hours.

**3** Jason should record the time he spends caring for his son and taking him to the doctor as unscheduled PTO hours.



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

**1** Jennifer obtains approval for her scheduled time off from her manager. She also makes arrangements for coverage while she's out.

**2** Jennifer must record her absence as scheduled PTO and it will be deducted from her bank of PTO hours.

## RECORDING TIME OFF

You are required to record your time away from work as PTO. 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. If you knowingly fail to record PTO or engage in other unacceptable behavior regarding PTO recording, disciplinary action may be taken including termination of employment.

If you are unable to record your time away because of an unscheduled absence, your manager or supervisor, HR, or timekeeper will need to record your time off on your behalf.

If you have any questions regarding how to code your time off, contact your HR Representative.

- **Non-exempt employees:** Record your work time (including overtime) and your PTO to ensure your overtime is calculated correctly.
- **Exempt employees:** Only record your PTO, since there is no overtime impact.
- **Hourly employees:** Record your time off, so your pay is calculated correctly.

## PTO Codes

Here are the PTO codes you will need to record your time away.

Log in to OxyLink Online on [My HR](#). Under *Employee Self Service* select the *My Time Reporting* Tile

<b>Salaried Scheduled PTO</b>	SSP
<b>Salaried Unscheduled PTO</b>	SUT
<b>Hourly Scheduled PTO</b>	PTO
<b>Hourly Unscheduled PTO</b>	PTU
<b>Salaried Floating Holiday</b>	SFH
<b>Hourly Floating Holiday</b>	FLH



### 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, for example due to injury or illness, contact your supervisor or manager as soon as possible. If you have an unscheduled absence due to a medical reason, Human Resources request a written statement from your health care provider substantiating the absence.

# SHORT-TERM DISABILITY (STD)

STD is available to all eligible employees and paid for by Oxy. If you become ill or injured and cannot work, STD will cover 100% of your base pay. You need to record the first 40 hours absent due to the same illness/injury as PTO. The hours will be subtracted from your PTO bank. If PTO is not available, the first 40 hours will be unpaid.

## ELIMINATION PERIOD

There is a waiting period before STD benefits begin. This is referred to as the elimination period. You must be absent for a period of 40 work hours. Then you'll receive 100% of your base pay for up to 25 weeks.

STD Plan	
<b>Company Paid</b>	
<b>Benefit</b>	100% of base pay
<b>STD Elimination Period</b> <i>benefit waiting period</i>	40 work hours
<b>Duration</b>	Weeks 2 – 26

## REQUESTING STD BENEFITS

You need to initiate an STD request in the AbsenceTracker Employee Self-Service (ESS) portal:

- Log in to [OxyLink Online](#)
- Under *Employee Self-Service* click *My STD or Paid Family Leave* tile
- Select *AbsenceTracker ESS Portal*

To help you navigate through the process, use the [AbsenceTracker Employee Self-Service User Guide](#) for step-by-step instructions.

Once you initiate your STD request, you will receive a confirmation email and policy information. You will also be notified what documentation is required.

If you work in a state with a mandated disability and/or paid family leave program, your Oxy paid leave benefit will be reduced by the maximum amount of state benefits. Your total pay will not exceed 100% of your base pay. If you receive an amount from the state that is different than the maximum amount, provide a copy of the award amount to us and we will adjust your benefit accordingly.

For more information, review the [Short-Term Disability Program guide](#). Contact [LeaveAdminOxyLink@oxy.com](mailto:LeaveAdminOxyLink@oxy.com) for questions.





# LONG-TERM DISABILITY (LTD)

LTD 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 that you and your physician(s) submit to determine if you are eligible to receive LTD benefits. If approved, benefits generally begin after you are disabled for 26 weeks. Your LTD benefit will be based on the coverage option you are enrolled in on your date of disability. For details, review the [Long-Term Disability SPD](#).

