



Marathon Petroleum Paid Parental Leave Policy

Effective January 1, 2024



Paid Parental Leave Policy



Table of Contents

I. Purpose.....	1
II. Eligibility	1
III. Reasons for Paid Parental Leave	1
IV. Notification and Documentation Requirements	2
V. Approval Requirements and Considerations.....	2
VI. Amount and Duration of Paid Parental Leave.....	2
VII. Anti-Discrimination/Retaliation.....	4
VIII. Participation by Affiliates	4
IX. Further Information.....	4

Paid Parental Leave Policy



I. Purpose

The Paid Parental Leave Policy (“Parental Leave”) provides employees time off at full pay for the purpose of recovering from childbirth or caring for or bonding with a child following birth (including birth via surrogacy arrangement), adoption or placement for adoption, and foster care placement. Eligible employees may be entitled to additional paid or unpaid leave due to a pregnancy-related or childbirth-related condition or to care or bond with a newborn child or newly adopted or newly placed foster child under the Marathon Petroleum Paid Sick Leave Program, Marathon Petroleum Short Term Disability Plans, Marathon Petroleum Medical Leave Policy and Marathon Petroleum Family Leave Policy, and in accordance with the Family and Medical Leave Act (FMLA), Pregnancy Discrimination Act (PDA), Americans with Disabilities Act (ADA), the Pregnant Workers’ Fairness Act (PWFA) and any applicable state or local law.

II. Eligibility

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.

Interns and casual employees are not eligible.

III. Reasons for Paid Parental Leave

Parental Leave is applicable for the following reasons:

- The birth of a child, including birth via surrogacy arrangement, in order to care for that child within the 12-week period following the birth;
- The placement of a child for adoption, in order to care for that child within the 12-week period following the placement; and
- The placement of a child for foster care, in order to care for that child within the 12-week period following the placement.

Parental Leave is granted for the sole purpose of recovering from childbirth or caring for or bonding with the child. Surrogate mothers and sperm donors are not eligible for Parental Leave. Parental Leave is not available for the adoption of a stepchild by a stepparent or similar circumstances, unless otherwise required by federal, state, or local law.

Paid Parental Leave Policy



IV. Notification and Documentation Requirements

Employees must complete a Parental Leave Request form and, unless otherwise required by law, will be required to provide documentation that substantiates the reason for Parental Leave, including a Pregnancy Confirmation form and FMLA paperwork, if applicable. The employee must inform Absence Management of the actual event date before Parental Leave is applied.

If the requested Parental Leave is foreseeable, employees must provide the Company with at least 30 days advance notice of the anticipated event date. If 30 days advance notice is not provided, the employee may be required to explain why it was not provided. The Company can deny Parental Leave until at least 30 days after the date the employee provides notice (if the employee fails to give 30 days' advance notice), where the need for pay and the approximate event date were clearly foreseeable with no reasonable excuse for the delay.

V. Approval Requirements and Considerations

Parental Leave does not require supervisor approval; however, the employee must complete the required forms and satisfy the eligibility requirements. If it is foreseen that business needs will be adversely affected during the employee's requested time off, the employee's supervisor may require the employee to select different dates for utilization of the bonding portion of Parental Leave, unless otherwise prohibited by federal or state law. The Parental Leave Request form requires the supervisor and local Human Resources to acknowledge the time off requested. Absence Management must be notified in advance and approve changes or exceptions to the approved birth plan. Parental Leave will run concurrently with FMLA and comparable state and local laws.

VI. Amount and Duration of Paid Parental Leave

Parental Leave consists of two types of leave: Birth Leave (to recover medically from childbirth) and Bonding Leave (to bond with the child). An employee who gives birth to a child is eligible for up to six (6) weeks of paid leave for a natural birth and up to eight (8) weeks of paid leave for a cesarean birth to recover medically from the birth ("Birth Leave"). Birth Leave begins when labor commences.

Birthing and non-birthing parents will receive four (4) weeks of leave for bonding with the child following the birth (including via surrogacy arrangement), adoption, or foster care placement ("Bonding Leave"). Bonding Leave availability will commence following the birth, adoption, or foster care placement of the child; however Bonding Leave may occur prior to an adoption or birth through surrogacy arrangement when deemed necessary to fulfill legal requirements. Bonding Leave is not available in the event of a stillbirth.

