



Marathon Petroleum Bereavement Leave Policy

Effective January 1, 2024



Bereavement Leave Policy



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Bereavement Leave Policy

I. Objective

The Marathon Petroleum Bereavement Leave Policy (“Bereavement Leave” or “Policy”) establishes uniform guidelines for providing paid time off to employees for absences related to the death of immediate family members.

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.

In other cases where approved local practices differ from this Policy, those practices shall govern.

Eligibility for Bereavement Leave will end if an employee is on work stoppage, terminates employment, or retires.

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

III. Immediate Family

An employee’s Immediate Family includes the employee’s spouse¹ or domestic partner², as well as the following relatives of the employee or employee’s spouse or domestic partner:

- Child (including biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis),
- Grandchild,
- Parent,
- Grandparent,
- Brother,
- Sister,
- Parent/Sibling-in-Law/Grandparent-in-law,
- Corresponding Step Relation, or
- Any other individual who acted as the employee’s legal guardian.

¹ For purposes of this Policy and consistent with N.Y. Lab. Law § 79-n, a spouse includes a New York employee’s same-sex committed partner.

² For purposes of this Policy, a domestic partner is one who meets the terms and conditions of the Marathon Petroleum Certification of Domestic Partnership or other similar legal union in a state that provides for such registration.



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IV. Reasons for Bereavement Leave

In the event of a death of an employee's Immediate Family member, an employee may be granted time off with pay, generally not to exceed three (3) days, to assist with funeral arrangements, and/or attend funeral services.

With approval from the employee's supervisor/manager and local Human Resources, up to two (2) additional days of Bereavement Leave may be granted to the employee to accommodate unusual circumstances (i.e., to attend funeral outside of the country) or to attend funeral services that are held 250 or more miles away from the employee's residence. Additional time may be granted, on a paid or unpaid basis, if required by law.³

Vacation may be granted (with supervisory approval) if additional time off work is needed. Time off without pay may be granted under the Permissible Absences Policy (with supervisory approval) if no vacation is available.

V. Compensation

Eligible employees working a schedule of 20 or more hours per week will receive time off with regular pay while on Bereavement Leave. Regular pay may be administered in hours per day and is based on the employee's normal work schedule.

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

VI. 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 Bereavement Leave, without prior written authorization from the Company.

VII. Notification and Documentation Requirements

Employees are required to report Bereavement Leave on the employee's timesheet or other regular time reporting method. The Company may require reasonable documentation of the need for leave.

VIII. 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.

³ To the extent that a state or local law covers the same type of absence circumstance covered by this Policy, the Company will comply with any such applicable state or local law and leave under the Company Bereavement Leave Policy will run concurrently to the extent applicable.



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IX. Further Information

Benefits and Human Resources personnel 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 Bereavement Leave under this Policy and take disciplinary action, up to and including termination, against an employee who uses Bereavement 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

Illinois Family Bereavement Leave Act

The Company will grant time off to employees upon request in accordance with the requirements of the Illinois Family Bereavement Leave Act (“FBLA”) in addition to applicable federal and state law in effect at the time the leave is granted. The following addresses employee rights under the Family Bereavement Leave Act (“FBLA”) only and supplements the Marathon Petroleum Bereavement Leave Policy. An employee who is eligible for bereavement leave under any of these policies will be eligible for the most generous benefits available under applicable law.

Employee Eligibility

To be eligible for Illinois’ Family Bereavement Leave (“FBLA”), employees must have been employed by the Company for a total of 12 months (52 weeks) at any time prior to the commencement of the leave and have worked at least 1,250 hours over the previous 12 months as of the start of the leave.

Qualifying Reasons for Family Bereavement Leave

Eligible employees are entitled to use a maximum of two weeks (10 workdays) to:

1. Attend the funeral or alternative to a funeral of the employee’s child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent (“covered family member”);
2. Make arrangements necessitated by the death of the covered family member;
3. Grieve the death of the covered family member; or
4. Be absent from work due to:
 - a. A stillbirth;
 - b. A miscarriage;
 - c. An unsuccessful reproductive procedure;
 - d. A failed adoption match or an adoption that is not finalized because it is contested;
 - e. A failed surrogacy agreement; or,
 - f. A diagnosis that negatively impacts pregnancy or fertility.

Eligible employees are entitled to a maximum of 6 weeks of leave if they experience more than one qualifying event during a 12-month period. No unpaid leave provided in accordance with this FBLA policy is intended to create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under or in addition to leave permitted by the FMLA.



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Employees who are eligible for FBLA leave and who are also entitled to take paid or unpaid leave from employment pursuant to federal, state or local law, a collective bargaining agreement or an Company benefits program or plan may elect to substitute any period of such leave for an equivalent period of leave provided by this FBLA policy.

Requesting Leave

Employees will be required to use this leave within 60 days after receiving notice of the death of a covered family member or the date on which an event in section 4 above occurs.

When the need for the leave is foreseeable (such as for attending funeral services) employees must, if possible, provide at least 48 hours' advance notice. The Company may request reasonable documentation to support the request for leave pursuant to this policy.



Appendix B

Illinois Child Extended Bereavement Leave Act

The Company will grant time off to employees upon request in accordance with the requirements of the Child Extended Bereavement Leave Act (“CEBLA”) in addition to applicable federal and state law in effect at the time the leave is granted. The following addresses employee rights under the Child Extended Bereavement Leave Act (“CEBLA”) only and supplements the Marathon Petroleum Bereavement Leave Policy. An employee who is eligible for bereavement leave under any of these policies will be eligible for the most generous benefits available under applicable law.

Where both the CEBLA and MPC’s Bereavement Leave Policy apply, the leave provided by each will count against the employee’s entitlement under both available leaves and must be taken concurrently.

