



BP US Computer Access while on Unpaid Leave Policy

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Policy Owner: US Employee Relations Policy Manager

1 Purpose

The purpose of the BP US Computer Access while on Unpaid Leave Policy is to explain the status and the reasons for limitations of BP computer access while on an unpaid leave of absence.

2 Scope

This policy applies to all US employees who are on an Unpaid Leave of Absence, this includes: Administrative, Educational, Extended elective/appointive office, Family Medical, Medical, Military and Personal leaves.

3 Computer Access Status while on Unpaid Leave

BP policy provides a variety of leave types to support employees who request time off to take care of personal, family, educational, medical and/or civic needs, or obligations. Please refer to the Leaves of Absence section on Lifebenefits for details regarding the applicability and use of these leaves.

Computer access is automatically suspended when an employee is placed on an unpaid leave of absence. This also applies when an employee transitions from a paid leave of absence, e.g. Family Medical or Medical combined with STD usage, to an unpaid leave status, e.g. no longer eligible for STD or has exhausted STD.

The suspension of computer access is done to provide assurance that the employee is not performing work while on unpaid leave status. BP prohibits an employee from performing work while on unpaid leave.

4 Exceptions

Limited exceptions to the suspension of computer access while on unpaid leave may be made if approved by the US ER Policy Manager. The purpose of an exception is to allow an employee on unpaid leave to receive non work related emails and general BP communications. Examples of permissible and impermissible communications while on unpaid leave are provided in the chart below. If an exception is granted, it is with the understanding that any employee who receives an exception will not use the exception to perform work while on unpaid leave.

The US ER Policy Manager will review the relevant facts and circumstances of the specific exception request before making a determination. Consideration will be given to the type of leave, expected duration of leave and any other relevant information.



Exception requests can be initiated by completing the “Computer Access Continuation Request Form” and submitting it to your HR representative. HR will review your request and if supported will forward to the US ER Policy Manager for consideration.

Below are examples of acceptable and unacceptable use of computer access while on unpaid leave.

Examples of Non Work Related Use - Acceptable use of computer access	Examples of Work - Unacceptable use of computer access
Reading articles on OneBP	Responding to work related emails
Using Lifebenefits to research benefit information and for annual enrollment	Utilizing any BP system, software, or application to perform work duties
Using the Career Center or TAS to search for and apply for jobs	Organizing and catching up on outstanding projects or assignments
Communicating with BP regarding details of leave, return from leave, and employer benefits	Getting started on new projects or assignments
Reading all employee general informational emails or announcements	
Exchanging non work related emails with friends and co-workers at BP	

If an exception is granted, HR will send a confirmation letter to the employee and their line manager and the US ER Policy Manager will authorize the reinstatement of computer access. The employee will then have access to: Outlook, OneBP, Lifebenefits, BPpeople and TAS.

5 Return from Unpaid Leave

The reactivation of computer access occurs automatically when an employee is returned from an unpaid leave. Computer access in most cases will be restored the day after the SAP record is updated with the return from unpaid leave.