

Your K-C

Benefits

Enroll October 21
through
November 1.



Caring for You, While



You



Care for

The



World

At K-C, together we combine our care and dedication each day to make lives better for families all around the world. We use that same care and dedication within the company as we continue to look for new ways to make life better for you and your family.

What’s changing?

We routinely look across all of our benefits to be sure the benefits we offer remain competitive and align with our peers. This year we’ve identified the most effective changes, improvements, and additions to give you the support and resources you need to:

- recover from sickness and losspg. 3
- serve our nation and communities pg. 4
- heal and recuperate from a disabilitypg. 5
- care for and grow your familypg. 7
- grow your skills and careerpg. 8
- protect your family’s financial futurepg. 9
- save for future health care needs pg. 11

Take time now to review what’s new and changing effective January 1, 2020, for all salaried and non-organized production employees. Many of the changes outlined in this guide require no action from you. But it’s important to know what’s available so you can make the most of your K-C benefits in the coming year.

Note: If you work fewer than 30 hours per week, your benefits eligibility may vary.



Choose your 2020 Benefits October 21 – November 1. Learn more on pg. 13.



Having protection when the unexpected happens is important for your peace of mind.

Just as important is our ability to explain and manage these benefits across all employees, so you know what protection you have and how to use it when you need it. That's why we're making changes to our leave and disability benefits. We're standardizing and simplifying our policies and programs, keeping them sustainable for the long term and competitive with our peers.

Caring for You in

Sickness, Loss, and Service

Time away from work

Illnesses happen and it's understandable that we all need time to recover. At K-C we also understand there are other events, like the loss of a family member, serving your country, or fulfilling civic duties, that also require a period of rest, recuperation, or absence. With this in mind, we've made improvements to the following benefits.



Paid Sick Leave: We know you do your best work when you're

healthy. Therefore, it's important to take time for self-care when you're dealing with a short-term illness. We're providing you with 40 hours of paid sick leave.*

This new paid sick leave benefit will replace the sick leave and emergency leave policies currently available to some employees.

**Depending on the state where you work, there may be an additional state-mandated sick leave benefit. Visit your state's online resources to learn more.*



Bereavement Leave:

Experiencing the death of a spouse/domestic partner or child is when employees need our support the most. And this need goes beyond a few days of funeral preparation, which is why K-C is increasing the bereavement leave in these instances to 80 hours of paid time off to help with the grieving process. Paid time off for the death of other loved ones is available and the duration varies by relationship.



Military Leave: We're proud of our K-C employees who also serve our country. After deployment, returning to normal home and work life may require time off to adjust. So, we're adding a post-deployment leave benefit with 80 hours of paid time off to allow for a well-deserved break between deployment and returning to work.



Jury Duty/Testimony Leave: K-C offers jury duty/testimony leave to ensure you can fulfill your civic duty without added stress. We're standardizing the jury duty/testimony leave available, providing up to 80 hours of paid time off for qualifying absences based on the amount of jury duty or testimony required.



Family and Medical Leave Act (FMLA):

FMLA provides unpaid job-protected leave for eligible family and medical reasons. To minimize financial disruption while caring for yourself or a family member, your annual paid time off allotment (e.g., personal holiday, vacation) will automatically be applied to non-disability related FMLA absences.

More information about the leaves above will be outlined in the new standard leave policies available January 1, 2020.

Caring for You During a

Disability

Today our disability plan benefits differ by location. Moving forward, we're changing our disability plan benefits to one simplified design. While we're telling you about the change now, you don't need to do anything during Annual Enrollment as these changes require no action on your part.



New Disability Administrators:

We're transitioning our disability plans to two new vendors – a company called Matrix for Short-Term Disability (STD) and a company called MetLife for Long-Term Disability (LTD). These vendors are leaders in their industry and have the tools and resources in place to simplify the leave process and provide you with the support you need for the duration of your leave.



New STD Plan: Recovering from a disability can be complicated.

Your STD plan shouldn't be. We're redesigning your STD plan to include a standard waiting period, benefit amount, and payment process.

This new STD plan will replace all current STD and Weekly Disability Insurance (WDI) plans.

