

\*Kimberly-Clark



# Leaving K-C

## US Benefits Guide

Your guide to managing your benefits when you leave K-C.

Total  
Rewards



**Achieve.**  
**Thrive.**  
**Grow.**



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# Leaving K-C Checklist

This checklist provides a general timeline of actions you may need to take before and after leaving K-C.

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

## Before you leave...

General	<ul style="list-style-type: none"><li>✓ Read this guide to understand how your current benefits will be impacted.</li><li>✓ Log in to <a href="https://kcbenefitcompass.com">kcbenefitcompass.com</a> to review your current health and welfare benefits.</li><li>✓ Log in to <a href="https://netbenefits.com">netbenefits.com</a> to review your current financial benefits.</li><li>✓ Call the K-C Benefits Information Line at <b>800-551-2333</b> with questions or for guidance.</li><li>✓ Inform your Team Leader about your plans to leave K-C.</li><li>✓ Visit Workday to update your contact information, including your home address and personal email address.</li></ul>
Pension	<ul style="list-style-type: none"><li>✓ If eligible, you can initiate your Pension Plan benefit up to 90 days before you want payments to start through <a href="https://netbenefits.com">netbenefits.com</a> or by calling <b>800-551-2333</b> (choose the 401(k), HSA, &amp; Pension option).</li></ul>
Retiree Medical	<ul style="list-style-type: none"><li>✓ If you or your dependents are eligible for K-C Retiree Medical or Medicare and want supplemental Medicare coverage as soon as you leave K-C, you must start the process 60 days before your last day of employment. See page 15 for details.</li><li>✓ If you're age 65 or over and have a Health Savings Account (HSA), you should stop contributing to your HSA at least six months before you plan to apply for Medicare or Social Security benefits in order to avoid a tax penalty. If you're unable to do this in time, see page 6 for information on how to submit a correction form.</li></ul>
Global Bonus Program (GBP) or Long-Term Incentives (LTI)	<ul style="list-style-type: none"><li>✓ If you're eligible for the GBP or LTI, see page 21 or view the K-C Compensation program brochures on K-C &amp; Me to understand how your award(s) will be impacted. Other LTI documents are available on <a href="https://mybenefits.ml.com">mybenefits.ml.com</a>. Email <a href="mailto:Dallas.Compensation@kcc.com">Dallas.Compensation@kcc.com</a> with questions.</li></ul>

## After you leave...

General	<ul style="list-style-type: none"><li>✓ If you're currently enrolled, your active K-C medical, dental, and vision coverage ends on the last day of the month in which your last day of employment occurs. See page 12 for information on coverage continuation options via COBRA and see page 13 for COBRA enrollment details. You can also receive guidance and support from Via Benefits on health care marketplace options. See page 15 for more information.</li><li>✓ Once your separation date has been received by Empyrean and Fidelity, you may take action on your benefits (e.g., COBRA enrollment, 401(k) distribution).</li><li>✓ Call the K-C Benefits Information Line at <b>800-551-2333</b> with questions or for guidance.</li><li>✓ Keep your contact information up to date directly with Empyrean, Fidelity, and UKG as this is how you'll receive important documents (e.g., Form 1099) and other benefits information. Your Form W-2 will be mailed to the address on file with UKG at the time of printing.</li></ul>
Retiree Medical	<ul style="list-style-type: none"><li>✓ If you're eligible for Non-Medicare K-C Retiree Medical, you can enroll after your separation date has been received by Empyrean or within 30 days after a qualifying life event (e.g., losing active coverage) or wait until Annual Enrollment.</li></ul>
LTI	<ul style="list-style-type: none"><li>✓ If you have LTI awards, keep your contact information up to date with Merrill Lynch.</li></ul>

**Verification of Employment:** Employment and income verifications are managed by Equifax - The Work Number. Third parties, such as lenders, landlords, or other agencies must initiate requests directly at [theworknumber.com](https://theworknumber.com) to generate the verification letter. Kimberly-Clark's company ID is 21832. Your lender, landlord, or agency will work directly with Equifax; the only action you take is to provide consent to the third party. Requestors can call Equifax - The Work Number at **800-367-2884**. Representatives are available Monday through Friday, 8 a.m. to 9 p.m. ET.



# Introduction

This guide covers a wide range of benefits, planning steps, and tools to help answer questions you may have as you leave K-C.

To make the most of this guide and understand the information that applies to you, you'll need to know what K-C benefits you currently have.\* You can get that information through our administrative service vendors.

Service	Vendor/Website	Phone
Health and Welfare—Includes COBRA, Medical, Dental, Vision, Life, & Other Welfare Benefits	Empyrean <a href="http://kcbenefitcompass.com">kcbenefitcompass.com</a>	K-C Benefits Information Line 800-551-2333 Monday – Friday 9 a.m. to 5 p.m. ET
Retirement & Saving, Spending, & Reimbursement Accounts	Fidelity <a href="http://netbenefits.com">netbenefits.com</a>	K-C Benefits Information Line 800-551-2333 Monday – Friday 8:30 a.m. to 8:30 p.m. ET
Pay, Tax, & Time Reporting	UKG <a href="http://n12.ultipro.com">n12.ultipro.com</a>	UKG Payroll Service Center 833-442-5275 Monday – Friday 8:30 a.m. to 8:30 p.m. ET

## IMPORTANT

K-C sends Empyrean and Fidelity weekly data files. This is how K-C will notify the vendors that your employment has ended. Notice of your separation will be sent on the first data file on or after the effective date of your separation event. For example, a November 1 separation event would be sent on the first data file dated on or after November 1, even if the separation event is entered into Workday in advance. If you contact a vendor before you leave K-C, the representative won't have a record of your separation, but can answer questions and may be able to take certain actions. Other actions (e.g., 401(k) distribution) can be completed only after the vendors receive notice from K-C.



### ADDRESS & PERSONAL INFORMATION UPDATES

After you leave K-C, it's your responsibility to keep your contact information (e.g., address, email) up to date with K-C's vendors to ensure you receive important tax documents and other benefits-related information. To update your personal information, call the vendor directly using the contact information found on pages 5–11.

*\*Note that some of the information in this guide may not apply to you. If you're an employee covered by a Collective Bargaining Agreement (CBA), refer to your CBA for information on how your plan(s) may differ from the information provided in this guide. You may also call the K-C Benefits Information Line at 800-551-2333.*





# Overview

Below is an overview of how your pay and benefits will be impacted when you leave K-C and what actions you may need to take.

