



# **Marathon Petroleum Paid Sick Leave Program**

**Effective January 1, 2024**



# Paid Sick Leave Program



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# Paid Sick Leave Program



## I. Overview

The Marathon Petroleum Paid Sick Leave Program (“Paid Sick Leave” or “Program”) provides eligible employees with a period of paid time off to provide employees with protection against loss of income if they are ill or injured or need time off from work for necessary or routine health care, or in the event of domestic violence, sexual assault, or stalking. Paid Sick Leave also may be used to meet those same needs for qualifying family members and close personal relations, as defined below. Additionally, eligible employees may use Paid Sick Leave when the employee’s place of business or employee’s child’s school or place of care is closed by order of a public official for a health-related reason or for risk of infection as a result of a declared health pandemic and identified as high risk by the U. S. Government Centers for Disease Control and Prevention.

The Program contains benefit provisions designed to comply with state and local mandates requiring the Company to provide job-protected paid sick leave and safe time. For purposes of this policy, references to “a law requiring the Company to provide job-protected paid sick leave and safe time” means: Arizona Fair Wages & Healthy Families Act, California Family Rights Act, California Healthy Workplace Healthy Families Act, Los Angeles Minimum Wage Ordinance, San Diego Earned Sick Leave & Minimum Wage Ordinance, Colorado Healthy Families & Workplaces Act, District of Columbia Accrued Sick & Safe Leave Act, Chicago Minimum Wage & Paid Sick Leave Ordinance, Massachusetts Earned Sick Time Law, Michigan Paid Medical Leave Act, New Mexico Healthy Workplaces Act, Bernalillo County Employee Wellness Act, New York State Paid Sick Leave Law, Allegheny County Paid Sick Days Act, Philadelphia Promoting Healthy Families & Workplaces Ordinance, Pittsburgh Paid Sick Days Act, City of St. Paul Earned Sick and Safe Time Ordinance, and Washington Minimum Wage Act (Initiative Measure No. 1433). Eligible employees receive their state or local mandated paid sick and safe time leave as part of this Program; there shall be no duplication of paid sick leave and safe time to employees. The Program is not an employee benefit plan covered by ERISA.

## II. Eligibility

1. You are eligible for coverage under this Program if you are employed by the Company.

Additionally, if you are subject to a collective bargaining agreement, you will be covered by this Program to the extent consistent with the terms of the applicable collective bargaining agreement and any applicable legal guidelines.

2. You are not eligible for coverage under this Program if you are classified by the Company as an “independent contractor” or a “leased employee” (and regardless of whether your status as an employee is the result of a judicial or administrative determination), or you are in an employee group for whom another paid sick benefit program has been established to which the Company or another member of the controlled group to which Marathon Petroleum Corporation belongs makes contributions or provides benefits.

For purposes of the Program’s eligibility requirements:

- An “independent contractor” is an individual who has signed an agreement, or has otherwise agreed, to provide services to the Company as an independent contractor, regardless of the tax or other legal consequences of such an arrangement; and



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- A “leased employee” is an individual who is compensated through a leasing entity, whether or not they fall within the definition of “leased employee” as defined in Section 414(n) of the Internal Revenue Code.

### **III. Enrollment**

You are automatically enrolled in this Program as of the date eligibility requirements are met, as described in the “Eligibility” section, above.

### **IV. Cost**

This Program is provided entirely at Company cost.

### **V. Annual Grant of Paid Sick Leave Benefits**

Eligible employees are credited with seven (7) days of Paid Sick Leave upon becoming eligible for participation in this Program and, thereafter, at the beginning of each successive calendar year, provided that they remain eligible. If the amount of paid sick leave credited at the beginning of the calendar year is less than the amount an employee is entitled to accrue or to be frontloaded that calendar year under a law requiring the Company to provide job-protected paid leave, the employee’s Paid Sick Leave bank will be adjusted in accordance with state or local law.

Employees may begin using Paid Sick Leave as they earn it for the purposes specified below in the “Usage” section. Accrued unused Paid Sick Leave carries over from year to year, up to a maximum of 14 days (unless a greater amount is otherwise required by law), meaning at no point in time can an employee’s Paid Sick Leave bank exceed this amount.

For employees covered by a law requiring the Company to provide job-protected paid sick leave and safe time, the Company meets its compliance obligations via a frontloading method rather than an accrual-based method in jurisdictions that allow the Company to provide a specific amount of leave each year and not carry-over unused leave at the end of the year. At its sole discretion, the Company allows employees to carry-over unused leave frontloaded in one year to the subsequent year, subject to the policy’s 14-day overall cap.

### **VI. Compensation While on Paid Sick Leave**

Benefits, while expressed in days, are administered in hours based on your normal work schedule (unless otherwise required by law). Benefits are paid as 100% of your regular base pay or equivalent or rate required by applicable law for the workweek in which the employee takes paid sick time. The benefit hours paid under this Program do not generally count toward hours worked in a day or in a week (unless required by wage and hour laws, labor agreement or local practice).

