



Marathon Petroleum Medical Leave Policy

Effective January 1, 2023





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Medical Leave Policy

I. Introduction

The Marathon Petroleum Medical Leave Policy provides the Company's policy covering absences due to an employee's own illness or injury, whether occupational or non-occupational. The policy covering pay or disability benefits during Medical Leave can be found in the Marathon Petroleum Sick Benefit Plan, the Marathon Petroleum Long Term Disability Plan, Marathon Petroleum Paid Sick Leave Program, Marathon Petroleum Short Term Disability Plans, and/or applicable workers' compensation statutes or state disability insurance programs.

The Medical Leave Policy shall, at a minimum, be interpreted and implemented so that it satisfies the requirements of the Family and Medical Leave Act of 1993 (FMLA), as amended, any regulations issued by the Department of Labor, and any applicable state and local medical leave laws that are more generous than the FMLA, as Appendix A.

II. Eligibility

Employees are eligible for FMLA leave for their own serious health condition in a 12-month period if they: (1) have completed 12 or more months of service with the Company, and (2) have worked 1,250 hours in the preceding 12 months. Refer to the FMLA policy for more details regarding the FMLA.

All Regular Full-time and Regular Part-time employees of a participating company are eligible for a leave under this Policy, regardless of length of service and including those who have exhausted their FMLA entitlement or are ineligible for FMLA. Medical Leave will run concurrent with any applicable FMLA entitlement.

For purposes of eligibility, Regular 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 scheduled to work on a part-time basis (minimum 20 hours but less than 35 hours per week) and not on a time, special job completion, or call when needed basis.

Casual employees who meet the above FMLA eligibility requirements are entitled to up to a total of 12 workweeks of FMLA for their own serious health condition during the applicable leave year. However, Casual employees are not otherwise eligible for any additional Medical Leave benefits provided in this policy.

Employees who are part of a collective bargaining unit and whose employer has not expressly agreed to provide for the bargaining unit employees' participation in this policy insofar as it exceeds the requirements of the FMLA, pursuant to a collective bargaining agreement or otherwise, are excluded.

Additionally, if other approved local practices are in effect, those practices will be followed rather than application of this Policy.

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III. Qualifying for Medical Leave

An employee qualifies for Medical Leave when he or she has a serious health condition or other qualifying condition under applicable state law. A serious health condition, as defined by the FMLA, means an illness, injury, impairment, or physical or mental condition that involves:

- In-patient care (an overnight stay) in a hospital, hospice or residential medical care facility, and/or any subsequent treatment in connection with such inpatient care;
- A period of incapacity of more than three (3) consecutive calendar days and either:
 - 2 visits to a health care provider within 30 days of the first day of incapacity, with the first visit occurring within 7 days of the first day of incapacity; or
 - 1 visit to a health care provider, which results in a regimen of continuing treatment under the supervision of the health care provider, such as a prescription, physical therapy, etc.;
- Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider, or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition which would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis);
- A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's, a severe stroke, or the terminal stages of disease;
- Any period of incapacity or treatment for incapacity due to a chronic serious health condition. A "chronic serious health condition" is one in which a single underlying condition triggers episodic periods of incapacity which may last only a brief time and requires at least 2 visits annually to a health care provider for treatment. Examples include asthma, diabetes, epilepsy; and
- Any period of incapacity due to pregnancy or for prenatal care.
 - For California employees, leave for pregnancy, childbirth and related conditions is also covered by the Pregnancy Disability Law in Appendix A.

Unless complications arise, absences for minor ailments such as the common cold, the flu, ear aches, upset stomach, minor ulcers, headaches other than migraines, routine dental or orthodontia problems, periodontal disease, etc. do not qualify as "serious health conditions" under the FMLA. However, if these conditions result in absences of more than 3 days, the employee should be placed on a Medical Leave. Any absences of more than 3 days must be reported to Absence Management.

Employees whose illness or injury requires episodic absences from work should be placed on Intermittent Medical Leave. Employees may also qualify for Medical Leave as a reasonable accommodation under the Americans with Disabilities Act, or applicable state law, as set forth in the MPC Reasonable Accommodation of Disabilities Policy.

