


<p><b>Owner:</b> HR General Manager  <b>Local Contact:</b> HR Manager/Business Partner</p>	<p align="center"><b>19/30 PROGRAM POLICY – U.S.</b></p>	<p align="center">Policy Center </p>
<p><b>Approver:</b> Senior Vice President, Human Resources</p>		<p align="center"><b>Date Issued/Revised:</b> 08/01/2018</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 CATS using attendance code 0082 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 CATS attendance code 0009 – 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 CATS attendance code 0015 – 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 CATS absence code 0082 - 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 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.

#### **IV. IMPLEMENTATION**

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

**The Company establishes plans, policies and programs appropriate to the business needs and requirements of its various operations and organizations. The plans, policies or programs shown here are provided as guidelines to employees. Company plans, policies and programs are continually under review, and are subject to revision at any time without notice, at the sole discretion of the Company, subject to applicable law and/or the terms of any applicable collective bargaining agreement or contract. The plans, policies and programs may differ by location, business, or employee group. Accordingly, individual employees are advised to confirm whether the information accessed here applies to them. Employees may contact HR Connections at 855-480-6634 or 918-977-7905 or their local HR representative if they have any questions. Nothing contained on this site is intended to create, nor is it to be construed to constitute, a contract between Phillips 66 or its subsidiaries and any employee or employees of Phillips 66 or its subsidiaries. Absent a specific written contract to the contrary, employment with Phillips 66, its subsidiaries and affiliates may be terminated with or without cause at any time by the employee or the Company. Nothing contained in these plans, policies or programs shall create a required procedure, practice or policy that must or should be followed in the investigation, evaluation, or disposition of any personnel matter. The information provided is not intended to supersede applicable local, state or federal law or the terms or provisions of any current collective bargaining agreement. In the event of conflict, the law or collective bargaining agreement shall prevail.**

---

Policy Contact:            Human Resources,  
   Employee Relations