



Fred Garrison Oil Company

Employee Handbook

601 Medical Leave

Effective Date: 1/1/2013

Revision Date:

Fred Garrison Oil Company provides unpaid medical leaves of absence to eligible employees who are temporarily unable to work due to a serious health condition or disability. For medical leave purposes, a serious health condition or disability include inpatient care in a hospital, hospice, or residential medical care facility; continuing treatment by a health care provider; and temporary disabilities associated with pregnancy, childbirth, and related medical conditions.

Employees in the employment classification "Regular full-time employees" are eligible to request medical leave as described in this policy.

Eligible employees should make requests for medical leave to their supervisors at least 30 days in advance of foreseeable events. This will help us plan for your possible absence. If it is an unexpected situation, make your request as soon as possible.

We require a health care provider's statement verifying the need for medical leave and its beginning and expected ending dates. You are responsible for telling us if that information changes later. Before you can return to work, we will require verification from a health care provider that says you are fit to return.

Eligible employees are normally granted leave for the period of the disability, up to a maximum of 12 weeks within any 12 month period. Any combination of medical leave, family leave and unpaid personal leave may not exceed this maximum limit. If the initial period of approved absence proves insufficient, consideration will be given to a request for an extension. Employees have the option to first use any accrued paid leave time before taking unpaid medical leave.

Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities.

Subject to the terms, conditions, and limitations of the applicable plans, Fred Garrison Oil Company will continue to provide health insurance benefits for the full period of the approved medical leave. Benefit accruals, such as vacation, PTO, or holiday benefits, will continue during an approved medical leave period.

Please give us at least two weeks advance notice before you plan to return. When you return from medical leave, you will go back to the same job if it is still available. If that job is no longer available, we will place you in an equivalent job that you are qualified for. If you do not come back to work promptly at the end of a medical leave, we will assume that you have resigned.



Fred Garrison Oil Company

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602 Family Leave

Effective Date: 1/1/2013

Revision Date:

Fred Garrison Oil Company provides family leaves of absence without pay to eligible employees who need to take time off from work duties to fulfill family obligations.

Employees in the employment classification "Regular full-time employees" are eligible to request family leave as described in this policy.

Eligible employees may request unpaid family leave of absence only after they have completed 60 calendar days of service. If you think you need a family leave, give your request to your supervisor(s) as soon as practical. This will help us plan for your possible absence. If it is an unexpected situation, make your request as soon as possible.

If you request family leave due to the serious health condition of a child, spouse, or parent, you may be required to submit a health care provider's statement verifying the need for a family leave to provide care, its beginning and expected ending dates, and the estimated time required.

Eligible employees may request up to a maximum of 12 weeks of family leave within any 12 month period. Any combination of family leave and medical leave may not exceed this maximum limit. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension. Employees have the option to first use any accrued paid leave time before taking unpaid family leave. If your spouse is also employed by Fred Garrison Oil Company, as a couple you may be restricted to a combined total of 12 weeks leave within any 12 month period.

Subject to the terms, conditions, and limitations of the applicable plans, Fred Garrison Oil Company will continue to provide health insurance benefits for the full period of the approved family leave.

Benefit accruals, such as vacation, PTO, or holiday benefits, will not accrue during a family leave and will resume upon return to active employment.

Please give us at least two weeks advance notice before you plan to return. When you return from medical leave, you will go back to the same job if it is still available. If that job is no longer available, we will place you in an equivalent job that you are qualified for. If you do not come back to work promptly at the end of a family leave, we will assume that you have resigned.



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603 Unpaid Personal Leave

Effective Date: 1/1/2013

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Fred Garrison Oil Company provides leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill personal obligations. Employees in the employment classification "Regular full-time employees" are eligible to request personal leave as described in this policy.

Eligible employees may request unpaid personal leave of absence only after they have completed 60 calendar days of service. If you wish to take an unpaid personal leave, give a written request to your supervisor as far in advance as possible.

An eligible employee may take up to 12 calendar days of personal leave every 1 year. If your supervisor approves, you may use any available PTO or vacation leave as part of the approved period of leave.

We may not approve every request for personal leave. We will look at each request individually. The business priorities of Fred Garrison Oil Company must come first. We will make our decision based on a number of factors, including anticipated workload requirements and staffing considerations during the proposed period of absence.

Subject to the terms, conditions, and limitations of the applicable plans, Fred Garrison Oil Company will continue to provide health insurance benefits for the full period of the approved personal leave.

Your benefit accruals, such as vacation, PTO, and holiday benefits, will not continue to accrue during the approved personal leave period and will resume upon return to active employment.

When an unpaid personal leave ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, Fred Garrison Oil Company cannot guarantee reinstatement in all cases.

If an employee fails to report to work promptly at the expiration of the approved leave period, Fred Garrison Oil Company will assume you have resigned.



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605 Military Leave

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Fred Garrison Oil Company will grant a military leave of absence from work because you are serving in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). You must give your supervisor advance notice of upcoming military service, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

You will not be paid for military leave. However, you may use any available paid time off, such as vacation or PTO, to help pay for the leave.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.

Your benefit accruals, such as vacation, PTO, or holiday benefits, will not accrue during a military leave and will resume upon the employee's return to active employment.

If you are on military leave for up to 30 days, you must return to work for the first regularly scheduled work period after your service ends, allowing reasonable travel time. If you are on military leave for more than 30 days, you must apply for reinstatement in accordance with USERRA and all applicable state laws.

When you return from military leave (depending on the length of your military service in accordance with USERRA), you will be placed either in the position you would have attained if you had stayed continuously employed or in a comparable position. For the purposes of determining benefits based on length of service, you will be treated as if you had been continuously employed.

If you have questions about military leave, contact the Chief Executive Officer for more information.



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607 Pregnancy-Related Absences

Effective Date: 1/1/2013

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Fred Garrison Oil Company will not discriminate against any employee who requests an excused absence for medical disabilities associated with pregnancy. If you ask for leave because of a pregnancy-related condition, we will treat your request the same as a medical leave request and follow the applicable federal and state laws. Read the Medical leave policy in this handbook for more information.

If you ask for time off for a pregnancy and/or childbirth reasons such as bonding and child care, we will treat your request same as an unpaid family or personal leave request. This is because bonding and child care are not considered medical disabilities.