

# Benefit Hours

## Scope

The provisions of this policy apply to all of all Divisions and Subsidiaries of Southwestern Energy Company, except those employee groups specifically identified by management as not eligible for this benefit.

## Definitions

1. **Benefit Hours** - Pay an employee receives as a benefit from the Company under certain specified and approved conditions when they are unable to work.
2. **Immediate Family** - Defined as husband, wife, mother, father, sister, brother and children. For purposes of bereavement, this will also include mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparents and grandparents-in-law.

## Guidelines

Table of Eligibility:

a) Less than 1 year	40 hours
b) 1 to 3 years	60 hours
c) 3 to 5 years	80 hours
d) 5 (+) years	20 hours per year of service with a maximum award of 300 hours

1. Employees will be paid benefit time for absences due to employee illness or injury, disability, illness or injury to a member of the immediate family, funerals, and personal reasons approved by the immediate supervisor.
2. An employee who sustains a serious personal illness or injury requiring hospital confinement can be granted additional pay of four hours per work day. This is done on a case by case basis and when the employee's bank of Benefit Time and Vacation have been exhausted.
3. The cutoff date to determine service is January 1<sup>st</sup> of the current year.
4. Benefit Hours are not considered as hours worked and will not count toward the overtime threshold. Benefit Hours can only be used to cover normal working hours.
5. Benefit Hours will not be paid in lieu of time off.
7. Absences longer than two weeks require an approved Leave of Absence.
8. The employee's supervisor is responsible for the proper administration of this policy.