



Paid Parental Leave Policy

IMPORTANT NOTE

This document describes the provisions of the Paid Parental Leave Policy in place for 2022. The following policy changes will take effect January 1, 2023, which will allow for more flexibility in how and when leave benefits may be used. Please consider these changes as you make your plans to ensure your leave meets your needs.

Key Changes	Current Policy	New Leaves Beginning On or After January 1, 2023
How leave may be taken	One continuous block of time	Choice of one continuous block of time or intermittently in minimum of one-calendar week increments
When leave may be taken	Leave must begin within six months following birth or adoption	Leave must be taken (completed) within 12 months following birth or adoption

If your child is born or adopted in 2022 and you choose to begin your leave before January 1, 2023, leave must be taken in one continuous block of time with no option to switch to intermittent use, even if your leave period crosses into 2023.

If your child is born or adopted in 2022 and you choose to begin your leave on or after January 1, 2023, you'll have the choice of taking leave in one continuous block of time or intermittently. You'll have up to 12 months from the date of birth or adoption to take all leave.



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About Paid Parental Leave

Kimberly-Clark (K-C) offers 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.

Effective January 1, 2022, Neenah Cold Spring and satellite hourly paid employees with a birth or adoption occurring on or after January 1, 2022, and who meet other eligibility requirements noted above are eligible for paid leave benefits under this policy.

Effective April 1, 2022, Chester hourly paid employees with a birth or adoption occurring on or after April 1, 2022, and who meet other eligibility requirements noted above are eligible for paid leave benefits under this policy.

Effective June 30, 2022, Mobile hourly paid employees with a birth or adoption occurring on or after June 30, 2022, and who meet other eligibility requirements noted above are eligible for paid leave benefits under this policy.

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

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

Amount of Paid Parental Leave

Effective January 1, 2022, the paid parental leave benefit will change from 160 hours (four calendar weeks) to 280 hours (seven calendar weeks). The amount of leave available to you depends on the date birth or adoption occurs:



Birth or Adoption Occurs Before January 1, 2022

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 receive one four-week paid parental leave period.

Birth or Adoption Occurs On/After January 1, 2022

If eligible, you'll receive up to seven 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 receive one seven-week paid parental leave period.

Note: As outlined above, the amount of leave available to you depends on the date your child is born or adopted. If birth or adoption occurs in 2021 but you elect to take your leave in 2022, you'll receive up to four calendar weeks of leave. See the "Timing of Paid Parental Leave" section for information about when leave may be taken.

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 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
<p>Birth for birth mom</p>	<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 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>Note:</p> <ul style="list-style-type: none"> Using vacation or personal holidays following your STD benefit period isn't considered a return to work. If you return to work after STD ends and want to take paid parental leave later, you'll need to file a new claim for leave. 	<p>Review the Maternity Leave Checklist for a complete list of things to consider and/or do before and after your child is born.</p>



Event	Timing of Paid Parental Leave	Other Key Details/Resources
Birth for dad or non-birth mom (including surrogate delivery of your biological child)	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.	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. If your child is delivered through a surrogate, you may be eligible for reimbursement of expenses related to the surrogacy process. Review the Adoption and Surrogacy Assistance Policy on mykcbenefits.com for more information.
Adoption	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.	The adopted child must be under age 18. This age limit doesn't apply to a child with special needs.* 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. You may be eligible for reimbursement of adoption-related expenses. Review the Adoption and Surrogacy Assistance Policy on mykcbenefits.com for more information.

**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 (for birth or adoption before January 1, 2022) or 280 hours (for birth or adoption on/after January 1, 2022) 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, you'll continue to receive your base salary during the leave period. Any change in pay that may take effect during your leave period will not change the amount of your paid parental leave benefit.



You'll be asked to provide proof of birth, like a birth record from the hospital or proof of adoption placement 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>Step 1: 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>Important: 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>Step 2: Notify Matrix, K-C's leave of absence administrator.</p>	<p>Once your child is born or placed with you for adoption and you're getting ready to start your leave, 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>Matrix</p> <p>Online: matrixabsence.com</p> <p>Mobile App: Matrix eServices Mobile (iOS and Android)</p> <p>Phone: 877-202-0055 Monday – Friday 9 a.m. to 5 p.m. ET</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.

Matrix will let you know if you’re ineligible for FMLA, including the reason why you’re ineligible. However, being ineligible for FMLA doesn’t impact your eligibility for paid parental leave.

The examples below show how paid parental leave and FMLA work together.

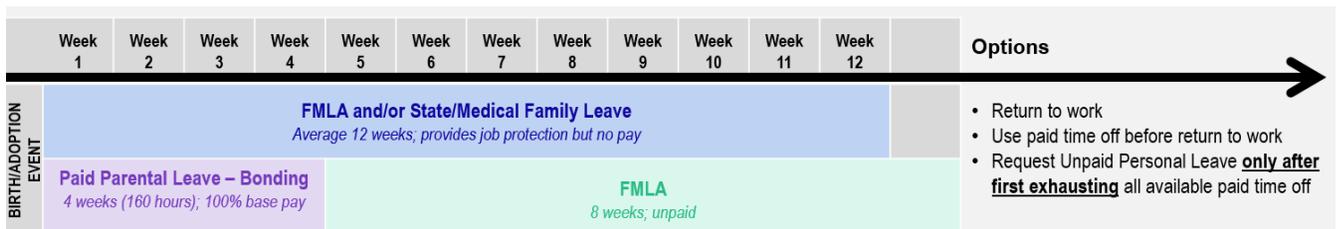
Example #1: Birth Mom with Birth Occurring On/After January 1, 2022

You’ll first receive Short-Term Disability (STD) benefits for your recovery from childbirth. Paid parental leave immediately follows the end of the STD benefit period. The 12-week FMLA entitlement runs concurrently with STD and paid parental leave and is fully exhausted.



Example #2: Dads & Non-Birth Moms with Birth or Adoption Occurring Before January 1, 2022

You’ll first be eligible for paid parental leave which runs concurrently with FMLA. You’ll have an additional 8 weeks of FMLA-only bonding leave that you can take. Remember that the FMLA-only portion will be unpaid unless you instruct Matrix to use personal holidays and/or vacation to receive pay.





Example #3: Dads & Non-Birth Moms with Birth or Adoption Occurring On or After January 1, 2022

You'll first be eligible for paid parental leave which runs concurrently with FMLA. You'll have an additional 5 weeks of FMLA-only bonding leave that you can take. Remember that the FMLA-only portion will be unpaid unless you instruct Matrix to use personal holidays and/or vacation to receive pay.



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, nor is the length of your paid parental leave extended if a Company-designated holiday falls during your 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

Policy Revision Date: July 21, 2022