

<p>Owner: Director, Employee Relations Local Contact: HR Manager/Business Partner</p>	<p>PERSONAL LEAVE OF ABSENCE UNPAID POLICY – U.S.</p>	<p>Policy Center </p>
<p>Approver: Senior Vice President, Human Resources, Communications & Public Affairs</p>		<p>Date Issued/Revised: 04/01/2018</p>

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

I. PURPOSE

The Company provides unpaid personal leave to make it possible for an employee to engage in activities of a personal nature and at the same time maintain recognized continuous service should the employee be reinstated by the Company.

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. Employees must have at least twelve months of recognized continuous service. This Policy does not apply to Store employees.

III. GENERAL PROVISIONS

1. An employee is eligible to a minimum of thirty consecutive calendar days and a maximum of twelve consecutive calendar months of unpaid Personal Leave but only after all earned [vacation](#) has been exhausted. Personal Leave is available to employees for reasons other than family/medical (FMLA), military, disability or other statutory leaves.
2. Personal Leave is granted at BU management discretion.
3. An extension of twelve consecutive calendar months may be granted at BU management discretion.
4. An employee reinstated from an approved Personal Leave will not be eligible for another Personal Leave until expiration of one year from date of reinstatement.
5. Personal Leave is not intended to be used to extend an employee’s termination date.

IV. BENEFITS

1. For information about Company-provided benefits, including retirement, available to employees on Personal 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 Personal Leave. For information about the effects of unpaid Personal Leave on service awards or vacation, refer to the [Service Recognition Policy](#) or the [U.S. Vacation Policy](#), respectively.

V. EXCLUSIONS

Personal Leave is not available or will be discontinued:

1. If the employee engages in other full-time or part-time employment without providing prior written notification to their HR Business Partner, Personal Leave will be cancelled.
2. Any employment that conflicts with the purpose of Personal Leave or represents a conflict of Company interest will result in cancellation of Personal Leave.
3. As soon as it is determined the employee will be unable to or has chosen not to return to work, Personal Leave will be cancelled.
4. If the employee makes application for State Unemployment Compensation benefits, Personal Leave will be cancelled.

VI. ADMINISTRATIVE GUIDELINES

1. The Company does not guarantee an employee a job at the end of Personal Leave.
2. An employee on Personal Leave may be terminated at any time with or without cause.
3. If applicable, Personal Leave cannot be taken until a [Family Medical Leave of Absence](#) has been exhausted.

VII. 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.