



# **Marathon Petroleum Holiday Plan**

**January 1, 2021**



# Holiday Plan



## Table of Contents

<b>I. Observed Holidays.....</b>	<b>1</b>
A. Eligibility for Observed Holidays.....	1
B. Holiday During Vacation.....	1
C. Holiday During Leave.....	2
D. Alternate Holiday Schedules.....	2
<b>II. Floating Holidays .....</b>	<b>2</b>
A. Eligibility for Floating Holidays .....	3
B. Approval.....	3
C. Floating Holidays While on Leave.....	3
D. General Guidelines .....	4
E. Tracking Usage.....	4
F. Payroll Notification Deadline; Compliance with State Law .....	4
<b>III. Modification and Termination .....</b>	<b>5</b>
<b>IV. Participation by Associated Companies and Organizations .....</b>	<b>5</b>
<b>V. Additional Information.....</b>	<b>5</b>
<b>Appendix A — 2021 Corporate Holiday Schedule .....</b>	<b>6</b>

# Holiday Plan

The purpose of the Marathon Petroleum Holiday Plan (“Holiday Plan”) is to identify the days which have been designated as a corporate holiday for the calendar year. The Holiday Plan provides general guidelines regarding observed holidays, as well as the floating holidays available to eligible employees. For specific information regarding pay in relation to a holiday, please refer to the Payroll Guide.

## I. Observed Holidays

The following eight holidays have been established for observance under the corporate holiday schedule. It is normally intended that employees do not work on an observed holiday and receive holiday pay for the day off.

<b>Corporate Holidays</b>
<b>New Year’s Day</b>
<b>Memorial Day</b>
<b>Independence Day</b>
<b>Labor Day</b>
<b>Thanksgiving Day</b>
<b>Friday After Thanksgiving</b>
<b>Christmas Day</b>
<b>One Additional Day before Christmas Day or after Christmas Day</b>

Appendix A provides the 2021 Corporate Holiday Schedule and includes the day designated by the Company to be recognized for each of the above holidays in the 2021 calendar year.

### A. Eligibility for Observed Holidays

1. Regular Full-time employees;
2. Regular Part-time employees;
3. Casual employees who meet the following guidelines based on job and location:
  - a. Worked the normal work day preceding and following the holiday<sup>1</sup>; and
  - b. Would have worked that day had it not been a holiday.
4. Employee groups for whom a different holiday plan has been established by a collective bargaining agreement are excluded.

### B. Holiday During Vacation

If a holiday falls during the week of an employee’s scheduled vacation, the employee will not be charged vacation for that day and will receive holiday pay instead, unless otherwise required under local pay practices.

<sup>1</sup> Unless absence is due to a reason protected under federal or state law.

# Holiday Plan



## **C. Holiday During Leave**

1. Employees on the following leaves are eligible for holiday pay while on leave:
  - a. Medical Leave of up to two years (paid or unpaid) and not receiving LTD;
  - b. Parental Leave;
  - c. Military Leave of up to two years (paid or unpaid);
  - d. Family Leave of 12 workweeks or less; and
  - e. Wounded Warrior Family Leave of 26 workweeks or less.

Unless otherwise required by law, a holiday occurring during a week of any of the above leaves has no effect on the length of the leave; the full week is counted towards the employee's leave when a holiday occurs.

2. Employees on layoff status and employees on the following leaves are not eligible for holiday pay while on leave:
  - a. Personal Leave;
  - b. Educational Leave;
  - c. Leave while receiving an LTD benefit;
  - d. Medical Leave in excess of two years and not receiving LTD; and
  - e. Military Leave in excess of two years.

## **D. Alternate Holiday Schedules**

There may be variations to the corporate holiday schedule, as follows:

1. Locations may observe different holidays based on local custom or work schedules.
2. Organization Vice Presidents may approve, for business reasons, the observance of a holiday on a date which vary from the holiday schedule (i.e., on its actual calendar day rather than on the day designated by the Company) for certain employee groups.

Each location or work group should confirm if the corporate holiday schedule will be followed for a given calendar year or if a different holiday schedule will apply.

## **II. Floating Holidays**

To provide flexibility and allow employees to celebrate or recognize days with religious, cultural, ethnic, or other significance in their lives, the Holiday Plan includes two floating days off ("floating holidays") per calendar year, in addition to the observed holidays identified above.

Each location will determine whether floating holidays will be scheduled at the option of employees or if they will be replaced by a fixed or designated holiday.