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IV. Effective Date

The effective date of a Medical Leave is the first day the employee is off the job due to a serious health condition.

V. Duration of Leave

Under the FMLA, employees are entitled to up to 12 workweeks of leave in a 12-month period. Any leave taken for reasons that qualify under FMLA (including leave for an employee's own serious health condition, to bond with a new child, to care for a family member, for a military emergency or for military caregiver purposes) will be counted toward the employee's FMLA 12-week allotment within the applicable leave year.

An employee may initially be placed on a Medical Leave (including FMLA, if applicable) for the period of their injury or illness for up to 26 weeks from the effective date of leave. If an employee sustains an occupational injury or illness, they may be eligible for up to an additional 26 weeks of Medical Leave for a total of 52 weeks from the effective date of leave. There is no minimum duration for a Medical Leave. Any absence due to occupational illness or injury falls under the Medical Leave Policy.

If the employee's period of illness or injury exceeds 26 weeks and if the employee is eligible for benefits under the Long Term Disability (LTD) Plan, they will generally be continued on a Medical Leave, pending the outcome of their application for LTD benefits.

A Medical Leave without pay may be extended with the approval of the local Human Resources Manager or Supervisor, in conjunction with Absence Management and Health Services. The Company will review requests to extend leave on a case-by-case basis in accordance with all applicable laws and regulations.

It may be necessary for the Human Resources Manager or Supervisor to consult with the Company's Medical Director and legal counsel before deciding to extend the Medical Leave. Refer to Article XII. End of Leave for additional information.

- **The leave may be extended for up to 10 months beyond the initial 26-week period under the following circumstances:**
 - An LTD member is in the process of obtaining the required documentation for filing an LTD claim.
 - An LTD member is awaiting a decision from LTD Claims Administrator regarding their claim for benefits or the member is appealing such a decision.
 - An employee is not a member of the LTD Plan.
 - An LTD member is appealing a decision to discontinue the payment of LTD benefits. The extension of the leave while appealing said decision will be effective on the date that LTD benefits are denied.

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- **An extension of up to 8 months after the 10-month extension period for a Medical Leave may be granted under the following circumstances:**
 - An LTD member is awaiting a decision from the LTD Claims Administrator regarding their claim for benefits or the member is appealing such a decision.
 - An LTD member is appealing a decision that discontinues the payment of LTD benefits.
 - An employee is not a member of the LTD plan.

Maximum Medical Leave

If an employee has not provided services to the company for a period of time exceeding 24 months, the employee is subject to the terms of the Neutral Discharge practice of the Marathon Petroleum Separation Policy.

Workers Compensation

A Medical Leave may be due to an occupational injury or illness, which also qualifies as a serious health condition under the FMLA. The provisions of the applicable workers' compensation statute will apply. At some point the health care provider treating the workers' compensation injury may certify the employee able to return to work in a transitional duty position. If the Company offers such a position, the employee is permitted, **but not required**, to accept it. If the employee refuses transitional duty, the employee may continue on unpaid Medical Leave either until the earlier of the date the employee is able to return to the same or equivalent job, or until the 12 workweeks of FMLA leave entitlement is exhausted.

VI. Documentation

Employees seeking or using leave that qualifies as FMLA leave are required to return a complete and sufficient FMLA certification form (WH-380-E), as necessary. Please see the FMLA policy for more details. In some circumstances, the Company may require that the employee obtain a second opinion (selected solely by the Company at Company expense) or, if conflicting, a third and final opinion from a health care provider designated or approved jointly by the Company and the employee (at the Company's expense).

Certification requirements shall be in compliance with all state laws and form requirements, and, where applicable, such as in California, the certification for an employee's own serious health condition must only certify the following, and shall not request information about the specific condition or diagnosis:

- The actual date, if known, or the approximate date on which the serious health condition commenced;
- The probable duration of the condition; and
- A statement that, due to the serious health condition, the employee is unable to work at all or is unable to perform any one or more of the essential functions of his or her position.

