



# Paid Parental Leave Policy

## Policy Eligibility

### You're eligible for parental leave under this policy if:

- you're an active full-time or part-time (regularly scheduled 20 hours or more per week) salaried exempt, salaried non-exempt, hourly non-organized, or Kimtech hourly organized Kimberly-Clark (K-C) employee and not classified as a temporary employee, intermittent employee, intern or co-op, and
- you welcome a new child to your family through birth (including surrogate delivery of your biological child), adoption, or foster placement on or after your first day of employment.

### Parental leave isn't available in the following situations:

- Adoption or foster care 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.

## About the Parental Leave Benefit

### Amount of Time Off

If eligible for parental leave under this policy, you'll receive up to four weeks (maximum of 160 hours) of paid time off to bond with and care for your child during the first twelve months after the child's birth, adoption, or foster placement. The paid time off can be taken in full or intermittently in a minimum of one-week increments to the extent permitted by law.

Unused parental leave is forfeited and cannot be applied to future parental leave requests nor is unused parental leave paid out at time of employment separation. However, if you're reinstated by K-C into an eligible employment status within one year of separation, you'll be allowed to take any unused parental leave you had at the time of separation provided the time off is still taken within the first twelve months of the child's birth, adoption, or foster placement. Cash lump sum payments in lieu of taking time off under the parental leave policy are not available.

K-C recognizes that your time off under this policy may not fall neatly into 40-hours per week increments, either because your time off starts mid-week and/or because you're a production employee who works a rotating shift and therefore can work a different number of hours from week to week. In cases where your remaining parental leave allotment isn't enough to cover an entire scheduled time at work (for example, an employee scheduled to work eight hours has four hours of parental leave remaining), work with your Team Leader and HR representative to understand options to use any remaining parental leave in conjunction with other absence types like vacation to fully cover your time off.

See the "Important Things to Note" section of this document for information about how parental leave allotments work for K-C couples and in cases of multiple births, adoptions or foster placements.



### Compensation While on Parental Leave

Parental leave is paid time off. You'll be compensated at the same base wage that you earn during your regularly scheduled work week for each week of parental leave taken under this policy. Parental leave absences aren't subject to and don't count toward overtime. You'll be eligible to receive any wage increase that may take effect during your parental leave.

If you're a production employee and you'll exceed the 160-hour maximum during a week you're taking parental leave, the remainder of your scheduled hours that week will be coded as absence excused unpaid unless you elect to substitute your absence with personal/floating holidays and/or vacation as permitted by your location's time off policy or return to work.

Your benefit coverage will continue during parental leave at the same cost you pay while you're actively working. Any benefit payroll deductions will continue.

### Timing of Taking Parental Leave

| Event   | Timing of Parental Leave  | Other Key Details  |
|---|---|--|
| <p><b>Birth</b><br/>for birth mom</p>   | <p>While the twelve-month period to take parental leave begins as of your newborn's birth date, you can begin using parental leave after your maternity leave (disability) benefit ends (generally six weeks following the birth). Parental leave can't be used at the same time you're receiving maternity leave benefits.</p> <p>In the unfortunate event of newborn's passing, parental leave is not available beyond date of death.</p> | <p>Notify your Team Leader, HR representative and the K-C HR Contact Center about your time off plans, including parental leave, following birth so your K-C records can be updated once your child is born.</p> |
| <p><b>Birth</b><br/>for dad or non-birth mom (including surrogate delivery of biological child)</p> | <p>You're eligible to begin using parental leave on your newborn's birth date if you provide the required 30-day written notice to your Team Leader and HR representative.</p> <p>In the unfortunate event of newborn's passing, parental leave is not available beyond date of death.</p>  | <p>The K-C HR Contact Center will need your newborn's exact birth date, so request your leave allotment on or after the birth date. Only your Team Leader needs to be notified in advance.</p>                   |
| <p><b>Adoption</b></p>  | <p>You're eligible to begin using parental leave on the date your child is placed with you for adoption if you provide the required 30-day written notice to your Team Leader and HR representative.</p> <p>In the unfortunate event of child's passing, parental leave is not available beyond date of death.</p>  | <p>The child must be under age 18. This age limit doesn't apply to a child with special needs.*</p>  |



|                         |  |  |
|-------------------------|--|--|
| <b>Foster Placement</b> | <p>You're eligible to begin using parental leave on the date the child is placed with you for foster care if you provide the required 30-day written notice to your Team Leader and HR representative.</p> | <p>Parental leave can only be used during the time child is in your care. For example, if the child is placed with you for six weeks, you can request to take parental leave, up to the four-week maximum during the six weeks that the child is in your care. When submitting your initial request for parental leave to the K-C HR Contact Center, provide the expected duration of foster placement. Notify the K-C HR Contact Center if there is a change to the foster care arrangement such as care being extended or shortened.</p> |
|-------------------------|--|--|

