



# **Marathon Oil Company Holiday Plan**

**Effective as of January 1, 2018**

# Holiday Plan



## Table of Contents

<b>I. Holidays.....</b>	<b>1</b>
A. Eligibility.....	1
B. 2018 Holidays.....	2
C. Holiday During Vacation Period .....	2
D. Holiday Pay .....	2
<b>II. Floating Day Off .....</b>	<b>2</b>
A. Eligibility.....	2
B. Approvals .....	3
C. General Guidelines .....	3
D. Tracking Usage.....	3
E. Payroll Notification Deadline .....	3
<b>III. Modification and Termination .....</b>	<b>4</b>
<b>IV. Additional Information.....</b>	<b>4</b>

# Holiday Plan

## I. **Holidays** (See separate section below for floating day off.)

### A. **Eligibility**

1. Holidays apply to all U.S. employees.
2. Casual employees and any other employees not normally scheduled to work at least 40 hours per week (except for Regular full-time employees whose normal work schedule has been reduced to 20 hours or more per week to accommodate a bona fide health problem or disability who are already eligible) are eligible for holiday absence allowance if:
  - the employee works the normal work day (for that job and location) preceding and the normal work day (for that job and location) following the holiday, and
  - the employee would have worked that day had it not been a holiday.
3. Employees on the following leave **are** eligible for holiday absence allowance:
  - Sick Leave when **receiving** a Sick BenefitEmployees on the following leaves **are not** eligible for holiday absence allowance:
  - Sick Leave when **not receiving** a Sick Benefit
  - Family or Personal Leave — A holiday occurring during a week of Family Leave has no effect. The week is counted as a week of FMLA Leave.
  - Military Leave in excess of six months
  - Educational Leave
4. Laid off employees are not eligible for holiday absence allowance.
5. Organization Vice Presidents have the authority to approve, for business reasons, the observance of a holiday on its actual calendar day rather than on the day designated by the Company for certain employee groups. (For example, when Christmas falls on a Saturday, the Company-observed holiday is on a Friday. Employees, who are scheduled to work on Saturday, will be permitted to observe the holiday on Saturday rather than on Friday, as long as the Organization Vice President has approved the change in holiday observance.)

# Holiday Plan



## B. 2018 Holidays

1. Nine calendar holidays have been established for observance throughout the Company's operations and it is normally intended that employees not work on these particular days.

2018 Calendar Holiday	To Be Observed for Year 2018
<b>New Year's Day</b>	Monday, January 1
<b>Good Friday</b>	Friday, March 30
<b>Memorial Day</b>	Monday, May 28
<b>Independence Day</b>	Wednesday, July 4
<b>Labor Day</b>	Monday, September 3
<b>Thanksgiving Day</b>	Thursday, November 22
<b>Friday After Thanksgiving</b>	Friday, November 23
<b>Christmas Eve</b>	Monday, December 24
<b>Christmas Day</b>	Tuesday, December 25

2. In certain areas, depending upon local practice or custom, different holidays may be recognized in lieu of the above.

**Note:** The two most likely scenarios that will cause a location to deviate from the holiday schedule established by the Company are as follows: (1) a location chooses to replace one Company observed holiday for another holiday, and (2) a location chooses to observe a Company observed holiday on a date or dates which vary from the Company holiday schedule.

3. A number of different holidays are recognized in other countries where the Company has operations.

## C. Holiday During Vacation Period

If a holiday falls during an employee's scheduled vacation, the eligible vacation period will be extended by one day.

## D. Holiday Pay

For provisions and interpretations on Holiday Pay, see Payroll Guide.

## II. Floating Day Off

### A. Eligibility

1. All regular full-time and regular part-time employees are eligible for participation from first day of employment (not eligible while on Family Leave, Personal Leave, Educational Leave, and Military Leave in excess of six months or Sick Leave not receiving sick benefits). Employees on Sick Leave receiving sick benefits maintain eligibility.

# Holiday Plan

2. Casual employees and employees at locations not permitting employees to designate their own floating day off are not eligible for a floating day off.

## **B. Approvals**

1. Approval of the date and scheduling of the floating day off will be at the discretion of the employee's immediate supervisor, or through other approval means based on local scheduling needs.
2. The Houston Tower will offer the floating day off to eligible employees. Each employee will schedule their floating day off with approval of their supervisor.
3. Although MOC's other locations are encouraged to keep with the floating day off concept, they will need to decide whether a floating day off will be the option of the individual employee or whether it will be replaced by a fixed "designated" holiday (governed by the Holiday section above) for their location.

## **C. General Guidelines**

1. The following general guidelines concerning pay for time worked should be used when communicating to employees how this floating day off will be implemented at your location:
  - a. If the floating day off is solely at the discretion of the employee to schedule, subject to supervisor approval, then that day will be paid the same as a vacation day. That is, the employee will be paid for normal scheduled hours. If the employee is called-out after being excused, then any hours worked would be subject to the call-out and overtime provisions that apply to that employee. This will be the only premium pay the employee is eligible to receive.
  - b. If an employee retires, terminates, or dies, any unused floating day off is forfeited with no pay, subject to applicable state laws. Floating days off will not be carried over from one year to the next.
  - c. If the floating day off is replaced by a fixed "designated" holiday by local management, then those employees who are either scheduled to work or "called-in" to work after being scheduled the day off will be paid according to the current Holiday Work Allowance provisions.

## **D. Tracking Usage**

A floating day off will be tracked with a separate absence code within the Time & Attendance system. It will be tracked and paid with all other holidays within the Payroll system, using the current pay codes.

## **E. Payroll Notification Deadline**

All areas of the Company need to inform the Payroll Manager by no later than the end of November, as to whether their area will allow employees to designate their own floating day off, or if the floating day off will be replaced by a fixed "designated" holiday for their location for the following calendar year.



## Holiday Plan

### **III. Modification and Termination**

The Company reserves the right to modify or terminate this Plan, in whole or in part, in such manner as it shall determine. Such modification or termination can be applied, at the sole discretion of Marathon Oil Company, to any or all types of employees eligible for this Plan. If the Plan should be terminated, this will not affect Holiday Pay for a holiday that has occurred prior to the effective date of termination of the Plan.

Marathon Oil Company may exercise its reserved rights of amendment, modification or termination (i) by written resolution by the Board of Directors of Marathon Oil Company, (ii) by written resolution by the Executive Committee of Marathon Oil Corporation (the “Executive Committee”), or (iii) by written actions exercised by any other entity or person to which or to whom the Board of Directors of Marathon Oil Company or the Executive Committee has specifically delegated rights of amendment, modification or termination.

The Executive Committee has further delegated to the Vice President of Human Resources & Administrative Services the ability to amend or modify (but not to terminate) this Plan to the extent that such amendment or modification is not a material Plan design change. This authority delegated to the Company’s Vice President of Human Resources shall be exercised in writing.

### **IV. Additional Information**

The Payroll group within Human Resources coordinates the administration of the Plan throughout the Company.

# Holiday Plan

**Marathon Oil Company has caused its name to be hereunto subscribed to by D.L. Jones, Vice President, Marathon Oil Company.**

**Marathon Oil Company**

---

D.L. Jones  
Vice President  
Marathon Oil Company

---

Date