Employee Eligibility

Full-time employees who have worked for the Company for at least two weeks are eligible for Illinois’ Child Extended Bereavement Leave (“CEBLA”). Eligible employees may use existing paid or unpaid leave to substitute any period of such leave for an equivalent period of leave provided by the CEBLA. Employees who take leave under the CEBLA cannot take extended, additional leave under the Illinois Family Bereavement Act (refer to Appendix A above) for the loss of the same child. The Child Bereavement Leave Act does not extend the maximum period of leave to which an employee is entitled under FMLA or under any other paid or unpaid leave provided under federal, state or local law, a collective bargaining agreement, or an employment benefits program or plan.

Qualifying Reasons for Family Bereavement Leave

The Company will provide eligible employees up to 12 weeks of unpaid leave that can be taken in single continuous periods or intermittently in increments of no less than four (4) hours. Child Extended Bereavement Leave (“CEBLA”) must be used within one year from the employee notifying the employer of the loss.

Employees are eligible for Illinois’ CEBLA if they experience a loss of a child for one of the following reasons:

- Suicide
- Homicide

Eligible employees who take leave under the CEBLA will be restored to the same position held prior to leave or to an equivalent position. Taking leave under the CEBLA shall not result in the loss of any employment benefit accrued prior to the date on which the leave commenced. Employees returning from leave under this provision are not entitled to the accrual of any seniority or employment benefits during any period of leave or any other right, benefit, or position of employment other than any right, benefit or position to which the employee would have been entitled had the employee not taken the leave.



Bereavement Leave Policy

Requesting Leave

Eligible employees requesting leave under this policy must provide reasonable advance notice of the need for leave, unless providing such notice is not reasonable or practicable under the circumstances. The Company may request reasonable documentation to support the request for leave pursuant to this policy.



Appendix C

California Bereavement Leave and Fair Employment and Housing Act Leave for Reproductive Loss

California Bereavement Leave

In accordance with California law, MPC will grant employees in California up to five (5) days of Bereavement Leave from work following the death of a family member (refer to Section III. above). For the purposes of administration, California Bereavement Leave will run concurrent with MPC's Bereavement Leave. California Bereavement Leave can be taken in single continuous periods or intermittently. Any leave taken shall be completed within three (3) months of the date of the family member's death.

An employee may use vacation, personal leave, accrued and available sick leave, or compensatory time off that is otherwise available to the employee for any portion of absence that would be unpaid.

The Company will maintain confidentiality of any employee requesting leave under this section and any information provided to the Company pursuant to this section shall be maintained as confidential and shall not be disclosed except to internal personnel or counsel, as necessary, or as required by law.

The Company prohibits refusal to hire or the discharge, demotion, fine, suspension, expulsion or discrimination against an individual because of the individual's exercise of the right to bereavement leave or an individual's giving information or testimony as to their own bereavement leave or another person's bereavement leave. The Company will not interfere with, restrain, or deny the exercise or attempt to exercise any right provided by this section.

California Fair Employment and Housing Act Leave for Reproductive Loss

The Company will grant time off to employees upon request in accordance with the requirements of the California Fair Employment and Housing Act ("FEHA") for Reproductive Loss, in addition to applicable federal and state law in effect at the time the leave is granted. The following addresses employee rights under the California Fair Employment and Housing Act ("FEHA") for Reproductive Loss only and supplements the Marathon Petroleum Bereavement Leave Policy. An employee who is eligible for bereavement leave under any of these policies will be eligible for the most generous benefits available under applicable law.

Where both the FEHA Leave for Reproductive Loss and MPC's Bereavement Leave Policy apply, the leave provided by each will count against the employee's entitlement under both available leaves and must be taken concurrently.



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A. Employee Eligibility

Employees who have worked for the Company for at least 30 days prior to the commencement of the leave are eligible for California's Fair Employment and Housing Act Leave for Reproductive Loss. Eligible employees may use existing paid or unpaid leave to substitute any period of such leave for an equivalent period of leave provided by the FEHA. If, prior to or immediately following a reproductive loss event, an employee is on or chooses to go on leave from work under FEHA's pregnancy, childbirth, or related medical condition, FEHA's family care and medical leave, or any other leave entitlement under state or federal law, the employee must complete their reproductive loss leave within 3 months of the end date of the other leave.

B. Qualifying Reasons for FEHA Leave for Reproductive Loss

The Company will provide eligible employees up to 5 days of leave that can be taken in single continuous periods or nonconsecutively. FEHA Leave for Reproductive Loss must be used within three (3) months from the reproductive loss qualifying event. If an employee experiences more than one reproductive loss event within a 12-month period, the employee is entitled to a maximum leave amount of 20 days within a 12-month period.

Employees are eligible for California's FEHA Leave for Reproductive Loss if they experience one of the following events:

- Miscarriage
- Stillbirth
- Unsuccessful assisted reproduction
- Failed adoption
- Failed surrogacy or surrogacy arrangement

The Company prohibits retaliation against an individual, including but not limited to, refusing to hire, discharging, demoting, finding, suspending, expelling or discrimination against an individual because of either the individual's exercise of the right to reproductive loss leave or an individual's giving information or testimony as to their own reproductive loss leave, or another person's reproductive loss leave, in an inquiry or proceeding related to rights guaranteed by this law.

The Company prohibits the interference, restraint, or denial of the use or attempted use of the rights provided by the State of California.

The Company will maintain confidentiality of any employee requesting leave under this section and any information provided to the Company pursuant to this section shall be maintained as confidential and shall not be disclosed except to internal personnel or counsel, as necessary, or as required by law.

C. Requesting Leave

Eligible employees requesting leave under this policy must provide reasonable advance notice of the need for leave, unless providing such notice is not reasonable or practicable under the circumstances.