

Marathon Petroleum Flextime Practice

Flextime Definitions

Flextime is an employment practice that provides employees some choice in selecting working hours to better balance their work/life schedules and enable them to be more productive while at work, while also allowing supervisors to maintain and manage workloads to meet the needs of the Company and its operations. For purposes of this practice, the workday consists of:

“Core hours,” when all employees are required to be in the office;

“Standard hours,” the hours normally expected to be followed by the majority of employees at a work location; and

“Flextime,” when flexibility is permitted, with supervisory pre-approval, to allow employees to vary the start and end of their workdays as long as they work the number of hours for which they are paid.

Core hours, flextime, and standard hours may vary by work location.

Flextime Guidelines

- Flextime is permitted at the discretion of individual supervisors. Supervisors reserve the right to deny or revoke flextime scheduling for individuals or work areas where it adversely affects operations or performance, or is otherwise impractical, unduly burdensome or unreasonable given business needs. Employee performance will also be a factor when reviewing a Flextime schedule request.
- Flextime will not be permitted when it would result in the need for additional staff or overtime.
- Flextime will only be permitted when standards for quality service are able to be maintained and employees are readily available to service client needs.
- Employees are expected to be at work during established core hours as set by their work location.
 - For locations other than the Findlay Campus, please consult local guidelines to reference the duration of standard and core hours.
 - Findlay Campus **standard hours** are 8 a.m. to 4:45 p.m. with a 45 minute lunch.
 - Findlay Campus **core hours** are 9 a.m. to 3 p.m. The expected lunch period during core hours remains 45 minutes.
 - This means that an employee with an approved and consistent flextime schedule can modify the start and end of the workday as long as he/she does not start work later than 9 a.m., ends the work day no earlier than 3 p.m., and maintains a minimum 45 minute lunch period.
 - Example A: An employee on a flextime schedule who starts work at 7 a.m. and takes a 45 minute lunch should end the work day no earlier than 3:45 p.m.
 - Example B: An employee on a flextime schedule who starts work at 9 a.m. and takes a 45 minute lunch should end the work day no earlier than 5:45 p.m.
- Flextime is voluntary.

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- Flextime arrangements and schedules should not vary from day to day or week to week but rather should be set and consistent. The duration of any flextime schedule must be agreed to in advance and in writing. (e.g., annual, six months, seasonal, etc.).
- From time to time those working approved Flextime schedules may have occasion to work different hours due to business or personal need. This should be discussed between the supervisor and employee on a case-by-case basis and, if approved, managed appropriately given the employee type (i.e., Exempt and Non-exempt).
- In accordance with all applicable wage and hour laws, time should be recorded accurately and timely into the payroll system.