

**Effective date:** 05/01/2012

**Revision date:** 01/01/2021 – clarified language for setting local holidays and floating holiday eligibility.

## 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

The following holidays are generally observed on an annual basis:

- New Year’s Day
- Martin Luther King 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

It may be customary to recognize a different holiday in some U.S. geographical areas. Management will discuss holiday exceptions with Human Resources before setting the local holiday schedule.

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 the 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.

## Floating Holiday

In some Company operations, local management may elect to observe one additional holiday of local interest, thereby establishing the date in which the floating holiday will be observed.

If the floating holiday is not established by local management, employees who are not on the 9/80 work schedule may observe the floating holiday of their choice on any regular scheduled workday, with prior management approval.

Employees on the 9/80 work schedule are not eligible for the floating holiday.

## 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:

BEFORE THE HOLIDAY	HOLIDAY	AFTER THE HOLIDAY	TYPE OF PAYMENT
Vacation Day	HLDY	Vacation Day	Holiday
STD*	HLDY	Workday	Holiday
STD/FML**	HLDY	STD/FML	STD
STD	HLDY	STD	STD
Workday	HLDY	STD	Holiday
Vacation/FML	HLDY	Vacation/FML	Holiday
No Pay	HLDY	No Pay	No Pay
No Pay/FML	HLDY	No Pay/FML	FML No Pay*

\*STD – [Short-Term Disability](#)

\*\*FML – [Family and Medical Leave](#)

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#### 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, time and one-half (1½) the equivalent straight-time hourly rate for each hour worked and time and one-half (1½) 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, time and one-half (1½) the straight-time base hourly rate of the job classification in which the work is performed for each hour worked and time and one-half (1½) 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 and 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. Employees hired in the fourth quarter of a given year are not eligible for the floating holiday.
- F. 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.

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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.