



# **Marathon Petroleum Bereavement Leave Policy**

**Effective January 1, 2023**



# 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 spouse<sup>1</sup> or domestic partner<sup>2</sup>, 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.

<sup>1</sup> 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.

<sup>2</sup> 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.



# Bereavement Leave Policy

## **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 from the employee's residence. Additional time may be granted, on a paid or unpaid basis, if required by law.<sup>3</sup>

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.

<sup>3</sup> 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.



## Bereavement Leave Policy

### **IX. Further Information**

Benefits Administration 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.