



# Paid Sick Leave Policy

## About Paid Sick Leave

Kimberly-Clark (K-C) provides paid sick leave that may only be used in the following situations:

- you, the employee, have a minor illness (mental or physical) or non-work-related injury, or
- you have an appointment for routine/preventive or non-routine health care that could not be scheduled outside of your regular work schedule and occurs during a scheduled work day/shift.

If you have a chronic, serious health condition as defined by the Family and Medical Leave Act (FMLA) and you require intermittent or continuous absences from work, paid sick leave will automatically be applied to approved absences until exhausted where permitted by law. For more information about the FMLA, review the FMLA Policy available on [mykcbenefits.com](http://mykcbenefits.com).

If you experience a covered disability under K-C's Short-Term Disability (STD) Plan, paid sick leave will automatically be applied to regularly scheduled workdays/shifts that occur during the seven-day STD waiting period (the period of time that you're disabled but STD benefits aren't payable) if you have an available paid sick leave balance.

Paid sick leave isn't available in situations not associated with your own mental or physical illness, non-work-related injury, and health care unless otherwise required by law. Also, paid sick leave may not be used to cover late arrivals to work unless your late arrival is due to one of the covered reasons noted above and you provide notice, following your site's call-in procedure, that you will be arriving to work late.

## Policy Eligibility

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

- you're an active full-time or part-time (regularly scheduled 20 hours or more per week) salaried or full-time (regularly scheduled 40 hours or more per week) hourly paid employee not covered by a Collective Bargaining Agreement, and
- you're not classified as temporary/intermittent, intern or co-op.

## Amount of Paid Sick Leave

In the year you become eligible for paid sick leave, the allotment is based on the month eligibility begins:

Month of Eligibility	Allotment
January – March	40 hours
April – June	32 hours
July – September	24 hours
October – December	16 hours

After your initial year of eligibility, you receive 40 hours of leave, allotted each January 1 unless you're on Long-Term Disability (LTD), Unpaid Leave, or active-duty Military Leave as of December 31 of the previous year, in which case your allotment will be available upon your return to active employment.

If you leave K-C and are rehired within the same calendar year, you'll be eligible for any unused paid sick leave available at the time of your employment separation. For example, if you're allotted 40 hours of paid sick leave and use 20 hours, separate from K-C in May, and are rehired in September of the same year, you'll be eligible for 20 hours upon rehire that may be used during the remainder of the year.

### Timing of Paid Sick Leave

You become eligible for paid sick leave on your first day of eligibility.

To help minimize the disruption to K-C operations, you're expected to schedule planned (foreseeable) care needs, like, routine doctor's appointments, medical tests, or minor medical procedures outside of your regular work schedule or, at a minimum, at the start or end of your scheduled work shift. Paid sick leave may be used when planned care needs can't be done outside of your regular work schedule. For leave that must be taken during a scheduled work day/shift, you're required to provide notice up to 30 days in advance or as soon as practicable, and the use of paid sick leave to cover your planned leave may be denied if you fail to provide advanced notice.

For unexpected illness or injury, paid sick leave may be used to cover your full work day/shift or a portion of it if you become sick at work. For example, if you become sick at work and can't work your full scheduled day/shift, you may use paid sick leave to cover your absence. If you don't have enough paid sick leave to fully cover your absence, you may use other paid time off, like personal floating holidays, vacation, or an unpaid absence to cover the remainder of your scheduled work day/shift.

Both planned and unexpected leave must be reported to your site using its standard process to report the need for leave. If your absence is related to your chronic, serious health condition, you must also report it to Reliance Matrix (Matrix), K-C's leave of absence administrator, to determine if your absence may qualify for benefits under FMLA. See the "Requesting Paid Sick Leave" section of this document for details.

If you experience a covered disability under K-C's STD benefit, any available paid sick leave balance will be applied to scheduled work days/shifts during the seven-day STD waiting period. Matrix is also responsible for managing K-C's STD Plan and as part of your STD claim, will ask you whether you'd like your STD waiting period to be paid or unpaid and will handle the entry of paid sick leave absences onto your timesheet in K-C's time and attendance system.

Unused paid sick leave as of December 31 is forfeited and isn't eligible for payout or carryover into the following year unless otherwise required by law. Unused paid sick leave also isn't eligible for payout upon your separation from K-C.

### Compensation While on Paid Sick Leave

Paid sick leave absences are paid at your base (straight) pay rate in place at the time of the absence and doesn't count as hours worked for overtime calculations.



## Benefits

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

## Documentation

You may be asked to provide documentation from a health care provider to help verify your need for leave unless otherwise prohibited by law. If you feel you may be eligible for FMLA and/or STD benefits and you file a claim with Matrix, Matrix will work directly with your health care provider to collect supporting documentation needed to determine benefit eligibility.

## Requesting Paid Sick Leave

Step	Details	Tips & Resources
<b>Step 1:</b> Follow your team's call-in procedure for reporting paid sick leave	Whether you have planned leave in the future, you become sick at work and are unable to finish your scheduled work day/shift or you're at home and unable to work due to illness or non-work-related injury, your team may need to plan for coverage during your absence so it's important for you to report your need for leave using your team's call-in procedure in a timely manner. Remember: Any planned leave requires advance notice to your site.	If you're not familiar with the call-in procedure, contact your Team Leader.
<b>Step 2:</b> Record absence(s)	If you're an hourly paid employee, work with your site's Time Approver to have the absence recorded in the time and attendance system.  If you're a salaried overtime-eligible employee, use the <b>Paid Sick Leave code (8309)</b> on your timesheet.  NOTE: Salaried exempt employees are responsible for tracking absences similar to other types of time off.	If you're an hourly paid employee and need help, contact your Time Approver who will update your timesheet.
<b>Step 3:</b> Contact Matrix if your absence is related to your chronic, serious health condition.	Matrix will answer any questions you may have about your eligibility for FMLA and/or STD benefits. If you choose to file a claim, Matrix will fully evaluate your eligibility and determine what, if any, FMLA and/or STD benefits are applicable.  If your leave qualifies under FMLA and/or STD, Matrix will coordinate the use of paid sick leave including absence entry into KC's time & attendance system, if applicable.	<b>Reliance Matrix</b>  <b>Online:</b> <a href="http://Matrixabsence.com">Matrixabsence.com</a>  <b>Mobile App:</b> Matrix eServices (iOS & Android)  <b>Phone:</b> 866-658-3850 File new claim 24/7  General benefits or existing claim questions Monday – Friday 7:30 a.m. to 5:00 p.m. ET



## Paid Sick Leave Policy Questions

Submit your question using K-C & Me.

## 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 sick 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 Sick Leave and Family Medical Leave of Absence (FMLA)

Depending on your illness or injury and length of continuous absence from work, FMLA may run concurrently with paid sick leave. Review the FMLA Policy for more information.

### Paid Sick Leave and Holidays

Each year, K-C sets Company-paid holidays, and your site may have rules about how absences, like paid sick leave before, on or after a holiday impacts your eligibility to receive holiday pay—refer to your site policy for more details.

### Paid Sick Leave Interaction with Local, State or Federal Laws

If there exists applicable [local, state, or federal laws](#) granting sick leave, you'll be provided with the greater benefit offered by either K-C or as required by law, to the extent not preempted. Any paid sick leave taken in this circumstance would satisfy local, 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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