	Benefit	Overview	Vendor
Time Away From Work	Time Off	When it's known you're leaving K-C whether voluntarily or involuntarily, there are limits to how much vacation can be used. Refer to page 8 of the Time Away From Work Policy for more information. Unused vacation, personal holidays, negotiated leave, and other types of leave are only paid out at separation if legally required. <b>Note:</b> As of December 2023, the following states require a payout of eligible time at termination: CA, CO, IL, LA, ME, MA, MT, NE, ND, and RI.	
	Flex Days	If you purchased flex days and your last day of employment is December 30 or earlier, you'll be reimbursed for the amount you've paid toward unused days. If you've used more flex days than you've paid for through payroll deductions, the additional amount owed will be deducted from your final paycheck.	
	Disability	All disability coverage ends on your last day of employment. If you're receiving disability benefits at the time of separation, you may be able to continue receiving benefits. <b>TAKE ACTION:</b> If you're currently receiving disability benefits, contact your Claims Specialist at Reliance Matrix or MetLife to understand the impact.	<b>Reliance Matrix (Short-Term Disability)</b> <a href="https://matrixabsence.com">matrixabsence.com</a> 866-658-3850 7:30 a.m. to 5 p.m. ET  <b>MetLife (Long-Term Disability)</b> <a href="https://metlife.com/mybenefits">metlife.com/mybenefits</a> 800-300-4296 8 a.m. to 11 p.m. ET
Health and Welfare	Medical <i>Pages 12-17</i>	If enrolled, your coverage ends on the last day of the month in which your last day of employment occurs. Coverage continuation is available through COBRA. <b>Note:</b> If you'll be age 55 or older with 15 or more years of eligible health and welfare service on your last day of employment, see page 16 for more information on Retiree Medical and Retiree Medical Credits. Retiree Medical or Retiree Medical Credit elections cannot be made prior to your last day of employment.	<b>Anthem</b> <a href="https://anthem.com">anthem.com</a> 866-873-4010 Monday - Friday 8 a.m. to 8 p.m. ET  <b>Empyrean</b> <a href="https://kcbenefitcompass.com">kcbenefitcompass.com</a> 800-551-2333, choose Health and Welfare option Monday - Friday 9 a.m. to 5 p.m. ET
	Dental	If enrolled, your coverage ends on the last day of the month in which your last day of employment occurs. Coverage continuation is available through COBRA.	<b>Delta Dental</b> <a href="https://deltadentalins.com/Kimberly-Clark">deltadentalins.com/Kimberly-Clark</a> 866-496-2371 Monday - Friday 8 a.m. to 8 p.m. ET
	Vision	If enrolled, your coverage ends on the last day of the month in which your last day of employment occurs. Coverage continuation is available through COBRA.	<b>EyeMed</b> <a href="https://eyemedvisioncare.com">eyemedvisioncare.com</a> 866-939-3633 Monday - Saturday 7:30 a.m. to 11 p.m. ET Sunday 11 a.m. to 8 p.m. ET

	Benefit	Overview	Vendor
Health and Welfare, Contd.	<b>COBRA</b> Pages 12–15	<p>Coverage continuation of medical, dental, vision, and FSA is available through COBRA at full cost to you, plus a 2% administrative fee.* You'll receive a detailed COBRA Enrollment Notice from Empyrean Billing Services within 14 days after they've received notice of your last day of employment.</p> <p><b>Note:</b> If you gain Medicare eligibility after enrolling in COBRA, you'll be dropped from COBRA as you'll have secured other coverage (i.e., Medicare).</p> <p><b>TAKE ACTION:</b></p> <p>If you wish to continue your active K-C health care coverage, you must enroll in COBRA. You have 60 days after the date you lose active coverage to complete your COBRA enrollment. The enrollment deadline is listed in the notice from Empyrean Billing Services.</p> <p><i>*If you leave K-C under a signed involuntary separation agreement and are eligible for COBRA, the first six months of your COBRA medical premiums may be paid by K-C. Refer to your involuntary separation agreement to determine your COBRA entitlement, if any.</i></p>	<b>Empyrean Billing Services (COBRA)</b> <a href="http://cobraandbillingservices.com">cobraandbillingservices.com</a> <b>800-551-2333</b> , choose Health and Welfare option Monday – Friday 9 a.m. to 5 p.m. ET
	<b>HSA</b>	<p>Any remaining funds in your HSA are yours to keep and use for eligible expenses.</p> <p><b>TAKE ACTION:</b></p> <ul style="list-style-type: none"> <li>• If you continue coverage in an HSA-qualifying medical plan, you may continue to make contributions to your HSA directly from your personal bank account.</li> <li>• You can keep your HSA with Fidelity at no cost or move it to any financial institution that administers HSAs. As long as your HSA remains with Fidelity, your Fidelity HSA debit card will continue to work for HSA-eligible expenses.</li> </ul> <p><b>Note:</b> If you or your dependent are age 65 or older and plan to enroll in Medicare, see more information below.</p>	<b>Fidelity</b> <a href="http://netbenefits.com">netbenefits.com</a> <b>800-551-2333</b> Monday – Friday 8:30 a.m. to 8:30 p.m. ET



### IMPORTANT MEDICARE INFORMATION

While turning age 65 doesn't impact your Health Savings Account (HSA) eligibility, enrolling in Medicare does. Medicare doesn't allow you to make any contributions to your HSA for any months after you enroll in any part of Medicare, even if you're also enrolled in a high deductible health plan. However, you can still use your HSA dollars, tax-free, as long as you still have a balance in the account.

When you sign up for Social Security retirement benefits at or after reaching age 65, your Medicare Part A coverage automatically begins. If you're over age 65 when you sign up, the Part A coverage will retroactively go back to the first of the month in which you turned 65 (up to a maximum of six months). To avoid a tax penalty, you should stop contributing to your HSA at least six months before you plan to apply for Medicare or Social Security retirement benefits. To stop the HSA contributions, go to [kcbenefitcompass.com](http://kcbenefitcompass.com). If you need help, call Empyrean at **800-551-2333**.

If you're unable to stop contributing to your HSA in time, you can submit a correction to Fidelity. If you need help, call Fidelity at **800-551-2333**.

	Benefit	Overview	Vendor
Health and Welfare, Contd.	Flexible Spending Account (FSA) or Limited Purpose FSA	<p>You can incur expenses against your FSA through the last day of the month in which your last day of employment occurs.</p> <p><b>TAKE ACTION:</b></p> <ul style="list-style-type: none"> <li>If more time is needed to incur FSA expenses, you can elect COBRA and make contributions on an after-tax basis. If you choose to do this: <ul style="list-style-type: none"> <li>You'll have to use personal funds and then file for reimbursement, as your Fidelity debit card will no longer work for FSA-eligible expenses once you leave K-C.</li> <li>You have until December 31 of the year you leave K-C to spend your FSA funds; any excess funds will be forfeited.</li> </ul> </li> </ul> <p>All FSA claims must be filed by March 31 of the following year.</p>	
	Dependent Care Spending Account (DCSA)	<p>You can incur eligible DCSA expenses through December 31 of the year in which your last day of employment occurs. However, you cannot make any additional contributions to your DCSA after your last day of employment.</p> <p><b>TAKE ACTION:</b></p> <ul style="list-style-type: none"> <li>All DCSA claims must be filed by March 31 of the following year.</li> </ul>	
	Commuter Benefits	<p>Per IRS guidelines, K-C cannot refund your unused Commuter Benefits if you leave K-C.</p> <p><b>TAKE ACTION:</b></p> <ul style="list-style-type: none"> <li>You have 90 days from your last day with K-C to submit claims for any eligible expenses incurred while you were a K-C employee. After 90 days, your unused balance will be forfeited.</li> </ul>	
	Pet Insurance	<p>Your coverage will automatically continue for the remainder of the year.</p> <p><b>TAKE ACTION:</b></p> <ul style="list-style-type: none"> <li>If you wish to cancel or renew your coverage, contact MetLife.</li> </ul>	<p><b>MetLife</b>  <a href="http://metlife.com/kimberly-clark/">metlife.com/kimberly-clark/</a>  <b>800-438-6388</b>  Monday – Friday: 8 a.m. to 9 p.m. ET  Weekends: 10 a.m. to 7 p.m. ET</p>
	Life Insurance	<p>Coverage ends on the last day of the month in which your last day of employment occurs.</p> <p>You may be able to continue your coverage and change to an individual policy. You'll receive a Conversion/Portability notice with the application details from Securian after your last day of employment.</p> <p><b>TAKE ACTION:</b></p> <ul style="list-style-type: none"> <li>If you wish to continue coverage, complete and return the Conversion/Portability notice you received in the mail, along with your first premium payment, to Securian within 31 days of when your active coverage ends.</li> </ul> <p><b>Note:</b> If you were hired before January 1, 2012*, and will be age 55 or older with 15 or more years of eligible health and welfare service on your last day of employment, you may be eligible for Retiree Group Life Insurance. See page 17 for more information.</p> <p><i>*Dates and amounts vary for bargaining units. See page 24 or refer to your CBA for more details.</i></p>	<p><b>Securian</b>  <a href="http://lifebenefits.com">lifebenefits.com</a>  <b>866-293-6047</b>  Monday – Friday  8 a.m. to 5 p.m. ET</p>
	Business Travel Insurance	<p>Coverage automatically ends on your last day of employment.</p>	<p><b>Empyrean</b>  <a href="http://kcbenefitcompass.com">kcbenefitcompass.com</a>  <b>800-551-2333</b>  Monday – Friday  9 a.m. to 5 p.m. ET</p>

