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Congratulations!

ConocoPhillips recognizes growing your family is an important and exciting time in your life. Whether you are expecting, adopting, becoming a foster parent, or only thinking about adding to your family, this information is here to help. The following guide is intended to help you and your supervisor navigate the benefits and time-off policies available to employees during this exciting time.

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Initial Conversation

The initial conversation with your supervisor and Human Resources Business Partner (HRBP) should take place early enough for both you and the company to implement an appropriate leave plan utilizing our time-off policies. Forms may be required based on the benefit plan or policy utilized; therefore, advance planning is important. During this conversation, you and your supervisor should discuss your requested length of leave, policies/benefits that cover your specific situation (e.g., Family Medical Leave Act (FMLA) time, short-term disability, parental leave, PTO, unpaid time off), entering time while you're out and what your schedule will look like after you return to work.

In addition to this conversation with your supervisor, you should also contact HR Connections at 877-812-7547 to ensure your planned leave is properly documented. Contact HR Connections to:

- Request an FMLA packet, up to 30 days before a foreseeable leave of absence.
- Provide required notification of the anticipated date(s) and duration of planned leave.
- Confirm the date you will return to work after taking leave.

[HR Connections](#) can also provide more detailed information on topics covered in this guide.

Getting Ready for Your New Child

Expectant Mother Parking

In our large office complexes, designated parking has been reserved for expectant mothers. Registration is required for the Bartlesville spaces via this [survey](#). Houston spaces do not require registration. Please review the [employee checklist](#) for the parking details in your specific location. If you have any issues or concerns or need assistance at another facility, contact your local Real Estate and Facilities Services (REFS) team member. For other work locations, please contact REFS or HR.

[Maximize Your Health Care Benefits](#)

Benefits for Breastfeeding Support, Services and Supplies

Benefits will be provided for breastfeeding counseling and support services when rendered by a provider, during pregnancy and/or in the post-partum period. Please contact a BCBSTX health advocate at 800-343-4709 for further assistance.

- **Hospital grade pump:** Covered 100% with no cost-share up to the purchase price of \$1,000 or 12 months, whichever comes first, when a network provider is used. Also covered Out-of-Network, cost-share may apply.
- **Electric pumps:** Covered 1 per benefit period at 100% no cost-share when a network provider is used. Non-network is covered, non-network cost-share may apply.
- **Manual pumps:** Covered 100% no cost-share if member uses a network provider. You may also use a non-network provider or retail provider (Target, Walmart, etc.). Retail and online vendors are not licensed medical providers, so coverage is provided at a non-network preventive services benefit level and cost-share may apply. Sales tax is not covered.

Find a Pediatrician

Search [Provider Finder](#) to find a pediatrician within your area.

Adoption Assistance

If adopting, review our [Adoption Assistance Program Policy](#), which provides financial assistance to help cover the cost of adopting a child.

U.S. Time-Off Policies

There are various time-off policies available when you are expanding your family. You can utilize a combination of policies, depending on your situation. A brief summary and a link to more information are listed below for each policy. You are encouraged to read each one carefully to decide which policies are best suited for your situation.

Postpartum Leave

Postpartum Leave is paid through the [Short-Term Disability \(STD\) Plan](#). This benefit may also be used for pay continuation if you are not able to work due to doctor's orders during your pregnancy.

All birth mothers are eligible for eight weeks of paid leave. As a reminder, each year you receive absence benefits (equivalent to hours of paid time off) based on your work schedule.

Postpartum Leave must be used concurrently with Family Medical Leave (FML) (full details on FML are listed below), if you meet eligibility provisions for both.

We understand that when it comes to the birth of a child, their arrival isn't always predictable. When possible, you should let your supervisor know in advance when you anticipate starting your leave. If that's not possible, your supervisor should be notified no later than 24 hours after your first missed day of work.

To ensure your pay continues, you must provide ConocoPhillips Health Services (COPHS) with a completed and signed [Employee Health Report \(EHR\)](#) for any absences that last past 40 working hours. **The EHR is due at that time.** We recommend talking with your health care provider/their office about the completion of your EHR during an early visit so you are prepared when your little one arrives.

After your Postpartum Leave ends, you may take additional time off (paid or unpaid) by using FML, Parental Leave, Personal Leave, and/or PTO, with supervisor approval.

