

# **Marathon Petroleum Permissible Absences Policy**

**Effective January 1, 2024**





# Permissible Absences Policy

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# Permissible Absences Policy

## I. Purpose

The Marathon Petroleum Permissible Absences Policy (“Policy”) provides for certain employee absences from work for personal reasons that are unavoidable and permitted if the absence does not interfere seriously with Company operations.

## II. Eligibility

Regular 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.

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

Employees covered by other approved local practices in effect will follow those practices.

## III. Company Allowed Absences

All absences related to this Policy require supervisor/manager approval. Time off under this Policy will not supersede any other policies in which time off would be permitted.

Certain absences for personal reasons may be permitted at the discretion of the employee’s supervisor and may be with or without pay. The supervisor should consider each request individually taking into account the effect on Company operations, the employee’s past record (attendance, performance, and work ethic for example), frequency and fairness of the request, amount of vacation available to the employee, and the effect on other employees within the same component. More scrutiny should be given to requests for paid time off. The maximum duration of discretionary absences permitted pursuant to this Policy, with or without pay, is limited to 30 **calendar** days per year.

The appropriate time code should be recorded in the employee’s time and attendance system.

**A. Absences with Pay:** Examples of permissible absences with pay that may be considered for supervisor approval under this Policy would include:

1. Absences pursuant to states or localities that are not otherwise covered by any other Company policy (e.g., volunteer firefighters, emergency responders, and organ donors.)
2. Addressing issues related to personal property damage caused by natural disasters or other accidental causes.
3. Other justifiable reasons of a personal nature deemed appropriate by the supervisor.

**B. Absences Without Pay:** The beginning and ending date of the absence must be agreed on prior to approval. For other absences without pay, see the Family Leave Policy and Personal Leave Policy.

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## IV. Treatment of Service and Other Benefits With Permissible Absence

- A. *Service*: Service accrues during the absence and employment is considered to be continuous.
- B. *Benefits*: Benefit plan status 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 of absence can be found in the document entitled “Benefits Status for Leave of Absence.”
- C. *Retirement Plan*: Vesting and Cash Balance Service are maintained without interruption during the period of absence.
- D. *Thrift Plan*: Participation is unaffected if the absence is paid. If unpaid, contributions and participation will be less, in proportion to the reduced amount of pay received because of the absence. Payments on Thrift Plan loans must continue during the absence.
- E. *Other Plans*: Participation or eligibility for participation in all other plans is not affected by the absence.

## V. Absences Pursuant to State/Local Law

This Policy is to be applied in compliance with any applicable state and/or local law regarding employee leave to the extent not otherwise covered by any other Company policy.

It is important to note that such state and local laws may apply to Company employees who are not otherwise eligible employees. Even though such employees may not be eligible for coverage under this Policy, the Company will comply with any applicable state or local law that applies to them regarding leave.

Employee absences pursuant to state and/or local law that are eligible for coverage under the Marathon Petroleum Paid Sick Leave Policy (“PSL”) or any other Company policy will not be eligible for time off under this Policy for the same reasons resulting in no duplication of benefits.

Please consult with your supervisor and/or local Human Resources Business Partner regarding applicable laws in your state or local jurisdiction.

## VI. 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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## **VII. Further Information**

Human Resources personnel coordinate the administration of this Policy throughout the Company.

The Company may terminate Permissible Absences under this Policy and take disciplinary action, up to and including termination, against an employee who uses Permissible Absences 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.