



Marathon Petroleum Civic Duty Leave Policy

Effective January 1, 2024



Civic Duty Leave Policy



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Civic Duty Leave Policy



I. Purpose

The Marathon Petroleum Civic Duty Leave Policy (“Civic Duty Leave”) establishes uniform guidelines for providing paid time off to employees for absences related to jury duty and civic duty.

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.

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

Casual employees, contractors, interns, and temporary employees are excluded from eligibility.

III. Reasons for Civic Duty Leave

Eligible employees may request Civic Duty Leave for any of the following reasons:

- To serve on a jury;
- To vote;
- To serve on a precinct board for public elections; or
- To comply with any lawful and valid subpoena or court order requiring the employee’s appearance.

Civic Duty Leave is generally granted for activities resulting in occasional, incidental absences from work. Voluntary civic duty leave is subject to supervisor/management approval. Approval may also be subject to state and federal laws.

Civic Duty Leave does not include time off for attending to personal legal matters (civil or criminal), although unpaid leave and other forms of paid leave may be available pursuant to applicable state law for certain personal legal matters.

This Policy is to be applied in compliance with any applicable state law regarding employee leave.



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IV. Compensation During Civic Duty Leave

Eligible employees will receive time off with pay for approved Civic Duty Leave.

Salary Consideration

There will be no offset in the employee's regular pay for payment received from the court for civic duty.

Civic Duty Leave does not count as hours worked during the week for overtime purposes.

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

Company base pay includes geographic pay differential and scheduled overtime, if applicable, per governing compensation policies.

Annual Cash Bonus Plan (ACB)/Success Through People Plan (STP)

Compensation received from the Company by an employee on a leave is included as a pay component for purposes of calculating ACB/STP payments.

V. 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 Civic Duty Leave, without prior written authorization from the Company.

VI. Notification and Documentation Requirements

Employees are required to provide reasonable advance notice of civic duty obligations to their supervisor/manager and furnish adequate proof of civic duty service when completed.

Employees are required to report Civic Duty Leave on the employee's timesheet or other regular time reporting method.

Employees who are dismissed or excused from civic duty service during their regularly scheduled working hours are required to return to work in accordance with local practice.

VII. 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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VIII. Further Information

Human Resources and Payroll 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 Civic Duty Leave under this Policy and take disciplinary action, up to and including termination, against an employee who uses Civic Duty 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.