

<p>Owner: Employee Relations Local Contact: HR Manager/Business Partner</p>	<p align="center">19/30 POLICY PROGRAM U.S.</p>	<p align="center">Policy Center </p>
<p>Approver: Senior Vice President, Human Resources & Corporate Communications</p>		<p align="center">Date Issued/Revised: 02/01/2020</p>

If you have questions, please contact: [HR Connections](#) at 855-480-6634 or 918-977-7905.

I. PURPOSE

The 19/30 program is designed to enable employees the flexibility of taking one personal day off each month to spend as they wish – with family and friends, pursuing outside interests, or taking care of personal business.

II. ELIGIBILITY

- A. This policy applies to regular full-time employees at sites that have adopted the 19/30 program, but it excludes retail store employees and employees who work 10- or 12-hour shifts, and employees covered by a collective bargaining agreement, unless expressly provided for by the terms of the applicable agreement.
- B. Employee participation is entirely voluntary, if it aligns with the work practices of the group. An enrollment form is not required to participate in the program, however all new participants must enter the program on the first available workday during the beginning of the month. Supervisor’s approval is required in advance in order for the 19/30 day to be used.

III. ADMINISTRATIVE GUIDELINES

- A. To qualify, employees must work an extra 30 minutes each day to participate in the program. Working during the lunch period does not qualify nor can additional hours worked one day carry over to the next day’s requirement. When an employee takes a sick or vacation day, no makeup is allowed for the additional 30 minutes not worked on that day. The extra 30 minutes is not allowed on a day when an employee works less than 8 hours. Employees are not required to work a specific amount of days prior to requesting the use of a 19/30 day.
- B. The 19/30 days off must be scheduled like vacation with supervisor’s approval. The 19/30 day cannot be carried over from month to month.
- C. The 19/30 program cannot be used in conjunction with the practice of “vacationing out” for the purpose of extending ones retirement date.
- D. Life Insurance and LTD Insurance value and premiums will be calculated on base salary and regularly scheduled overtime, excluding the daily half hour overtime resulting from the 19/30 work schedule.

E. Exempt Employees: Exempt employees are required to report their 19/30 day, when taken, in WorkForce Software (WFS) and recording the absence as a full-day (8 hours).

F. Non-Exempt Employees:

1. Non-exempt employees must report 30 minutes of overtime, when worked, each day on their timesheet using WorkForce Software (WFS)– 19/30 overtime.
2. Non-exempt employees who work overtime not allocated to the 30 minutes for the 19/30 program must report their time using WorkForce Software (WFS)– unscheduled overtime.
3. All 19/30 participants should only record 8 hours, not 8.50 hours for a full day absence (i.e. vacation or sick time).
4. Non-exempt employees must report their 19/30 day, when taken, on their timesheet using WorkForce Software (WFS)- 19/30 day.
5. Earnings for salaried non-exempt employees will be reduced by one day's pay for the 19/30 day off. If the 19/30 day is not taken during the month, it should not be report it on the timesheet. No reduction will be taken.
6. Employees must take time off each month in order to maintain participation in the program.

G. Salaried Non-Exempt Employees: Salaried non-exempt employees should submit their timesheets in a timely manner to avoid a reduction in pay for more than one 19/30 day in a pay period.

H. Time off under this benefit is *not* considered as time worked for computing overtime.

IV. IMPLEMENTATION

For sites wishing to adopt the 19/30 policy, local management approval must be obtained as well as Strategic Business Unit approval.

Policy Contact: Human Resources
 Employee Relations

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current collective bargaining agreement. In the event of conflict, the law or collective bargaining agreement shall prevail.

The contents of this document are not intended to be the summary plan description (“SPD”) for the benefit plans mentioned that may be mentioned in this policy. The SPDs can be obtained at <http://hr.phillips66.com/> or by contacting HR Connections at 855-480-6634 or 918-977-7905.