

# Time-off Benefits

## Frequently Asked Questions



Updated: Sept. 1, 2019

### Parental Leave

The 2019 U.S. Parental Leave Policy provides eligible employees with up to two (2) weeks of paid time-off within the 12-month period immediately following the month of 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 their newborn or newly adopted child. **Effective Jan. 1, 2020, the policy increases to six (6) weeks of paid leave.**

- **How soon after birth/adoption do I have to take parental leave?**

You can take parental leave, subject to supervisor approval, anytime within the 12-month period immediately following the month of birth or adoption. For example, if you adopted a child on April 2, 2019, you can take parental leave between April 2, 2019 and April 30, 2020.

- **Do I have to take parental leave all at one time?**

No. However, parental leave must be taken in one-week increments, which is equal to your regularly scheduled work hours in a week.

- **If I have already used my two weeks of paid time off under the previous U.S. Parental Leave policy, will I receive the additional four weeks of parental leave beginning Jan. 1, 2020?**

If the birth or adoption of your child occurred in 2019, you will be eligible to receive the additional four weeks of parental leave beginning Jan. 1, 2020. Parental leave must be taken within the 12-month period immediately following the month of birth or adoption of your child. For example, if you had a child on Feb. 1, 2019, you can take parental leave by Feb. 29, 2020.

As parental leave does not have to be taken all at once, you will have between Jan. 1, 2020 and Feb. 29, 2020 to take the additional four weeks of parental leave.

- **Is a week of parental leave Monday through Friday or can it be five consecutive days?**

Typically, a week of parental leave is equal to your regularly scheduled work week such as, Monday through Friday. Based on business needs, your supervisor may choose to approve an alternate one-week period that equals your regularly scheduled work hours.

- **How do I schedule my parental leave?**

Once you know when you plan to take your parental leave, you should talk to your supervisor to request time-off. Following the conversation with your supervisor, you should contact HR Connections at 877-812-7547 to make them aware of the Family Medical Leave Act (FMLA) eligible event (birth or adoption of a child) 30 days in advance of the scheduled leave, if possible.

- **Do I have to complete the FMLA paperwork?**

The company is required to provide you with FMLA paperwork. However, it is your choice whether you wish to complete the FMLA paperwork and receive job-protected unpaid leave (if eligible and approved) in addition to your parental leave. If you choose not to complete the FMLA paperwork, you will receive an FMLA denial letter which notifies you that the time-off was not protected.

- **Is parental leave available per employee or per household, where there is a dual employee household?**

Parental leave is available to each individual employee.

- **Can I use parental leave to care for a sick child?**

Parental leave is intended to enable employees to bond with their newborn or newly adopted child, not for sick childcare.

- **I'm a rotator, am I able to utilize parental leave or will I receive payment in lieu of the paid leave?**

Contact your supervisor to review if your work schedule can accommodate parental leave. There is no

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cash payment in lieu of paid parental leave.

- **How do I code parental leave in the system?**  
Absence code - 0250.

### Maternity Leave

In 2019, all birth mothers are eligible for up to eight (8) weeks paid leave, dependent on method of delivery, through Short-Term Disability (STD). **Effective Jan. 1, 2020, all eligible birth mothers will receive eight (8) weeks of paid leave.**

- **How much maternity leave will a birth mother receive?**  
Birth mothers currently receive between six (6) and eight (8) weeks (depending on method of delivery) of paid time-off. Effective Jan. 1, 2020, all birth mothers will receive eight (8) weeks paid time-off; method of delivery is no longer a determining factor.
- **If I take STD prior to the birth of my child, will I still be guaranteed 100% pay for maternity leave of eight (8) weeks?**  
Not necessarily. STD taken prior to the birth of the child and maternity leave reduce the same benefits schedule. The total amount of available 100% pay is based on your years of recognized experience and the following schedule in 2019:

Years of Recognized Relevant Experience	0-5 years	6-7 years	8 years	9 years	10 or more years
Hours of 100% pay	320 hours	480 hours	640 hours	800 hours	1,040 hours