Health and Welfare, Contd.	Benefit	Overview	Vendor
	Accidental Death & Dismemberment	<p>Coverage ends on the last day of the month in which your last day of employment occurs.</p> <p>You may be able to continue your coverage and change to an individual policy. You'll receive a Conversion/Portability Notice with the application details from Zurich after your last day of employment.</p> <p><b>TAKE ACTION:</b></p> <ul style="list-style-type: none"> <li>If you wish to continue coverage, complete and return the Conversion/Portability notice you received in the mail, along with your first premium payment, to Zurich within 31 days of when your active coverage ends.</li> </ul>	<p><b>Empyrean</b>  <a href="http://kcbenefitcompass.com">kcbenefitcompass.com</a>  <b>800-551-2333</b>  Monday – Friday  9 a.m. to 5 p.m. ET</p>
	Critical Illness, Accident Insurance, & Hospital Indemnity	<p>Coverage ends on the last day of the month in which your last day of employment occurs.</p> <p>You'll receive a Portability Request with application details from Voya after your last day of employment.</p> <p><b>TAKE ACTION:</b></p> <ul style="list-style-type: none"> <li>If you wish to continue coverage, complete and submit an application, along with your first premium payment, to Voya within 31 days of when your active coverage ends.</li> </ul>	<p><b>Voya</b>  <a href="http://presents.voya.com/EBRC/KimberlyClarkCorporation">presents.voya.com/EBRC/KimberlyClarkCorporation</a>  <b>888-238-4840</b>  Monday – Friday  9 a.m. to 6:30 p.m. ET</p>
	Legal Insurance	<p>Coverage will end on the last day of the month in which your last day of employment occurs. You'll have the option to continue coverage through an individual policy.</p>	<p><b>LegalEASE</b>  <a href="http://legaleaseplan.com/kimberly-clark">legaleaseplan.com/kimberly-clark</a>  <b>833-341-1254</b> (select option 6)  <a href="mailto:KC@legaleaseplan.com">KC@legaleaseplan.com</a>  Monday – Friday  8 a.m. to 8:30 p.m. ET</p>
	Identity Theft Protection	<p>Coverage will end on the last day of the month in which your last day of employment occurs. You'll have the option to continue coverage to an individual policy through Norton LifeLock for identity theft protection benefits.</p>	<p><b>Norton LifeLock</b>  <b>1-800-543-3562</b>  Monday – Friday  8 a.m. – 7 p.m. ET</p>
	Employee Assistance Program (EAP)	<p>You'll continue to have access to EAP for 90 days following your separation.</p>	<p><b>SupportLinc</b>  <a href="http://supportlinc.com">supportlinc.com</a>  <b>877-638-5307</b>  24/7, 365 days a year;  Group code: kcc</p>
	Family Building & Menopause Support	<p>The benefit ends on the last day of the month in which your last day of employment occurs. If you're receiving support at the time of your separation, you'll be able to continue receiving benefits until the completion of your program.</p>	<p><b>Maven</b>  <a href="mailto:support@mavenclinic.com">support@mavenclinic.com</a></p>
	Education Assistance	<p>You may be eligible for reimbursement for any classes or certifications that you're currently enrolled in prior to notification of your last day of employment.</p> <p><b>TAKE ACTION:</b></p> <ul style="list-style-type: none"> <li>Review the Education Assistance Policy on <a href="http://kcbenefitcompass.com">kcbenefitcompass.com</a> &gt; <i>Plan Information</i>.</li> <li>You must submit a reimbursement request to Fidelity within 90 days of course/certification completion for any course/certification you began prior to the notification of your last day of employment.</li> </ul>	<p><b>Fidelity</b>  <a href="http://netbenefits.com">netbenefits.com</a>  <b>800-551-2333</b>  Monday – Friday  8:30 a.m. to 8:30 p.m. ET</p>



	Benefit	Overview	Vendor
	Adoption & Surrogacy Assistance	<p>You may be eligible for reimbursement for any adoption and surrogacy expenses.</p> <p><b>TAKE ACTION:</b></p> <ul style="list-style-type: none"> <li>Review the Adoption &amp; Surrogacy Assistance Policy on <a href="https://kcbenefitcompass.com">kcbenefitcompass.com</a> &gt; <i>Plan Information</i>.</li> <li>You must submit a reimbursement request to Fidelity within 180 days of an adoption and/or surrogacy that was finalized prior to your last day of employment.</li> </ul>	<p><b>Fidelity</b>  <a href="https://netbenefits.com">netbenefits.com</a>  <b>800-551-2333</b>  Monday – Friday  8:30 a.m. to 8:30 p.m. ET</p>
Retirement Plans	401(k) & PSP Page 18	<p>Once Fidelity receives notice of your separation from K-C, you'll be eligible to take a distribution of some or all of your 401(k) account balance. You'll receive more information from Fidelity after your last day of employment.</p> <p><b>TAKE ACTION:</b></p> <ul style="list-style-type: none"> <li>Your options depend on your account balance.</li> <li>You can call Fidelity at any time before your last day of employment for information on these options and any tax implications that may apply. Fidelity planning consultants can provide assistance on decisions you will need to make regarding your financial retirement strategy.</li> <li>Consider consulting a tax advisor before taking any action.</li> </ul>	<p><b>Fidelity</b>  <a href="https://netbenefits.com">netbenefits.com</a>  <b>800-551-2333</b>  Monday – Friday  8:30 a.m. to 8:30 p.m. ET</p> <p><b>Fidelity Planning Consultants</b>  <b>866-811-6041</b>  Monday – Friday  8:30 a.m. to 8:30 p.m. ET</p>
	Pension Page 19	<p>If you're eligible for a Pension Plan benefit, you'll receive information from Fidelity after your last day of employment.</p> <p><b>TAKE ACTION:</b></p> <ul style="list-style-type: none"> <li>If you're eligible and wish to start collecting your pension benefit as soon as you leave K-C, you'll want to start the process early. Fidelity will provide you a retirement benefits coordinator to assist with the process.</li> <li>You can initiate your pension up to 90 days before you want payments to start through <a href="https://netbenefits.com">netbenefits.com</a> or by calling Fidelity.</li> </ul>	
	Other Plans	<p>If you're eligible for Supplemental Plans (e.g., Supplemental 401(k), Voluntary Deferred Compensation Plan, SERP), refer to pages 19-20 for more information.</p>	
Other Compensation	Global Bonus Program (GBP) Page 21	<p>If you're eligible for the GBP, you may be eligible for a prorated payment. This is determined based on your last day of employment and type of separation. If you're eligible, you'll receive your payment within 90 days after your last day of employment.</p> <p><b>TAKE ACTION:</b></p> <ul style="list-style-type: none"> <li>Review the GBP brochure found on <i>K-C &amp; Me &gt; HR &gt; Compensation</i> before your last day of employment.</li> <li>Email K-C Compensation with questions regarding the impact to your awards when you leave.</li> </ul>	<p><b>K-C Compensation</b>  <a href="mailto:Dallas.Compensation@kcc.com">Dallas.Compensation@kcc.com</a></p>

