

Effective date: 01/01/2018

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Purpose

The purpose of the U.S. Parental Leave Policy ("Policy") is to provide eligible employees with up to six weeks of paid time off within the 12-month period immediately following the birth or adoption of the employee's child. The Policy is intended to enable the employee to have time for bonding and providing proper care to the newborn or newly adopted child.

Eligibility

This Policy applies to all regular full-time and regular part-time employees on the U.S. payroll for the 12 months immediately following the birth or adoption of a child. Temporary or intermittent employees are not eligible for parental leave. To assist with employee eligibility determination, refer to [U.S. Employment Status Policy](#).

In addition, employees must meet one of the following criteria:

- Be the parent of a newborn child; or
- Be the adoptive parent of a newly placed child.

The Policy does not provide leave for the following:

- A child born or adopted prior to your date of hire.
- Placement of a foster child.
- Adoption of stepchildren.

Note: Employees represented by a collective bargaining agreement are eligible where provided for under the terms of an applicable collective bargaining agreement.

Definitions

Company	ConocoPhillips Company whose employees are covered by this Policy.
Adoption, Placement for Adoption	A child (must be available for adoption and under the age of 18) has been placed for adoption within the eligible employee's home, whether or not the adoption has become final.
Regular Pay	The straight-time rate of your regular work classification exclusive of shift differentials, overtime earnings of a temporary or irregular nature, and other premium pay, such as premium pay for holidays.
Parental Leave	Time off at Regular Pay for eligible employees under the terms of this Policy.
Week	The number of days in a period of seven consecutive days during which the employee is normally and regularly expected to be at work. A week is equal to your regularly scheduled work hours in that week.

General Provisions

- Eligible employees will receive up to six weeks of parental leave per birth or placement for adoption.
- The Policy provides paid leave per event (birth or placement for adoption of a child/children) and is not based on the number of children born or adopted.
- Approved parental leave must be taken in one-week increments during the 12-month period immediately following the month of birth or placement for adoption.

Administrative Guidelines

The following administrative guidelines apply to the Policy:

1. Supervisor approval is needed prior to taking parental leave.
2. Time off under the Policy is not permitted while receiving any other paid time off from the Company.
3. Pay in excess of 100% of Regular Pay for the parental leave period is not permitted, taking into account all sources.
4. Time off under the Policy is not considered as time worked for computing overtime.
5. The Policy provides time off based on the employee's regular work schedule at the time he or she takes parental leave.
6. Employees must take parental leave in one-week increments, however, the six weeks of parental leave provided by the Policy are not required to be concurrent or continuous.

7. Employees are responsible for recording parental leave in SAP timely, utilizing absence code 0250.
8. When recording a week of parental leave, the hours will be recorded in full-day increments equal to your regularly scheduled work hours for each workday (i.e., 8, 9, 12 hours, etc.).
9. Employees on a 9/80 work schedule should record time in SAP as follows:
 - Parental leave taken Monday through Thursday should be recorded as 9 hours.
 - Parental leave taken on a working Friday should be recorded as 8 hours.

For example, Ben works a 9/80 schedule.

Here’s how Ben’s parental leave is recorded in SAP if he ...

Takes a parental leave during a week with a WORKING Friday						
Parental Leave Recorded	M	T	W	Th	F	Total
	9	9	9	9	8	44
Takes parental leave during a week with a NON-WORKING Friday						
Parental Leave Recorded	M	T	W	Th	F	Total
	9	9	9	9	N/A	36

NOTE: If you are on a special work schedule (e.g., 7/7, 14/14, 12-hour shifts, etc.), paid time off under this Policy may be administered differently. Refer to your specific work location guidelines, collective bargaining agreement, and/or speak to your work location time administrator or work location HR Business Partner.

Coordination With Other Policies

- I. This Policy runs concurrently with Family and Medical Leave (FML), if all eligibility provisions for both are met.
- II. The ConocoPhillips Short-Term Disability (STD) Plan provides leave for birth mothers arising from the medical impacts of pregnancy and childbirth. Parental leave for birth mothers provided under the Policy commences after any maternity leave taken under the STD Plan.
- III. If a Company holiday occurs while the employee is on parental leave, such day will be charged to holiday pay; however, such holiday pay will not extend the six-week parental leave entitlement.

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.