



Marathon Petroleum Paid Parental Leave Policy

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Paid Parental Leave Policy



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Paid Parental Leave Policy



I. Purpose

The Paid Parental Leave Policy (“Parental Leave”) provides employees time off at full pay for the purpose of caring for or bonding with a child following birth, adoption, and foster placement. Eligible employees may be entitled to additional paid or unpaid leave due to a pregnancy-related or childbirth-related condition or to care or bond with a newborn child or newly adopted or newly placed foster child under the Marathon Petroleum Paid Sick Leave Program, Marathon Petroleum Short Term Disability Plans, Marathon Petroleum Medical Leave Policy and Marathon Petroleum Family Leave Policy, and in accordance with the Family and Medical Leave Act (FMLA), Pregnancy Discrimination Act (PDA), Americans with Disabilities Act (ADA), and any applicable state or local law.

II. Eligibility

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.

Casual employees are not eligible.

III. Reasons for Paid Parental Leave

Parental Leave is applicable for the following reasons:

- The birth of a child, in order to care for that child within the 12-week period following the birth;
- The placement of a child for adoption, in order to care for that child within the 12-week period following the placement; and
- The placement of a child for foster care, in order to care for that child within the 12-week period following the placement.

Parental Leave is granted for the sole purpose of recovering from childbirth, caring for or bonding with the child, or providing support to the birth mother recovering from childbirth. Surrogate mothers and sperm donors are not eligible for Parental Leave. In addition, Parental Leave is not available for the adoption of a stepchild by a stepparent or similar circumstances, unless otherwise required by federal, state or local law.

IV. Notification and Documentation Requirements

Employees must complete a Parental Leave Request form and, unless otherwise required by law, will be required to provide documentation that substantiates the reason for Parental Leave, including a Pregnancy Confirmation form and FMLA paperwork, if applicable. The employee must inform Absence Management of the actual event date before Parental Leave is applied.

If the requested Parental Leave is foreseeable, employees must provide the Company with at least 30 days advance notice of the anticipated event date. If 30 days advance notice is not provided, the employee may be required to explain why it was not provided. The Company can deny Parental Leave until at least 30 days after the date the employee provides notice (if the employee fails to give 30 days’ advance notice), where the need for pay and the approximate event date were clearly foreseeable with no reasonable excuse for the delay.

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V. Approval Requirements and Considerations

Parental Leave does not require supervisor approval; however, the employee must complete the required forms and satisfy the eligibility requirements. If it is foreseen that business needs will be adversely affected during the employee's requested time off, the employee's supervisor may require the employee to select different dates for utilization of Parental Leave. The Parental Leave Request form requires the supervisor and local Human Resources to acknowledge the time off requested. Absence Management must be notified in advance and approve changes or exceptions to the approved birth plan. Parental Leave will run concurrently with FMLA and comparable state and local laws.

VI. Amount and Duration of Paid Parental Leave

New mothers who have given live birth to a child are eligible for up to eight (8) weeks of Parental Leave per birth. Under the Parental Leave Policy, both disability and bonding related to birth will be covered at 100 percent compensation for up to eight weeks. The eight weeks of Parental Leave commences upon birth and covers any period of physician-directed absences from active employment post-birth (for up to eight weeks) with any remaining balance of Parental Leave (up to four (4) weeks maximum) available for purposes of bonding with the child at any time post-birth, subject to the terms and conditions below regarding timing and usage. In no case will the total amount of Parental Leave exceed eight weeks. Mothers who have given birth to a stillborn child are eligible for up to four (4) weeks of Parental Leave per birth to recover from childbirth. If you are receiving benefits under this Parental Leave Policy, you are not eligible for sick benefit pay under the Marathon Petroleum Sick Benefit Policy, Marathon Petroleum Short Term Disability Plan, Marathon Petroleum Short Term Disability Plan for Specified Employees, or Marathon Petroleum Paid Sick Leave Program; there is no duplication of benefits. However, if your disability related to childbirth continues to exist beyond your eight weeks of Parental Leave, you may be eligible for sick benefit pay or paid sick leave on the date your Parental Leave ends.

All other eligible employees who qualify for Parental Leave are eligible for up to four (4) weeks of Parental Leave per birth, adoption, or foster care placement of a child for purposes of bonding with the child. Parental Leave will generally commence immediately following the birth, adoption, or placement of the child; however Parental Leave may occur prior to an adoption when deemed necessary to fulfill the legal requirements for an adoption. The birth event is defined as when labor commences.

Parental Leave must be taken within the first 12 weeks following birth, adoption, or foster care placement. Parental Leave may be applied all at once or in two separate periods within the 12-week period unless otherwise required by federal, state or local law, however, Parental Leave taken by new mothers beyond the period of recuperation from childbirth to bond with and/or care for the baby cannot exceed four (4) weeks.

Parental Leave is credited toward the calendar year in which the event occurred. Multiple births and multiple adoptions do not increase the amount of Parental Leave.

Parental Leave will be paid through regular payroll cycles and subject to normal authorized and/or required payroll deductions.

Parents who both work for the Company are each eligible for Parental Leave.

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If a holiday occurs during the period when Parental Leave is applied, the employee will receive holiday pay and paid Parental Leave will not be deducted from the Parental Leave quota balance for that day.

An eligible employee on Parental Leave will generally receive his or her regular base pay determined by regularly scheduled hours of work during such leave. Once the employee's absence has been properly reported and recorded, he or she will receive pay as part of the regular payroll process.

Parental Leave, when aggregated with payments received from other sources, may not exceed 100% of the employee's base salary.

General increases in wages (such as those provided under union contracts) will be applied to employees while on Parental Leave just as they are applied to similarly-situated active employees. A salary increase intended to reflect individual performance (for example, a merit increase) will be granted while an employee is on a Parental Leave if there is reasonable certainty that the employee would have been granted a merit increase had he or she not been on Parental Leave. Such an increase will not be deferred until the employee returns from Parental Leave. The increase will be granted at the time that the employee would otherwise be eligible.

Parental Leave ends when employment terminates. No payout of unused Parental Leave is available to employees upon separation.

You are not permitted to perform work in any position of employment with another employer while on Parental Leave without prior written authorization from the Company, except if such leave is FMLA-qualified.

VII. Anti-Discrimination/Retaliation

Employees will not have their leave unlawfully interfered with, be discriminated, or retaliated against for using or requesting Paid Parental 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.

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IX. Further Information

Benefits Administration, Payroll, and Human Resources personnel coordinate the administration of this Policy throughout the Company. The Absence Management Supervisor may review Parental Leave requests for completeness and compliance with Policy provisions.

The Company may terminate Paid Parental Leave under this Policy and take disciplinary action, up to and including termination, against an employee who uses Paid Parental Leave for purposes other than those described in this Policy.

The Company reserves the right to modify or terminate this Policy, in whole or in part, in such manner, as it shall determine.