	Benefit	Overview	Vendor
Other Compensation, cont.	Long-Term Incentives (LTI) Page 21	<p>If you're eligible for LTI, the way your unvested stock options, PRSUs, and Annual RSUs are impacted depends on the conditions in which you leave K-C. Details are in the LTI brochure.</p> <p><b>TAKE ACTION:</b></p> <ul style="list-style-type: none"> <li>Review the LTI brochure found on <i>K-C &amp; Me &gt; HR &gt; Compensation</i> or in the Merrill Lynch Document Library before your last day of employment.</li> <li>Email Dallas Compensation with questions regarding the impact to your awards when you leave.</li> <li>Notify Merrill Lynch of any change to your email or home address.</li> </ul>	<p><b>K-C Compensation</b> <a href="mailto:Dallas.Compensation@kcc.com">Dallas.Compensation@kcc.com</a></p> <p><b>Merrill Lynch (Account Management)</b> <a href="http://mybenefits.ml.com">mybenefits.ml.com</a> 844-786-2561</p>
	Mill Bonus	<p>If you're eligible for a mill bonus, you may be eligible for a payment. Please contact your Mill Incentive Administrator for more information.</p>	N/A
Additional Programs	Relocation Assistance	<p>Initiated relocation benefits end upon notification of your last day of employment. If you voluntarily separate within 24 months of a company relocation, you'll be required to reimburse K-C the value of some or all of your relocation benefits.</p> <p><b>TAKE ACTION:</b></p> <ul style="list-style-type: none"> <li>Submit for reimbursement any incurred eligible expenses and their required documentation up to your last day of employment.</li> <li>See your relocation policy on <i>K-C &amp; Me &gt; HR &gt; Relocation</i> for more details on your relocation repayment responsibility to K-C. Submit a request on K-C &amp; Me to receive information on your relocation repayment amount, if applicable.</li> </ul>	<p><b>K-C Domestic Mobility</b> Submit a request on K-C &amp; Me by selecting <i>Domestic Relocation - US and Canada Inquiry</i> under the <i>Benefits</i> category.</p>
	Employee Discounts	<p>If you've already registered, you'll automatically continue to have access to discounts with the exception of K-C exclusive discounts. Your WOWPoints and purchase history will be maintained.</p>	<p><b>Perks at Work</b> <a href="http://perksatwork.com">perksatwork.com</a></p>
	Back-up Care	<p>Once Bright Horizons receives notice of your separation from K-C, you're no longer eligible to use the back-up care benefit and all reservations will be automatically canceled.</p>	<p><b>Bright Horizons</b> <a href="http://clients.brighthorizons.com/kcc">clients.brighthorizons.com/kcc</a> 877-242-2737 24/7, 365 days a year</p>
	Bright Futures Scholarship	<p>If your child has already accepted the Bright Futures Scholarship, they're eligible to continue receiving the installments, up to the maximum of \$20,000, even after you leave K-C. No action is required.</p>	<p><b>K-C Foundation</b> <a href="http://scholarsapply.org/kcbrightfutures">scholarsapply.org/kcbrightfutures</a></p>
	Matching Gifts Program	<p>Matching gifts are only able to be approved and awarded for active employees. If your charitable gift meets program guidelines and you are with the company at the end of the quarter, a matching gift can be approved and awarded up to the annual maximum of \$10,000.</p> <p><b>TAKE ACTION:</b></p> <ul style="list-style-type: none"> <li>Submit your eligible charitable gift(s) on or before your last day of employment. If your last day of employment comes before the quarterly review and disbursement, the gift will not be matched or awarded.</li> </ul>	<p><b>K-C Foundation</b> <a href="http://kimberlyclark.yourcause.com">kimberlyclark.yourcause.com</a></p>
	Unemployment	<p>Unemployment benefit eligibility depends on the rules in your state.</p> <p><b>TAKE ACTION:</b></p> <ul style="list-style-type: none"> <li>Contact your state unemployment office for information.</li> </ul>	<p><b>State Unemployment Office</b> <a href="http://dol.gov/general/topic/unemployment-insurance">dol.gov/general/topic/unemployment-insurance</a></p>

	Benefit	Overview	Vendor
Government Benefits	Medicare	<p>At age 65, unless otherwise Medicare eligible (e.g., disability), you're automatically eligible for Medicare through the Social Security Administration (SSA). Even though this federal insurance program covers some costs, you'll still need to pay for some premiums, deductibles, copays, and prescription drugs.</p> <p><b>TAKE ACTION:</b></p> <ul style="list-style-type: none"> <li>If you leave K-C before age 65, contact the SSA 90 days before your 65th birthday. If you leave K-C at or after age 65 or if your coverage in another group health plan ends, contact the SSA within three months or 90 days after group coverage ends.</li> <li>In order to apply for Medicare in a Special Enrollment Period, you must have or had group health plan coverage within the last eight months through your or your spouse's current employment. A form is required by Medicare to process your Medicare enrollment application. This form is the Request for Employment Information Form (CMS-L564). To have the form completed, submit the form on <a href="https://kcbenefitcompass.com">kcbenefitcompass.com</a> &gt; <i>Upload Documentation</i>. Empryean completes the information about your health care coverage and dates of employment and will mail your completed form to your mailing address on file.</li> </ul>	<p><b>Medicare</b>  <a href="https://medicare.gov">medicare.gov</a>  <b>800-633-4227</b></p>
	Social Security <i>Page 23</i>	<p>The ability to begin your Social Security retirement benefit and the amount depends on your work and pay history and the age at which you start taking payments. Social Security offers an online modeling tool as well as an online retirement application. Keep in mind that beginning Social Security retirement benefits will impact your ability to delay Medicare, if desired.</p> <p><b>TAKE ACTION:</b></p> <ul style="list-style-type: none"> <li>Contact the Social Security Administration when you're ready to start Social Security retirement benefits.</li> </ul>	<p><b>Social Security Administration</b>  <a href="https://ssa.gov">ssa.gov</a>  <b>800-772-1213</b></p>
Pay	Final Paycheck	<p>Your final paycheck will be processed as soon as administratively possible following your last day of employment.</p> <p>Health and Welfare and 401(k) deductions will be taken from your final paycheck. If you don't have sufficient pay to take the full amount of your Health and Welfare and/or 401(k) deductions, as much as possible will be deducted. If you have an outstanding 401(k) loan, see page 18 for more information on how leaving K-C impacts your loan.</p>	<p><b>UKG Payroll Service Center</b>  <a href="https://n12.ultipro.com">n12.ultipro.com</a>  <b>833-442-5275</b>  <a href="mailto:mykcpay@ukg.com">mykcpay@ukg.com</a>  Monday – Friday  8:30 a.m. to 8:30 p.m. ET</p>
	Pay Statements & Form W-2s	<p>You'll continue to have access to the UKG Pro portal after you leave K-C to view your pay statements and Form W-2s. Your last Form W-2 from K-C will be delivered to your home address.</p> <p><b>TAKE ACTION:</b></p> <ul style="list-style-type: none"> <li>If you have a paper Form W-2 election, log in to Workday before your last day of employment and review/update your home address.</li> </ul>	



# Health and Welfare – Empyrean

## Medical

Active coverage in the K-C Medical Plan ends on the last day of the month in which your last day of employment occurs. This section provides quick tips to explain your continuation of medical coverage options and where to go to learn more. First, you'll see options available to everyone, and then more information on Retiree Medical Credits for those who are eligible. Below is a quick reference table organizing the continuation of medical coverage options and where to go to learn more.