• **What's a waiting period?**

A waiting period, also known as an elimination period, is the number of calendar days from the date of your eligible disability that you have to wait before your disability benefits begin. K-C's new waiting period will be seven calendar days. During this waiting period, you can use paid sick leave and/or other paid time off to replace your pay until your STD benefit begins.

- **What is the benefit amount?**

The benefit amount you receive while on STD depends on how many weeks you'll need to recuperate from your eligible disability. You can be on STD for up to 26 weeks. The "How STD works" image below shows how your benefit amount breaks down across those weeks.

- **What is the payment process?**

Your STD payment will be paid directly through K-C payroll, so your deductions (e.g., 401(k), medical) will continue automatically.

**Optional LTD Changes:**

To align the cost of optional LTD insurance with other insurance programs, we're adding age bands for optional LTD premiums. So, if you elect additional LTD coverage beyond what K-C provides to you at no cost, you may see a difference in your benefit deduction amount.

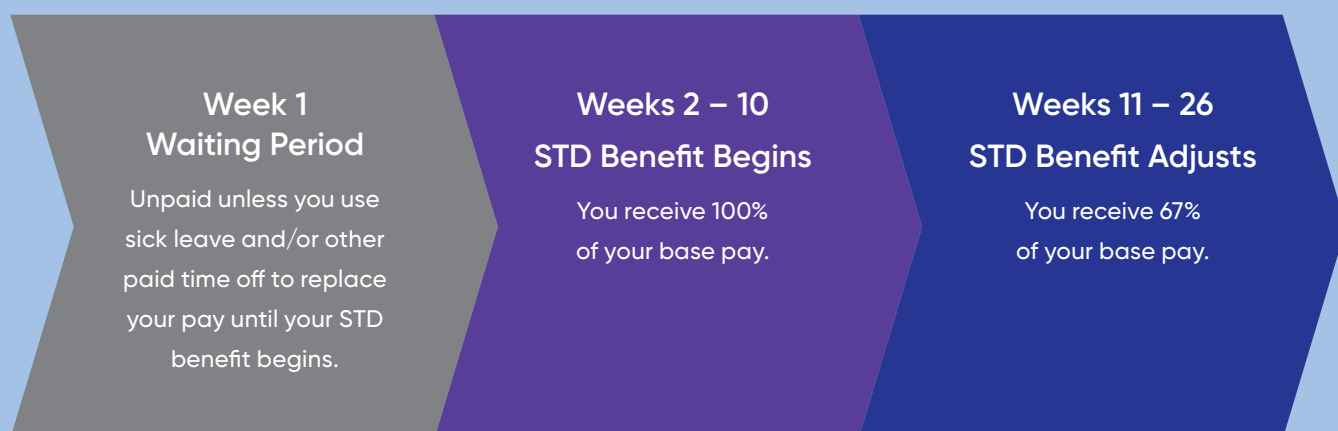
More information about the new disability experience will be provided in the December edition of K-C Benefits Buzz.

Note: Any claims with a date of eligible disability on or before December 31, 2019, will continue with Prudential under your current disability plan. If you're currently out on disability, you'll receive more information in the coming weeks.

What's optional LTD coverage?

If your eligible disability extends beyond 26 weeks, you'll move from STD to Basic LTD with 60% pay replacement. However, you have the option to purchase an additional 10% pay replacement coverage during Annual Enrollment. If you choose this option for the first time during Annual Enrollment, you'll be required to complete Evidence of Insurability (EOI) as part of the application process.

How STD works



Note: The length of your approved disability will depend on your medical condition or diagnosis. While on STD, your base pay will be calculated based on a 40-hour work week and vacation cannot be applied.



Caring for Your
Growth
and Your
Growing
Family

Education assistance, back-up care, surrogacy, adoption, and leave benefits

Personal growth is important when it comes to your career. It's equally important that you have support to care for your growing family – no matter where you are in the process. So we're adding more services and programs that let you grow your skills and manage a growing family.

Enhanced Education Assistance: It's important that we all continue to grow and learn, no matter your age or role at K-C. That's why we're expanding our current education assistance program to include reimbursement for certifications, software programs, and pass-fail courses up to the annual \$5,250 IRS limit. This includes trade or business certifications and more. The education/certification program you select must align with your K-C career development and be approved by your Team Leader.



