

Marathon Petroleum Paid Leave for Specified Employees Policy

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Paid Leave for Specified Employees Policy

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Paid Leave for Specified Employees Policy

I. Purpose

The purpose of the Marathon Petroleum Paid Leave for Specified Employees Policy (“Policy”) is to comply with any state law that requires the Company to provide employees paid time off for which they are not otherwise eligible due to employment status, schedule, location or a combination of such reasons.

II. Eligibility

This Policy is applicable to employees who are assigned to primarily perform work in the state of Illinois, as follows:

1. Casual employees;
2. Interns; and
3. Any other employee who is not eligible for the Marathon Petroleum Vacation Plan and primarily working in the state of Illinois for an employer conducting business in Illinois.

This Policy is not applicable to:

1. Regular employees working on a full-time or part-time basis and eligible for the Marathon Petroleum Vacation Plan.

III. Provisions

Pursuant to the Illinois Paid Leave for All Workers Act (the “Act”), any employees who are assigned to perform work in the state of Illinois may utilize up to 40 hours of paid time off in a calendar year for any reason under this Policy. “Any reason” is defined as time off for any reason of the employee’s choosing. Employees are not required, but are permitted, to utilize available hours in their Paid Leave Banks for any reason prior to the utilization of any other form of leave. If an employee chooses to utilize Paid Leave for Specified Employees time off bank hours for an absence which qualifies for Family and Medical Leave (“FMLA”), FMLA will be applied concurrently for such absence.

However, business units may provide less than 40 hours of paid time off for any reason upon an employee’s first date of employment in a calendar year under local policy which explicitly provides the business unit will assign less than 40 hours for specifically identified employees. Any such local policy must provide frontloaded paid leave for any reason that the employee would be entitled to under the Act based on the employee’s scheduled hours to be worked. In the event an employee would exceed their regularly scheduled hours, the employee would accrue one hour of paid time off for every 40 hours worked. Under no circumstances will an employee receive less than the amount of paid leave for any reason to which the employee is entitled, up to 40 hours in a calendar year, under the Act. Any business unit which desires to provide less than 40 hours of paid leave for any reason in a calendar year for specified employees must develop, maintain, and communicate the local policy to applicable employees, and must maintain records of the applicable employee’s use of the paid time off for any reason.

Employees may not carry forward into a subsequent calendar year any unused hours in their Paid Leave Banks.

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IV. Administrative Procedures

Employees are required to provide notice of the need or desire to take leave for any reason in accordance with the applicable organization, local, and/or collective bargaining agreement requirements or practices.

In the absence of such requirements or practices, or if the requirements are more restrictive than provided below, employees must provide notice of the need to take leave for any reason as follows:

1. If the need for leave for any reason **is foreseeable**, the employee must provide at least seven (7) calendar days' notice before the date the leave is to begin. Such notice may be either oral or written.
2. If the need for leave for any reason is unforeseeable, the employee must provide notice as soon as is practicable after the employee is aware of the necessity of the leave.
3. Employees are required to notify the appropriate personnel, e.g., the employee's supervisor, in accordance with the applicable organization, local, and/or collective bargaining agreement requirements or practices. A failure to notify may result in disciplinary or corrective action.
4. Employees may not be required to provide documentation or certification as proof of or in support of the need for this leave.
5. Request for leave may be denied based on the operational needs of the Company. Operational need will be defined by the applicable organization, local, and/or collective bargaining agreement requirements or practices, and comply with the Act.

Employees must use this available leave in minimum increments of two (2) hours unless the employee's scheduled workday is less than two (2) hours in which case the minimum increment is the amount time for which the employee is scheduled to work.

V. Participation by Associated Companies or Organizations

Upon specific authorization and subject to such terms and conditions as it may establish, Marathon Petroleum Company LP may permit employees of subsidiaries and affiliated organizations to participate in this Policy. Currently, these participating companies include Marathon Petroleum Company LP, Marathon Petroleum Logistics Services LLC, and Marathon Refining Logistics Services LLC and all of its subsidiaries and affiliates.

The term "Company" and other similar words shall include MPC and affiliated organizations. The term "employee" and other similar words shall include any eligible employee of these companies.

VI. Additional Information

Human Resources and Payroll administer the Policy throughout the Company.

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