Option One	Option Two	Option Three
COBRA Learn more on page 13.	Health Care Marketplace Learn more on page 15.	K-C Retiree Medical Learn more on page 15.
<p>You can elect COBRA for the first 18 months after your active coverage ends if you wish to extend your K-C coverage.*</p> <p><i>*There are ways in which the 18-month period of COBRA can be extended. Refer to the COBRA Enrollment Notice for more information.</i></p>	<p>Through Via Benefits, you can receive help in reviewing coverage options and enrolling in health care plans (private or national) available to purchase from the marketplace.</p>	<p>If you're age 55 or older and have 15 or more years of eligible health and welfare service on your last day of employment, you're eligible for K-C Retiree Medical that allows you to continue your K-C coverage in retirement, although you may be required to pay the full cost depending on your hire date.</p> <p><b>Retiree Medical Credits (RMCs)</b></p> <p>If eligible, RMCs provide financial support towards medical expenses in retirement. The way you use them depends on your Medicare eligibility and the Medicare eligibility of your eligible dependents.</p>

**COBRA Note:** You can choose to enroll in COBRA first and then opt in to marketplace or Non-Medicare K-C Retiree Medical later (if eligible). For retiree medical, you can opt in at Annual Enrollment or within 30 days after a qualifying life event (e.g., exhausting COBRA).

## Consolidated Omnibus Budget Reconciliation Act (COBRA)

You and your covered dependents are eligible for COBRA if you're currently enrolled in health care coverage with K-C. COBRA gives you the option to temporarily continue your current K-C health care coverage (e.g., medical, dental, vision, FSA) for up to 18 months. There are ways in which the 18-month period of COBRA can be extended.



# COBRA Checklist

This section provides a checklist of action steps related to enrolling in and paying for COBRA.

## Transitioning from Active Coverage to COBRA

<b>Active Coverage</b> <i>ends on the last day of the month</i>	<ul style="list-style-type: none"> <li>✔ If you're enrolled in K-C health care coverage (e.g., medical, dental, vision, FSA), your coverage ends on the last day of the month in which your last day of employment occurs.</li> </ul>
<b>COBRA</b> <i>begins the day after active coverage ends</i>	<ul style="list-style-type: none"> <li>✔ You must be enrolled in K-C health care coverage on your last day of employment to be eligible for COBRA.</li> <li>✔ If eligible for COBRA, there is no gap between your active coverage and COBRA. Your COBRA will be effective immediately following the day your active coverage ends, as long as you enroll in COBRA by the deadline listed in the mailed notice from Empyrean Billing Services (see the <i>Enrollment Notice</i> section below). It's important to note that carriers (e.g., Anthem) won't be notified of your COBRA enrollment until the first payment has been made.</li> <li>✔ If you or an eligible dependent are age 65 or older or otherwise Medicare eligible and plan to elect COBRA, be sure to enroll in Medicare first. Since COBRA pays secondary to Medicare, you must complete these steps in the correct order and by the respective deadlines, or your COBRA may be terminated and you could face a penalty or waiting period with Medicare. You may also be delayed, penalized, or even denied other Medicare-related coverage such as Medicare Supplemental and Medicare Advantage plans. If you gain Medicare eligibility after enrolling in COBRA, you'll be dropped from COBRA as you'll have secured other coverage (i.e., Medicare). Contact Medicare to learn more about the related steps and deadlines.</li> </ul>
<b>Seeking Care</b> <i>prior to enrolling in COBRA but after active coverage ends</i>	<ul style="list-style-type: none"> <li>✔ If seeking care prior to enrolling in COBRA, but after your active coverage has ended, explain to your provider that you're in the process of enrolling in COBRA and ask to be billed later. Once your insurance carrier (e.g., Anthem) has been notified of your COBRA enrollment, contact your provider and ask them to resubmit any claims (see the <i>Carriers Notified</i> section).</li> <li>✔ If instructed to pay upfront, pay the minimum amount possible and file your claim with your insurance carrier (e.g., Anthem) once they've been notified of your COBRA enrollment (see the <i>Carriers Notified</i> section on page 14). For questions about filing a claim, contact your insurance carrier. Contact information can be found on your insurance carrier ID card(s).</li> </ul>

## Completing Your COBRA Enrollment

<b>Enrollment Notice</b> <i>within 14 days of notification of separation date</i>	<ul style="list-style-type: none"> <li>✔ Empyrean Billing Services, K-C's COBRA administrator, will mail a detailed COBRA Enrollment Notice to your home address on file within 14 days after they've received notice of your last day of employment. The notice outlines your COBRA premiums, your rights and responsibilities, and provides further enrollment instructions. Receipt of the notice could take up to four weeks depending on when your separation is received and U.S postal mail time.</li> <li>✔ If your COBRA eligibility period starts within the Annual Enrollment period, you'll receive two COBRA Enrollment Notices following your last day of employment. The first notice will contain information about continuing your current K-C health care coverage. Once your initial COBRA enrollment is completed, you'll receive a second notice for Annual Enrollment that gives you the opportunity to make changes to your COBRA coverage for the following year (e.g., elect a different medical plan option).</li> </ul>
<b>Take Action</b> <i>within 60 days after losing active coverage</i>	<ul style="list-style-type: none"> <li>✔ If you wish to continue your K-C health care coverage, you must enroll in COBRA. You have about 60 days after the date you lose active coverage (see the <i>Active Coverage</i> section above) to complete your COBRA enrollment. The enrollment deadline is listed in the notice from Empyrean Billing Services.</li> <li>✔ You can enroll in COBRA online, by mail, or by faxing the completed form to Empyrean Billing Services. Enrollment instructions are included in the notice from Empyrean Billing Services.</li> </ul>

## Paying for Premiums Once Enrolled in COBRA

<b>First Bill Due</b> <i>within 45 days of COBRA enrollment</i>	<ul style="list-style-type: none"> <li>✔ Empyrean Billing Services will send you a bill shortly after you enroll in COBRA. You'll receive a bill every month for as long as you're enrolled in COBRA with your payment due date.</li> <li>✔ You may use funds from your Health Savings Account to pay your bill.</li> <li>✔ If you enroll in COBRA, you'll pay the full cost of the monthly premiums plus a 2% administrative fee. Your monthly premiums will be higher than when you were an active employee because K-C will no longer share in the cost of your medical and dental benefits. Contact Empyrean for cost details.</li> <li>✔ You cannot use Retiree Medical Credits to pay for COBRA premiums while you're eligible for Non-Medicare K-C Retiree Medical coverage.</li> </ul>
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## Paying for Premiums Once Enrolled in COBRA (continued)