**NOTE:** Apply for LTD benefits as soon possible. The application process can take several months.

## LTD COVERAGE OPTIONS

You have a choice of three LTD coverage options:

- **Core:** Provides 40% of your base pay up to \$10,000 a month (benefit is taxable). Oxy automatically provides this coverage at no cost to you.
- **Buy-up:** Supplements the company-paid core LTD coverage with a 20% buy-up feature for a total benefit that provides 60% of your base pay up to \$15,000 a month (benefit is partially taxable).
- **Tax choice:** Provides 60% of your base pay up to \$15,000 a month. You pay the entire cost of this coverage with after-tax dollars which means that your disability benefit is not taxed.

For tax reasons, you cannot change your LTD election mid-year, even if you experience a qualifying life event. If you decide to increase your coverage from the Core option to the Buy-Up or Tax Choice option during Open Enrollment, you will need to provide Evidence of Insurability (EOI) to the administrator.

**NOTE:** New hires are subject to a 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.

## APPLYING FOR LTD

- If you are unable to return to work at or around 12 weeks during your STD absence, Leave Administration will work with your HR Representative and the Occupational Health Nurse to begin the LTD process. It is your responsibility to monitor your expected absence and work with your HR Representative to request an LTD packet.
- Once you receive your LTD packet from OxyLink, you must complete the Employee Statement and job description and submit it to Prudential as quickly as possible.
- Your HR Representative and OxyLink will complete the Employer Statement and submit to Prudential on your behalf. It is your 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.
- Make sure you keep a copy of your completed Employee Statement and all other relevant documents for your records. Review and comply with Prudential's claim procedures.

Prudential will 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.

## CONTACT PRUDENTIAL

- **Phone:** (800)-842-1718
- **International:** (973)-548-4254
- **Fax:** (877)-889-4885
- **Company Control ID #:** 50262

# PAID FAMILY LEAVE BENEFITS

Taking care of your family is important. The following job-protected benefits are available if 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/BONDING LEAVE

**Paid leave after childbirth to care for yourself and bond with your child.**

Oxy provides 100% of your base pay for up to 14 weeks (560 hours): 320 hours of pregnancy leave and 240 hours of bonding leave. To initiate Pregnancy/Bonding Leave, upload the following completed forms to AbsenceTracker:

- Physician Statement for Paid Pregnancy Leave
- FMLA Health Care Provider Certification Form

## BONDING LEAVE

**Paid bonding leave for non-birth parents after the birth, adoption or placement of a child.**

Oxy provides 100% of your base pay for up to 240 hours. Use this time within 12 months of birth or placement, in one-week increments or more. To initiate Bonding Leave, upload the following completed forms to AbsenceTracker:

- Birth certificate
- Birth facts

## FAMILY CARE LEAVE

**Paid leave when you need to take care for a family member with a serious health condition.**

Oxy provides 100% of your base pay for up to 80 hours. You may take family care leave in one-day increments. Eligible family members include your spouse/domestic partner, parent, child, grandchild, grandparent or sibling. Upload the completed FMLA Health Care Provider Certification form to AbsenceTracker.

## INITIATING PAID FAMILY LEAVE

To initiate a Paid Family Leave request, log in to [OxyLink Online](#). Click *My STD or Paid Family Leave* tile. Select *AbsenceSoft ESS Portal*. This will take you directly into the AbsenceTracker system to initiate a leave request for Pregnancy/Bonding Leave, Bonding Leave, or Family Care Leave.

To help you navigate the process, use the [AbsenceTracker Employee Self-Service User Guide](#) for step-by-step instructions or refer to the [Employee FAQs](#). Once you initiate your leave request, you will receive a confirmation email and policy information. You will also be notified what documentation is required.

### IMPORTANT!

- 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. This ensures any documentation faxed or uploaded in the system is assigned to the correct case. The centralized fax number is **(713) 561-3651**. No cover sheet is necessary.
- 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. Contact [LeaveAdminOxyLink@oxy.com](mailto:LeaveAdminOxyLink@oxy.com), or your assigned HR representative to revise your dates.
- Oxy provides time off in accordance with local, state and federal laws. State-sponsored disability programs coordinate with the Oxy STD plan.

