



Maternity Leave Overview

Welcoming a new baby to the family can be both exciting and hectic, with lots of things to consider and do. At K-C, the term “maternity leave” refers to birth mom’s overall time away from work. This document provides a quick checklist of maternity leave action steps, and a brief overview of the benefits K-C provides to expectant moms.*

Early Pregnancy

Within the first few months...	<ul style="list-style-type: none"> • Sign-up for one-on-one specialized support throughout your pregnancy at no cost with Maven. • Learn about K-C’s benefits and the resources available to you by downloading and registering for the My K-C Benefits mobile app. See page 2 for more details. • Talk to your Team Leader about your planned time away from work before/after childbirth. • If planning to breast feed: <ul style="list-style-type: none"> ○ Contact an Anthem supplier (see page 2) to order an eligible breast pump at no cost to you. ○ Check with your Team Leader for information on accessing your site’s nursing mothers’ room.
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Near Due Date

30 days before due date...	<ul style="list-style-type: none"> • Read the K-C Disability Guide to understand the disability process and call Reliance Matrix (Matrix) at 866-658-3850 to initiate your maternity leave claim. Be sure to have your health care provider’s contact information handy, including fax number, as you’ll be asked to share it. • Communicate finalized plans to your Team Leader for time away from work.
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Post-Birth

Following the birth...	<ul style="list-style-type: none"> • Matrix will contact you shortly after your expected due date to confirm your baby’s actual birth date. If your baby is born earlier than expected, contact Matrix. • Within 30 days after birth: Log in to kcbenefitcompass.com and click the <i>Life Events</i> tile on the home page to update your Health & Welfare benefits. You’ll be required to provide documentation to certify your new dependent’s eligibility for benefits. If you need assistance, call Empyrean at 800-551-2333 (choose the Health & Welfare option). Representatives are available Monday through Friday from 9 a.m. to 5 p.m. ET. • Review and update (if needed) your designated beneficiaries for all plans that pay a benefit in the event of your death. Remember, you’ll need to review/update your beneficiaries with both Empyrean and Fidelity.
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Key Things to Remember

<ul style="list-style-type: none"> • In cases of high-risk pregnancy or unexpected delays in recovery following childbirth, your health care provider can work with Matrix to request an extension of your leave period, subject to approval by Matrix. • The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with job-protected time away from work for recovery and bonding following childbirth. If eligible, you’re allotted up to 12 weeks of FMLA per year, and this time away from work is unpaid unless paid time away from work such as maternity leave, parental leave, and vacation are used concurrently to receive pay. K-C automatically applies FMLA protection to your time away from work following childbirth. Some states have similar laws; federal and state FMLA runs concurrently. • If your baby is born near the end of the year, carefully consider your time away from work plans to help avoid losing unused vacation. Remember, a maximum of 40 unused vacation hours can be carried over to the following year (unless you live in a state where payout is required). There’s no exception to this policy for late-year childbirth. Talk to your Team Leader about your time away from work plans.



K-C Benefits Overview

The table below provides an overview of the benefits available to support you as you grow your family. To access personalized benefits information, download and register for the My K-C Benefits mobile app. Through the mobile app, you can access additional maternity resources by selecting *Life > Life Events* from the homepage. You can also quickly connect with the benefit vendors using the Quick Links & Contacts page.

[Click here](#) to access registration instructions.

Note: The benefit names that appear in blue in the table below link to more general information on mykcbenefits.com.

