



Marathon Petroleum Civic Duty Leave Policy

Effective January 1, 2022



Civic Duty Leave Policy



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Civic Duty Leave Policy



I. Purpose

The Marathon Petroleum Civic Duty Leave Policy (“Civic Duty Leave”) establishes uniform guidelines for providing paid time off to employees for absences related to jury duty and civic duty.

II. Eligibility

All Regular Full-time and Regular Part-time employees.

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.

This Policy does not apply to employees subject to collective bargaining agreements, unless the collective bargaining agreements expressly provide for participation in the Policy.

Additionally, if other approved local practices are in effect, those practices will be followed rather than application of this Policy.

Casual employees, contractors, interns, and temporary employees are excluded from eligibility.

III. Reasons for Civic Duty Leave

Eligible employees may request Civic Duty Leave for any of the following reasons:

- To serve on a jury;
- To serve on a precinct board for public elections; or
- To comply with any lawful and valid subpoena requiring the employee’s appearance.

Civic Duty Leave is generally granted for activities resulting in occasional, incidental absences from work. Voluntary civic duty leave is subject to supervisor/management approval. Approval may also be subject to state and federal laws.

Civic Duty Leave does not include time off for attending to personal legal matters (civil or criminal).

This Policy is to be applied in compliance with any applicable state law regarding employee leave.



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IV. Compensation During Civic Duty Leave

Eligible employees will receive time off with pay for approved Civic Duty Leave.

Salary Consideration

There will be no offset in the employee's regular pay for payment received from the court for civic duty.

Civic Duty Leave does not count as hours worked during the week for overtime purposes.

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

Company base pay includes geographic pay differential and scheduled overtime, if applicable, per governing compensation policies.

Annual Cash Bonus Plan (ACB)/Success Through People Plan (STP)

Compensation received from the Company by an employee on a leave is included as a pay component for purposes of calculating ACB/STP payments.

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 Civic Duty Leave, without prior written authorization from the Company.

VI. Notification and Documentation Requirements

Employees are required to provide reasonable advance notice of civic duty obligations to their supervisor/manager and furnish adequate proof of civic duty service when completed.

Employees are required to report Civic Duty Leave on the employee's timesheet or other regular time reporting method.

Employees who are dismissed or excused from civic duty service during their regularly scheduled working hours are required to return to work in accordance with local practice.

VII. Participation by Affiliates

Upon specific authorization and subject to such terms and conditions as it may establish, Marathon Petroleum Company LP may permit subsidiaries and affiliated companies to participate in the Policy. Currently, these participating companies include Marathon Petroleum Service Company, Marathon Petroleum Logistics Services LLC, and Marathon Refining Logistics Services LLC.

For purposes of the Policy: (i) the term "Company" and other similar terms means Marathon Petroleum Company LP and, where the context requires, such participating affiliates; and (ii) the term "Employee" and other similar terms mean an eligible employee of Marathon Petroleum Company LP, and, where the context requires, an eligible employee of a participating affiliate.



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VIII. Further Information

Human Resources and Payroll coordinate the administration of the Policy throughout the Company.

Local Human Resources may review leave requests for completeness and compliance with Policy provisions.

The Company may terminate Civic Duty Leave under this Policy and take disciplinary action, up to and including termination, against an employee who uses Civic Duty Leave for purposes other than those described in this Policy.

Marathon Petroleum Company LP may modify or terminate this Policy, in whole or in part, in such manner as it shall determine, at its sole discretion.



Appendix A

Civic Duty Leave State Law Requirements

Federal — for any exempt employees that are not covered by the policy, no reduction in pay for a partial week’s absence due to jury duty, witness duty, voting time off, etc.

Alaska — need to provide paid time off to vote to all employees if he or she does not have 2 consecutive hours to vote between the polls’ opening and the start of his or her regular working shift, or 2 consecutive hours between the shift’s end and the polls’ closing.

Arizona — need to provide paid time off to vote to all employees who do not have 3 consecutive hours of available time before or after work to vote.

California — need to provide 2 hours paid time off to vote to all employees who do not have “sufficient time outside of working hours” time off to vote, which must be at the beginning or end of the regular working shift, whichever allows the most time for voting and the least time off from the regular shift. At least 10 days before every state election, employers are required to post a notice of the right to receive up to two hours of paid time off to vote where it can be seen by employees coming and going.

