



Bereavement Leave Policy

About Paid Bereavement Leave

Kimberly-Clark (K-C) offers bereavement leave to support your health and well-being by providing paid time away from work to grieve and reflect, make/attend funeral/memorial service arrangements, spend time with family and friends, and manage legal matters.

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,
- you're not classified as temporary/intermittent, intern or co-op, and
- you experience the loss of a family member or other covered individual on or after your first day of active employment.

Amount of Bereavement Leave

Relationship	Maximum Amount of Leave (scheduled work hours)
<p>Spouse: The person you're legally married to or your common-law spouse, if recognized by the state where you live.</p> <p>Domestic Partner (Partner): The person, age 18 or older, who lived with you at time of death and for at least six months, was financially interdependent with you, was not legally married to someone else, and was not your blood relative.</p> <p>Child/Grandchild: Your or your current spouse/partner's biological or adopted child or grandchild.</p>	80 hours
<p>Parent: Your or your current spouse/partner's biological, adoptive, or step parent.</p>	40 hours
<p>Sibling: Your or your current spouse/partner's biological, adopted, or step brother or sister.</p> <p>Son- or daughter-in law: Your child's current spouse/partner.</p> <p>Grandparent or great-grandparent: Your or your current spouse/partner's grandparent/step-grandparent or great-grandparent/step-great-grandparent.</p>	24 hours
<p>Other: Includes your or your current spouse/partner's:</p> <ul style="list-style-type: none"> • Niece or nephew • Aunt or uncle • Cousin • K-C co-worker (current or retired) <p>Note: For the death of a K-C co-worker, your work group/asset will need to coordinate absences in order to balance time off and business needs.</p>	<p>8 hours</p> <p>Time off must be used to attend funeral/memorial service. If you're an hourly paid employee on a rotating shift, time off may be used for shift immediately before or after service.</p>



For the death of an individual whose relationship is captured in the chart on page 1, you may request up to 16 hours of additional time off—either paid using vacation or personal holidays or unpaid.

For the death of an individual whose relationship to you isn't captured in the chart above, you may request up to eight hours of time off—either paid using vacation or personal holidays or unpaid.

Timing of Bereavement Leave

Leave may be taken beginning on/after date of death in a continuous block of time off or intermittently in full workday/shift increments. Other paid time off, like vacation or personal holidays, can be used in conjunction with bereavement leave—discuss your request with your Team Leader. Leave must be used within 30 days following date of death.

Compensation While on Bereavement Leave

You're eligible to receive pay for the number of hours as outlined in the *Amount of Bereavement Leave* section. Other paid time off, like personal holidays or vacation may also be used if additional time off is needed.

Benefits

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

Requesting Bereavement Leave

Step	Details	Helpful Resources
<p>Step 1: Notify your Team Leader.</p>	<p>Contact your Team Leader as soon as possible to report the death and to discuss your time off needs.</p>	<p>If your team has a different notification procedure, follow that procedure.</p>
<p>Step 2: Record/track absence(s).</p>	<p>If you're an hourly paid employee and have advanced notice of your need for time off under this policy, request time off using the Bereavement Leave code (8501). If your absence is unexpected and you're unable to request time off in advance, work with your site time approver to have the absence recorded.</p> <p>If you're a salaried overtime-eligible employee, use the Bereavement Leave code (8501) on your timesheet.</p> <p>Note: Salaried exempt employees are responsible for tracking absences similar to other types of time off.</p>	<p>Online: Log into the UltiPro Portal and navigate to UltiPro Time & Attendance (UTA).</p> <p>If you're an hourly paid employee and need help, contact your Time Approver.</p> <p>Email: K-C Payroll Service Center mykcpay@ultimatesoftware.com</p>



Important Things to Note

Employee Assistance Program (EAP)

If you or a member of your immediate family need support such as grief counseling, EAP is available. Learn more about EAP services by visiting liveandworkwell.com (access code KCC) or calling **888-968-7327**. Representatives are available 24/7, 365 days a year.

Documentation

You may be asked to provide documentation to support your request for bereavement leave. Failure to provide requested documentation may result in the denial of your leave request. Any fraudulent use of time off under this policy may result in disciplinary action up to and including employment termination.

Job Protection

K-C's Code of Conduct prohibits subjecting you to discipline or retaliation for the good faith usage of your benefits, including bereavement 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.

Bereavement Leave and Family Medical Leave of Absence (FMLA)

You may be eligible for leave under the [FMLA](#) while caring for a covered family member with a serious health condition. Once the family member passes away, absences will no longer be covered under FMLA—this is when bereavement leave begins. For questions about FMLA, call Matrix at **877-202-0055**. Matrix representatives are available Monday through Friday from 9 a.m. to 5 p.m. ET.

Bereavement Leave and Holidays

Each year, K-C designates paid holidays. If your leave overlaps with a holiday, you're not eligible to receive both holiday pay and bereavement leave paid benefit for the same date—you'll receive bereavement leave.

Bereavement Leave Interaction with State or Federal Laws

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

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 K-C 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, 2020

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