# Holiday Plan



## **A. Eligibility for Floating Holidays**

1. Regular Full-Time and regular Part-Time employees are eligible for floating holidays on the first day of employment and each calendar year thereafter.
2. Casual employees and employees at locations that designate floating holidays are excluded.
3. Employee groups for whom a different holiday plan has been established by a collective bargaining agreement are excluded.
4. Employees who are on the following leave on the first day of a calendar year (January 1), must return to work for one full day in that calendar year in order to receive their floating holidays for that year.
  - a. Personal Leave;
  - b. Educational Leave;
  - c. Leave while receiving an LTD benefit;
  - d. Medical Leave in excess of two years and not receiving LTD; and
  - e. Military Leave in excess of two years.

Any employee on an approved leave other than those listed above on January 1 are eligible to receive their floating holidays for the year.

## **B. Approval**

1. Approval of the date and/or scheduling of a floating holiday is at the discretion of each employee's immediate supervisor, or through another means based on local scheduling needs.
2. In locations where the floating holidays are replaced with a fixed or designated holiday, the days are governed by the observed holiday section above.

## **C. Floating Holidays While on Leave**

1. Eligible employees are able to apply floating holidays while on the following leaves:
  - a. Medical Leave of up to two years (paid or unpaid) and not receiving LTD;
  - b. Parental Leave;
  - c. Military Leave of up to two years (paid or unpaid);
  - d. Family Leave of 12 workweeks or less; and
  - e. Wounded Warrior Family Leave of 26 workweeks or less.

A floating holiday applied during a week of any of the above leaves has no effect on the length of the leave; the full week is counted towards the employee's leave when a floating holiday is applied.

2. Employees on layoff cannot apply floating holidays.

# Holiday Plan

3. Floating holidays cannot be applied while on the following leaves:
  - a. Personal Leave;
  - b. Educational Leave;
  - c. Leave while receiving an LTD benefit;
  - d. Medical Leave in excess of two years and not receiving LTD; and
  - e. Military Leave in excess of two years.

In conjunction with this provision, an employee's unused floating holidays will be paid out upon commencement of certain leaves, as outlined below.

## **D. General Guidelines**

The Holiday Plan provides the following general guidelines related to floating holidays. For information regarding pay in relation to floating holidays, please refer to the provisions outlined in the Payroll Guide.

1. An employee must exhaust all floating holiday hours prior to applying vacation benefit in a calendar year. Once floating holiday hours have been exhausted, vacation may be applied per the terms of the Marathon Petroleum Vacation Plan.
2. Subject to and to the extent permitted by applicable state law, if an employee retires, terminates, or dies, any unused portion of the floating holidays for that calendar year is forfeited with no pay.
3. As required by applicable state law, any unused floating holidays for a calendar year will be paid out at year-end or upon separation of employment.
4. All unused floating holidays will be paid out upon commencement of a Personal Leave, Educational Leave, or leave while receiving a Long Term Disability benefit.
5. Employees who transfer from Regular to Casual employment will be paid out their unused floating holiday hours at the time of the change in employment, if applicable.

## **E. Tracking Usage**

1. Floating holidays can be taken in one-hour increments, subject to supervisor approval.
2. Floating holidays will be tracked within the applicable time and attendance system using a separate absence code and will be paid through the Payroll system.

## **F. Payroll Notification Deadline; Compliance with State Law**

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

# Holiday Plan



2. It is also the responsibility of the timekeeper and local HR to work with the Payroll Administrator to determine whether and how applicable state laws impact the administration of an employee's floating holidays at the end of the calendar year and/or upon separation of employment (i.e., whether pay out of unused floating holiday hours is required).

In all cases, the Company will comply with applicable state law regarding these matters.

### **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

### 2021 Corporate Holiday Schedule

<b>Calendar Holiday</b>	<b>Day To Be Observed in 2021</b>
<b>New Year's Day, January 1</b>	Friday, January 1
<b>Memorial Day, May 31</b>	Monday, May 31
<b>Independence Day, July 4</b>	Monday, July 5
<b>Labor Day, September 6</b>	Monday, September 6
<b>Thanksgiving Day, November 25</b>	Thursday, November 25
<b>Friday After Thanksgiving, November 26</b>	Friday, November 26
<b>Day Before Christmas, December 24</b>	Friday, December 24
<b>Christmas Day, December 25</b>	Monday, December 27