



# Paid Parental Leave Policy

## About Paid Parental Leave

Kimberly-Clark (K-C) offers 160 hours of paid parental leave to support quality bonding time after birth or adoption.

## Policy Eligibility

**You're eligible for leave under this policy if:**

- you're an active full-time or part-time (regularly scheduled 20 hours or more per week) salaried or hourly paid employee not covered by a collective bargaining agreement or a Kimtech hourly paid employee,
- you're not classified as temporary/intermittent, intern, or co-op, and
- you welcome a new child to your family through birth (including surrogate delivery of your biological child) or adoption on or after your first day of employment.

**Paid parental leave isn't available in the following situations:**

- Foster placement of a child.
- Adoption of your or your spouse's family member (e.g. grandchild, niece/nephew).
- Marriage where you as the K-C employee become a step-parent or adoptive parent to your new spouse's child(ren).
- You as a K-C employee choose to be a surrogate mother.
- Miscarriage or stillbirth.

## Amount of Paid Parental Leave

If eligible, you'll receive up to four calendar weeks of leave to bond with and care for your child after birth or adoption.

In the event of multiple births that occur at the same time, like twins, or adoption of more than one child placed with you at the same time, you'll be eligible for one four-week paid parental leave period.

If, for example, you have a child born in January and a second child born in November of the same year, you'd be eligible for a four-week leave for both birth events. The same is true for separate adoption placements.

For K-C couples where both you and your spouse/domestic partner are eligible for paid parental leave, both of you are eligible for your own four-week paid parental leave period. You and your spouse/domestic partner may take paid parental leave at the same time or separately.



## Timing of Paid Parental Leave

Paid parental leave must be taken in one continuous block of time. Leave may not be taken intermittently.

Event	Timing of Paid Parental Leave	Other Key Details/Resources
<b>Birth</b> for birth mom	<p>You'll first be eligible for Short-Term Disability (STD) benefits for your recovery from childbirth.</p> <p>Your paid parental leave benefit period will immediately follow the end of your STD benefit period unless you first plan to return to work and take your paid parental leave later. In this case, your paid parental leave must begin on or before six months following birth.</p>	<p>Review the <a href="#">Maternity Leave Checklist</a> for a complete list of things to consider and/or do before and after your child is born.</p>
<b>Birth</b> for dad or non-birth mom (including surrogate delivery of your biological child)	<p>You may take paid parental leave any time after your baby is born as long as your leave begins on or before six months following birth.</p>	<p>Obtain a record of your child's birth. To help Matrix verify your eligibility for benefits, you'll be required to provide a copy of the birth record when you submit your request for leave.</p> <p>If your child is delivered through a surrogate, you may be eligible for reimbursement of expenses associated with the surrogacy process. Review the <a href="#">Adoption and Surrogacy Assistance Policy</a> for more information.</p>
<b>Adoption</b>	<p>You may take paid parental leave any time after your child is placed with you for adoption as long as your leave begins on or before six months following placement.</p>	<p>The adopted child must be under age 18. This age limit doesn't apply to a child with special needs*.</p> <p>To help Matrix verify your eligibility for benefits, you'll be required to provide a copy of adoption paperwork when you submit your request for leave.</p> <p>You may be eligible for reimbursement of adoption-related expenses. Review the <a href="#">Adoption and Surrogacy Assistance Policy</a> for more information.</p>

*\*A special-needs child is considered physically or mentally disabled and incapable of self-sustaining employment due to a physical or mental disability dependent on you for support and maintenance as defined by the Internal Revenue Code.*

While you're not required to take your full paid parental leave benefit, you're encouraged to do so. Paid Parental Leave will not be paid as cash in lieu of taking time off. Unused leave is forfeited and cannot be applied to future paid parental leave requests nor is unused leave paid out at time of employment separation.

In the unfortunate event of your child's passing, the ability to take paid parental leave ends as of the date of death. However, separate paid benefits under the [Bereavement Leave Policy](#) would be available.



## Compensation While on Paid Parental Leave

For each seven calendar days of leave, your paid benefit will be based on 40 hours regardless of how many hours you're scheduled to work\*. The maximum paid benefit is equal to 160 hours of pay. Your benefit will be paid by K-C payroll through your regular paycheck.

If you're an hourly paid employee, Matrix will use your base (straight) pay rate as of the start of your leave period to calculate your benefit. Paid parental leave doesn't count as hours worked for overtime calculations.

If you're a salaried-paid employee, Matrix will use your annual salary amount as of the start of your leave period, converted to an hourly pay rate to calculate your benefit.

Any change in pay that may take effect during your leave period will not change the amount of your paid parental leave benefit.

Here's an example of how the timing and compensation during paid parental leave works:

Let's say you start your parental leave on Wednesday, January 8 and your base hourly rate is \$20 per hour. Your paid parental leave period would be Wednesday, January 8 through Tuesday, February 4 and paid through K-C payroll at your normal pay frequency:

Wednesday, January 8 through Tuesday, January 14	40 hours x \$20 = \$800
Wednesday, January 15 through Tuesday, January 21	40 hours x \$20 = \$800
Wednesday, January 22 through Tuesday, January 28	40 hours x \$20 = \$800
Wednesday, January 29 through Tuesday, February 4	40 hours x \$20 = \$800
<b>Total Paid Parental Leave Benefit</b>	<b>160 hours      \$3,200</b>

In this example, your expected return-to-work date would be Wednesday, February 5, assuming this is your first regular scheduled workday.

