


Owner: Manager, Total Rewards Local Contact: HR Manager/Business Partner	PARENTAL LEAVE POLICY – U.S.	Policy Center 
Approver: Senior Vice President, Human Resources, Communications & Public Affairs		Date Issued/Revised: 01/01/2018

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

I. PURPOSE

The purpose of this Parental Leave Policy (“Policy”) is to provide eligible employees with up to two weeks of paid time off for the care and bonding of a child within 12 months after the child’s birth, legal adoption or placement for adoption. The Policy sets forth the requirements that must be satisfied. The Policy does not cover medical leave for physical conditions related to pregnancy or childbirth, for which employees might be eligible for short-term disability benefits under the Phillips 66 Disability Plan (“Disability Plan”).

II. ELIGIBILITY

The benefits provided under the Policy are available to active 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. The Policy does not apply to store / retail, temporary, or intermittent employees. Employees who satisfy the eligibility provisions of this Policy are eligible for leave under the Policy if the child’s birth, legal adoption or placement for adoption occurs on or after the employee’s hire date.

This policy is effective for births, legal adoptions and placements for adoption that occur on or after January 1, 2018, provided that paid time off under the Policy can be taken only while an eligible employee. Employees are eligible for up to two weeks of paid time off for each birth, legal adoption and placement for adoption. Parental leave under the Policy is not permitted for foster child placement.

III. GENERAL PROVISIONS

The Policy is designed to provide eligible employees with up to two weeks of paid time off during the 12-month period immediately following a birth, legal adoption or placement for adoption. An employee’s paid time off under the Policy is based on the employee’s regular work schedule at the time he or she takes time off under the Policy.

The following provisions apply to the Policy:

- Leave Immediately Following Event – Immediately following the birth, legal adoption or placement for adoption of his or her child, an employee may take two continuous weeks of paid time off.
 - Birth -- The two-week period begins on the employee's first scheduled work day after the day of the birth for the non-birth parent, and on the day after STD benefits end under the Disability Plan for the birth parent.
 - Legal adoption or placement for adoption -- The two-week period begins on the date of the legal adoption or placement for adoption.
If a company holiday(s) occurs during an employee's leave under the Policy, the employee will receive holiday pay for the holiday(s) and the employee's leave allotment under the Policy will not be deducted for that day. Any leave under the Policy that is not taken immediately following the birth, legal adoption or placement for adoption requires supervisor approval.
- Intermittent Leave -- With prior management approval, an employee may take leave under the Policy on an intermittent basis. Leave may also be taken in half-day increments with prior management approval.
- If an employee or his or her spouse/domestic partner gives birth to multiple children in the same birth event, or if multiple children are adopted in a single event, leave under the Policy is provided only for the event and is not based on the number of children born or adopted.
- Leave under the Policy runs concurrently with leave under the Family and Medical Leave Act (FMLA) and/or any other applicable state law. Employees need not be eligible for FMLA leave or state law leave to take leave under the Policy.
- Employees are not permitted to take time off under the Policy while receiving any other paid time off from the Company.
- An employee taking leave under the Policy is entitled to receive no more than 100% of his or her pay for the period of the leave, taking into account all sources. The amount received under the Policy will be reduced by any local, state, or federal paid family leave the employee is eligible to receive, even if the employee fails to apply for such benefits or if the amount received from the program is different than the amount determined by the company. In no event will the benefit provided under the Policy when combined with any amount received from any other source exceed 100% of pay.
- Where both spouses/domestic partners are employed by Phillips 66, each spouse/domestic partner is eligible for the paid leave provided under the Policy.
- Unless otherwise protected by state or federal law, absences for which employees receive paid leave under the Policy are not legally protected. Nonetheless, employees will not be retaliated against for taking leave under the Policy.

IV. ADMINISTRATION

Notice of Leave

- The employee must give his or her supervisor at least 30 days advance notice for foreseeable leaves, and notice as soon as practicable for unforeseeable leaves. Failure to timely provide notice may be grounds for delaying or forfeiting the leave provided under the Policy.
- Supervisor approval is required before leave can be taken under the Policy if leave is not taken
 - Beginning on the employee's first scheduled work day after the day of the birth for a non-birth parent
 - Beginning on the employee's first scheduled work day following the cessation of short-term disability benefits under the Disability Plan for a birth parent,
 - Beginning on the date of legal adoption or placement for adoption.
- Approval is subject to the discretion of the employee's supervisor, provided that no leave will be granted under the Policy beyond the 12-month period beginning on the dates referenced above.
- The employee must contact [HR Connections](#) to provide the anticipated date(s) and duration of leave under the Policy. Upon completion of the necessary paperwork, the employee must submit the paperwork to Absence Management (fax: 918-977-9344) prior to commencement of his or her leave under the Policy.

Compensation and Benefits during Leave

Under the Policy, an employee may receive up to two weeks of pay (as defined in this section). "Pay" includes the weekly compensation paid to an employee for normal regularly scheduled hours for his or her classification as a regular full-time or regular part-time employee, at his or her regular base rate or rates, regardless of pay frequency. Overtime, shift differentials, other premium pay, commissions, bonuses, military pay, travel pay, or any other type of special pay or allowance are excluded. The employee will continue to receive benefits under Phillips 66 employee benefit plans in which he or she is enrolled, as well as other benefits in accordance with applicable law and the terms of policies and programs in which the employee is eligible to participate.

All benefits provided under an employee benefit plan or Company policy are governed by the terms and conditions of the employee benefit plan or Company policy, as applicable, and in accordance with applicable law.

Termination of Employment

Benefits provided under the Policy end on the date of an employee's termination of employment.

Questions

For questions, contact HR Connections by submitting an [HR Connections Request](#). For immediate assistance, call 855-480-6634 or 918-977-7905 between 8 a.m. and 6 p.m. Central time, Monday through Friday.

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.

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