



# Marathon Petroleum Holiday Plan

January 1, 2020



# Holiday Plan



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# Holiday Plan

The purpose of the Marathon Petroleum Holiday Plan (“Holiday Plan” or “Plan”) is to identify the Company recognized holidays, or the days which have been designated as corporate holidays in a calendar year. Depending on location and schedules, different holidays than those identified may be observed.

## I. Holidays

Under the Holiday Plan, eligible employees may receive a Holiday Absence Allowance, or an excuse from work, on the holiday. Employees may also be eligible to receive holiday absence allowance pay for the holiday. For information regarding pay in relation to a holiday, please refer to the provisions outlined in the Payroll Guide.

Refer to Section II for information about the Floating Day Off.

### A. Eligibility

1. Holidays apply to all employees except those in employee groups for whom a different Holiday Plan has been established by a collective bargaining agreement.
2. Casual employees and any other employees not normally scheduled to work at least 40 hours per week are eligible for holiday absence allowance if:
  - a. The employee works the normal work day (for that job and location) preceding and the normal work day (for that job and location) following the holiday, and
  - b. The employee would have worked that day had it not been a holiday.
3. Employees on a Medical Leave when receiving a Sick Benefit, Paid Sick Leave benefit, or STD benefit are eligible for a holiday absence allowance.
4. Employees on a Military Leave while receiving Company pay offset **are** eligible for a holiday absence allowance.
5. Employees on the following leaves are **not** eligible for a holiday absence allowance:
  - a. Medical Leave without pay (not receiving a Sick Benefit, Paid Sick Leave benefit, or STD benefit).
  - b. Family Leave — A holiday occurring during a week of Family Leave of 12 workweeks or less or a “Wounded Warrior” Family Leave of 26 workweeks or less has no effect. An absence allowance is not granted; the full week is counted towards the employee’s Family Leave when a holiday occurs.
  - c. Personal Leave.
  - d. Educational Leave.
6. Employees on layoff status are not eligible for a holiday absence allowance.
7. Organization Vice Presidents have the authority to approve, for business reasons, the observance of a holiday on its actual calendar day rather than on the day designated by the Company for certain employee groups.

For example, when Christmas falls on a Saturday and the Company-observed holiday is on a Friday, employees who are regularly scheduled to work on Saturday may be permitted to observe the holiday on Saturday, rather than on Friday, as long as the Organization Vice President has approved the change in holiday observance.

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## B. Observed Holidays

1. The following nine calendar holidays have been established for observance throughout the Company's operations and it is normally intended that employees not work on these particular days:

Holidays
New Year's Day
Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Friday After Thanksgiving
Christmas Day
One Additional Day before Christmas Day or after Christmas Day

Refer to “Appendix A — 2020 Holiday Schedule” on page 5.

2. In certain areas, depending upon local practice or custom, different holidays may be recognized in lieu of the above.

**NOTE:** The two most likely scenarios that will cause a location to deviate from the holiday schedule established by the Company are as follows: (1) a location chooses to replace one Company observed holiday for another holiday, and (2) a location chooses to observe a Company observed holiday on a date or dates which vary from the Company holiday schedule.

3. Different holidays may be recognized in other countries where the Company has operations.

## C. Holiday During Vacation Period

If a holiday falls during the week of an employee's scheduled vacation, the employee will not be charged vacation time for that day and will receive a holiday absence allowance instead.

## II. Floating Day Off

### A. Eligibility

1. All regular full-time and regular part-time employees are eligible for a floating day off from their first day of employment.
2. Casual employees and employees at locations not permitting employees to designate their own floating day off are not eligible for a floating day off.
3. Employees on a Medical Leave when receiving a Sick Benefit, Paid Sick Leave benefit, or STD benefit maintain eligibility and can apply a floating day off while on such leave.