For employees on non-FMLA Medical Leave, the Company requires that an employee's request be supported by a reasonable certification in compliance with applicable state law fully completed by the qualified health care provider and recertification on a reasonable basis.



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Information Regarding GINA

An employer is obligated to comply with the confidentiality requirements of the Genetic Information Non-Discrimination Act (GINA) of 2008. Information obtained for FMLA purposes containing “family medical history” or “genetic information” as defined in GINA must be maintained by the employer in accordance with the confidentiality requirements of Title II of that Act.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, the Company asks that employees and their medical providers not provide any genetic information when responding to requests for medical information. To the extent information obtained for FMLA purposes contains ‘family medical history’ or ‘genetic information’ as defined by GINA, such information will be maintained in accordance with the confidentiality requirements of Title II of GINA.

VII. Secondary Employment While on Leave

Unless otherwise provided by state law, employees are not permitted to perform in any position of employment with another employer while on a Medical Leave, whether paid or unpaid, without prior written authorization from the Company. Employees who accept secondary employment that is inconsistent with their current medical restrictions while on an authorized medical leave of absence will be considered to have abandoned their job as of the last day actively worked for the Company.

VIII. Benefit Status While on a Medical Leave

For employees on FMLA leave, the Company will continue making contributions for group health benefits during FMLA Leave on the same terms as if the employee had continued to work. Employees on FMLA leave must also continue to make any premium payments that they are regularly required to make for themselves or their dependents. The Company reserves the right to seek repayment of any premiums it paid to maintain health coverage for an employee who fails to return to work following FMLA Leave.

Benefit plan status while an employee is on a non-FMLA Medical Leave 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 “Benefit Status While on a Leave” on www.myMPCbenefits.com.

IX. Compensation

An employee’s compensation while on a Medical Leave depends on their eligibility and qualification for benefits under the various Company-sponsored paid absence plans/programs and/or applicable state disability insurance benefits available. Without eligibility for these plans or state benefits, a Medical Leave for a non-occupational illness or injury would be unpaid.

Compensation while on Medical Leave for an occupational illness or injury is subject to the provisions of the applicable workers’ compensation statutes and coordinated with any Marathon Petroleum benefits, as applicable.



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X. Merit Increase Eligibility

An employee's merit eligibility date is unaffected by a Medical Leave.

XI. Intermittent Leave and Reduced Schedule Leave

An employee may take intermittent leave or leave on a reduced schedule basis provided that (a) there is an FMLA-qualifying and documented medical need for leave (as distinguished from voluntary treatments or procedures) and/or (b) such medical need is best accommodated through an intermittent or on reduced schedule basis. For employees on FMLA leave, only the amount of leave actually taken may be counted toward the 12 workweeks of FMLA leave to which the employee is entitled.

"Intermittent leave" is leave taken in separate blocks of time due to an illness or injury, rather than for one continuous period of time, and may include leave of periods from an hour or more to several weeks. Examples of intermittent leave would include leave taken on an occasional basis for medical appointments or leave taken several days at a time spread over a period of six months, such as for chemotherapy.

A "reduced schedule leave" is a leave schedule that reduces an employee's usual number of working hours per workweek, or hours per workday. In other words, a reduced schedule leave is a change in the employee's schedule for a period of time, normally from full-time to part-time.

If an employee requests such intermittent or reduced schedule leave that is foreseeable based on planned medical treatment, including during a period of recovery from a serious health condition, the Company may require (in accordance with any applicable collective bargaining agreement, federal law, and state law) the employee to transfer temporarily to an available alternative position for which the employee is qualified provided the alternative position has equivalent pay and benefits and better accommodates recurring periods of leave than the employee's regular position. The employee must make a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the Company, subject to the approval of the health care provider. The employee is responsible to ensure their intermitted time is appropriately recorded and reported to HR, Supervision and Absence Management.

An employee on intermittent leave or leave on a reduced schedule basis maintains eligibility status under the benefit plans as a Regular full-time or Regular part-time employee (rather than benefit eligibility as an employee on leave).

