



# SICK LEAVE PLAN

## Purpose and Scope

The HF Sinclair Corporation Sick Leave Plan (the Plan) provides paid time off from work for personal illness, and for the illness and care of a member of your family or family emergencies.

## Eligibility and Participation

You are eligible to participate in the Plan if you are classified as a U.S. -based employee of HF Sinclair Corporation.

An employee's classification in human resources/payroll records determines eligibility. An employee's classification is determined at the time of hire. If later changed, the new classification will only apply prospectively, regardless of the actual schedules or hours worked under the initial classification.

## Benefit Detail

The Sick Leave Plan provides you with a total of nine (9) days of paid time off each calendar year. Sick Leave days will be allocated in the form of hours based on scheduled work shifts unless otherwise specified by state law. Sick leave is expected to be used for the following:

- Personal illness,
- Illness and care of immediate family members,
- Family emergencies,
- Issues related to domestic violence, abuse, or stalking, or
- Any qualifying usages set forth by the state law.

Family emergencies are defined as serious situations affecting an immediate family member that require the employee's immediate action and cannot reasonably be accomplished on a normally scheduled day off.

For purposes of this benefit, immediate family members include your spouse, registered domestic partner, children, parents, parent-in-laws and siblings or as prescribed under state-specific law.

At the beginning of each calendar year, you will be credited nine (9) days of sick leave. If you are on leave, your Sick Leave bank will not be credited until you return to active, full-time full duty without restrictions. In the year of hire, you will be credited with a prorated number of days based on your hire date (see table below).



### New Hire Sick Leave Credit

If you were hired:	Number of sick leave days
January 1 through March 31	9
April 1 through June 30	6
July 1 through September 30	3
October 1 through December 31	1

In a given calendar year, unused sick leave days expire at the end of the year and will not carry-over to the next year, unless required by law.

If you leave the Company, you will not be paid for any unused sick leave, unless required by law.

### Proper Use of Sick Leave Benefits

Regular attendance is considered to be an essential function of every employee. The sick leave benefit provides employees with generous sick leave benefits for limited situations. The Company understands an employee who is unable to work for these reasons should be provided with these benefits. In addition, when an employee is absent from work there are many challenges created such as: disruption of scheduled work and production, morale issues with other employees requested to do the work, overtime to cover the absence, sick leave benefit costs, administrative costs, and loss of that employee's expertise while away from work. As a result, it is important sick leave pay be used properly.

Abuse of the Sick Leave Plan is improper use of sick leave benefit and can result in disciplinary action, up to and including termination of employment. Abuse includes but is not limited to:

- Working for yourself or another company while receiving sick leave benefits,
- Falsifying or modifying documentation to substantiate sick leave,
- Obtaining sick leave benefits under false pretenses,
- Misrepresenting your medical condition to a health care provider or the Company,
- Engaging in activities that violate your healthcare providers restrictions,
- Excessive absenteeism, or
- Utilizing sick leave pay in a pattern or as a supplement to other forms of paid time off.

### Procedure

When you want to use your sick leave time, you should notify your immediate supervisor as soon as possible. You should also inform your supervisor of how long you expect to be absent (if possible). Sick leave will generally be granted in full work-day installments. Any request to use sick leave pay in less than full work-day installments is subject to approval by the Company based upon the needs of the business and subject to local laws.



The Company may require additional documentation to support the request for sick leave benefits. In addition, the Company, in its sole discretion, may require you to submit to an examination by a physician appointed by the Company at the expense of the Company.

When you request sick leave due to an immediate family member's emergency or illness and care of immediate family members, the Company will not require you to provide medical documentation that includes private health information (PHI) of the family member. The Company may require the submission of FMLA paperwork or other non-PHI containing information to support these absences.

Employees should schedule routine doctor appointments on their normally scheduled days off (i.e. 9-80 Fridays or other scheduled days off during normal business hours). If a situation arises where an employee must schedule a routine personal doctor appointment during scheduled work hours, the employee may use sick leave to cover the work hours missed due to the appointment with prior approval by their manager. Manager approval of the use of sick leave in this circumstance will be based solely upon the needs of the business, not the medical necessity of the doctor's appointment or the employee's health information.

Usage of Sick Leave for a family member's doctor appointment is only permitted when the doctor appointment is connected to a family member's illness or emergency. For instance, a doctor appointment for treatment of the flu would be covered where a sports physical would not be covered.