You'll be asked to provide proof of birth, like a birth record from the hospital or proof of adoption placement in order to verify your eligibility for paid benefits. You'll receive information about how to submit your documentation when you file your claim—be sure to submit your documentation in a timely manner so you can begin receiving your paid benefit. Separate proof of birth is not required for K-C birth moms since delivery will be confirmed during STD claim certification.

When you file your leave request with Matrix, they will check to see if you may be eligible for other paid benefits in the state where you work. If you're eligible, Matrix will provide information about how to file for state benefits. The amount of any state benefit will reduce the amount of paid parental leave you receive from K-C.

*\*If you're a part-time employee regularly scheduled for less than 40 hours per week, your paid benefit will be based on the number of regularly scheduled hours and your hourly pay rate.*

## Benefits

Your benefits coverage and automatic payroll deductions will continue during paid parental leave at the same cost you pay while you're actively working.



## Requesting Paid Parental Leave

Step	Details	Tips & Resources
<p><b>Step 1:</b> Notify Your Team Leader.</p>	<p>You're required to provide your Team Leader with notice of your planned leave at least 30 days before you expect to start leave.</p> <p>If you plan to use other time off in conjunction with paid parental leave, be sure to share those plans with your Team Leader as well.</p> <p><b>Important:</b> Your Team Leader may ask that you defer the start of your leave if 30-day notice is not provided.</p>	<p>Consider providing notice to your Team Leader in writing so there's a record of your request.</p>
<p><b>Step 2:</b> Notify Matrix.</p>	<p>Once your child is born or placed with you, submit your leave request to Matrix. You'll be assigned an Absence Management Specialist who will help walk you through the process and determine your eligibility for paid parental leave benefits and, if applicable, state-funded benefits.</p> <p>Matrix will require a copy of your child's birth record or adoption paperwork. If the documentation is in a foreign language, you're responsible for having the content translated into English. Any cost to translate documentation is also your responsibility and will not be reimbursed by K-C or Matrix.</p> <p>Matrix will notify you and your Team Leader once your leave request has been reviewed and whether the leave is approved or if additional information is needed to complete your request.</p> <p>Matrix will manage updates to your K-C records—no absence code entry is required by you.</p>	<p><b>Matrix</b></p> <p><b>Phone:</b> 877-202-0055 Monday – Friday 9 a.m. to 5 p.m. ET</p> <p><b>Online:</b> <a href="http://Matrixabsence.com">Matrixabsence.com</a></p> <p><b>Mobile App:</b> Matrix eServices Mobile (iOS and Android)</p>

## Important Things to Note

### Job Protection

K-C's Code of Conduct prohibits subjecting you to discipline or retaliation for the good faith usage of your benefits, including paid parental leave benefits. However, you may be subject to disciplinary action, up to and including termination of employment, if you're found to have taken absences under this policy fraudulently.

### Paid Parental Leave and Family and Medical Leave of Absence (FMLA)

Paid parental leave under this policy will run concurrently with any state and/or federal FMLA that may be available to you, to the extent permitted by law; therefore, paid parental leave cannot be used consecutively after FMLA for the same event. In other words, you're not able to first exhaust your FMLA entitlement for the birth or adoption of a child and then take your paid parental leave.



**Example #1:** You're a K-C birth mom and eligible for 12 weeks of FMLA, your approved STD leave period will first run concurrently with FMLA. Then, if you choose to remain on leave, your paid parental leave period would immediately follow STD and would also run concurrently with FMLA. If there is any remaining FMLA after STD and paid parental leave, you can choose to use paid time off (personal holidays, vacation) to receive pay or take the remaining FMLA as unpaid.

FMLA – 12 Weeks		
<b>STD</b> 6 Weeks	<b>Paid Parental Leave</b> 4 Weeks	<b>FMLA Only</b> 2 Weeks

**Example #2:** You're a K-C birth mom and plan to return to work for a while before taking paid parental leave.

FMLA – 6 Weeks	Return to Work	FMLA – 6 Weeks	
<b>STD</b> 6 Weeks		<b>Paid Parental Leave</b> 4 Weeks	<b>FMLA Only</b> 2 Weeks

### Paid Parental Leave and Holidays

You're not eligible to receive pay for a Company-designated holiday that may fall during your paid parental leave period.

### Paid Parental Leave Interaction with State or Federal Laws

If there exists applicable state or federal laws granting parental leave, you'll be provided with the greater benefit offered by either K-C or as required by law. Any parental leave taken in this circumstance would satisfy state or federal leave entitlement and would run concurrently with FMLA, if applicable and available, and as allowed by law.

*This is a corporate policy and preempts any site specific policies. K-C expects this policy to continue indefinitely. However, K-C reserves the right to make changes to and even discontinue this policy. If the policy is terminated or partial termination with respect to a specific group of employees, each employee will have no further rights or obligations for future use of this policy.*

**Policy Effective Date:** January 1, 2016

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