



Marathon Petroleum Medical Leave Policy

Effective January 1, 2018





Table of Contents

I.	Introduction	1
II.	Eligibility.....	1
III.	Qualifying for Medical Leave	2
IV.	Effective Date	2
V.	Duration of Leave.....	3
VI.	Documentation.....	4
VII.	Employment While on Leave	4
VIII.	Benefit Status While on a Medical Leave.....	4
IX.	Compensation	5
X.	Merit Increase Eligibility	5
XI.	Intermittent Leave and Reduced Schedule Leave	5
XII.	End of Leave	6
XIII.	Participation by Associated Companies and Organizations	6
XIV.	Further Information	6



Medical Leave Policy

I. Introduction

The Marathon Petroleum Medical Leave Policy contains the Company's policy covering absences due to an illness or injury, whether occupational or non-occupational. The policy covering pay or disability benefits during Medical Leave can be found in the Sick Benefit Plan, the Long Term Disability Plan, and/or applicable workers' compensation statutes.

The Medical Leave Policy shall, at a minimum, conform with the requirements of the Family and Medical Leave Act of 1993 (FMLA), as amended, any regulations issued by the Department of Labor, and any applicable state and local laws that are more generous than the FMLA.

II. Eligibility

All Regular Full-time and Regular Part-time employees of Marathon Petroleum Company LP are eligible for a Medical Leave.

For purposes of eligibility, Regular Full-time basis means the employee has a normal work schedule of at least 40 hours per week or at least 80 hours on a bi-weekly basis.

Regular Part-time means the employee is a non-supervisory employee scheduled to work on a part-time basis (minimum 20 hours but less than 35 hours per week) and not on a time, special job completion, or call when needed basis.

In addition, all Regular Full-time and Part-time employees are eligible for Medical Leave of up to 12 workweeks in a defined 12 month period for their own serious health condition under the FMLA, as long as they: (1) have completed 12 or more months of service with the Company; (2) have worked 1,250 hours in the preceding 12 months; and (3) work at a worksite with 50+ employees within a 75-mile radius.

Casual employees who meet the above FMLA eligibility requirements are entitled to up to a total of 12 workweeks of FMLA for their own serious health condition during a defined 12-month period. However, Casual employees are not otherwise eligible for any additional Medical Leave benefits provided in this policy. Please refer to the FMLA policy for more information.

Medical Leave Policy

III. Qualifying for Medical Leave

An employee qualifies for Medical Leave when he or she has a serious health condition. A serious health condition, as defined by the FMLA, means an illness, injury, impairment, or physical or mental condition that involves:

- In-patient care (an overnight stay) in a hospital, hospice or residential medical care facility, and/or any subsequent treatment in connection with such inpatient care;
- A period of incapacity of more than three (3) consecutive calendar days and either:
 - 2 visits to a health care provider within 30 days of the first day of incapacity, with the first visit occurring within 7 days of the first day of incapacity; or
 - 1 visit to a health care provider, which results in a regimen of continuing treatment under the supervision of the health care provider, such as a prescription, physical therapy, etc.;
- Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider, or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition which would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis);
- A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's, a severe stroke, or the terminal stages of disease;
- Any period of incapacity due to pregnancy or for prenatal care;
- Any period of incapacity or treatment for incapacity due to a chronic serious health condition. A "chronic serious health condition" is one in which a single underlying condition triggers episodic periods of incapacity which may last only a brief time and requires at least 2 visits annually to a health care provider for treatment. Examples include asthma, diabetes, epilepsy, etc.

Unless complications arise, absences for minor ailments such as the common cold, the flu, ear aches, upset stomach, minor ulcers, headaches other than migraines, routine dental or orthodontia problems, periodontal disease, etc. do not qualify as "serious health conditions" under the FMLA. However, if these conditions result in absences of more than 3 days, the employee should be placed on a Medical Leave. Any absences of more than 3 days should be reported to Health Services.

Employees whose illness or injury requires episodic absences from work should be placed on Intermittent Medical Leave.

IV. Effective Date

The effective date of a Medical Leave is retroactive to the first day the employee is off the job due to a serious health condition.



V. Duration of Leave

An employee may initially be placed on a Medical Leave for the period of their injury or illness not to exceed 26 weeks from the effective date of leave. If an employee sustains an occupational injury or illness they are eligible for up to an additional 26 weeks of Medical Leave for a total of 52 weeks from the effective date of leave. There is no minimum duration for a Medical Leave. Any absence due to occupational illness or injury falls under the Medical Leave Policy.

Under the FMLA, employees are entitled to up to 12 workweeks of leave in a 12-month period. Any leave taken for reasons that qualify under FMLA will be counted toward the employee's annual FMLA 12-week allotment.

Health Services has determined that a leave of absence related to pregnancy will typically last six weeks after a normal vaginal delivery, and typically eight weeks after a cesarean birth. A Medical Leave for pregnancy-related conditions may be longer due to complications. Health Services will review cases involving medical complications with the treating physician and make a recommendation regarding the appropriate length of any such leave.

If the employee's period of illness or injury exceeds 26 weeks and if the employee is eligible for benefits under the Long Term Disability (LTD) Plan, they will generally be continued on a Medical Leave, pending the outcome of their application for LTD benefits.

A Medical Leave without pay may be extended with the approval of the local Human Resources Manager or Supervisor, in conjunction with Health Services.

- **The leave may be extended for up to 10 months beyond the initial 26-week period under the following circumstances:**

- An LTD member is in the process of obtaining the required documentation for filing an LTD claim.
- An LTD member is awaiting a decision from LTD Claims Administrator regarding their claim for benefits or the member is appealing such a decision.
- An employee is not a member of the LTD Plan.
- An LTD member is appealing a decision to discontinue the payment of LTD benefits. The extension of the leave while appealing said decision will be effective on the date that LTD benefits are denied.