New Back-Up Care Benefit: We know how stressful it can be when school closes, a babysitter cancels, or a parent has an emergency disrupting your regular child or parental care. That's why we're adding a new child and adult back-up care benefit to help lend a hand, so you don't have to worry about missing work. K-C will partner with Bright Horizons to provide you 10 subsidized back-up care visits per year with qualified, licensed caregivers. You can select from in-home or care center support from Bright Horizons' network of providers and pay only a small copay or hourly rate.

Once you've used all 10 of your subsidized visits, you can continue to use Bright Horizons to find care providers. However, you'll be responsible for the full cost of care. Stay tuned for the December edition of K-C Benefits Buzz to learn more about how this new benefit will work.

Growing Your Family: Whether you're adding to your family through birth or adoption, K-C supports you with financial reimbursement and time off to bond with your new child.



New Surrogacy Benefit:

We're adding a new surrogacy reimbursement benefit up to \$10,000 per child for eligible expenses.



Enhanced Adoption

Assistance: We're increasing the maximum reimbursement up to \$10,000 per child for eligible expenses.



Modified Parental Leave: K-C

provides 160 hours of 100% paid parental leave for new parents through birth (including surrogate delivery of your biological child) or adoption. This dedicated time is intended for you to bond with and adjust to life with your new child. To ensure this benefit is most effective, parental leave must now be used all at once and started within the first six months of the child's arrival. Foster placements will no longer be eligible.

If you have any remaining parental leave hours as of December 31, 2019, you must start using your remaining hours all at once by June 30, 2020.

Note: While on parental leave, your base pay will be calculated based on a 40-hour work week.



More information about the programs above will be outlined in the updated Education Assistance, Adoption and Surrogacy Assistance, and Parental Leave policies available January 1, 2020.

K-C is required to withhold applicable federal Social Security and Medicare taxes from adoption and/or surrogacy reimbursements and to report the total amount of reimbursements to the IRS on your Form W-2. K-C will also withhold federal income tax on surrogacy reimbursements. In addition, applicable state and local taxes may apply. K-C recommends seeking legal and/or tax advice regarding these reimbursements as all or part of your adoption assistance reimbursements may be taxable. See the applicable policies for more information.

Caring for Your Family's F



Income protection benefits

K-C wants to be sure you have the protection needed to cover what you love the most – the future of your family. That's why we automatically provide basic group life insurance coverage in the amount of two times your annual base pay at no cost to you. You can also purchase additional life insurance coverage for yourself, called supplemental life insurance.

Effective with this year's enrollment, you can purchase supplemental life insurance up to eight times your annual base pay. If you're already enrolled in supplemental life insurance, we're offering a special one-time enrollment. Depending on your current election, you may be able to increase your coverage level by one times your annual base pay without being subject to Evidence of Insurability (EOI).

Don't forget.

K-C offers optional insurance plans through Voya to supplement your income in the event of an unfortunate illness or accident. Learn more about critical illness insurance and accident insurance at mykcbenefits.com > **Health & Welfare > Income Protection.**



Future



Now and Later

Health Savings Account (HSA)

While your HSA can be used to pay for care today tax free, it can also help you build a nest egg for your health care expenses down the road. As you plan your spending account contributions for 2020, here are a few things to know.

- **HSA Contribution Maximum:** To comply with IRS regulations, the annual HSA contribution limits are increasing to \$3,550 for individuals and \$7,100 for families. These maximums include the K-C contribution to your account. If you're age 55 or older, you can contribute an additional \$1,000 per year.
- **HSA On Demand:** Any funds you elect to contribute for 2020 will be available in your account at the beginning of January through a feature called HSA On Demand. This way, you have the money you need to cover eligible expenses before the funds are deducted from your paycheck.

