



Maternity Leave Overview

This document provides a quick checklist of maternity leave action steps and a brief overview of the benefits K-C provides to expecting moms.*

Early Pregnancy	
Within the first few months...	<ul style="list-style-type: none"> Learn about K-C's benefits and the resources available to you. See page 2 for more details. Talk to your Team Leader and HR representative about your planned time off before/after childbirth.
Near Due Date	
30 days before...	<ul style="list-style-type: none"> Read the K-C Disability Guide to understand the disability process and call Matrix at 877-202-0055 to open your maternity leave claim. Be sure to have your health care provider's contact information handy, including fax number, as you'll be asked to share it. Communicate finalized plans to your Team Leader and HR representative for time off. If planning to breast feed: <ul style="list-style-type: none"> Contact an Anthem supplier (see page 2) to order an eligible breast pump at no cost to you. Check with your Team Leader for information on accessing your site's nursing mothers' room upon your return to work.
Post-Birth	
Following the birth...	<ul style="list-style-type: none"> Matrix will contact you shortly after your expected due date to confirm your baby's actual birth date. If your baby is born earlier than expected, contact Matrix to confirm the date. Within 30 days after birth: Log in to kcbenefitcompass.com and click the <i>Life Events</i> tile on the home page to update your Health & Welfare benefits. If you need assistance, call Empyrean at 800-551-2333 (choose the Health & Welfare option). Within 30 days after your return to work: Log in to kcbenefitcompass.com to elect Dependent Care Spending Account (DCSA) coverage, if needed. Remember that the amount you elect will be deducted from your paycheck and must be used by December 31. Carefully calculate the amount you want to contribute to avoid losing unused funds.
Key Things to Remember	
<ul style="list-style-type: none"> In cases of high-risk pregnancy or unexpected delays in recovery following childbirth, your health care provider can work with Matrix to request an extension of your leave period. The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with job-protected time off for recovery and bonding following childbirth. If eligible, you're allotted up to 12 weeks of FMLA per year, and this time off is unpaid unless paid time off such as maternity leave, parental leave, and vacation are used concurrently to receive pay. K-C automatically applies FMLA protection to your time away from work following childbirth. Some states have similar laws; federal and state FMLA runs concurrently. If your baby is born near the end of the year, carefully consider your time off plans to help avoid losing unused vacation. Remember, a maximum of 40 unused vacation hours can be carried over to the following year (unless you live in a state where payout is required). There's no exception to this policy for late-year childbirth. Talk to your Team Leader and HR representative about your time off plans. Review and update (if needed) your designated beneficiaries for all plans that pay a benefit in the event of your death. Remember, you'll need to review and/or update your beneficiaries with both Empyrean and Fidelity. 	

*Note that some of the information in this document may not apply to you.



Benefits Overview

Future Moms Program	Coaching resources provided through your K-C Anthem medical coverage at no additional cost to you; help with questions and navigating your pregnancy care including newborn care and lactation support.	Anthem anthem.com 866-873-4010 Monday – Friday 8 a.m. to 8 p.m. ET
Breast Pump Coverage	If enrolled in an Anthem medical plan option, you can select an eligible breast pump at no cost to you. Order your breast pump through one of the following Anthem suppliers: Byram , EdgePark , or MedLine Industries .	EAP liveandworkwell.com Access code: KCC 888-968-7327 24/7, 365 days a year
Employee Assistance Program (EAP)	Online, face-to-face, and telephonic resources available to you and your family if help is needed with life's challenges; services provided at no cost to you.	Matrix Matrixabsence.com 877-202-0055 24/7, 365 days a year
Short-Term Disability (STD)	Paid time off and wage replacement following childbirth (minimum of six weeks); your K-C STD benefit and can be used in combination with other types of time off (e.g., sick leave, parental leave, personal holidays, vacation) to extend your time away from work. Note: Matrix will work with your provider to determine the approved length of your STD benefit with additional time given in cases of complications.	(Continued from previous row)
Parental Leave	280 hours of paid time off to help you bond with and care for your newborn; must be used all at once and started within six months of childbirth; can be used in conjunction with STD and other types of time off (e.g., personal holidays, vacation, unpaid leave).	Optum Financial secure.optumfinancial.com 844-594-1228 24/7, 365 days a year
Dependent Care Spending Account (DCSA)	Benefit that allows you to set aside pre-tax dollars from your paycheck; funds can be used to pay for daycare expenses once you're back to work. You can only enroll in the DCSA after your child is born. For questions, contact Optum Financial. To enroll, log in to kcbenefitcompass.com . Note: If you're enrolled in the DCSA for another dependent, your coverage and payroll deductions will be stopped during your leave of absence per IRS rules. If you want to resume coverage in the DCSA when you return to work, you'll need to take action. Watch for information from Empyrean shortly after your return to work.	Bright Horizons clients.brighthorizons.com/kcc Username: KCC Password: mykcbenefits 877-242-2737 24/7, 365 days a year
Back-Up Care	Benefit that provides last-minute subsidized care when there's a disruption in your regular child or adult care arrangements, so you don't have to miss work. You receive 10 subsidized visits per calendar year for center-based child care and in-home child and adult care.	FedEx Cold Shipping 888-817-9993
Breast Milk Shipping	K-C reimburses nursing mothers for shipping milk with FedEx while on a business trip. Simply pay for the shipment of your milk using a K-C corporate card and use the expense type "postage/shipping" in Concur.	Varies by site
Parents Interactive Network	K-C employee resource group available in Knoxville, Neenah, and Roswell that provides information and opportunities that assist parents and guardians in their efforts to balance their work and home life.	

Note: The benefit names that appear in purple in the above table link to more information on [mykcbenefits.com](#).

This document is a brief summary of each Plan's provisions. Nothing in this document changes any of the Plans' provisions or affects any rights under the Plans. Each Plan's document is the only governing document. Kimberly-Clark reserves the right to amend a part or all of the Plans or even discontinue the Plans.