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4. Employees on a Personal Leave, Educational Leave, Military Leave in excess of six months, Family Leave of 12 workweeks or less, “Wounded Warrior” Family Leave of 26 workweeks or less, or Medical Leave without pay (not receiving a Sick Benefit, a Paid Sick Leave benefit, or a STD benefit) are not eligible and **cannot** apply a Floating Day Off while on such leave.

## **B. Approvals**

1. Approval of the date and scheduling of the floating day off will be at the discretion of the employee’s immediate supervisor, or through other approval means based on local scheduling needs.
2. The Findlay Office Complex will offer the floating day off to eligible employees. Each employee will schedule their floating day off with approval of their supervisor.
3. Although Marathon Petroleum’s other locations are encouraged to keep with the floating day off concept, they will need to decide whether a floating day off will be the option of the individual employee or whether it will be replaced by a fixed “designated” holiday (governed by the Holiday section above) for their location.

## **C. General Guidelines**

The following general guidelines concerning pay for time worked should be used when communicating to employees how this floating day off will be implemented at your location:

1. If the floating day off is solely at the discretion of the employee to schedule, subject to supervisor approval, then that day will be paid the same as a vacation day. That is, the employee will be paid for normal scheduled hours. If the employee is called-out after being excused, then any hours worked would be subject to the call-out and overtime provisions that apply to that employee. This will be the only premium pay the employee is eligible to receive.
2. If an employee retires, terminates, or dies, any unused floating day off is forfeited with no pay, subject to applicable state laws. Floating days off will not be carried over from one year to the next.
3. If the floating day off is replaced by a fixed “designated” holiday by local management, then those employees who are either scheduled to work or “called-in” to work after being scheduled the day off will be paid according to Payroll’s Holiday Work Allowance provisions.

## **D. Tracking Usage**

A floating day off will be tracked with a separate absence code within the applicable time and attendance system. It will be tracked and paid with all other holidays within the Payroll system, using the current pay codes. A floating day off can be taken in a one-day increment or two half-day increments, subject to supervisor approval.

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## **E. Payroll Notification Deadline**

All areas of the Company need to inform the Payroll Administrator in Payroll by no later than the end of November, as to whether their area will allow employees to designate their own floating day off, or if the floating day off will be replaced by a fixed “designated” holiday for their location for the following calendar year.

## **III. Modification and Termination**

The Company reserves the right to modify or terminate this Plan, in whole or in part, in such manner as it shall determine, either alone or in conjunction with other plans of the Company. Modification or termination may be made by the Company for any reason.

## **IV. Participation by Associated Companies and Organizations**

Upon specific authorization and subject to such terms and conditions as it may establish, Marathon Petroleum Company LP may permit eligible employees of subsidiaries and affiliated organizations to participate in this Plan. Currently, these participating companies include, but are not limited to, Marathon Petroleum Company LP, Marathon Petroleum Corporation, Marathon Petroleum Service Company, Marathon Petroleum Logistics Services LLC, and Marathon Refining Logistics Services LLC.

The term “Company” and other similar words means Marathon Petroleum Company LP and such affiliated organizations. The term “employee” and other similar words shall include any eligible employee of these companies.

## **V. Additional Information**

Human Resources in conjunction with Payroll coordinate the administration of the Plan throughout the Company. Information regarding pay in relation to a holiday, including the number of hours for which an employee is eligible, is outlined in the Payroll Guide.



## Appendix A

### 2020 Holiday Schedule

<b>Calendar Holiday</b>	<b>Day To Be Observed in 2020</b>
<b>New Year's Day, January 1</b>	Wednesday, January 1
<b>Good Friday, April 10</b>	Friday, April 10
<b>Memorial Day, May 25</b>	Monday, May 25
<b>Independence Day, July 4</b>	Friday, July 3
<b>Labor Day, September 7</b>	Monday, September 7
<b>Thanksgiving Day, November 26</b>	Thursday, November 26
<b>Friday After Thanksgiving, November 27</b>	Friday, November 27
<b>Day Before Christmas, December 24</b>	Thursday, December 24
<b>Christmas Day, December 25</b>	Friday, December 25