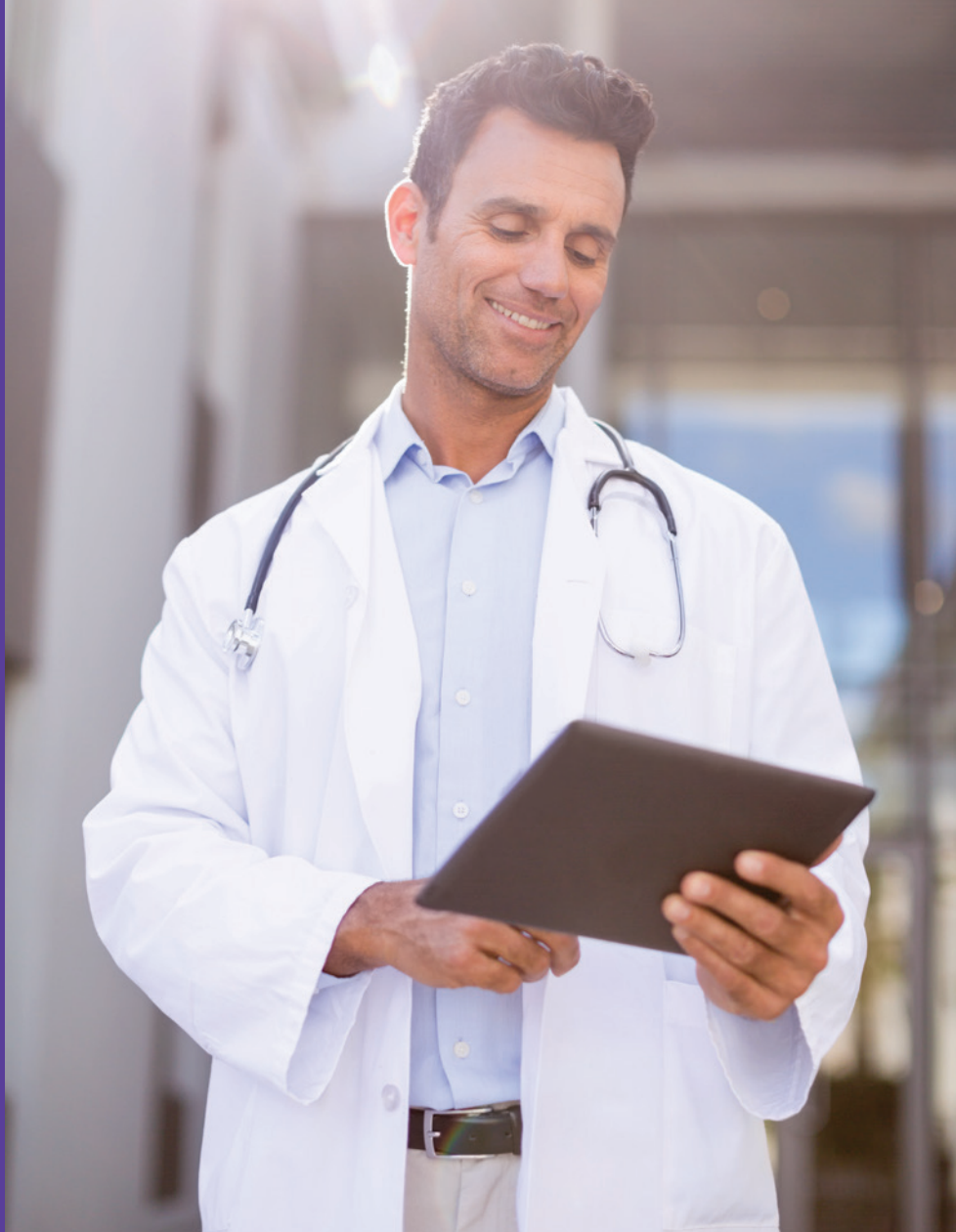
HSA Savings Tip

Contributing to an HSA offers a triple tax advantage. You won't be taxed when you:

- Contribute to your account
- Use your HSA to pay for eligible health care expenses
- Accrue interest and investment returns (if elected)

Note: State exclusions may apply.





Caring for You

24/7

LiveHealth Online

With the click of a button on your smartphone or computer, Anthem network doctors are ready to see you 24/7 with LiveHealth Online. Get help with minor problems like the cold, flu, or pink eye. They can even write a prescription and send it to your pharmacy. The best part is the cost of a medical office visit through LiveHealth Online is cheaper than going to your regular doctor or urgent care at \$59 per visit.

