



Caregiver Leave Policy

About Caregiver Leave

Kimberly-Clark (K-C) offers paid caregiver leave when you need to be away from work to care for an eligible family member with a serious health condition.

Policy Eligibility

You're eligible for leave under this policy if:

- you're an active US full-time or part-time (regularly scheduled 20 hours or more per week) salaried employee or a full-time hourly paid employee not covered by a Collective Bargaining Agreement,
- you're not classified as temporary/intermittent, intern, or co-op, and
- you have an eligible family member with a serious health condition who depends on you for care and support on or after your first day of active employment.

An eligible family member is defined as:

- **Child**—biological child, adopted child, foster child, stepchild, partner's child, a child for which you're a legally appointed guardian, or a child for which you're in loco parentis (responsible for child in place of a parent); generally applies to children under age 18 unless your child is incapable of self-care due to a mental or physical disability.
- **Spouse**—husband or wife as defined in the state where you live, including commonlaw marriage.
- **Partner**—an individual whose age 18 or older, currently lives with you and has lived with you for at least six months, is financially interdependent with you and who isn't your blood relative nor legally married to another person.
- **Parent**—biological, step, adoptive or foster parent or an individual who served in loco parentis (responsible for your care in place of a parent).

A "serious health condition" means an illness, injury, impairment or physical or mental condition that either lasts for more than three consecutive days and requires continuing treatment from a health care provider or requires inpatient care in a hospital, hospice, or residential mental health care facility (three-day condition duration is waived). Your family member's health care provider will need to complete a medical certification, outlining the health condition and how you'll provide care and support. Examples of a qualifying serious health condition include, but are not limited to:

- Alzheimer's disease
- Cancer
- Chronic back conditions
- Diabetes
- Pregnancy
- Severe depression



Caregiver leave isn't available in the following situations:

- To stay home with a child whose school or daycare is closed due to a scheduled break, weather emergency, or illness. K-C offers back-up care benefits that may help with your childcare needs. Visit mykcbenefits.com to learn about back-up care and how to register for help.
- To care for a family member who's not your child, spouse, partner, or parent as defined above.
- To care for an eligible family member while you're on a leave of absence for your own health condition.
- To care for an eligible family member on a date you're not regularly scheduled to work.
- To care for an eligible family member whose health care provider fails to complete a medical certification outlining the family member's health condition and care needs.
- To care for an eligible family member for whom you have an existing medical certification under the Family and Medical Leave Act (FMLA) that began prior to the effective date of this policy.
- To care for a new or ill pet.

Amount of Caregiver Leave

K-C provides a maximum of 40 hours of paid leave per calendar year (January 1 through December 31). In the year you become eligible, you'll receive 40 hours of caregiver leave, regardless of the month you become eligible. If you leave K-C and are rehired within the same calendar year, you'll be eligible for any unused caregiver leave available at the time of your employment separation. For example, if you use 20 hours of leave, 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.

If you have more than one eligible family member who may need care during the year, all approved leave would be covered under the 40-hour calendar year leave maximum.

Any unused caregiver leave is forfeited (unless rehired as described above) and not eligible for carryover to the following year or payout in lieu of taking leave. Unused caregiver leave will not be paid out at employment separation.

If your family member(s) needs more care beyond the 40-hour benefit provided under this policy, you may be eligible for other leave benefits, like under the FMLA or paid sick leave as allowed in the state where you work. See the "Important Things to Note" section of this document to learn more.

Timing of Caregiver Leave

Caregiver leave may be taken in one continuous block of time or intermittently in a minimum of one-hour increments, depending on your family member's care needs outlined in the completed medical certification.

If you have more than one need for leave to care for a family member in the same calendar year, caregiver leave will be applied to the first leave request.



For example, if you planned to take leave in September to care for your spouse following a surgery but in July, your parent suffers an injury and you need to take leave to care for your parent, caregiver leave will first be applied to your leave to care for your parent. Any remaining caregiver leave would be applied to your leave to care for your spouse. If caregiver leave is exhausted during your first leave request, you may still be eligible for other leave benefits under the FMLA.

To help minimize the disruption to K-C operations, you're expected to try scheduling foreseeable care needs, like, routine doctor's appointments, medical tests, or non-emergency surgery outside of your regular work schedule or, at a minimum, at the start or end of your scheduled work shift. Caregiver leave may be used when foreseeable care needs can't be done outside of your regular work schedule or when the need for care is unexpected and you need to miss work.