Benefits under this Program, when aggregated with payments received by you from other sources, may not exceed 100% of your base salary.

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## VII. Usage

Eligible employees may use available Paid Sick Leave to be absent from work for the following purposes:

- Diagnosis, care or treatment of an existing illness, injury, or health condition of a Covered Person.
- Obtain preventive medical care for a Covered Person. (Preventive care includes annual physicals, vaccinations and flu shots.)
- Specified purposes in the event of domestic violence, sexual assault, criminal harassment, or stalking committed against any Covered Person.
- Employee's health is at risk due a public health emergency, as defined by a public official.
- Employee's workplace or the employee's child's school or childcare provider is closed by order of a public official for a public health-related reason.
- Care for a Covered Person who is exposed to a communicable disease when it has been determined by public health authorities having jurisdiction or by a health care provider that the Covered Person's presence in the community may create a health risk to others.
- If the employee and the Company are both subject to a law requiring the Company to provide job-protected paid sick leave or safe time, for any additional reason expressly provided for under such law.

For purposes of this Program, a Covered Person includes you and your "family members" and "close personal relations," as defined below:

- Your child, including biological, adopted, foster, stepchild, legal ward, child of a domestic partner, or a child to whom the employee stands in loco parentis or stood in loco parentis when the individual was a minor. The definition of child is applicable regardless of age or dependency status;
- Your spouse;
- Your registered domestic partner;
- Your parent, including biological, adoptive, de facto, or foster parent, stepparent, or parents of your spouse, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee or employee's spouse or domestic partner was a minor child;
- Your grandparent;
- Your grandchild, including a step-grandchild, and a biological, adopted, and foster grandchild;
- Your sibling or the sibling of your spouse or registered domestic partner;
- Spouse or registered domestic partner of your children and siblings;
- Any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship; or

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- A person with whom the employee shares or has shared, for not less than the preceding 12 months, a mutual residence and with whom the employee maintains a committed relationship.
- Additionally, if the employee and Company are both subject to a law requiring the Company to provide job-protected paid sick leave or safe time, it includes any individual such law considers a family member for whom the employee can use leave.

Use of Paid Sick Leave benefits under this Program must meet the usage requirements specified above. The Company may take disciplinary action, up to and including termination, against an employee who uses Paid Sick Leave for purposes other than those authorized under this Program or who provides false or misleading information in connection with Paid Sick Leave benefits.

## **VIII. Applying for Benefits**

Requests for leave under this Program are made through your normal time/absence reporting processes, upon your oral or written request, as required by your worksite. It is your responsibility to provide reasonable advance notification if your need for sick leave is foreseeable. If your need for Paid Sick Leave is unforeseeable, you should report your sick leave as soon as practicable.

When using Paid Sick Leave benefits, you should specifically report your absence as Paid Sick Leave under this Program, in order to distinguish the absence from other available paid leaves. A failure to designate an absence as a sick time absence in a timely manner may cause a delay in the absence being processed and/or paid. It is an employee's responsibility to apply for any applicable benefits for which the employee may be eligible as a result of illness or disability, including company programs, workers' compensation insurance and/or any disability compensation in lieu of wages paid under the Federal Jones Act, Federal Employers' Liability Act, or any other federal or state disability compensation program, including Social Security. If an employee elects to integrate sick time with other paid benefits, the Company will integrate all paid benefits such that an employee will not be paid more than the employee's regular compensation at any time.

Paid Sick Leave under this Program can be requested to the minute (the smallest increment our system will allow), unless otherwise required by law. Once your absence has been properly reported and recorded, you will receive Paid Sick Leave benefits as part of your regular payroll process.

As referenced above, employees entitled to paid sick leave benefits under state or local mandates will receive their state or local mandated paid sick benefits as part of this Program such that there is no duplication of benefits.

Employees may, where permitted by law, be asked to provide documentation supporting their use of Paid Sick Leave for absences exceeding three (3) consecutive days an employee is scheduled to work. To protect employee (and family member) privacy, employees need not disclose the underlying reason for health-related appointment, or any specific diagnosis information related to a medical condition. Information concerning an eligible employee or a Covered Person that the Company receives in connection with sick time use will be kept confidential pursuant to federal, state, and/or local law. Such information will not be disclosed unless the employee consents to disclosure or disclosure is consistent under a federal, state, and/or local law.



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## **IX. Benefits While on Paid Sick Leave**

Benefit eligibility and participation will continue while on Paid Sick Leave just as if you were taking any other company paid leave such as paid vacation or Paid Parental Leave. Any required deductions will be made from your regular paycheck.

## **X. Protection From Retaliation**

Company policy prohibits discrimination and/or retaliation against employees who request or use Paid Sick Leave benefits for which they are otherwise entitled to under federal, state or local laws, except as otherwise provided by law.

