



# Maternity Leave Overview

This document provides a quick checklist of maternity leave action steps, a brief overview of the benefits K-C provides to expecting moms, and a list of key things to remember.\*

Early Pregnancy	
Within the first few months...	<ul style="list-style-type: none"> <li>Learn about K-C's benefits and resources available to you. See page 2 for more details.</li> <li>Talk to your Team Leader and HR representative about your planned time off before and after childbirth.</li> </ul>
Near Due Date	
30 to 60 days before...	<ul style="list-style-type: none"> <li>Call Prudential at <b>800-842-1718</b> to open your maternity leave claim. Be sure to have your doctor's contact information, including fax number, handy as you'll be asked to provide it.</li> <li>Call the K-C HR Contact Center at <b>866-444-4516</b> to discuss your post-birth leave plans with a Leave Specialist.</li> <li>Stay connected with your Team Leader and HR representative and communicate finalized plans for time off, including written notice of parental leave.</li> </ul>
Post-Birth	
Following the birth...	<ul style="list-style-type: none"> <li><b>As soon as possible:</b> Call Prudential at <b>800-842-1718</b> to provide the birth date, which starts your six-week maternity leave period.</li> <li><b>Within 30 days after birth:</b> Log in to <a href="http://kcbenefitcompass.com">kcbenefitcompass.com</a> and click the <i>Life Events or HSA Contribution Change</i> tile on the home page to update your Health &amp; Welfare benefits. If you need assistance, call Empyrean at <b>800-551-2333</b> (choose Health &amp; Welfare option).</li> <li><b>Within 30 days after your return to work:</b> Log in to <a href="http://kcbenefitcompass.com">kcbenefitcompass.com</a> to elect Dependent Care Spending Account (DCSA) coverage, if needed. Remember that the amount you elect will be deducted from your paycheck and must be used by December 31. Carefully calculate the amount you want to contribute to avoid losing unused funds.</li> </ul>
Key Things to Remember	
<ul style="list-style-type: none"> <li>In cases of high-risk pregnancy or unexpected delays in recovery following childbirth, your doctor can work with Prudential to request an extension of your leave period.</li> <li>The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with job-protected time off for recovery and bonding following childbirth. If eligible, you're allotted up to 12 weeks of FMLA per year, and this time off is unpaid unless paid time off such as maternity leave, parental leave, and vacation are used concurrently to receive pay. K-C automatically applies FMLA protection to your time away from work following childbirth. Some states have similar laws; federal and state FMLA runs concurrently.</li> <li>If your baby is born near the end of the year, carefully consider your time off plans to help avoid losing unused vacation. Remember, only one week (up to 40 hours) of unused vacation can be carried over to the following year. There is no exception to this policy for late-year childbirth. Talk to your Team Leader and HR representative about your time off plans.</li> <li>Review and update (if needed) your designated beneficiaries for all plans that pay a benefit in the event of your death. Remember, you'll need review and/or update your beneficiaries with both Empyrean and Fidelity.</li> </ul>	

\* Note that some of the information in this document may not apply to you.



Benefit	Overview	Vendor
<a href="#">Future Moms Program</a>	Coaching resources provided through your K-C Anthem medical coverage at no additional cost to you; help with questions and navigating your pregnancy care.	<b>Anthem</b> anthem.com 866-873-4010 Monday – Friday 8 a.m. to 8 p.m. ET
<a href="#">Employee Assistance Program (EAP)</a>	Online, face-to-face and telephonic resources available to you and your family if help is needed with life’s challenges; services provided at no cost to you.	<b>EAP</b> liveandworkwell.com Access code: KCC 888-968-7327 24/7, 365 days a year
<b>Maternity Leave</b>	Six weeks of time off and wage replacement following childbirth; this is part of your K-C disability benefits and can be used in combination with other types of time off (e.g., parental leave, personal holidays/vacation, unpaid) to extend your time away from work.	<b>Prudential</b> prudential.com Control number 46708 800-842-1718 Monday – Friday 8 a.m. to 6 p.m. ET
<a href="#">Parental Leave</a>	Four weeks of paid time off to help you bond with and care for your newborn; can be used all at once or in one-week increments in conjunction with maternity leave and other types of time off (e.g. personal holidays/vacation, unpaid).	<b>K-C HR Contact Center</b> AskHR via @myHR 866-444-4516 Monday – Friday 8 a.m. to 8 p.m. ET
<a href="#">Dependent Care Spending Account</a>	Benefit that allows you to set aside pre-tax dollars from your paycheck; funds can be used to pay for daycare expenses once you’re back to work. For questions, contact ConnectYourCare. To enroll, log in to mykcbenefitcompass.com.	<b>ConnectYourCare</b> Connectyourcare.com 844-594-1228 24/7, 365 days a year
<b>Parents Interactive Network (PIN)</b>	K-C employee group available in Knoxville, Neenah, and Roswell that provides information and opportunities that assist parents and guardians in their efforts to balance their work and home life.	Varies by site

**Example:** Ann’s baby is due June 1. Assuming no complication with her pregnancy, Ann wants to take off the full 12 weeks of time off allotted under the Family and Medical Leave Act (FMLA). After her six-week maternity leave period, Ann plans to use all four weeks of her parental leave benefit and two weeks of vacation so that her entire time off is paid. If Ann wanted to save her vacation for later in the year, Ann can choose to either take the last two weeks as unpaid time off or can return to work after the parental leave period ends.

*The benefit names that appear in purple in the above table link to more information on mykcbenefits.com.*

*This document is a brief summary of each Plan’s provisions. Nothing in this document changes any of the Plans’ provisions or affects any rights under the Plans. Each Plan’s document is the only governing document. Kimberly-Clark reserves the right to amend a part or all of the Plans or even discontinue the Plans.*