



PARENTAL BONDING POLICY

Purpose and Scope

To help employees balance their work and family priorities, HF Sinclair offers paid parental bonding leave to eligible employees, after the birth of a child and after the placement of a child for adoption.

Eligibility and Participation

All non-represented full-time and part-time employees, and employees represented by IUOE Local 351, of the Company are eligible if they have been employed for a total of at least 12 months and worked a minimum of 1,250 hours over the past 12 months prior to the start of leave. Hours worked during internships can be counted toward parental bonding time.

For purposes of this benefit, the term 'parents' includes you, your legal spouse or your registered domestic partner who has birthed or adopted a child.

Benefit Detail

The parental bonding provisions are as follows:

- After the birth of a child or placement for adoption of a child, all parents are entitled to 120 hours of leave at 100% base pay. This is a cumulative benefit for adoptions and births during a 12-month period.
- If both parents work for the Company, each employee is entitled to this benefit separately.
- The timing of the leave should be coordinated and scheduled in advance with the employee's manager no later than 30 days prior to taking this leave and is subject to the approval of the employee's manager and Human Resources. Extenuating or emergency circumstances should be managed separately by the employee with their manager and Human Resources.
- For part-time hourly employees, the paid leave rate will be determined by the average number of hours worked during the six-week period preceding the employee's leave.
- For salaried employees, the paid leave rate will be the employee's base salary rate, which is based on 2,080 hours worked in a year at 52 weeks per year.
- Parental leave to bond with the child must be within the first year following the birth of the child or placement of the child for adoption.
- Leave may only be taken in full-day increments.
- Parental leave must be taken consecutively unless approval is received from Human Resources.

Offsetting Benefits

The parental bonding leave benefit is reduced by any other state or other jurisdictions parental leave program that may provide compensation to a parent due to the birth or placement for adoption of a child.



Coordination with FMLA

Paid parental bonding leave taken under this policy will run concurrently (e.g. at the same time) with leave under the FMLA or similar state or local leave laws. Thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child for adoption will be counted toward the 12 weeks of available FMLA leave in a 12-month period. All other requirements and provisions under the FMLA will apply.

An employee who takes paid parental bonding leave and is not qualified for FMLA leave will be afforded the same level of job protection for the period requested.

Administrative Information

Parental bonding leave time cannot be combined with vacation days without management approval, which will be determined on a case-by-case basis and the needs of the Company.

Parental bonding leave is not a vested benefit, and if unused, will not be paid out in cash or credited to an employee's Paid Time Off (PTO) balance or paid out upon termination. All benefits will continue during an employee's parental bonding leave, and regular deductions will continue to be deducted from an employee's pay. An employee may be required to furnish verifying documents for the birth of the child or the placement of a child in the home for adoption.

Except as noted herein, this policy is separate from any medical leave taken in connection with the birth of a child.

The Company reserves the right to modify, alter, amend, supplement or terminate this policy at any time.

For Employees in the State of Washington Only:

Any time off under the Washington Paid Family and Medical Leave (PFML) Law will run concurrently (e.g. at the same time) with the FMLA, if applicable, with the exception of any leave for sickness or temporary disability because of pregnancy or childbirth, which is in addition to leave under PFML. HF Sinclair does not require that Washington employees take paid parental bonding leave under this policy concurrently (e.g. at the same time) with leave under the PFML Law. However, to be eligible to receive pay under this policy, Washington employees must apply for any statutory or voluntary sources of wage replacement benefits available under any applicable state or local law, including the PFML Law. The benefits provided under this policy are coordinated with any wage replacement benefits provided under any statutory or voluntary source of wage replacement benefits so that a qualifying Washington employee may not receive more than 100% of their base compensation pay at any time. Washington employees will be required to provide documentation of their receipt of payment under an applicable wage replacement program in order to receive any pay under this policy. Please contact HR if you have any questions about time off under these laws.