Learn more by going to **mykcbenefits.com** > **Resources** > **See a Doctor 24/7.**



24/7

Choosing your Care

Completing Your Enrollment

Now that you know what's changing, you'll need to complete 2020 Annual Enrollment between October 21 and November 1.



From a computer or mobile device, go to **mykcbenefits.com** and click *Enroll Today* or go directly to **kcbenefitcompass.com**.

When completing your enrollment online, keep the following in mind:

- You'll see a difference to K-C Benefit Compass and the online enrollment process, including new navigation.
- As you go through the online enrollment process, you may see a "recalculating" message on your screen. This means the system is calculating your paycheck costs as you move through each benefit.
- You'll have until 11:59 p.m. ET on November 1 to complete your enrollment online.



Call the K-C Benefits Information Line at **800-551-2333** and choose the Health & Welfare option. Emphyrean representatives are available Monday through Friday, from 9 a.m. to 5 p.m. ET. The hours will be extended to 6 p.m. ET during Annual Enrollment to provide you with more support.

Things to Consider

When completing your enrollment, consider the following:

- **How other coverage outside of K-C impacts your HSA eligibility:** During the enrollment process, you'll be asked to designate your HSA eligibility. If you're enrolled in TRICARE, Medicare, or a non-high deductible health plan outside of K-C, the IRS specifies that you cannot contribute to or receive company contributions into an HSA. There are also special eligibility considerations for Veterans Administration benefits.

If you're ineligible for an HSA, you'll be offered a CDHP with a Health Reimbursement Account (HRA) that meets IRS regulations. To learn more about HSA eligibility and/or the CDHP with HRA, visit **mykcbenefits.com > Health & Welfare > Medical**.

- **What information and paperwork you'll need if adding a new, eligible dependent:** You'll need their Social Security Number, date of birth, and address (if different from yours). Once you add them, you'll need to select the benefit you'd like them to have coverage for (e.g., medical, dental). Documentation is required for each new dependent you add and is due 30 days from the day you complete your Annual Enrollment.

If You Don't Take Action

If you don't enroll by the deadline, here's what to expect:

- **Medical Plan Option:** You and your covered dependents will default into the medical plan option you're currently enrolled in. If you declined coverage for 2019, you'll continue with no coverage in 2020.
- **Savings & Spending Account(s):** You'll have no employee savings or spending account contributions, meaning you'll miss out on an opportunity to lower your taxable income.
- **Tobacco User-Status:** You'll default to tobacco-user status, meaning you'll miss out on the \$240 Tobacco-Free discount on your annual medical paycheck costs.

Trying to quit tobacco?

You don't have to face it alone. Anthem provides a virtual tobacco cessation program with one-on-one support from trained experts. To learn more, register at livehealthonline.com/kimberlyclark and click the *Tobacco-free* tile.





After You Enroll

Once you've completed your enrollment here's what to expect:

- **Confirmation Email:** Within 24 hours of completing your enrollment, you'll receive a confirmation email from Empyrean to your K-C email address.
- **Changing Elections:** If you need to make changes to your elections before enrollment ends, log in to **kcbenefitcompass.com** on or before November 1 and click *Annual Enrollment Event - Confirmed*. If you need help, call **800-551-2333** and choose the Health & Welfare option.

Once Annual Enrollment ends, there may still be a few things that require action with K-C's spending account and assistance program administrator, ConnectYourCare:

- **Adoption and Education Reimbursement:** You have until **December 20** to submit your 2019 Adoption and Education Assistance claims. Any claims submitted after the annual 2019 deadline will be reimbursed from your 2020 allocation.

- **FSA and DCSA Expenses:** You have until **December 31** to incur expenses against 2019 Flexible Spending Account (FSA) and Dependent Care Spending Account (DCSA) balances.
- **FSA and DCSA Claims:** You have until **March 31, 2020**, to submit eligible 2019 FSA and DCSA claims (incurred January 1 – December 31, 2019).

What's Coming?

As we look ahead, we want to make you aware of an upcoming change to our payroll and time reporting systems in 2020. This change will involve transitioning vendors, implementing a new electronic time reporting system, and introducing cutting-edge technology to transform your user experience. Stay tuned for more information early next year.