Overview		
Family Building Support	No matter where you are in your family building journey, Maven is available to support you and your spouse/partner. Get free 24/7 virtual access to top-rated providers via unlimited video appointments, messaging, and classes—all from the comfort of your home at no cost. Maven provides support at every stage including preconception, fertility, pregnancy, and postpartum. To get started, go to mavenclinic.com/join/kc .	Maven mavenclinic.com/join/kc support@mavenclinic.com
Maven Milk	Maven Milk helps moms and new parents' transition back to work and get breast milk home to baby—easily, reliably, and safely. Maven Milk offers breast milk shipping and convenient domestic and international travel kits.	
Breast Pump Coverage	If enrolled in an Anthem medical plan option, you can select an eligible breast pump at no cost to you. Call Anthem for more information on how to order your pump through an eligible supplier.	Anthem anthem.com 866-873-4010 Monday – Friday 8 a.m. to 8 p.m. ET
Employee Assistance Program (EAP)	Online, face-to-face, and telephonic resources available to you and your family if help is needed with life's challenges; services provided at no cost to you.	EAP global.supportinc.com Group code: kcc 877-638-5307 24/7, 365 days a year
Short-Term Disability (STD)	Paid time away from work and wage replacement following childbirth (minimum of six weeks); your K-C STD benefit can be used in combination with other types of time away from work (e.g., sick leave, parental leave, personal holidays, vacation) to extend your time away from work. For more information refer to page 3. Note: Matrix will work with your provider to determine the approved length of your STD benefit with additional time given in cases of complications.	Reliance Matrix Matrixabsence.com 866-658-3850 24/7, 365 days a year
Parental Leave	8 calendar weeks of paid time away from work to help you bond with and care for your newborn; can be used all at once or intermittently and must be used within 12 months of childbirth; can be used in conjunction with STD and other types of time away from work (e.g., personal holidays, vacation). For more information refer to page 3.	
Dependent Care Spending Account (DCSA)	Benefit that allows you to set aside pre-tax dollars from your paycheck; funds can be used to pay for daycare expenses once you're back to work. You can only enroll in the DCSA following a qualifying life event or during Annual Enrollment. For questions, contact Fidelity. To enroll, log in to kcbenefitcompass.com .	Fidelity Netbenefits.com 800-551-2333 Monday – Friday 8:30 a.m. to 8:30 p.m. ET



<u>Back-Up Care</u>	Benefit that provides last-minute subsidized care when there's a disruption in your regular child or adult care arrangements, so you don't have to miss work. You receive 10 subsidized visits per calendar year for center-based childcare and in-home child and adult care.	Bright Horizons clients.brighthouse.com 877-242-2737 24/7, 365 days a year
Hospital Indemnity	Pays a cash benefit if you or your covered dependents are hospitalized, including for childbirth. If you're already enrolled in coverage while hospitalized for childbirth and would like to receive an enhanced cash benefit for your newborn, you must enroll your newborn in coverage within 30 days of birth and then submit your claim to Voya. Click here to view an example of how the newborn benefit works.	Voya presents.voya.com/EBRC/KimberlyClarkCorporation 888-238-4840 Monday - Friday 9 a.m. to 6:30 p.m. ET
Child & Adult Resource Exchange Network	K-C employee resource group available that provides information and opportunities that assist parents/guardians in their efforts to balance their work/home life.	Varies by site

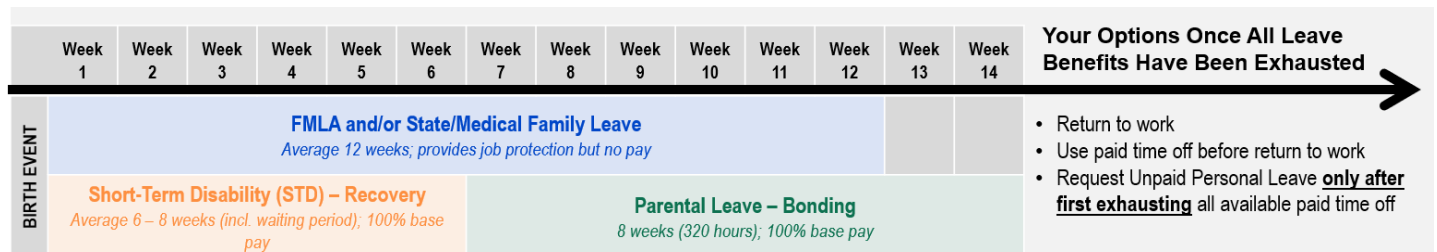
*Note that some of the information in this document may not apply to you.

Time Away from Work Illustration

Below is a general overview of how K-C's time away from work benefits work following your new family members arrival. For more information on your time away from work benefits, refer to the Parental Leave Policy available on the My K-C Benefits mobile app by selecting *Time > Other Leaves* or call Matrix at **866-658-3850**.

For Birth Moms electing to use Parental Leave all at once.

You'll first receive STD benefits for your recovery from childbirth. Parental leave immediately follows the end of the STD benefit period. The 12-week FMLA entitlement runs simultaneously with STD and parental leave until it's fully exhausted.



For Dads, Non-Birth Moms & Adoption electing to use Parental Leave all at once.

You'll first be eligible for parental leave which runs simultaneously with FMLA (if eligible). You'll have an additional 4 weeks of FMLA-only bonding leave that you can take. Remember that the FMLA-only portion will be unpaid unless you instruct Matrix to use personal floating holidays and/or vacation to receive pay.





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