[Parental Leave](#)

ConocoPhillips provides six weeks of 100% paid time off within the 12-month period immediately following the month of birth or adoption of the employee's child. Approved parental leave must be taken in at least one-week increments; however, the six weeks of parental leave are not required to be continuous. Parental leave may run concurrently with FML, if all eligibility provisions for both are met, and can be used to continue pay while out on FML. The total amount of time available under this policy may vary based on rotational work schedules. Consult your HR Business Partner for more information. To read more about parental leave, access the policy by clicking on the title of this section.

[PTO](#)

PTO may be taken with prior supervisor approval throughout the calendar year. Supervisor approval of individual requests will take into consideration business needs as well as employee preference.

Employees may choose to use PTO time following the birth or adoption of a child or foster child placement. PTO days may run concurrently with FML and may be used to continue pay while on FML.

To read more about PTO, access the policy by clicking on the title of this section.

[Personal Leave of Absence](#)

The company may approve unpaid Personal Leave of Absence (Personal Leave) for employees with at least 12 months of recognized continuous service. An employee can request approval of an unpaid Personal Leave from their supervisor. Personal Leave requests can range from a minimum of 30 consecutive calendar days up to a maximum of 12 consecutive calendar months. (Note: Unpaid time off less than 30 days is also available under the FML provisions if you meet the eligibility requirements.)

For more information on Personal Leave, access the policy by clicking on the title of this section.

[Family Medical Leave \(FML\)](#)

Family Medical Leave (FML) is an unpaid leave that provides job protection for up to 12 weeks. You can utilize FML at the same time as other paid or unpaid leave policies.

To be eligible for FML under the Family Medical Leave Act (FMLA), you must:

- Have been employed by ConocoPhillips for at least 12 months during the preceding seven years; and
- Have worked at least 1,250 hours for ConocoPhillips during the 12 months before the beginning of the leave.

Under the FMLA, employees who have met the above requirements are eligible for up to 12 weeks of unpaid leave within 12 months following the birth, adoption, or placement of a child. When both parents are employed with ConocoPhillips, each parent is eligible to take FML. While you're away from work caring for your family's newest addition, the company will hold your job, or an equivalent job, under the provisions of the FMLA.

For more information on FML, please use [this link](#).

Returning to Work

Keep your supervisor and [HR Connections](#) advised of your status and plan throughout your time off, especially if your expected return date is either not known or needs to change. For more information on returning to work, please refer to the [employee checklist](#).

Benefits Enrollment

If you are enrolled in the ConocoPhillips medical, vision and/or dental options, your newborn or adopted dependent(s) must be enrolled within 90 days after birth or adoption. If you are not covered under the medical, vision and/or dental options, you can enroll for coverage for yourself and your new eligible dependent(s) within 90 days after the birth or adoption. Outside of this 90-day window, **you will not be able to change your coverage** (e.g., add a dependent) until the next Annual Enrollment period or a subsequent change-in-status occurs.

Note: While you have up to 90 days to enroll newborn or adopted dependents, you are encouraged to do so as soon as possible. Claims submitted for newborn or adopted dependents not enrolled in the plan will not be paid; however, if the dependent is enrolled within 90 days of their birth or adoption, coverage will be applied retroactively to the birth or adoption date. A new dependent will only be covered upon completed dependent verification, which will require you to submit documentation to the Benefits Center verifying the birth or adoption of your dependent. It should also be noted that foster children are not eligible dependents under the ConocoPhillips medical, vision and/or dental plans.

For more information on the benefits options, as well as the eligibility requirements offered to you and your family, e.g., the [Adoption Assistance Program Policy](#), [Flexible Spending Accounts](#) and [Backup Care](#), visit [ConocoPhillips' Life Events page](#).

To report a change in status in My Benefits, access the system through HR Express under the Health Benefits tile. You will not need an additional My Benefits password if you log on through HR Express. You can also log on to My Benefits directly from any computer at <http://mybenefits.conocophillips.com>, but you will need to enter your My Benefits user ID and password. Begin by clicking on "Change My Benefits" in the center of the main page; this will bring up a "Reason for Change" page where you can click on "Life Event" on the left side of the page.

Nursing Facilities

ConocoPhillips' locations have rooms available for new mothers to support their desire to continue providing breastmilk for their children. The rooms accommodate mothers who are expressing milk.

Information on the rooms for many of the locations can be found in the REFS document "Mother's Rooms" linked near the bottom of the [ConocoPhillips Center page](#) under "Amenities." It is recommended that you review the information in advance of your departure, since rooms may require special access to reserve and use the room. Approximately two weeks prior to your return to work, contact HR Connections at 877-812-7547 to request access.

If your location is not listed and/or if you have additional questions, please contact your local HRBP.