XII. End of Leave

Normally, it is expected that when the employee becomes able to work in the opinion of their health care provider, as reviewed by Health Services, the Medical Leave will end, and the employee should return to work.

Employees may be required to submit a fitness-for-duty certification as a condition of the employee's return to work.

The Company will comply with the Americans with Disabilities Act (ADA), as amended, and any applicable state law, which may include providing reasonable accommodations designed to enable the employee to return to work.



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Employees will be considered to have resigned from the Company: (1) if they have not returned to work and have not requested to extend leave or otherwise communicated an accommodation request with the Company when their approved Medical Leave expires, (2) if they notify the Company that they will not return to work, or (3) they accept alternative employment outside the Company. The resignation will be effective upon the date the Company learns the employee will not be returning to work, or the date requested by the employee, whichever is earlier.

XIII. Anti-Discrimination/Retaliation

Employees will not have their leave unlawfully interfered with, be discriminated or retaliated against for using or requesting FMLA leave (or similar state medical leave laws).

XIV. 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 Company LP, 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.

XV. Further Information

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

Local Human Resources assists with the administration of this Policy.

The Company may terminate Medical Leave under this Policy and take disciplinary action, up to and including termination, against an employee who use Medical 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.



Appendix A

State Law	Key Provisions and/or Distinctions from FMLA
California Family Rights Act (“CFRA”)	Employee Eligibility: Employees with 12 months of service, who worked 1,250 hours during the 12-month period prior to the commencement of the leave.
California Pregnancy Disability Law (“PDL”)	<p>Covered Employers & Length and Purpose of Leave: Employers of five or more employees must grant eligible female employees who are disabled by pregnancy, childbirth or related medical conditions a leave of absence for a reasonable period not to exceed four months. Four months is equivalent to 17.33 weeks and is per pregnancy, not per year. For employees who work more or less than 40 hours per week, or who work on variable work schedules, the number of working days that constitutes four months is calculated on a pro rata or proportional basis.</p> <p>Integration with Employer’s Leave Policy: If an employer has a more generous leave policy for similarly situated employees with other temporary disabilities than is required for pregnancy purposes under these regulations, the employer must provide the more generous leave to employees temporarily disabled by pregnancy. If the employer’s more generous leave policy exceeds four months, the employer’s return policy after taking the leave would govern.</p>
Wisconsin Family Medical Leave Act (“WFMLA”)	Employee Eligibility: Employees who have worked for the employer more than 52 consecutive weeks and for at least 1,000 hours during the 52-week period. Hours actually worked plus the hours the employee was on a paid leave (including paid vacation and sick leave) are included when determining whether the employee worked 1,000 hours.
Washington Paid Family and Medical Leave (“WPFML”)	<p>Employee Eligibility: An employee is eligible for WPFML if they have worked at least 820 hours during the “qualifying period.” Qualifying period is defined as the first four of the last five completed calendar quarters or, if eligibility is not established, the last four completed calendar quarters immediately preceding the employee’s application for leave.</p> <p>Reasons and Length of Leave: For medical purposes, an eligible employee may take medical leave due to his or her own serious health condition. The maximum leave duration is no more than 12 times the typical workweek hours during a 52-consecutive workweek period. However, for pregnancy, leave may be extended an additional two times if the employee has a serious health condition, with pregnancy, that results in incapacity. An employee is not entitled to paid family and medical leave benefits (for both family and medical leave) that exceeds a combined total of 16 times the typical workweek hours, though the combined total may be extended to 18 times for a pregnancy combined with a serious health condition.</p> <p>Intermittent Leave: Because WPFML is paid, the minimum claim duration is 8 consecutive hours of leave.</p> <p>Notice: Whenever an employee who is qualified for benefits is absent from work for more than 7 consecutive days, an employer must provide the employee a written statement of the employee’s rights in a form prescribed by the commissioner. The statement must be provided within 5 business days after the employee’s 7th consecutive day of absence or within 5 business days after the employer has received notice that the employee’s absence is due to family or medical leave, whichever is later.</p>