- **Does maternity leave run in addition to or concurrently with STD and Family Medical Leave (FML)?**  
Maternity leave runs concurrently with STD and FML.
- **How do I schedule maternity leave?**  
You should talk to your supervisor in advance to discuss time-off. Following this conversation, please contact HR Connections at 877-812-7547 to make them aware of the Family Medical Leave Act (FMLA) eligible event (birth or adoption of a child) 30 days in advance of the scheduled leave, if possible. As you will be out for a period of time due to a nonoccupational illness, you will be required to submit an Employer Health Report (EHR) no later than the seventh consecutive day out. The release date your physician lists on the EHR will not reduce your benefit entitlement of eight weeks of paid leave under the STD policy. Please contact HR Connections or your HRBP for additional assistance.
- **How do I code maternity leave in the system?**  
Absence code – 0220.

### Serious Illness in Family

The Serious Illness in Family Policy provides eligible employees with up to five (5) days per calendar year to attend to a serious illness in the employee's immediate family. The policy does not apply to time-off for usual childhood or adult illnesses.

- **Under what circumstances can I utilize this policy?**  
You can utilize time-off benefits provided by the Serious Illness in Family policy for the day(s) an immediate family member is in grave condition, is hospitalized or treated in the emergency room, has a surgical procedure and/or is incapacitated due to continuing treatment for a serious health condition.
- **What is incapacity?**

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Incapacity is when an immediate family member cannot perform typical daily activities due to a serious health condition. Examples include recovery time following surgery, chemotherapy or radiation therapy.

- **Who is considered an immediate family member?**  
An immediate family member is defined in the policy to include your spouse/domestic partner, children, grandchildren, parents, grandparents and siblings which includes your in-laws. Consult the policy for the detailed definition.
- **Can I utilize Serious Illness in Family to drive a family member to an appointment?**  
No. The policy is not intended to provide time-off to drive a family member to medical appointments unless it is for an outpatient surgical procedure.
- **Can I utilize Serious Illness in Family to care for my sick child or to care for my child when the primary caregiver is sick?**  
No. Serious Illness in Family is intended to provide time-off for serious health conditions, not acute, common illnesses or recuperation following an injury.
- **Can a non-birthing parent utilize Serious Illness in Family for the time when the birth mother and/or child are in the hospital?**  
Yes.

### Excused Leave with Pay

Excused Leave with Pay can provide eligible employees with paid time-off for situations when the employee would otherwise be scheduled and performing their regular duties.

- **When can a supervisor grant excused leave with pay?**  
A supervisor can grant excused leave with pay at their sole discretion when unforeseen circumstances arise and paid time-off is not available under another policy or plan. Additionally, time-off benefits under this policy are available for closure of a facility, support for disaster relief operations, employees personally affected by a natural disaster, to participate in a family member's rehabilitation program and to accompany a transferring spouse on a house hunting trip when your spouse is also a company employee.
- **Can I utilize Excused Leave with Pay to volunteer at the organization of my choice?**  
No. Excused Leave with Pay can be granted for employees who are members of recognized community organizations (such as Civil Defense, Auxiliary Police, Red Cross, etc.) which are activated because of natural disasters or pandemic events. Paid time-off is provided for company-sponsored volunteer events (such as Day of Caring) by the Community Service Leave Policy.

### Personal Leave of Absence

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.

- **Can I take a personal leave of absence for more bonding time following the birth or adoption of my child?**  
Yes, with BU management approval, you may take a leave of absence for a minimum of 30 consecutive calendar days and a maximum of 12 consecutive calendar months. This typically begins after you exhaust available Family Medical Leave (FML), with or without pay.
- **Can I take unpaid leave for less than 30 days?**  
Yes, with supervisor approval, you may take unpaid time-off with or without FML.

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This information is intended as a general guide only. The Short-Term Disability benefit is provided as a component benefit program of the ConocoPhillips Disability Plan (Plan). Benefits and eligibility for coverage are determined under the specific provisions of the official Plan documents which includes the Summary Plan Description and applicable policies. If there is a discrepancy or conflict between this information and the terms of the official Plan or policy documents, the official Plan or policy documents will control. ConocoPhillips reserves the right to amend or terminate any of its plans, programs or policies, at any time in its sole discretion, without notice according to the terms of the applicable plans, programs or policies.