## **XI. Events Affecting Coverage**

### **A. Change in Work Schedule**

If your normal work schedule changes during the year and your scheduled daily hours increase, your Paid Sick Leave benefits will be adjusted. Paid Sick Leave benefits will also be adjusted to comply with state law requirements such as those in New Mexico and Massachusetts.

### **B. Layoff or Termination of Employment**

Your participation and Paid Sick Leave benefits end when your employment terminates. No payout of unused benefits is available to you at separation, unless otherwise required by state law. To the extent required by applicable law, accrued and unused paid sick leave will be reinstated if you are rehired by the Company at a later date.

### **C. Death**

Your participation ends as of the date of your death.

## **XII. 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 Program. Currently, these participating companies include Marathon Petroleum Service Company, Marathon Petroleum Logistics Services LLC, Marathon Refining Logistics Services LLC, and MW Logistics Services LLC.

For purposes of the Program: (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 “You” and other similar terms mean an eligible you of Marathon Petroleum Company LP, and, where the context requires, an eligible you of a participating affiliate.

## **XIII. Modification and Termination**

The Company reserves the right to modify or terminate the Program, in whole or in part, in such manner, as it shall determine, either alone or in conjunction with other plans of the Company and in a manner that meets or exceeds the requirements of applicable State or local paid sick leave legislation. Modification or termination of the Program may be made by the Company for any reason.

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## **XIV. Questions**

Questions regarding the Marathon Petroleum Paid Sick Leave Program may be directed to:

Marathon Petroleum Absence Management  
(888) 421-2199 (option 3)  
[HelpBenefitsFMLA\\_Leaves@marathonpetroleum.com](mailto:HelpBenefitsFMLA_Leaves@marathonpetroleum.com)



## Appendix A

In circumstances where MPC’s Paid Sick Leave Program meets or exceeds the benefit required by state law, the employee will be eligible for the benefit provided by the Company. If an employee working in a state wherein the state mandates either a greater amount of paid sick leave or an additional use of the benefit which the Company does not offer, the provisions of the law will apply as listed below.

State Law	Key Provisions
<b>California</b>	<p><b>Eligibility:</b> Employees working less than a full-time schedule will receive 40 hours of paid sick leave when sick leave is provided to employees (e.g., upon hire and each subsequent calendar of employment).</p> <p><b>Additional usage permitted by law:</b> An employee may identify and designate one person per 12-month period who may be considered a “covered person” for whom paid sick leave may be utilized.</p>
<b>Colorado</b>	<p><b>Additional usage permitted by law:</b> Employees in Colorado can use paid sick leave to grieve, attend funeral services or a memorial, or deal with financial and legal matters that arise after the death of a family member; to care for a family member whose school or place of care has been closed due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected events; or to evacuate the employee’s place of residence due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected events.</p>
<b>Louisiana</b>	<p><b>Additional usage permitted by law:</b> Employees in Louisiana can use one day of paid sick, provided an employee has provided at least 15 days’ advance notice, to obtain genetic testing or to preventative cancer screening. Such time must be recommended by a physician or licensed practitioner, which the company may request documentation to support. The time off is not required to be paid, but an employee must be able to substitute accrued appropriate paid leave (PSL, Vacation) if requested.</p>
<b>Minnesota</b>	<p><b>Additional usage permitted by law:</b> A covered person, for the purposes of Minnesota’s sick and safe time law, includes an employee’s spouse’s, or registered domestic partner’s aunt, uncle, niece, nephew. Additionally, a covered person may include one person designated annually by the employee for whom they can use leave.</p> <p>Sick or safe time may be used due to the closure of the employee’s place of business, or family member’s school or place of care, due to weather or public emergency.</p> <p>Employees may be required to provide up to seven days’ advance notice for foreseeable leave.</p>

*(continued)*

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State Law	Key Provisions
<b>New Mexico</b>	<p><b>Eligibility:</b> Employees in New Mexico are eligible for 1 hour of Paid Sick Leave for every 30 hours worked with no cap on the amount an employee can accrue. However, employees may be limited to 64 hours of Paid Sick Leave to be carried over each calendar year.</p> <p><b>Additional usage permitted by law:</b> A covered person for the purposes of the New Mexico Healthy Workplaces Act, includes a domestic partner which need not be “registered” and is defined as an individual with whom the employee maintains a household and a mutual committed relationship without a legally recognized marriage.</p> <p>Employees in New Mexico may use Paid Sick Leave to obtain medical or psychological treatment or other counseling, relocate, prepare for or participate in legal proceedings or obtain services, or to attend meetings at a child’s school or place of care related to the child’s health or disability.</p> <p>An employee or an individual acting on the employee’s behalf may make an oral or written request for Paid Sick Leave.</p>
<b>Washington</b>	<p><b>Eligibility:</b> Employees in Washington are eligible for 1 hour of Paid Sick Leave for every 40 hours worked with no cap on the amount an employee can accrue. However, employees may be limited to 40 hours of Paid Sick Leave to be carried over each calendar year.</p>