Colorado — Temporary and Casual Employees must also be paid their regular wages (up to \$50 per day) during the first 3 days of jury service. Need to provide 2 hours of paid time off to vote (includes municipal elections too) to all employees who do not have 3 consecutive hours of available time before or after work to vote.

Georgia — Need to provide 2 hours of unpaid time off to vote to all employees who do not have 2 consecutive hours of available time before or after work to vote. Includes voting in municipal, county, state, or federal political party primary or general election.

Illinois — An employer may not require a night shift worker to work while the employee is serving on a jury during the day. The reasonable notice requirement is satisfied when the employee delivers to the employer a copy of the summons within 10 days of the date of issuance of the summons to the employee. Employees serving on a jury shall be treated as though they are on furlough or a leave of absence and shall be entitled to participate in insurance and other benefits in accordance with established rules and practices relating to employees on furlough or leave of absence. Employees who have fewer than two consecutive hours outside of work during which the polls are open must be allowed up to two hours of PAID time off to vote, however time off to serve as an election judge is unpaid.

Indiana — for employees who do not qualify under the policy, note that Employers may not require or request that employees use annual, vacation or sick leave for time spent responding to a jury duty summons, participating in the jury selection process or serving on a jury.

Kentucky — Must provide all employees 4 hours of unpaid time off to vote. Must provide the entire day off to attend training or serve as an election officer.

Louisiana — for employees who do not qualify under the policy, the Company needs to provide one paid day to serve on a jury or grand jury, which must be provided without loss of wages, or sick, emergency, or personal leave or any other benefit.



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Minnesota — must provide paid time off to all employees to vote for the time necessary to appear at the appropriate polling place, cast a ballot and return to work. Employees who are crime witnesses or crime victims and who are subpoenaed or requested by a prosecutor to attend court for the purpose of giving testimony in a criminal proceeding must be given reasonable time off from work to do so (arguably unpaid, but the law is not 100% clear). Additionally, employees must be allowed reasonable (arguably unpaid) time off from work to attend criminal proceedings related to a violent crime, if they are: (1) the victim of the crime; (2) the spouse or next of kin of the victim or (3) the family member, guardian or custodian of a minor, incompetent, incapacitated or deceased individual who was the victim. Employees who are members of a state central committee or executive committee or who are a delegate to a party convention must be allowed an unpaid leave of absence to attend such meeting or convention. Employees will be allowed time off to serve as an election judge (this should be paid but can be reduced by the amount paid by the appointing authority for the hours of service). An employee who is elected to public office must be allowed unpaid time off to attend meetings required for that office.

Mississippi — for employees who do not qualify under the policy, the Company cannot require or request these employees use annual, vacation, or sick leave for time spent responding to a jury duty summons, participating in the jury selection process or serving on a jury.

Missouri — for employees who do not qualify under the policy, the Company cannot require or request these employees use annual, vacation, or sick leave for time spent responding to a jury duty summons, participating in the jury selection process or serving on a jury. Must provide 3 hours of paid time off to vote for all employees unless he or she has 3 consecutive nonworking hours available while the polls are open to vote.

Nevada — reasonable notice of jury duty is 3 days before the employee is scheduled to appear. Employees summoned to appear for jury duty cannot be required to work within eight hours before the time he or she is to appear for jury duty and also cannot be required to work if the employee's jury service lasts for four or more hours on the day of appearance for jury duty, including time going to and from the place where the court is held, between 5 p.m. on the day of the appearance for jury duty and 3 a.m. on the following day. Note that for employees not covered by the policy, the Company cannot require employees to use sick leave or vacation time for jury duty, however, time spent engaged in attending court for prospective jury service, serving as a juror or appearing as a witness or potential witness in a judicial or administrative proceeding is not required to be paid. The Company must allow employees who are the parent, guardian or custodian of a child to unpaid time to miss work in order to appear at the child's juvenile proceeding. Must provide up to 3 hours of paid time off to vote to all employees if it is impracticable for the employee to vote before or after working hours.

New Mexico — for employees who do not qualify under the policy, the Company must provide unpaid jury duty leave and cannot require or request these employees use annual, vacation, or sick leave for time spent responding to a jury duty summons, participating in the jury selection process or serving on a jury. Must provide 2 hours of paid time off to vote for all employees unless he or she has 3 consecutive nonworking hours available while the polls are open to vote. Must provide up to 14 days of unpaid leave per year for domestic abuse victims leave.