For foreseeable leave, you're required to provide notice up to 30 days in advance or as soon as practicable. For unexpected leave, you're required to report your need for leave on the same or next day leave is taken.

Both foreseeable and unexpected leave must be reported to your site using its standard process to report the need for leave and your absence from work must also be reported to Reliance Matrix, K-C's leave of absence administrator. See the "Requesting Caregiver Leave" section of this document for details.

Compensation While on Caregiver Leave

For employees who are required to report their time in order to be paid, caregiver leave is a paid absence that will be entered into your K-C timesheet in the time and attendance system by Matrix. Absences pay at your regular (straight) pay rate and don't count as hours worked for overtime calculations.

There may be a gap in pay if your family member's health care provider is delayed in submitting a completed medical certification back to Matrix, as requested, in a timely manner. Once you file for caregiver leave with Matrix, other time off benefits, like personal floating holidays or vacation may not be used to cover absences and receive pay while your caregiver leave request is in review.

Requesting Caregiver Leave

Step	Details	Tips & Resources
Step 1: Follow Your Site's Process for Reporting Leave.	To help your team plan for coverage during your leave, provide notice, as required by your site standard process as soon as you know you'll be away from work. This includes advanced notice in the case of foreseeable leave or same day for unexpected leave.	If you're not familiar with your site's process to report leave, ask your Team Leader.



<p>Step 2: Notify Matrix.</p>	<p>Submit a claim to Matrix using one of the three methods listed to the right. Be sure to have the name and contact information, including the fax number for your family member’s health care provider as you’ll be asked to share it during claim intake. Matrix will use this information to reach out directly to the health care provider for medical information needed to review your leave request.</p> <p>You’ll be assigned an Absence Management Specialist who will explain the process and determine your eligibility for caregiver leave and any other leave benefits, like FMLA, that may apply to your leave.</p> <p>For intermittent leave, Matrix will let you know how to report each absence. You’re required to follow the process on the same day leave is needed or the next day. Your request for leave under this policy may be denied if reported beyond this timeframe.</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. Matrix will manage updates to your K-C records—no absence code entry is required by you or your site.</p>	<p>Reliance Matrix Three ways to file your claim:</p> <p>Online: matrixabsence.com</p> <p>Mobile App: Matrix eServices Mobile (iOS and Android)</p> <p>Phone: 866-658-3850 File new claims 24/7</p> <p>General benefit or existing claim questions Monday – Friday 7:30 a.m. to 5:00 p.m. ET</p>
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Important Things to Note

Benefits

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

Job Protection

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

Caregiver Leave and Family and Medical Leave of Absence (FMLA)

Caregiver 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, caregiver leave may not be used consecutively after FMLA for the same event. In other words, you’re not able to first exhaust your FMLA entitlement for the care of your family member and then take your caregiver leave. You may, however, continue to use any available FMLA leave if your family member needs care longer than the benefit provided under this policy.

Matrix will inform you if you’re ineligible for FMLA, including the reason why you’re ineligible. However, being ineligible for FMLA doesn’t impact your eligibility for caregiver leave.



Caregiver Leave and Holidays

You're not eligible to receive pay for a Company-designated holiday that may fall during your caregiver leave period.

Caregiver Leave Interaction with Other Paid Leaves

Some states and localities have paid sick and/or paid family leave laws that require that you be allowed to use leave benefits to care for a family member with an illness or injury and/or take them to medical appointments. K-C also offers paid sick leave to eligible employees which complies with state and local mandates.

To the extent your use of caregiver leave would also qualify for the use of state or local family leave benefits, or K-C's sick leave policy, the following rules apply:

- Where permitted by applicable law, caregiver leave will run concurrently with any state or local paid leave benefit and any employer-provided paid sick leave as well as state or federal FMLA as outlined in the "Caregiver Leave" and "Family and Medical Leave of Absence" section of this document.
- You're not eligible to receive more than 100% of compensation taking into account all employer-provided leaves and applicable state or local paid leave laws.
- Caregiver leave may be used during the waiting (also known as elimination) period for state or local paid family leave.

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, 2023

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