



# Paid Sick Leave Policy

## About Paid Sick Leave

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

- you, the employee, have a minor illness (mental or physical) or non-work-related injury,
- you have a condition that may qualify for Short-Term Disability (STD) benefits and you choose to use paid sick leave for scheduled workdays/shifts that fall within the seven calendar-day STD waiting (elimination) period, or
- you have an appointment for routine/preventive or non-routine health care during a scheduled workday/shift.

If you have a chronic, serious health condition as defined by the Family and Medical Leave Act (FMLA) and you require intermittent or continuous absences from work, paid sick leave will automatically be applied to approved absences until exhausted. For more information about the FMLA, review the FMLA Policy.

Paid sick leave isn't available in situations not associated with your own mental or physical illness, non-work-related injury, and health care unless otherwise required by law.

## Policy Eligibility

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

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

## Amount and Timing of Paid Sick Leave

If eligible, you receive up to 40 hours of leave per calendar year. Allotment amounts may vary where required by [local or state law](#). Paid sick leave is allotted each year effective January 1 unless you're on Long-Term Disability (LTD), Unpaid Leave or active duty Military Leave as of December 31 of the previous year, in which case your allotment will be available upon your return to active employment.

New hires become eligible for the full year's allotment on first day of active employment. The allotment is not prorated in the year of hire.

Rehires are eligible for the full year's allotment in year of rehire even if employment separation and rehire occur within the same calendar year and all or a portion of leave was used prior to employment separation. Individuals in a non-eligible employment classification (i.e., co-op) transitioning to an eligible employee classification become entitled to the full year's allotment as of their first day as an eligible employee.



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

You may be eligible for benefits under FMLA. You may also be eligible for STD benefits, and you can find a copy of your Disability Summary Plan Description by logging in to [kcbenefitcompass.com](http://kcbenefitcompass.com). If you have questions about your eligibility for FMLA and/or STD benefits or wish to file a claim, contact Matrix as outlined in the *Requesting Paid Sick Leave* section of this document. Unused paid sick leave as of December 31 is forfeited and isn't eligible for payout or carryover into the following year unless otherwise required by law.

### Compensation While on Paid Sick Leave

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

### Benefits

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

### Documentation

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

### Requesting Paid Sick Leave

Step	Details	Tips & Resources
<b>Step 1:</b> Follow your team's call-in procedure for reporting paid sick leave	Whether you become ill at work and are unable to finish your scheduled workday/shift or you're at home and unable to work due to illness or non-work-related injury, your team may need to plan for coverage during your absence so it's important for you to report your need for leave using your team's procedure in a timely manner.	If you're not familiar with the call-in procedure, contact your Team Leader and/or HR Representative.
<b>Step 2:</b> Record absence(s)	If you're an hourly paid employee and have advanced notice of your need for time off under this policy, request time off using the <b>Paid Sick Leave code (8309)</b> . If your absence is unexpected and you're unable to request time off in advance, work with your site time approver to have the absence recorded.  If you're a salaried overtime-eligible employee, use the <b>Paid Sick Leave code (8309)</b> on your timesheet.  <b>Note:</b> Salaried exempt employees are responsible for tracking absences similar to other types of time off.	<b>Online:</b> Log into the UKG Pro Portal and navigate to UKG Pro Time & Attendance (UTA).  If you're an hourly paid employee and need help, contact your Time Approver.  <b>Email:</b> UKG Payroll Service Center <a href="mailto:mykcpay@ukg.com">mykcpay@ukg.com</a>



<p><b>Step 3:</b> Contact Matrix if you feel your leave may be eligible for FMLA and/or STD benefits</p>	<p>Matrix will answer any questions you may have about your eligibility for FMLA and/or STD benefits. If you choose to file a claim, Matrix will fully evaluate your eligibility and determine what, if any, FMLA and/or STD benefits are applicable.</p> <p>If your leave qualifies under FMLA and/or STD, Matrix will coordinate the use of paid sick leave including absence entry into KC's time &amp; attendance system, if applicable.</p>	<p><b>Matrix</b></p> <p><b>Online:</b> <a href="https://matrixabsence.com">Matrixabsence.com</a></p> <p><b>Mobile App:</b> Matrix eServices Mobile (iOS and Android)</p> <p><b>Phone:</b> 877-202-0055 Monday – Friday 9 a.m. to 5 p.m. ET</p>
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### Paid Sick Leave Policy Questions

Submit your question to your HR Representative.

### Important Things to Note

#### Job Protection

You're protected from discipline or retaliation for the good faith usage of your benefits, including paid sick leave benefits.

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

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

#### Paid Sick Leave and Holidays

Each year, K-C sets Company-paid holidays and eligibility rules apply. Contact your HR Representative to understand if you're eligible to receive holiday pay when taking paid sick leave.

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

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

*This is a corporate policy and preempts any site-specific policies. K-C expects this policy to continue indefinitely. However, K-C reserves the right to make changes to and even discontinue this policy. If K-C were to terminate this policy or designate a partial termination with respect to a specific group of employees, each employee will have no further rights or obligations for future use of this policy.*

**Policy Effective Date:** January 1, 2020

**Policy Revision Date:** January 1, 2023