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New York — for employees who do not qualify under the policy, the Company can provide unpaid jury duty leave except that such employees must be paid up to \$40.00 of their pay for the first three days of jury duty. Must provide all employees 3 hours of paid time off to vote at the beginning or ending of the shift. Employees are allowed to take as much time as needed to vote, even if they have enough time outside of working hours, but only 3 hours must be paid. Must post a conspicuous notice of employee voting rights not less than 10 working days before every election. The notice must be kept posted until the close of the polls on election day. Because the law requires a posting before every election, New York employers may want to keep an election leave posting as part of their year-round compliance posters.

Ohio — for employees who do not qualify under the policy, the Company cannot require or request these employees use annual, vacation, or sick leave for time spent responding to a jury duty summons, participating in the jury selection process or serving on a jury. Must provide all employees with an unpaid reasonable amount of time to vote and the Company cannot refuse unpaid time off to permit an employee to serve as an election official on any registration or election day. Employees who are crime victims or family members of crime victims may take unpaid time off from work to participate, upon the prosecutor's request, in preparation for a criminal or delinquency proceeding or for attending such a proceeding in response to a subpoena where attendance is reasonably necessary to protect a crime victim's interests.

Oklahoma — for employees who do not qualify under the policy, the Company cannot require or request these employees use annual, vacation, or sick leave for time spent responding to a jury duty summons, participating in the jury selection process or serving on a jury. Must provide 2 hours of paid time off to vote for all employees unless he or she has 3 consecutive nonworking hours available while the polls are open to vote.

Tennessee — for employees who do not qualify under the policy, the Company must still compensate employees for travel time to and from jury duty as well as for the employee's service on the jury. Employees must be excused for the entire day on any day that jury service exceeds three hours. If an employee summoned is working a night shift or is working hours preceding those in which court is normally held, the employee shall also be excused from employment for the shift immediately preceding the first day of service. After the first day of service, when the employee's responsibility for jury duty exceeds three hours during a day, the employee must be excused from the next scheduled work period occurring within 24 hours of that day of jury service. Must provide 3 hours of paid time off to vote for all employees unless he or she has 3 consecutive nonworking hours available while the polls are open to vote. Voting Machine Technicians must be provided unpaid leave for the days required to perform the technician duties.

Texas — Must provide sufficient paid time off to vote for all employees unless he or she has 2 consecutive nonworking hours available while the polls are open to vote. Must provide unpaid leave from work in order to attend a precinct convention or attend a county, district or state convention as a delegate. Must provide unpaid time off to attend court for prospective jury or grand jury service, for serving as a juror or grand juror, to attend juvenile court proceedings when required to do so as the parent or guardian of the juvenile; or to comply with a valid subpoena to appear at a civil, criminal, legislative or administrative proceeding.

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Utah — for employees who do not qualify under the policy, the Company cannot require or request these employees use annual, vacation, or sick leave for time spent responding to a jury duty summons, participating in the jury selection process or serving on a jury. Must provide 2 hours of paid time off to vote for all employees unless he or she has 3 consecutive nonworking hours available while the polls are open to vote and if the employee requests that leave occur at the beginning or end of the shift, the employer must grant the request.

Virginia — for employees who do not qualify under the policy, the Company cannot require these employees use annual, vacation, or sick leave for time spent responding to a jury duty summons, participating in the jury selection process or serving on a jury or other court appearance. An employee who serves 4 or more hours, including travel time, as an election officer cannot be required to start a work shift that commences at or after 5:00 p.m. on the day of service, or begin a shift before 3:00 a.m. the day following the day of service.

Washington — For employees outside of the policy, unpaid time spent engaged in attending court for prospective jury service or for serving as a juror should still be provided.

West Virginia — Must provide 3 hours of paid time off to vote for all employees unless he or she has 3 consecutive nonworking hours available while the polls are open to vote.

Wisconsin — All employees must be provided up to 3 successive hours unpaid time off. An employee who is appointed to serve as an election official must be provided unpaid leave for the entire 24-hour period of each election day in which he or she serves.

Wyoming — Employees when reinstated after jury service shall be considered to have been on furlough or leave of absence during jury service. The employee must be reinstated without loss of seniority and must be entitled to participate in insurance or other benefits offered by the employer pursuant to established rules and practices relating to employees on furlough or leaves of absence. Must provide 1 hour of paid time off, excluding meal periods, to vote for all employees unless he or she has 3 consecutive nonworking hours available while the polls are open to vote.