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

## Requesting Parental Leave

| Step   | Details  | Helpful Resources  |
|--|--|--|
| <b>Step 1:</b><br>Provide Written Notice 30 Days in Advance to Team Leader and HR Representative | <p>You're required to provide written notice of your requested leave dates to your Team Leader and HR representative at least 30 calendar days in advance of your planned time off.</p> <p>If the exact leave date is not known 30 days in advance (i.e., due date vs. actual birth date of a newborn), it's still your responsibility to request the leave at least 30 days in advance of when you expect to need to take leave and inform your Team Leader and HR representative as soon as possible once the exact date is known.</p> <p><b>IMPORTANT:</b> Separate, advanced written notice must be provided for each period of parental leave time off if you choose to use in one-week increments.</p>                 | <p>While the written notice to your Team Leader and HR representative can be in any manner (e.g., email, self-written letter), the form template below is for your convenience:</p> <p><a href="#">Click here</a> for the form template.</p> |
| <b>Step 2:</b><br>Notify the K-C HR Contact Center Once Exact Event Date is Known                | <p>You notify the K-C HR Contact Center about your eligibility for parental leave once your child is born or the exact date of adoption or foster placement is known. Advanced notice isn't required to the K-C HR Contact Center since they'll need the exact date of birth, adoption or foster placement in order to set up your parental leave allotment.</p> <p><b>IMPORTANT:</b> If you take parental leave intermittently instead of all at once, notify the K-C HR Contact Center no later than the same or following business day of your time off. This is necessary regardless of whether you're required to enter your time/absences or not so that the K-C HR Contact Center can track FMLA (as applicable).</p> | <p>Complete the form below and submit it to the K-C HR Contact Center; instructions on how to submit are included on the form.</p> <p><a href="#">Click here</a> for the form.</p>   |
| <b>Step 3:</b><br>Receive Confirmation Email   | <p>K-C HR Contact Center reviews your request for parental leave and confirms eligibility; sends an email to you, your Team Leader and HR representative.</p>  | <p>Watch your email for confirmation from the K-C HR Contact Center.</p>   |



## Parental Leave Policy Questions

Submit your question as a ticket on @myHR through AskHR and select Leave of Absence from the category drop-down menu. Or call the K-C HR Contact Center at **866-444-4516** and choose the Leave of Absence option from the main menu. Representatives are available Monday through Friday, 8 a.m. to 6 p.m. ET.

## Important Things to Note

### Job Protection

You'll be reinstated to the same position you held when paid parental leave began or, in K-C's sole discretion, to a position with equivalent pay and benefits, provided that you can perform the essential functions of the position.

You'll not be restored to any position if the employment relationship would have terminated had you not taken paid parental leave; or if you inform K-C of your intent not to return to work at the expiration of the paid parental leave; or if you fail to return to work at the expiration of the paid parental leave and remain absent from work without another approved leave.

### K-C Couples

For K-C couples, both employees are eligible for their own four-week parental leave period. You and your spouse can take parental leave at the same time or separately.

### Multiple Births, Adoptions or Foster Placements

In the event of multiple births, adoptions, or foster placements, only one four-week (160 hour) parental leave allotment will be available during a twelve-month period. For example, if your first child is born in February and your second child is born in January of the next year, parental leave for the February-born child wouldn't be available since you'd still be within the twelve-month period associated with the February birth. If, however, your first child is born in February and the second in March of the following year, you would be eligible to receive a second parental leave allotment since the initial twelve-month period for the February birth would have ended. Similar provisions apply if you adopt or foster more than one child.

### Parental Leave and Family 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. You don't have to be eligible for state and/or federal FMLA in order to use parental leave. Parental leave is time off that should be used to bond with and care for a child. As with other kinds of leave from work, it's not recommended that you work during your leave period.

### Parental Leave and Holidays

Each year, K-C sets Company-paid holidays. If you're not scheduled to work on a holiday, you're eligible to receive applicable holiday pay if you choose to take parental leave before and/or after the holiday. If you're scheduled to work on a holiday, you're not eligible to receive both holiday and parental leave for the same day.



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

If there exists applicable state or federal laws granting parental leave, you will 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.

*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 Board of Directors were to terminate this policy or designate a 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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