



# **Marathon Petroleum Educational Leave Policy**

**Effective January 1, 2024**



# Educational Leave Policy

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# Educational Leave Policy

## I. Purpose

The Educational Leave Policy ("Policy") is an unpaid leave available to current employees for the purpose of furthering their post-secondary education when the additional education will be beneficial to the performance of the employee in their current position, related positions within the Company, or a position to which the employee could reasonably expect to attain upon completion of the additional education. It is within the Company's sole discretion to make these determinations.

## II. Eligibility

Educational Leaves are available to Regular employees who work on a "full-time" basis or "part-time" basis so that an extended absence from the job to attend a college or university will not permanently sever their employment with the Company.

For purposes of benefit 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 basis" means the employee is a non-supervisory employee who is 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 any employee subject to a collective bargaining agreement, unless the collective bargaining agreement applicable to that employee expressly provides for participation in the Policy.

## III. Consideration of Leave

All of the following factors will be taken into consideration before recommending a leave:

- Present position;
- Employee's disciplinary and performance record;
- Duration of Educational Leave;
- Applicability of course of study to employee's position;
- Employee's prior length of service;
- Expectancy of employee's return to the Company;
- Any direct or indirect benefit to the Company; and
- The possibility of reinstating or promoting the employee at their present or higher job classification.

The education being pursued should be applicable to the employee's current position, related positions within the Company, or to a position the employee could reasonably expect to attain upon completion of the education.



## IV. Approval of Leave

Approval of Educational Leaves are at the sole discretion of the Company and require the approval of management up to and including the Vice President of the respective employing organization. The individual who has overall Human Resources responsibility for the employee's organization, or in the absence thereof, for the following areas: Refining, Midstream, or Corporate & Commercial Services reviews all leave requests for completeness and compliance with Policy provisions and has final approval authority. Evidence must be provided that any educational course of study included in an Educational Leave request has been or can be arranged.

## V. Duration of Leave

Educational Leaves must be at least 30 days in duration. Shorter-term absences may be granted under the Permissible Absences for Personal Reasons Policy at the discretion of the employee's supervisor.

The duration of any leave must be consistent with the level of educational degree being sought, as follows:

- **Undergraduate Programs:** An Educational Leave for an undergraduate program is restricted to employees who will complete their final year of degree requirements within the leave period. Leaves for an undergraduate program are restricted to a **maximum of one year**.
- **Graduate Programs:** An Educational Leave for a Graduate level program is restricted to employees who will complete their degree requirements within the leave period. Leaves for a graduate level program are restricted to a **maximum of two years**.

An expected expiration date must be set before the leave commences. If an employee is granted an Educational Leave for more than one year, progress must be reviewed annually by their supervisor to determine, in the Company's sole discretion, if it is in accordance with the original conditions of the leave and is in the best interest of the Company.

Under no circumstances, including exceptional cases, may the duration of an Educational Leave extend beyond 24 months, per the Company's Neutral Discharge Practice.

## VI. Benefits Status During Educational Leave

Benefit plan status while an employee is on an Educational 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 titled "Benefit Status for Leaves of Absence."

## VII. Compensation During Educational Leave

An employee on an Educational Leave receives **no** compensation from the Company unless they are periodically employed as an Active Status employee while on leave, as discussed below.

An employee's merit eligibility date is unaffected by an Educational Leave.



## VIII. Periodic Active Status Employment While on Leave

An employee on Educational Leave will be permitted to periodically work for the Company and continue their leave status under the Policy.

For periods of such work, the individual rights and benefits provided under the Retirement Plan and Thrift Plan (employee will return to Active Status) will be permitted, as provided by the respective plans, as if the individual was not on an Educational Leave. Additionally, such periods of work will restart the clock for the purpose of determining maximum leave under the Company's Neutral Discharge Practice.

**Note:** Periodic Active Status employment does **not** extend the expiration date which was set when the leave began. Degree requirements must still be completed within the Educational Leave period as originally approved.

For all other purposes, including job reinstatement after completion of the Educational Leave, the employee must be considered as though on an Educational Leave for the full duration of the leave even though the employee worked for the Company as an Active Status employee periodically during such leave of absence, unless otherwise specifically provided in the Policy.

Employees are not permitted to perform services in any position of employment with any employer other than Marathon Petroleum Corporation and any of its subsidiaries or affiliates while on an approved leave of absence, whether paid or unpaid and including Educational Leave, without prior written authorization from the Company.

## IX. Job Reinstatement

It is expected that the employee will return to work and be reinstated with the Company when the Educational Leave expires. However, job reinstatement for employees returning to work from an Educational Leave is not an entitlement and depends on the Company's employment needs at the time the leave ends. Prior to returning from leave, the employee's local Human Resources Business Partner must be notified.

If no suitable employment is available at the time the leave ends, the employee's employment with the Company will terminate. The termination date will be the later of (1) the date the determination is made that no suitable employment exists; or (2) at the conclusion of the Educational Leave period granted to the employee.

Employees will be considered to have resigned from the Company:

- If they do not return to work when their Educational Leave expires and suitable employment is available, or
- If they notify the Company that they do not intend to return to work.

In each case, the resignation will be effective upon the Educational Leave end date.

An employee who returns to work for at least one calendar day upon expiration of the Educational Leave is considered to have "returned" to work.

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## **X. 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.

## **XI. Further Information**

Absence Management and Human Resources personnel coordinate the administration of the Policy throughout the Company.

The Absence Management Manager may review leave requests for completeness and compliance with Policy provisions.

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