Purpose
The Company designates certain days during the year as paid holidays for its employees. This policy establishes procedures for administering paid holidays.

Eligibility
This policy applies generally to U.S.-based non-represented regular full-time, regular part-time and temporary employees, as well as represented employees where provided for under the terms of an applicable collective bargaining agreement.

Selection of Holidays
Throughout various geographical areas of the country, it is customary to recognize different holidays; therefore, it is not practical to establish standard holidays applicable to all Company operations. However, the following holidays are generally observed on an annual basis:
- New Year’s Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- The Friday following Thanksgiving
- Christmas Day
- The day following or preceding the Christmas Day holiday

Management may elect to observe one additional holiday of local interest or to allow employees to observe a floating holiday. If a floating holiday is selected, it may be taken on any regularly scheduled workday, with prior management approval.

Sites that have a 9/80 work schedule will observe nine paid holidays each calendar year.

Designated holidays will be observed on the calendar days on which they fall. However, holidays occurring on either Saturday or Sunday may be observed on the preceding Friday or following Monday. An exception to this is New Year’s Day. If New Year’s Day falls on a Saturday, management will determine whether to observe the holiday on the preceding Friday or the following Monday.

Holiday Pay
Where possible, an employee will not be required to report for work on a holiday and will be compensated for the holiday, provided the employee works or is available for work on the last workday prior to a holiday or the first workday following a holiday.

Exceptions are:
- An employee on an approved vacation is eligible for holiday pay when the holiday falls within the vacation period.
- A new employee may not start work on a company holiday.

Examples include, but are not limited to, the following:

<table>
<thead>
<tr>
<th>BEFORE THE HOLIDAY</th>
<th>HOLIDAY</th>
<th>AFTER THE HOLIDAY</th>
<th>TYPE OF PAYMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacation Day</td>
<td>HLDY</td>
<td>Vacation Day</td>
<td>Holiday</td>
</tr>
<tr>
<td>STD*</td>
<td>HLDY</td>
<td>Work Day</td>
<td>Holiday</td>
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<tr>
<td>STD/FML**</td>
<td>HLDY</td>
<td>STD/FML</td>
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<td>STD</td>
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<td>Work Day</td>
<td>HLDY</td>
<td>STD</td>
<td>Holiday</td>
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<tr>
<td>Vacation/FML</td>
<td>HLDY</td>
<td>Vacation/FML</td>
<td>Holiday</td>
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<tr>
<td>No Pay</td>
<td>HLDY</td>
<td>No Pay</td>
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<tr>
<td>No Pay/FML</td>
<td>HLDY</td>
<td>No Pay/FML</td>
<td>FML No Pay*</td>
</tr>
</tbody>
</table>

*STD – Short-Term Disability
**FML – Family and Medical Leave
A. Exempt Salaried Employees
Each employee who is exempt under the Fair Labor Standards Act will receive pay for the number of work hours normally scheduled at the equivalent hourly rate of the employee’s regular monthly salary, whether or not the employee actually worked on the holiday and regardless of the number of hours worked.

B. Nonexempt Salaried Employees
Each employee who is salaried and nonexempt under the Fair Labor Standards Act will receive pay for the number of work hours normally scheduled at the equivalent hourly rate of the employee’s regular monthly salary, whether or not the employee is regularly scheduled to work on the holiday.

A nonexempt, salaried employee who is required to work on a day observed as a holiday will receive for such work, in addition to the holiday pay referred to above, one and one-half (1½) times the equivalent straight-time hourly rate for each hour worked and one and one-half (1½) times the shift differential, when such differential is paid by the hour.

Hours worked in excess of the normal workday schedule on a holiday will be paid in accordance with local pay practices, working policies or working agreement, whichever is applicable.

C. Nonexempt Hourly Employees
Each hourly paid employee who is nonexempt under the Fair Labor Standards Act will receive holiday pay at the straight-time base hourly rate of the employee’s regular job classification for normally scheduled hours, exclusive of shift differential. This applies whether or not the employee is regularly scheduled to work on the holiday.

A nonexempt hourly paid employee who is required to work on a day observed as a holiday will receive, in addition to the holiday pay referred to above, one and one-half (1½) times the straight-time base hourly rate of the job classification in which the work is performed for each hour worked and one and one-half (1½) times the shift differential, where applicable.

Hours worked in excess of the normal workday schedule on a holiday will be paid in accordance with local pay practices, working policies or working agreement, whichever is applicable.

D. Temporary and Part-Time Employees
Temporary and regular part-time employees (including summer hires and co-op students) will receive holiday pay for company-designated holidays (but not the floating holiday), provided the holiday falls on a day in which the employee is normally scheduled to work, and the employee’s period of employment is expected to be at least 60 days. Example 1: A co-op student normally scheduled to work Monday, Wednesday and Friday would receive no holiday pay for Thanksgiving Day but would receive holiday pay for the Friday after Thanksgiving Day. Example 2: A student employed to work during the Christmas break would not be entitled to holiday pay for Christmas Day, the day following or preceding Christmas Day, or New Year’s Day.

General Provisions and Exclusions
A. Holiday-pay hours not actually worked by a nonexempt employee will be considered hours worked for purposes of calculating weekly overtime only if the holiday falls on a day that the employee is normally scheduled to work.

B. An employee who is on an approved leave (other than vacation or FML with vacation) before and after the holiday will NOT receive holiday pay. An approved leave includes, but is not limited to, the following: FML, STD, Military Leave and Personal leaves of absence.

Example 1: An employee normally scheduled to work Monday through Friday is away from work in a no-pay situation on both sides of the New Year’s Day holiday would not receive pay for the holiday and would instead receive no pay for that day.

C. An employee may be unavailable to work on a holiday for reasons that qualify the employee for benefits payable under the ConocoPhillips Short-Term Disability (STD) Plan. In such cases, the employee will not receive holiday pay, but may receive benefits provided under the STD Plan, provided it is a normally scheduled workday.

D. For those organizations in which Management has elected the floating holiday, employees will not be allowed to carry the holiday over from one year into another year. They also will not receive pay in lieu of the holiday pay should their employment terminate prior to taking the floating holiday.

E. Holidays paid and not worked should be in whole-day increments.

Holiday During Vacation
See U.S. Vacation Policy, Section XI.

Questions
If you have questions, contact HR Connections. For immediate assistance, call 877-812-7547.

The Company establishes programs, policies and procedures appropriate to the business needs and requirements of its various operations and organizations (the “Policies”). Different Policies than those shown here may apply to subsidiary company employees based on business needs, local customs, contractual agreement, or legal requirements. The Company reserves the right to change, amend, or terminate any of the Policies at any time, without notice, subject to applicable law and/or the terms of any applicable collective bargaining agreement or contract. 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. If there are any discrepancies or conflicts between this information and the terms of the official Policies or any underlying insurance contracts, the official Policies and insurance contracts will control your actual benefits. Employees should confirm that the Policies accessed here apply to them and/or their organization before taking any actions.