Under the Parental Leave Policy, both Birth Leave and Bonding Leave will be covered at 100 percent compensation for the applicable duration of the leave within a twelve-week period. In no circumstance will the total amount of Parental Leave exceed twelve weeks of paid leave.

Paid Parental Leave Policy



The Paid Parental Leave chart illustrates the Birth Leave and Bonding Leave available to an employee based on the specific Parental Leave circumstances.

Paid Parental Leave		
Reason for Leave	Birth Leave (100% pay)	Bonding Leave (100% pay)
Birthing Parent – Natural Birth	6 weeks	4 weeks
Birthing Parent – Cesarean Birth	8 weeks	4 weeks
Non-Birthing Parent – Birth (Including birth via surrogacy arrangement)	0 weeks	4 weeks
Non-Birthing Parent – Adoption or placement for adoption	0 weeks	4 weeks
Foster Care Parent – Foster Care Placement	0 weeks	4 weeks
Birthing Parent of stillborn – Natural Birth	6 weeks	0 weeks
Birthing Parent of stillborn – Cesarean Birth	8 weeks	0 weeks

Parental Leave must be taken within the first 12 weeks following birth (including birth via surrogacy arrangement), adoption, or foster care placement unless Bonding Leave is necessary to comply with legal obligations prior to an adoption or birth through surrogacy arrangement. Bonding Leave may be applied all at once or in two separate periods within the 12-week period unless otherwise required by federal, state, or local law.

If you are receiving benefits under this Parental Leave Policy, you are not eligible for sick benefit pay under the Marathon Petroleum Short Term Disability Plan, Marathon Petroleum Short Term Disability Plan for Specified Employees, Marathon Petroleum Paid Sick Leave Program or Marathon Petroleum Sick Benefit Policy; there is no duplication of benefits. However, if your disability related to childbirth continues to exist beyond Parental Leave, you may be eligible for additional leave or pay on the date your Parental Leave ends pursuant to Company policies or applicable state or federal law.

Parental Leave is credited toward the calendar year in which the event occurred. Employees are eligible for one Parental Leave each calendar year, regardless of the number of births (including birth via surrogacy arrangement), adoptions, or foster care placements. Employees who have more than one birth (including birth via surrogacy arrangement), adoptions, or foster care placement within the same calendar year may be eligible for other leave pursuant to Company policies, or applicable state and federal laws.

Parental Leave will be paid through regular payroll cycles and subject to normal authorized and/or required payroll deductions.

Parents who are both active employees working for the Company are each eligible for Parental Leave.

If a holiday occurs during the period when Parental Leave is applied, the employee will receive holiday pay and paid Parental Leave will not be deducted from the Parental Leave quota balance for that day.

Paid Parental Leave Policy

An eligible employee on Parental Leave will generally receive his or her regular base pay determined by regularly scheduled hours of work during such leave. Once the employee's absence has been properly reported and recorded, he or she will receive pay as part of the regular payroll process.

Parental Leave, when aggregated with payments received from other sources, may not exceed 100% of the employee's base salary.

General increases in wages (such as those provided under union contracts) will be applied to employees while on Parental Leave just as they are applied to similarly situated active employees. A salary increase intended to reflect individual performance (for example, a merit increase) will be granted while an employee is on a Parental Leave if there is reasonable certainty that the employee would have been granted a merit increase had he or she not been on Parental Leave. Such an increase will not be deferred until the employee returns from Parental Leave. The increase will be granted at the time that the employee would otherwise be eligible.

Parental Leave ends when employment terminates. No payout of unused Parental Leave is available to employees upon separation.

You are not permitted to perform work in any position of employment with another employer while on Parental Leave without prior written authorization from the Company, except if such leave is FMLA-qualified.

VII. Anti-Discrimination/Retaliation

Employees will not have their leave unlawfully interfered with, be discriminated, or retaliated against for using or requesting Paid Parental 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.

IX. Further Information

Absence Management, Payroll, and Human Resources personnel coordinate the administration of this Policy throughout the Company. The Absence Management Manager may review Parental Leave requests for completeness and compliance with Policy provisions.

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

The Company reserves the right to modify or terminate this Policy, in whole or in part, in such manner, as it shall determine.