<b>Carriers Notified</b> <i>of COBRA enrollment after first bill is paid</i>	<ul style="list-style-type: none"> <li>✓ Your insurance carriers (e.g., Anthem) will be notified of your COBRA enrollment once your first monthly bill from Empyrean Billing Services is paid in full. They'll update their respective systems within five business days of notification.</li> <li>✓ You can verify if the systems reflect your COBRA enrollment by calling your insurance carriers. Contact information can be found on page 5.</li> </ul>
<b>Medical Premiums</b> <i>under a signed involuntary separation agreement (if applicable) with entitlement for six months of COBRA medical premiums paid by K-C</i>	<ul style="list-style-type: none"> <li>✓ It can take up to five weeks for Empyrean Billing Services to receive notification of your signed involuntary separation agreement.</li> <li>✓ Once notified, your Empyrean Billing Services account will be adjusted to reflect your entitlement for six months of COBRA medical premiums paid by K-C.</li> <li>✓ Depending on how long you choose to review, sign, and return your involuntary separation agreement, you may be required to make an initial COBRA medical premium payment to avoid losing COBRA medical coverage.</li> </ul>
<b>Getting Care Once Enrolled in COBRA</b>	
<b>Present ID Card</b> <i>same one(s) you used as an employee</i>	<ul style="list-style-type: none"> <li>✓ When seeking care once enrolled in COBRA, present the same insurance carrier ID card(s) you used as an active employee.</li> </ul>
<b>Amount(s) Paid</b> <i>toward deductible and out-of-pocket max</i>	<ul style="list-style-type: none"> <li>✓ Any eligible out-of-pocket expenses paid toward your deductible and out-of-pocket maximum within the same calendar year will carry over into your COBRA coverage.</li> </ul>
<b>Questions/Concerns</b> <i>directly with the carrier or vendor</i>	<ul style="list-style-type: none"> <li>✓ If you have questions or concerns about a claim, contact the insurance carrier associated with your care (e.g., Anthem for medical claims, Delta Dental for dental claims). Contact information can be found on page 5.</li> <li>✓ If you have questions or concerns about your COBRA premiums or billing, contact Empyrean Billing Services. Contact information can be found in your COBRA Enrollment Notice.</li> </ul>

**Note:** If you leave K-C under a signed involuntary separation agreement with entitlement for six months of COBRA medical premiums paid by K-C, here are a few more things to note:

- **Your notice and/or direct bill from Empyrean Billing Services may show a cost for COBRA medical.** This is because Empyrean Billing Services did not have notice of your signed involuntary separation agreement at the time your COBRA Enrollment Notice and/or direct bill was generated. Once Empyrean Billing Services receives notice of your signed involuntary separation agreement and entitlement for six months of COBRA medical premiums paid by K-C, your account will be adjusted. This process can take up to five weeks.
- **Contact Empyrean Billing Services to determine if your account has been adjusted.** Call Empyrean Billing Services at 800-551-2333 or log in to your Empyrean Billing Services account at [cobraandbillingservices.com](https://cobraandbillingservices.com) to determine if your account has been adjusted to show the six months of COBRA medical paid by K-C. Instructions for setting up a Empyrean Billing Services account are included in your mailed COBRA Enrollment Notice from Empyrean Billing Services.
- **Pay the amount on the billing invoice if no adjustment is made by the due date.** Once your account is adjusted for the six months of COBRA medical paid by K-C, any amount you have paid will be applied to other COBRA premiums that you are responsible for (e.g., dental). At the end of the six months, if you do not wish to continue coverage and still have a credit, you will receive a refund directly from Empyrean Billing Services. See the *Carriers Notified* section about timing of when your insurance company will be notified of your COBRA enrollment.

## Health Care Marketplace Support

K-C partners with Via Benefits to provide you with health care marketplace support if you leave K-C and need to purchase health care coverage from the marketplace. The best part is that this support is provided to you and your family at no cost. Via Benefits can help you:

- Easily shop for and compare plans available in your area.
- Get the right health coverage at the right price.
- Apply for and enroll in the plan that best fits your needs.



## How it Works:

1. Call Via Benefits at **855-622-0929** to connect with a licensed advisor in your area. You can also explore plans online at [marketplace.viabenefits.com/kimberlyclark](https://marketplace.viabenefits.com/kimberlyclark).
2. The advisor will create a profile for you and capture any specific coverage needs you may have for medical, prescription, dental, and vision.
3. The advisor provides recommendations based on you and your family's coverage needs and budget comparing market plans to K-C's COBRA benefits. See page 13 for more information on COBRA.
4. The recommendations are captured and emailed and/or saved to your online profile. You can enroll on the phone directly with your advisor or online at any time.

## Get Started

Contact Via Benefits at **855-622-0929**. Representatives are available Monday through Friday from 9 a.m. to 5 p.m. ET.

**Note:** If you want supplemental Medicare coverage as soon as you leave K-C, you'll need to start the process up to 60 days before your last day of employment by setting up your profile, scheduling an enrollment appointment, and comparing supplemental Medicare plans.



### MEDICARE ELIGIBLE?

Via Benefits can also help you review marketplace Medicare plan options and help you enroll in a plan. To explore plan options, go to [my.viabenefits.com/kimberlyclark](https://my.viabenefits.com/kimberlyclark) and click *See Plans*. You can also call **866-715-8005**.

## Non-Medicare K-C Retiree Medical

If you're age 55 or older and have 15 or more years of eligible health and welfare service on your last day of employment, you're eligible for Non-Medicare K-C Retiree Medical, although you may be required to pay the full cost depending on your hire date. If you and/or your dependents aren't eligible for Medicare, meaning you're under age 65 or not disabled, you have the option to enroll in one of K-C's Medical Plan options.

You can enroll in Non-Medicare K-C Retiree Medical through Empyrean within 30 days after your last day of employment, during Annual Enrollment, or within 30 days after a qualifying life event. You can choose to elect COBRA or other coverage first and then opt in to Non-Medicare K-C Retiree Medical later during Annual Enrollment or within 30 days after a qualifying life event (e.g., exhausting COBRA).

Visit [mykcbenefits.com](https://mykcbenefits.com) or contact Empyrean at **800-551-2333** (choose Health and Welfare option) for cost details. Depending on your hire date, you may be eligible for financial support towards your Non-Medicare K-C Retiree Medical coverage through the use of Retiree Medical Credits. Learn more on page 16.

# Retiree Medical Credits (RMCs)

If you were hired before January 1, 2004,\* and are age 55 or older with 15 or more years of eligible health and welfare service on your last day of employment, you may be eligible for RMCs. RMCs provide financial support you can use toward the cost of your medical coverage and medical expenses in retirement.

## Calculating RMCs

The number of RMCs you receive is based on years of eligible health and welfare service. Use the table to determine your credits. If you're eligible and age 55 or older, you can view the RMCs available to you on [kcbenefitcompass.com](#) by clicking the *Current Benefits & Profile* tile. Note that you'll receive your next year of service (for RMC calculation purposes) each January 1 if you're employed (up to a maximum of 30 years of service). Your RMC balance will be updated by the end of the first quarter of each year.

*\*Dates vary for bargaining units. See page 24 or refer to your CBA for more details.*

## Using RMCs

How and where you use your RMCs will depend on your Medicare eligibility and the Medicare eligibility of your dependents.

- Non-Medicare Eligible:** If both you and your dependents are under age 65 and are not disabled, you'll be able to view and choose whether to use your RMCs during enrollment to pay your Non-Medicare K-C Retiree Medical premiums. You can elect to use your RMCs to pay the full monthly premium or you can opt to not use your RMCs and instead be billed for the full monthly premium.

