



# **Marathon Petroleum Personal Leave Policy**

**Effective January 1, 2018**



# Personal Leave Policy



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# Personal Leave Policy

## I. Objective

A Personal Leave is an unpaid leave provided to meet employee needs with respect to important personal matters that are not covered by the Sick Leave Policy or the Family Leave Policy, subject to Company approval.

## II. Eligibility

All Regular Full-time and Regular Part-time employees who have been employed by the Company for at least 12 months are eligible to apply for personal leave.

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.

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

Casual employees are not eligible for personal leave.

## III. Reasons for Personal Leave

Reasons for Personal Leave vary and may include but are not limited to the following: studying for a professional certification, performance of civic duty, assumption of office within a professional organization, or personal family reasons not meeting the criteria for a Family Leave (see “Family Leave Policy” for more information).

## IV. Duration

Personal Leaves must be at least 30 days in duration. Short-term absences of less than 30 days may be granted under the Permissible Absences for Personal Reasons Policy at the discretion of the employee’s supervisor.

The initial request for a Personal Leave must be for a time period not to exceed six months. Any extension of a Personal Leave, whether the extension is beyond the initial time period requested, or beyond six-months, is subject to re-approval in no more than six-month intervals.

As provided for under the Company’s **neutral discharge practice**, the maximum duration of a Personal Leave, without exception, is 24 months.

The duration (Start Date and End Date) must be established before the commencement of a Personal Leave. Personal Leaves will normally consist of a single consecutive period.

Any time period during which an employee is disabled and receiving sick benefits is not counted as part of a Personal Leave.



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## **V. Employment While on Leave**

Employees are not permitted to perform in any position of employment with another employer while on an approved leave, whether paid or unpaid and including Personal Leave, without prior written authorization from the Company.

## **VI. Notification and Documentation Requirements**

To the extent possible, employees must provide the Company with at least 30 days notice in advance of the anticipated Start Date of a Personal Leave.

An employee must complete a “Personal Leave Request Form” and may be required to provide documentation that is relevant to the reason for the Personal Leave request.

## **VII. Approval Requirements and Considerations**

All approvals of Personal Leaves are at the discretion of the Company. The employee’s years of service, job performance, Company loyalty, potential, etc., are examples of factors that are considered before approving a Personal Leave. The Human Resources Manager – HR Operations and Labor Relations and/or Human Resources Manager – HR Corporate Services provides final approval for all Personal Leaves.

## **VIII. Benefits Status During a Personal Leave**

Benefit plan status while an employee is on a Personal 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 can be found in the document, entitled “Benefits Status While on Leave.”

## **IX. Job Reinstatement**

Job reinstatement for employees returning from a Personal leave is NOT an entitlement and depends on employment needs at the time the employee wishes to return.

If no suitable employment is available, the termination date is the later of (1) the date that the determination is made that no suitable employment exists; or (2) at the conclusion of the leave period granted to the employee.

Employees will be considered to have resigned from the Company:

- If they have not returned to work when their leave expires, or
- If they notify the Company that they do not intend to return to work.

In these cases, the resignation will be effective upon the leave End Date.

The Company has the right to recover all employer-paid health plan premiums for maintaining coverage during the leave in the event the employee fails to return from leave, provided the reason is not due to the continuation, recurrence or onset of a serious health condition which entitles the employee to leave, or other circumstances beyond the employee’s control. An employee who returns to work for at least one calendar day is considered to have “returned” to work.

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## **X. 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 Logistics Services LLC, and MW Logistics Services LLC.

## **XI. Further Information**

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

The Human Resources Manager – HR Operations and Labor Relations and/or Human Resources Manager – HR Corporate Services reviews all leave requests for completeness and compliance with Policy provisions.