# 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, visit the [Policies](#) page on the OxyNet Ethics & Compliance site or refer to the [Resources](#) page for a list of contacts.

## HOW FMLA WORKS

If you have been employed at Oxy for at least one year and have worked 1,250 hours in the past 12 months you may request up to 12 weeks of unpaid leave under FMLA. Available FMLA is determined under a "rolling" 12-month lookback period from the date you use any FMLA qualifying leave. Under the "rolling" 12-month lookback period, each time you take qualifying FMLA leave, the remaining leave entitlement would be the balance of the 12 weeks, which has not been used in the preceding 12 months.

### 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 (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 if your spouse, son, daughter or parent is on active duty, or has been notified of an impending call to active duty status

### You can take up to 26 weeks of FMLA to care for a covered service member. You must have the following relationship with the covered service member:

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

**NOTE:** Military 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/Bonding, Bonding or Family Care leave, you may also be eligible for leave under FMLA. If so, the leave programs run concurrently.

### Example

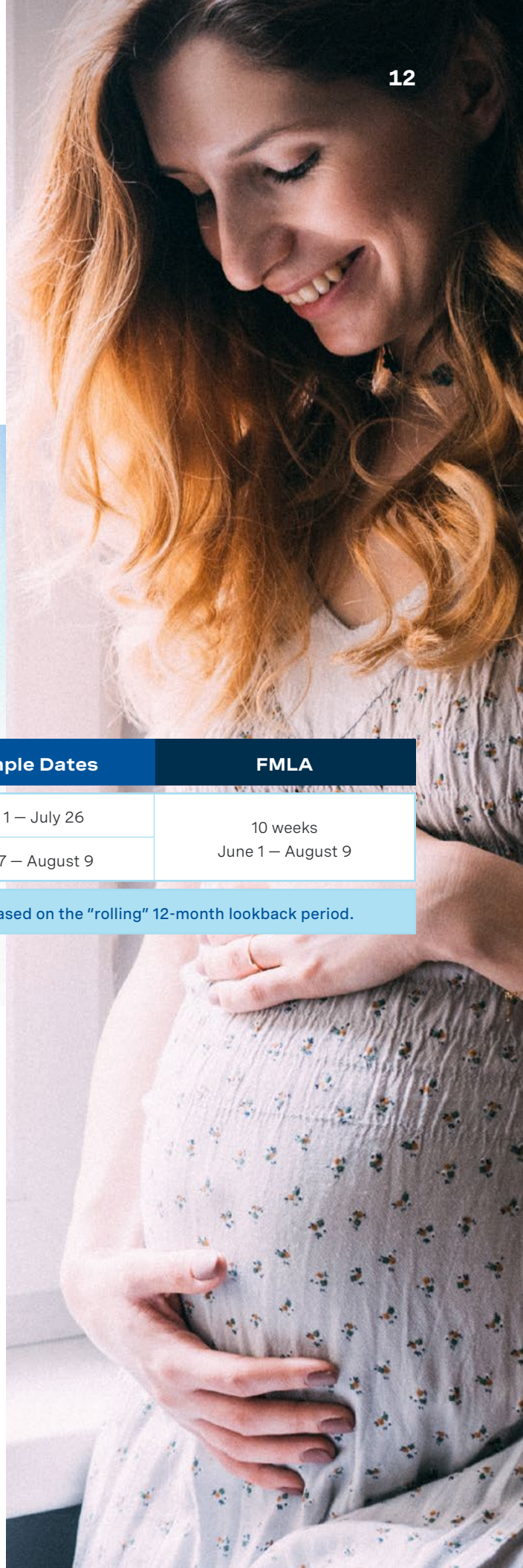
Mary is pregnant and her expected due date is June 1. She is automatically eligible for eight weeks of Pregnancy leave starting on her date of delivery, and six weeks of Bonding leave. The time taken under Pregnancy and Bonding leave runs concurrently with leave under FMLA. Mary decides to be on leave for ten weeks from June 1 - August 9. Here is how her leave works:

	Number of Weeks	Example Dates	FMLA
Pregnancy Leave	Eight weeks	June 1 – July 26	10 weeks June 1 – August 9
Bonding Leave	Two weeks (out of six)	July 27 – August 9	

Mary has taken 10 out of 12 weeks of FMLA she was eligible to take based on the “rolling” 12-month lookback period.

