

<p>Owner: Manager, Total Rewards Local Contact: HR Manager/Business Partner</p>	<p>DISABILITY LEAVE POLICY – U.S.</p>	<p>Policy Center </p>
<p>Approver: Senior Vice President, Human Resources</p>		<p>Date Issued/Revised: 07/01/2016</p>

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

I. PURPOSE

Unpaid Disability Leave is available for employees who have exhausted all sources of pay from the Company, including [vacation](#) and [Short Term Disability \(STD\)](#), and continue to be unable to return to work due to an occupational or Non-occupational Illness or Injury.

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

An employee is entitled to a maximum of twenty-four full consecutive calendar months of unpaid Disability Leave but only after all available vacation and STD benefits have been exhausted.

Examples:

1. The employee has exhausted all available vacation and STD benefits, does not purchase or qualify for [Long-Term Disability \(LTD\)](#) but is unable to return to work. The employee is placed on Disability Leave.
2. The employee has exhausted all available vacation and STD benefits, is enrolled in LTD benefits and is unable to return to work. The employee is placed on Disability Leave concurrent with LTD.

IV. BENEFITS

For information about Company-provided benefits, including retirement, available to employees on Disability Leave, refer to the [Summary Plan Description \(SPD\)](#). Because this is an unpaid leave, employees will be responsible for paying contributions for insurance and other benefits that they are eligible to continue while on Disability Leave. Employees may elect to discontinue Disability Leave at any time while on LTD and commence their pension.

V. EXCLUSIONS

Disability Leave is not available or will be discontinued:

1. If the employee performs any work for oneself or any other person other than on behalf of the Company – regardless of whether the work is for pay or profit. **Note:** This provision does **not** apply if you have received written permission to perform the work, in advance, from your business unit’s HR Manager.
2. If the employee fails to provide medical certification or other documentation, upon request.
3. If the employee submits false information to obtain Disability Leave under this Policy.

VI. ADMINISTRATIVE GUIDELINES

1. The Company does not guarantee the employee a job at the end of Disability Leave. If the employee is unable to return to work at the end of the twenty-four calendar month period and a reasonable accommodation is not applicable, the employee will be administratively terminated and eligible for rehire.
2. Disability Leave will be cancelled if the employee makes application for State Unemployment Compensation benefits.
3. For information about the effects of unpaid Disability Leave on service awards, vacation or STD benefits, refer to the [Service Recognition Policy](#), the U.S. Vacation Policy or the Short-Term Disability Plan, respectively.

VII. DEFINITIONS

Non-occupational Illness or Injury: An injury or illness occurring outside the workplace and that is not job-related. For example, a non-occupational illness or injury includes, but is not limited to, the flu, a cold, surgery, and physician-directed absences during or after a pregnancy, or due to a disease, health condition or required medical treatments.

Non-represented Employee: Employee not represented by a collective bargaining agreement.

Represented Employee: 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.

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.

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