Years of Service	Credits
15	40,000
16	44,300
17	48,600
18	52,900
19	57,200
20	61,500
21	65,800
22	70,100
23	74,400
24	78,700
25	83,000
26	87,300
27	91,600
28	95,900
29	100,200
30+	104,500

### Using RMCs Example: For Under 65 Non-Medicare K-C Retiree Medical Coverage:

- Age at Retirement: 60
- Years of Eligible Service: 30
- Total RMCs: 104,500
- 2025 Annual Premium for CDHP Blue with HSA 2-Party: \$28,895\*

	Retiree elects use of RMCs	Retiree does not elect use of RMCs
Retiree pays	\$0	\$28,895
Remaining RMC balance	76,697	104,500

*\*Visit [mykcbenefits.com](#) and search for Retiree Medical or contact Empyrean for premium cost details by plan option and coverage level.*

If you decide not to start Non-Medicare K-C Retiree Medical coverage or use your RMCs immediately, you can elect to do so during a later Annual Enrollment period or within 30 days after a qualifying life event. When credits are exhausted, you'll be billed for the full monthly premium.

- **Medicare Eligible:** If both you and your dependent(s) are age 65 or older or disabled, any remaining RMCs will transfer to a Health Reimbursement Account (HRA) through Via Benefits. You or your Medicare-eligible dependent must enroll in a Medicare supplemental medical and/or prescription drug plan through Via Benefits to be eligible for the HRA. Use your HRA to be reimbursed for medical, dental, and vision premiums including Medicare Part B, along with copays, deductibles, coinsurance, and other eligible health care expenses.

## Split Families

A split family occurs when either you or your spouse (or other dependent) are not Medicare-eligible while the other is Medicare-eligible. You have a couple of options to consider when using your RMCs to pay for coverage:

- **Option 1:** You can choose to use your RMCs to pay for the K-C Retiree Medical coverage for the non-Medicare-eligible person through Empyrean and the standard annual allotment will be automatically transferred to Via Benefits for the Medicare-eligible person.\* Empyrean will manage your RMCs and deduct the allotment sent to Via Benefits from your balance.
- **Option 2:** You can choose to pay the full cost of the K-C Retiree Medical coverage for the non-Medicare-eligible person and request Empyrean to transfer your full RMC balance to Via Benefits for use. The transfer of the RMC balance is a onetime occurrence and cannot be sent back to Empyrean for use in the future.

*\*The allotment is set by K-C each year. For 2025, the allotment is \$3,448 and is generally targeted to increase 3% annually.*

## Retiree Group Life Insurance

If you were hired before January 1, 2012\*, and will be age 55 or older with 15 or more years of eligible health and welfare service on your last day of employment, you may be eligible for Retiree Group Life Insurance (GLI).

K-C provides Retiree Group Life Insurance coverage equal to \$15,000 at no cost to you. If eligible, this coverage remains in effect until death. You're automatically enrolled when you leave K-C, but your beneficiary for active employee GLI doesn't carry over into retirement. Be sure to designate a beneficiary for your Retiree GLI. Contact Empyrean for details.

*\*Dates and amounts vary for bargaining units. See page 24 or refer to your CBA for more details.*





# Retirement Plans – Fidelity

## 401(k) & Profit Sharing Plan (401(k) & PSP)

You'll receive a notice in the mail after Fidelity is notified of your last day of employment.

- **Outstanding Loans:** If you have an outstanding loan that you don't intend to pay in full before you leave K-C, contact Fidelity to speak with a representative about how to continue loan repayments after you leave. If you don't continue repayments, this will be considered a taxable distribution and you may be subject to a penalty.
- **Fidelity Personalized Planning & Advice:** If you're currently enrolled in Personalized Planning & Advice, your account will continue to be managed by a professional investment team. Your account will remain enrolled in Personalized Planning & Advice until you opt out or take a lump sum distribution.
- **Payment Options:** The options available to you depend on the amount you have in your 401(k) account. Note that any distribution taken out of your account may be subject to a 10% early distribution tax penalty. However, this penalty does not apply if your last day of employment occurs in the year you turn age 55 or after. Contact Fidelity for more information.

Balances less than or equal to \$1,000	Balances between \$1,001–\$7,000	Balances greater than \$7,000
The entire amount will be automatically paid to you in cash unless you elect to roll it over into another plan or IRA.	It will automatically roll over into an IRA with Fidelity unless you roll it over into another plan or financial institution, or take a lump sum distribution.	You can leave your money in the Plan, take partial or scheduled payments, roll it over into another plan or financial institution, or take a lump sum distribution. If you leave your money in the Plan, required minimum payments will begin at age 73.

- **Request Payment:** When you're ready to set up scheduled payments, take a distribution, or roll over your balance, complete the request through [netbenefits.com](https://netbenefits.com) or by contacting Fidelity. You may want to consult with your tax and/or financial advisor before taking any payment from the Plan.
- **Discretionary Profit Sharing Contribution:** If you're employed on December 31, your last day of employment occurs during the year at or after age 55, or your employment ends due to death, you'll receive any discretionary profit sharing contribution made for the year for all months during that year in which you were paid eligible earnings and were eligible for the Plan. The contribution will be deposited into your 401(k) account during the first quarter following the year in which your last day of employment occurs.
- **Tax Form(s):** If you've taken any distributions from the Plan, you'll receive a Form 1099 for those distributions the following year. Make sure to keep your personal information current with Fidelity.

*\*If you receive an additional 401(k) & PSP contribution after you've taken a lump sum distribution, you'll need to contact Fidelity to elect how you want it to be processed. If you don't make an election, it will be processed according to your account balance as described in the Payment Options section.*



# Supplemental Retirement 401(k) & PSP

You may have a balance in the Supplemental Retirement 401(k) & PSP if your compensation exceeded the federal tax limits for the qualified 401(k) & PSP. If you're eligible, you can view your balance on [netbenefits.com](#). If you're leaving K-C, no action is needed from you if you're due payment(s). Payment(s) will be automatically processed by K-C payroll and you'll receive a Form W-2 the year following payment(s).

If you're due a payment from the Supplemental Retirement 401(k) & PSP, it may be paid in two parts:

- **Pre-2005 Account Balance:** This account balance is payable in the first quarter of the year following the year in which you left K-C.
- **Post-2004 Account Balance:** This balance is payable the later of:
  - March 14 of the year following the year in which you left K-C, or
  - The date which is six months following your separation date.

## Voluntary Deferred Compensation Plan (VDCP)

If you're eligible, no action is needed from you if you're due payment(s). Payment(s) will be automatically processed by K-C payroll and you'll receive a Form W-2 the year following payment(s).

For more information about your VDCP distribution, contact Fidelity at **800-551-2333**.

## Pension Plan

If you're eligible for a Pension Plan benefit, the value of the benefit is partially based on your age and length of service. There is no age restriction on when you can commence your benefit once you've left K-C. However, if you commence before age 55, your available payment options are limited and the benefit amount will be reduced. At or after age 55, your benefit amount may also be reduced if you commence your benefit before certain age and service milestones. These age and service milestones vary by location. Contact Fidelity for more details.

- **Benefit Estimate:** You can get an estimate of your benefit by visiting [netbenefits.com](#) and clicking *Pension*, then *Estimate*. You'll be prompted to enter the date you plan to leave K-C and the date you wish to begin receiving pension payments.
- **Present Value (Determined at Separation):**

Value Less Than or Equal To \$1,000	Value between \$1,001–\$7,000	Value Greater Than \$7,000
The benefit will automatically be paid to you in cash unless you choose to roll it over into an IRA or another plan.	The benefit will automatically roll over into an IRA with Fidelity, unless you elect cash or to roll it over into another plan or financial institution.	You can choose from several payment options.