Additional Questions

Call HR Connections at 877-812-7547 or your HRBP for clarification about policies and benefit plans.

The purpose of this document is to provide a single source of general information on certain Company plans, programs, policies and procedures. The plans, programs, policies and procedures 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 877-812-7547 or their Human Resources Business

Partner if they have any questions. The Company reserves the right to change, amend, or terminate the referenced plans, programs, policies and/or procedures at any time, without notice, subject to applicable law and/or the terms of any applicable collective bargaining agreement. Nothing contained in this document is intended to create, nor is it to be construed to constitute a contract between ConocoPhillips or its subsidiaries and any employee or employees of ConocoPhillips or its subsidiaries. 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 official plan document, summary plan description or summaries of material modification for any benefit plans mentioned. If there are any conflicts between this information and the terms of the official plan documents and any underlying insurance contracts, as applicable, the official plan documents and insurance contracts, as applicable, will control.

Employee Checklist

ConocoPhillips has created a checklist that will help guide you through the key steps to prepare for the addition to your family.

Prior to Becoming a Parent or Foster Parent

Have an initial conversation with:

- Supervisor
- HR Business Partner
- HR Connections

Remember, this conversation must take place early enough for your supervisor to plan for your absences, both before and after your child has arrived. Discuss with your supervisor how your time off will be recorded.

Which applicable time-off policies do you plan to use?

- Postpartum Leave paid through the Short-Term Disability Plan
- Parental Leave
- PTO
- Personal Leave of Absence (unpaid)
- Family Medical Leave (FML) (unpaid, may run concurrently with ConocoPhillips policies)

What do you need to do to begin using the "Expectant Mother" parking spaces?

- In Houston, no registration is required. Location information can be found [here](#).
- In Bartlesville, complete the Expectant Mother Parking Survey found [here](#).
- If you need assistance at another site, contact the Real Estate and Facilities Services team member.

Have you confirmed who will code your time while you are away?

- Self
- Supervisor

Make sure to discuss your plans with your supervisor and notify HR Connections.

Documents

- Request and complete an FML packet from HR Connections if you believe your leave qualifies for FML.
- For childbirth, complete and provide the required [Employee Health Report \(EHR\)](#) form to ConocoPhillips Health Services (COPHS) no later than the seventh consecutive calendar day of your absence.
 - See below for an additional "Checklist for Pregnancy and Childbirth."

Benefits Enrollment

- Add your new dependent to your benefits coverage **within 90 days after the birth or adoption.**
- To complete dependent enrollment, you must submit the dependent verification paperwork.

- Consider enrolling in a Dependent Day Care FSA to utilize pre-tax dollars to pay for day care and/or increasing your contribution to the Health Savings Account. To learn more, visit [Flexible Spending Accounts](#).

Before You Return to Work

- Confirm with your supervisor when you will return to work and what your schedule will be upon your return.
- Contact HR Connections if you will need the use of the Nursing Facilities (for those who will continue to nurse following their return and need a lactation room).
- Confirm that your laptop, network access, etc. will be set up prior to your return, if you were on unpaid leave.
- Connect with the [Employee Assistance Plan \(EAP\)](#) for tips to help you transition back to work.

Checklist for Pregnancy and Childbirth

- An [Employee Health Report \(EHR\)](#) for pregnancy must be completed by a health care provider for approval of Postpartum Leave. The completed and approved EHR will also certify the absence for [Family and Medical Leave \(FML\)](#).

- The employee must provide a contact phone number on the EHR.
- The employee should provide a personal email on the EHR.

The initial EHR must be completed and returned to ConocoPhillips Health Services no later than the seventh consecutive calendar day of absence (reference [STD Leave Process Guide](#)).

- Postpartum Leave provides eight weeks of paid leave.
 - For extended leave, an updated EHR is required and must indicate a diagnosis other than birth of the child.
 - Health Services may require the submission of additional medical documentation before an extension of leave is approved.
- An employee may be eligible for up to 12 weeks of FML. The 12 weeks are reduced by approved FML absences taken during the 12 months preceding the pregnancy-related absence. Please refer to the [FML Policy](#) for eligibility.
 - FML is an unpaid leave that runs concurrently with STD or other applicable leave.
 - When Postpartum Leave is complete, parental leave, vacation or leave without pay may be used in conjunction with any remaining FML by completing the [FMLA Request for Care and Bonding form](#).
- An employee's return to work status will be communicated by email from the ConocoPhillips Case Manager to the employee, employee's supervisor, and HRBP.