2020 Medical Plan Options

As you prepare for Annual Enrollment, use the chart below to easily compare the two Consumer Driven Health Plan (CDHP) with HSA options available.

	CDHP Blue with HSA		CDHP Green with HSA	
How the Options Are Different				
	With Tobacco-Free Discount	Without Tobacco-Free Discount	With Tobacco-Free Discount	Without Tobacco-Free Discount
Your annual medical paycheck costs ¹	\$257 Individual \$1,794 2-Party \$3,345 2-Party Plus	\$497 Individual \$2,034 2-Party \$3,585 2-Party Plus	\$60 Individual \$1,060 2-Party \$2,244 2-Party Plus	\$300 Individual \$1,300 2-Party \$2,484 2-Party Plus
	In-Network	Out-of-Network	In-Network	Out-of-Network
Deductible	\$1,500 Individual \$3,000 2-Party \$3,000 2-Party Plus	\$3,000 Individual \$6,000 2-Party \$6,000 2-Party Plus	\$2,500 Individual \$5,000 2-Party \$5,000 2-Party Plus	\$5,000 Individual \$10,000 2-Party \$10,000 2-Party Plus
	In-Network	Out-of-Network	In-Network	Out-of-Network
Out-of-pocket maximum	\$3,000 Individual \$6,000 2-Party \$6,000 2-Party Plus	\$6,000 Individual \$12,000 2-Party \$12,000 2-Party Plus	\$5,000 Individual \$10,000 2-Party \$10,000 2-Party Plus	\$10,000 Individual \$20,000 2-Party \$20,000 2-Party Plus
How the Options Are The Same				
K-C's HSA contribution	\$700 Individual \$1,400 2-Party \$1,400 2-Party Plus			
Preventive Care	In-Network: K-C Pays 100%. Out-of-Network: You pay 100% until you reach the out-of-network deductible, then K-C pays 60%.			
Coinsurance, office visits, urgent care, emergency room, hospitalizations, lab, x-ray, imaging, mental health inpatient, and outpatient	In-Network: You pay 100% until you reach the in-network deductible, then K-C pays 80%. Out-of-Network: You pay 100% until you reach the out-of-network deductible, then K-C pays 60%.			
How Both Options Cover Prescription Drugs				
Preventive	K-C pays 100% for preventive prescriptions.			
Maintenance	K-C pays 100% for certain maintenance prescriptions. ²			
Generic, brand-preferred, and non-preferred brand	You pay 100% until you meet the deductible, then K-C pays 80%.			

¹ Amounts may differ based on rounding.

² To learn which maintenance prescriptions are included, log in to [caremark.com](https://www.caremark.com) or call CVS/caremark at 888-797-8911.

All options offered through a Kimberly-Clark medical plan provide coverage for breast reconstruction following a medically-necessary mastectomy. Reconstruction includes the affected breast and the non-affected breast to produce a symmetrical appearance, prostheses, and physical complications related to the mastectomy, including lymphedema, in a manner determined in consultation with the attending physician and the patient. This change was effective January 1, 1999, and is required to be communicated every year.



Attention Production Employees:

You'll move from having benefit deductions taken over 24 pay periods to 26 pay periods beginning with your first paycheck in 2020. This means your benefit deductions will be taken in smaller increments throughout the year.

You'll see your 2020 benefit deduction amounts when you complete your enrollment online.

Questions or Concerns?

Call the K-C Benefits Information Line at **800-551-2333** and choose the Health & Welfare option. Emptyrean representatives are available Monday through Friday, 9 a.m. to 5 p.m. ET with extended hours to 6 p.m. ET during Annual Enrollment.

Plan Change Details

Each of K-C's medical plan options provide a Summary of Benefits and Coverage (SBC) with key plan details that reflect medical plan changes. You can access the 2020 SBCs by logging in to kcbenefitcompass.com > **Plan Information**.

This notice is a summary of the governing Plan documents and policies. It's intended to be a brief description and cannot present all of the details of the Plan provisions.

In all cases, the provisions of the applicable Plan will govern. Except for certain provisions subject to collective bargaining, Kimberly-Clark reserves the right to make changes to its benefits programs at any time.



P.O. Box 59051
Knoxville, TN 37950-9051