FMLA is automatically added in the AbsenceTracker ESS portal, as an available policy. For details on how to initiate your leave request, refer to the [AbsenceTracker ESS User Guide](#) and [Employee FAQs](#).

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. Contact [LeaveAdminOxyLink@oxy.com](mailto:LeaveAdminOxyLink@oxy.com), or your assigned HR representative to revise your dates.



# OTHER PAID LEAVES

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

## BEREAVEMENT LEAVE

100% of pay up to five days per event at your manager or supervisor's discretion. See [Eligible Family Members](#).

Contact your HR Representative to request Bereavement Leave. Notify your manager or supervisor of your request to allow for scheduling and staffing accommodations. Code your time as Bereavement Leave once you return to work.

## JURY DUTY

100% of pay for the duration of duty required.

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. Code your time as Jury Duty.

## MILITARY LEAVE

Differential Compensation for involuntary service leave is set for a defined period of time based on your military orders and Oxy's Military Service Leave of Absence Policy:

- **Mandatory Training:** 30 days
- **Active Duty:** 1 year - limited to one time use during employment at Oxy

Contact your HR Representative to request Military Leave. Inform your manager or supervisor about 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 should 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 \(USERRA\)](#) of 1994, which is a Federal law that establishes rights and responsibilities for uniformed Service members and their civilian employers.



# HOLIDAYS

Oxy observes 10 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.

## Scheduled holidays:

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

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\* Speak to your manager or supervisor about your floating holidays beforehand to receive approval, ensure your time off is recorded correctly, and you’re paid for the days you’re out.



# IMPORTANT INFORMATION

## YOUR RESPONSIBILITIES

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. 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.

## ADMINISTRATION

Deviations from this policy within a particular Division or Business Unit necessitated by competitive and/or business needs must be approved in advance by the Executive Vice President, Human Resources. The time off procedures in this policy are subject to applicable local, state and/or federal law. Oxy expects and intends to continue this program but reserves the right to modify, suspend, change or terminate it at any time.



# RESOURCES

If you have questions about Oxy's Time Away Programs, speak to your manager or supervisor, HR representative, or contact your benefits service center. They can answer questions or point you in the right direction.

## OXYLINK ONLINE

Access [OxyLink Online](#) 24/7 from work or home to:

- Maintain your OxyLink password
- Update your address, telephone number and emergency contact information
- Change your payroll withholding, deductions, and direct deposit directives
- Review your current benefit summary and annual Total Rewards benefit statement
- View and manage your 401(k) and Retirement Plan accounts
- Perform life event transactions
- Make, add or change online beneficiary designations for the following Oxy plans: Basic Life, Basic AD&D, Occupational AD&D and Voluntary AD&D, if enrolled

## LEAVE ADMINISTRATION

- **Website:** [Oxy.ess-absencetracker.com](http://Oxy.ess-absencetracker.com)
- **Email:** [LeaveAdminOxyLink@oxy.com](mailto:LeaveAdminOxyLink@oxy.com)
- **Phone:** (918) 610-1907
- **AbsenceTracker Fax:** (713) 561-3651

## PRUDENTIAL (LONG-TERM DISABILITY)

- **Website:** [prudential.com/mybenefits](http://prudential.com/mybenefits)
- **Phone:** (800) 842-1718
- **International:** (973) 548-4254
- **Company Control ID #:** 50262



## MY HR

[My HR](#) is your one-stop source for information about your Oxy benefits, and resources to support your health, wellness, financial security, work/life, career and more. You can:

- Access new hire and career development information
- Find the latest Oxy Benefits and OxyHealth news announcements
- Get benefit claim forms
- Access a library of mobile apps to manage your benefits and resources



## OXY BENEFITS

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# TIME AWAY PROGRAM GUIDE

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 and does not include leave programs required by state or local law. 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.

June 19, 2024