- **Benefit Options:** You'll need to decide whether to commence or defer your pension benefit payment. Remember, regardless of when you begin payment, the benefit remains yours. If you want to collect your benefit when you separate, you'll want to start the process early. You can initiate your pension 90 days before you want payments to start by contacting Fidelity. You may want to consult a tax and/or financial advisor on the different benefit options available to you.
- **Collect Payment:** To collect your payment, you can start the initiation process online at [netbenefits.com](#) > *Pension* > *Collect Your Pension* or by calling Fidelity. You'll receive a retirement kit in the mail from Fidelity and, depending on your marital status and the pension option you elect, you may be able to complete all of the steps online. If notarized spousal consent is required because of the option elected, you'll need to complete the form and return it by mail. You'll receive a Form 1099 for any qualified pension payments. Make sure to keep your personal information current with Fidelity.

## Non-Qualified Pension Plan (SERP)

If you're eligible for the Pension Plan, you may also have a Non-Qualified Pension (SERP) benefit if your compensation exceeded the federal tax limits for the qualified Pension Plan. If eligible, you can view your benefit on [netbenefits.com](https://netbenefits.com). Fidelity will direct K-C payroll with regard to your payment information, and you'll receive payment(s) and a Form W-2 from K-C.

If you're due payment from a non-qualified benefit, it may be paid in two parts:

- **Pre-2005 Benefit:** If the present value of your pre-2005 benefit is equal to or less than \$25,000, you'll automatically receive this benefit as a single lump sum payment. If the present value is greater than \$25,000, this benefit is normally paid in the same form you elect for your qualified pension.\* You may also elect to receive this amount as a single lump sum payment, regardless of your qualified pension election.
  - **Time Limit:** If your Pre-2005 non-qualified pension benefit is greater than \$25,000 and you wish to collect your benefit as a single lump sum payment, regardless of your qualified pension election, your election must be on file with Fidelity no later than the end of the year prior to the year in which you're eligible to begin receiving your pension benefit. If no election form is on file, the form of payment will follow your election for the qualified Plan.
  - **Benefit Options:** To initiate or defer your Pre-2005 Non-Qualified Pension Plan (SERP), follow the same process as the Pension benefit. See page 19 for details. You may also want to consult with your tax and/or financial advisor regarding any payment.
- **Post-2004 Benefit:** This benefit is automatically paid as a lump sum on the later of six months after you separate from employment or the end of any consulting agreement, if applicable.

*\*Some plans may differ. Refer to the Summary Plan Description on [netbenefits.com](https://netbenefits.com) or call 800-551-2333 and choose the 401(k), HSA, & Pension option for details.*

**Note:** It's important to keep your banking information up to date with Fidelity for payment processing.





# Other Compensation

## Global Bonus Program (GBP)

The specific terms and conditions regarding the treatment of your bonus award (if eligible) when you leave K-C are covered in the GBP brochure found on *K-C & Me > HR > Compensation*.\* Note that any such payments are made at K-C's discretion, and K-C retains the right to change the payment amount at any time.

Below are some brief descriptions of how leaving K-C can impact your bonus award. For more details, view the brochure on K-C & Me\* or contact the K-C Compensation team at [Dallas.Compensation@kcc.com](mailto:Dallas.Compensation@kcc.com).

- **If you leave K-C before age 55:** If your last day of employment occurs before age 55 and any time prior to the bonus payment (even after the plan year ends), you forfeit your bonus award unless otherwise provided below.
- **If you leave K-C at or after age 55:** If you're an active employee on or after February 1, but your last day of employment voluntarily occurs before December 31, your bonus award will be pro-rated, paid at target based on your last day of employment, and paid within 90 days. If you retire on or after December 31, but before the payment date, your bonus award for the just-ended plan year will be paid based on actual performance results and an individual modifier of 100% and paid within 90 days. If you voluntarily leave prior to February 1, you're ineligible for bonus payment for the current plan year.
- **If you leave K-C under an involuntary separation agreement:** If your last day of employment occurs on or after February 1 under a signed separation agreement (other than for performance-based termination), your bonus award for the current plan year will be pro-rated, paid at target based on your last day of employment, and paid within 90 days. If you involuntarily leave on or after December 31, but before the date results for the just-ended plan year are approved, your bonus award for the just-ended plan year will be paid based on target with your severance. If you involuntarily leave between the approval of results and the bonus payment date, your prior-year bonus will be paid based on actual performance results at the time bonus is paid for active employees. If you have a performance-based termination or are otherwise involuntarily terminated, you forfeit your bonus award.

## Long-Term Incentive Awards (LTI)

The specific terms and conditions regarding the treatment of your awards when you leave K-C are covered in your award agreement and grant materials, which can be found at [mybenefits.ml.com](http://mybenefits.ml.com).

On the next page are some brief descriptions of how leaving K-C can generally impact your LTI awards. For more details, view the LTI program brochure on *K-C & Me > HR > Compensation*\*, refer to your LTI materials on [mybenefits.ml.com](http://mybenefits.ml.com), or contact the K-C Compensation team at [Dallas.Compensation@kcc.com](mailto:Dallas.Compensation@kcc.com).

\*Your access to K-C & Me will end once you leave K-C.

LTI Awards	If your last day of employment occurs before age 55	If your last day of employment occurs on or after age 55	
		On or before six months after grant date:	More than six months after grant date:
Performance Restricted Share Units (PRSUs)	You forfeit all unvested PRSUs and accrued dividend equivalent shares.	You forfeit PRSUs and accrued equivalent shares.	Your PRSUs will automatically vest upon termination and pay out at the end of the performance period (same as for active participants).
Annual Restricted Share Units (RSUs)		You forfeit Annual RSUs and accrued equivalent shares.	Your Annual RSUs will automatically vest and pay out upon termination.
Stock Options	<b>You forfeit all unvested Stock Options.</b> You must exercise your vested Stock Options within the lesser of three months after your last day of employment or within the original exercise period, whichever comes first.	<b>Your Stock Options automatically vest upon separation from K-C.</b> You must exercise your vested Stock Options within the lesser of five years after your last day of employment or within the original exercise period, whichever comes first.	
	If you hold shares of K-C stock in your individual investment account at Merrill Lynch (acquired from a vesting or exercise of your K-C awards), you may choose to continue to hold the shares, but you will need to sell or transfer them within a year of your exit. Contact Merrill Lynch if you have questions regarding your account.		







# Government Benefits – Social Security

## Eligibility

You can apply for Social Security benefits as early as age 62, but full benefits will not be paid until you reach age 65 or later, depending on your date of birth.

## Benefit Estimate

You can request an Earnings and Benefit Estimate Statement from the Social Security Administration (SSA) at any time. Contact the SSA to request an estimate.

## Request Submission

You should contact the SSA approximately 90 days before you're eligible to apply for Social Security benefits. Note that you're not required to sign up for Social Security retirement benefits if you continue to work past age 65.







# Collective Bargaining Agreement Dates

Age 55 with 15+ years of eligible health and welfare service on last day of employment

Location	Retiree Medical/RMCs	Retiree Life Insurance
Chester	Hourly organized employees who were hired before April 1, 2004	Hired prior to January 1, 2018
Kimtech	Hourly organized employees who were hired before June 1, 2004	Hired prior to January 1, 2017
Marinette	Hourly organized employees who were hired before May 1, 2004	Hired prior to January 1, 2020
Mobile	Hourly organized employees who were hired before June 1, 2009	Hired prior to January 1, 2015
Neenah Cold Spring Facility	Hourly organized employees who were hired before June 2, 2005	Hired prior to January 1, 2019

*This brochure 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.*

# NOTES

Lined area for notes.





