

<p>Owner: Manager, Employee Relations Local Contact: HR Manager/Business Partner</p>	<p align="center">CIVIC DUTY LEAVE OF ABSENCE POLICY – U.S.</p>	<p>Policy Center </p>
<p>Approver: Senior Vice President, Human Resources</p>		<p>Date Issued/Revised: 09/01/2016</p>

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

(Includes Jury Duty, Witness in Court Proceedings, and Voting)

I. PURPOSE

The Company allows employees paid time off for jury duty, as a witness in court proceedings, and to vote in federal, state and local elections.

II. ELIGIBILITY

This Policy applies generally to U.S. based Non-Represented [regular full-time](#) and [regular part-time](#) employees, as well as Represented Employees where provided for under the terms of an applicable collective bargaining agreement. This Policy does not apply to Store Employees.

III. GENERAL PROVISIONS

Jury Duty

Employees called for jury duty will receive regular pay. No deduction will be made for jury duty compensation received by the employee.

Employees scheduled for work during daylight hours will be expected to return to work if released by the court in sufficient time to complete 2 or more hours of regularly scheduled work. Employees scheduled for evening or night shift work should consult their supervisor with respect to the amount of time off they may take.

Witness in a Court Proceeding

Employees required by court process to attend court proceedings on behalf of the Company, or in which the employee is neither a party nor has any financial interest will receive regular pay.

Employees scheduled for work during daylight hours will be expected to return to work if released by the court in sufficient time to complete 2 or more hours of regularly scheduled work. Employees scheduled for evening or night shift work should consult their supervisor with respect to the amount of time off they may take.

Voting

Employees registered to vote will be allowed a maximum of 3 hours off with pay to vote in local, county, state, or national elections if otherwise unable to reach the polls during the time the polls are open. Under this provision, an employee may report to work 3 hours after the polls open or leave work 3 hours before the polls close, whichever requires the least amount of time off from work. For example, assume the polls are open from 7 a.m. to 8 p.m. and the regular work hours for the employee are from 9 a.m. to 5:30 p.m. On the day of the election, the employee would be excused at 5 p.m. to allow 3 hours to vote. This would provide the employee with one-half hour of paid leave.

- Requests for time off to vote must be made at least 24 hours in advance.
- The supervisor may specify the hours during which the employee may be absent to vote.
- No paid leave will be granted if the polls in the county where the employee is a resident are open 3 or more hours before the employee is scheduled to begin work or if the polls close 3 or more hours after the employee's work schedule ends.

IV. ADMINISTRATIVE GUIDELINES

Regular pay will be based on the straight-time rate of the employee's regular work classification for normally scheduled hours, inclusive of shift differential and [overtime](#).

Unless a collective bargaining agreement states otherwise, time off under this Policy is considered as time worked for computing [overtime](#).

For employees involved in Jury Duty or a Witness in a Court Proceeding that are scheduled for work during daylight hours will be expected to return to work if released in sufficient time to complete 2 or more hours of regularly scheduled work. Employees scheduled for evening or night shift work should consult their supervisor with respect to the amount of time off they may take.

V. DEFINITIONS

Non-represented employee: An employee not represented by a collective bargaining agreement.

Represented employee: An employee represented by a collective bargaining agreement.

Store Employee: Employee in a job classified as retail marketing store (including store manager and store manager in training) in the personnel systems of the employer).

Policy Contact: Human Resources
 Employee Relations

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.