- **An extension of up to 8 months after the ten-month extension period for a Medical Leave may be granted under the following circumstances:**

- An LTD member is awaiting a decision from the LTD Claims Administrator regarding their claim for benefits or the member is appealing such a decision.
- An LTD member is appealing a decision that discontinues the payment of LTD benefits.
- An employee is not a member of the LTD plan.



Medical Leave Policy

Maximum Medical Leave

If the employee's date of disability is on or after January 1, 2010, and has not provided services to the company for a period of time exceeding 24 months, the employee is subject to the terms of the Neutral Discharge practice of the Marathon Petroleum Separation Policy.

Under any circumstances, it may be necessary for the Human Resources Manager or Supervisor to consult with the Company's Medical Director and legal counsel before deciding to extend the Medical Leave of Absence. Refer to Article XI. End of Leave for additional information.

Workers Compensation

A Medical Leave may be due to an occupational injury or illness, which also qualifies as a serious health condition under the FMLA. The provisions of the applicable workers' compensation statute will apply. At some point the health care provider treating the workers' compensation injury may certify the employee able to return to work in a transitional duty position. If the Company offers such a position, the employee is permitted, **but not required**, to accept it. If the employee refuses transitional duty, the employee may continue on unpaid Medical Leave either until the earlier of the date the employee is able to return to the same or equivalent job, or until the 12 workweeks of FMLA leave entitlement is exhausted.

VI. Documentation

The Company may require that an employee's request for Medical Leave be supported by certification fully completed by the health care provider as appropriate, and recertification on a reasonable basis. In some circumstances, the Company may require that the employee obtain a second opinion (selected solely by the Company at Company expense) or, if conflicting, a third and final opinion from a health care provider designated or approved jointly by the Company and the employee (at the Company's expense). Additionally, employees are required to complete FMLA certification form WH-380-E, as necessary.

VII. Employment While on Leave

Employees are not permitted to perform in any position of employment with another employer while on a Medical Leave, whether paid or unpaid, without prior written authorization from the Human Resources Manager, HR – Operations and Labor Relations or Human Resources Manager – HR Corporate Services.

VIII. Benefit Status While on a Medical Leave

Benefit plan status while an employee is on a Medical Leave is provided under the terms and conditions of each respective plan. Specific provisions governing the status of each benefit can be found in the respective plan document. A summary of the status of all benefit plans while on any type of leave of absence can be found in the document entitled "Benefit Status While on a Leave" on www.myMPCbenefits.com.



IX. Compensation

An employee's compensation while on a Medical Leave depends on their eligibility and qualification for benefits under the Sick Benefit Plan, the Long Term Disability Plan, and/or the Vacation Plan. Without eligibility for these plans, a Medical Leave for a non-occupational illness or injury would occur without any compensation.

Compensation while on Medical Leave for an occupational illness or injury is subject to the provisions of the applicable workers' compensation statutes and coordinated with any Marathon Petroleum benefits, as applicable.

X. Merit Increase Eligibility

An employee's merit eligibility date is unaffected by a Medical Leave.

XI. Intermittent Leave and Reduced Schedule Leave

An employee may take intermittent leave or leave on a reduced schedule basis provided that (a) there is an FMLA-qualifying and documented medical need for leave (as distinguished from voluntary treatments or procedures) and (b) such medical need is best accommodated through an intermittent or reduced schedule basis. Only the amount of leave actually taken may be counted toward the 12 workweeks of FMLA leave to which the employee is entitled.

If an employee requests such a leave and it is foreseeable based on planned medical treatment, including during a period of recovery from a serious health condition, the Company may require (in accordance with any applicable collective bargaining agreement, federal law, and state law) the employee to transfer temporarily to an available alternative position for which the employee is qualified provided the alternative position has equivalent pay and benefits and better accommodates recurring periods of leave than the employee's regular position but does not have to have equivalent duties. The employee must make a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the Company, subject to the approval of the health care provider.

"Intermittent leave" is leave taken in separate blocks of time due to an illness or injury, rather than for one continuous period of time, and may include leave of periods from an hour or more to several weeks. Examples of intermittent leave would include leave taken on an occasional basis for medical appointments, or leave taken several days at a time spread over a period of six months, such as for chemotherapy.

A "reduced schedule leave" is a leave schedule that reduces an employee's usual number of working hours per workweek, or hours per workday. In other words, a reduced schedule leave is a change in the employee's schedule for a period of time, normally from full-time to part-time.

An employee on intermittent leave or leave on a reduced schedule basis maintains eligibility status under the benefit plans as a Regular full-time or Regular part-time employee (rather than benefit eligibility as an employee on leave).

XII. End of Leave

Normally, it is expected that when the employee becomes able to work in the opinion of their health care provider, as reviewed by Health Services personnel, the Medical Leave will end and the employee should return to work.

Employees may be required to submit a fitness-for-duty certification as a condition of the employee's return to work.

The Company will comply with the Americans with Disabilities Act (ADA), as amended, which may include providing reasonable accommodations designed to enable the employee to return to work.

Employees will be considered to have resigned from the Company: (1) if they have not returned to work when their Medical Leave expires, (2) if they notify the Company that they will not return to work, or (3) they accept alternative employment. The resignation will be effective upon the date the Company learns the employee will not be returning to work, or the date requested by the employee, whichever is earlier.

XIII. 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 Policy. 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, Marathon Refining Logistic Services LLC, and MW Logistics Services LLC.

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

XIV. Further Information

Benefits Administration and Human Resources personnel coordinate the administration of this Policy throughout the Company.

Local Human Resources assists with the administration of this Policy.