

**Marathon Petroleum
Permissible Absences for
Personal Reasons Policy**

Effective January 1, 2018



Permissible Absences Policy

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Permissible Absences Policy

I. Definition

Certain employee absences from work for personal reasons are unavoidable and should be permitted if the absence does not interfere seriously with Company operations.

II. Eligibility

Regular employees who work on a Regular “full-time” or Regular “part-time” basis are eligible. For purposes of eligibility, “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. “Part-time” basis means the employee is a non-supervisory employee who is employed to work a minimum of 20 hours but less than 35 hours per week and not on a time, special job completion, or call when needed basis.

III. Company Allowed Absences

- A. Death in Family:** Reasonable time off with pay is allowed because of death in the employee’s immediate or semi-immediate family.
- B. Jury Duty:** An employee called for jury duty is allowed time off with pay for jury service. This service normally includes time spent actually serving on the jury and time spent while in the process of being approved for duty. If the employee receives pay from the court, it is not deducted from Company pay.
- C. Care for a Seriously-ill Family Member:** Short-term absences (less than 30 calendar days) for reasons which may or may not fall under the Family and Medical Leave Act of 1993 (FMLA) may be allowed under this Policy (with or without pay) at the discretion of the employee’s supervisor.
- If a short-term absence with pay is not allowed under this Policy, Family Leave without pay **must be allowed** to eligible employees, provided the reason for the absence qualifies under the FMLA.
 - Absences allowed under the Permissible Absences for Personal Reasons Policy **will run concurrently with** the 12 workweeks that are provided under the FMLA, provided the absences qualify as FMLA covered absences.
- D. Off-site Events:** Time off with pay may be granted under this Policy by the supervisor for the employee to participate in non-work activities such as community or charitable events or team-building events. Refer to the Marathon Petroleum Off-site Events Policy for more information.

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IV. Other Discretionary Absences

Certain other absences for personal reasons may be permitted at the discretion of the employee's supervisor, and may be with or without pay. The supervisor should consider each request individually taking into account the effect on Company operations, the employee's past record (attendance, performance, and work ethic for example), frequency and fairness of the request, amount of vacation available to the employee, and the effect on other employees within the same component. More scrutiny should be given to requests for paid time off. The maximum duration of discretionary absences permitted pursuant to this Policy, with or without pay, is limited to 30 calendar days per year.

A. Absences With Pay: Examples of permissible absences with pay that may be considered for supervisor approval under this Policy would include:

1. Visits to the doctor, dentist, etc., for the employee to go, or for the employee to take a member of their family to a doctor, dentist, etc. occasionally or if unplanned or urgent. For absences due to personal illness, see the Sick Benefit Policy and the Medical Leave Policy.
2. Wedding or graduation exercises for the employee or an immediate family member when time off during the employee's working hours is needed for the event.
3. Other justifiable reasons of a personal nature deemed appropriate by the supervisor.

The appropriate time code should be entered for the absence in SAP Timekeeping.

B. Absences Without Pay: The beginning and ending date of the absence must be agreed on prior to approval. For other absences without pay, see the Family Leave Policy and Personal Leave Policy.

1. *Approval:* The absence requires the approval of the employee's immediate supervisor.
2. *Service:* Service accrues during the absence and employment is considered to be continuous.
3. *Benefits:* Benefit plan status 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 "Benefits Status for Leave of Absence."
4. *Retirement Plan:* Vesting and participation are maintained without interruption during the period of absence.
5. *Thrift Plan:* Participation is unaffected if the absence is paid. If unpaid, contributions and participation will be less, in proportion to the reduced amount of pay received because of the absence. Payments on Thrift Plan loans must continue during the absence.
6. *Other Plans:* Participation or eligibility for participation in all other plans is not affected by the absence.

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V. Absences Pursuant to State/Local Law

Employees may be eligible for additional time off in accordance with state and/or local law. For example, employees in some states may be eligible for a certain amount of unpaid leave per year for purposes of attending their children's academic activities, such as parent-teacher conferences. Many states also allow employees who are volunteer firefighters or emergency responders time off when called to an emergency. Some states also allow time off for employees who are organ, blood, and/or bone marrow donors. Please consult with your supervisor and/or local Human Resources Consultant regarding applicable laws in your state or jurisdiction.

VI. 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 Services Company, Marathon Petroleum Logistics Services LLC, Marathon Refining Logistics Services LLC, and MW Logistics Services LLC.