



# Parental Leave Policy

## About Parental Leave

Kimberly-Clark (K-C) offers paid parental leave to support quality bonding time after birth or adoption.

## Policy Eligibility

### You're eligible for leave under this policy if:

- you're an active full-time or part-time (regularly scheduled 20 hours or more per week) salaried employee, or a full-time hourly paid employee not covered by a Collective Bargaining Agreement or
- you're a full-time Chester, Kimtech, Mobile, Neenah Cold Spring or satellite facility hourly paid employee,
- you're not classified as temporary/intermittent, intern, or co-op, and
- you welcome a new child to your family through birth (including surrogate delivery of your biological child) or adoption on or after your first day of employment.

Parental leave isn't available in the following situations:

- Foster placement of a child.
- Adoption of your or your spouse's/partner's family member (e.g., grandchild, niece/nephew).
- Marriage where you as the K-C employee become a step parent or adoptive parent to your new spouse's child(ren).
- You begin a domestic partnership, and your partner has a child(ren).
- You as a K-C employee choose to be a surrogate mother.
- Miscarriage or stillbirth.

## Amount of Parental Leave

K-C provides seven calendar weeks of parental leave following birth or adoption. In the event of multiple births that occur at the same time, like twins, or adoption of more than one child placed with you at the same time, you'll receive one seven-week paid parental leave period

For K-C couples where both you and your spouse/partner are eligible for parental leave, both of you are eligible for your own parental leave benefit. You and your spouse/partner may take parental leave at the same time or separately.



### Timing of Parental Leave

Parental leave may be taken in one continuous block of time or intermittently in a minimum of one calendar week increments. All leave must be taken within 12 months following date of birth or adoption.

**Policy Transition Note:** Prior to January 1, 2023, parental leave could only be taken in one continuous block of time and had to be started within six months following birth or adoption.

- If you experienced a birth or adoption in late 2022 and began your parental leave prior to January 1, 2023, your leave must be taken in one continuous block of time—you're not eligible to switch to using leave intermittently.
- If you experienced a birth or adoption in late 2022 but elect to begin using leave on or after January 1, 2023, you have the choice of taking leave on a continuous or intermittent basis. All leave must be taken within 12 months following birth or adoption.

Event	Timing of Paid Parental Leave	Key Details and Resources
<p><b>Birth</b> for birth mom</p>	<p>You'll first be eligible for Short-Term Disability (STD) benefits for your recovery from childbirth.</p> <p>Your parental leave benefit period will immediately follow the end of your STD benefit period unless you plan to return to work and take your parental leave later. In this case, your parental leave must be taken within 12 months following birth.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• Using personal floating holidays or vacation following your STD benefit period isn't considered a return to work.</li> <li>• If you return to work after STD ends and want to take parental leave later, you'll need to file a new claim for parental leave.</li> </ul>	<p>Visit <a href="https://mykcbenefits.com">mykcbenefits.com</a> to review the Maternity Leave Checklist and other information to consider before and after your child is born.</p>



Event	Timing of Paid Parental Leave	Key Details and Resources
<p><b>Birth</b> for dad or non-birth mom (including surrogate delivery of your biological child)</p>	<p>You may take parental leave after your child is born as long as all leave is taken within 12 months following birth.</p>	<p>Obtain proof of birth that lists you as a parent and your child’s birth date. You’re required to provide this documentation when you file your claim for parental leave.</p> <p>If your child is delivered through a surrogate, you may be eligible for reimbursement of expenses related to the surrogacy process. Review the Adoption and Surrogacy Assistance Policy on <a href="http://mykcbenefits.com">mykcbenefits.com</a> for more information.</p>
<p><b>Adoption</b></p>	<p>You may take paid parental leave after your child is placed with you for adoption as long as your leave is taken within 12 months following placement.</p>	<p>The adopted child must be under age 18. This age limit doesn’t apply to a child with special needs*.</p> <p>You’re required to provide documentation showing you as an adoptive parent and date of placement when you file your claim for parental leave.</p> <p>You may be eligible for reimbursement of adoption-related expenses. Review the Adoption and Surrogacy Assistance Policy on <a href="http://mykcbenefits.com">mykcbenefits.com</a> for more information.</p>

*\*A special-needs child is considered physically or mentally disabled and incapable of self-sustaining employment due to a physical or mental disability and dependent on you for support and maintenance as defined by the Internal Revenue Code.*

While you’re not required to take your full parental leave benefit, you’re encouraged to do so. Parental leave will not be paid as cash in lieu of taking time off. Unused leave is forfeited and cannot be applied to future parental leave requests nor is unused leave paid out at time of employment separation.

In the unfortunate event of your child’s passing, the ability to take parental leave ends as of the date of death. However, separate paid benefits under K-C’s Bereavement Leave Policy would be available.



## Compensation While on Parental Leave

If you're an hourly paid employee, your daily leave benefit is calculated using a five-day work week regardless of your work schedule. The chart below shows an example of how parental leave benefits are calculated.

Your annual base pay* divided by 52 weeks, then divided by 5 days**.	Annual base salary = \$70,200  $\$70,200 / 52 = \$1,350$  $\$1,350 / 5 = \$270$  Daily Leave Benefit = \$270
Your daily leave benefit will be applied to every weekday Monday through Friday that falls within your approved leave period and payroll schedule.	

**Example:** Below is an example of how Tim used his parental leave benefit and how his daily leave benefit is applied. Tim elects to use two weeks of his seven-week benefit beginning Wednesday, April 5 and ending Tuesday, April 18.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			<b>Off</b> <i>Leave Start</i> Paid Leave \$270	<b>Off</b> Paid Leave \$270	<b>Scheduled</b> Paid Leave \$270	<b>Scheduled</b>
<b>Scheduled</b>	<b>Scheduled</b> Paid Leave \$270	<b>Off</b> Paid Leave \$270	<b>Off</b> Paid Leave \$270	<b>Off</b> Paid Leave \$270	<b>Scheduled</b> Paid Leave \$270	<b>Scheduled</b>
<b>Scheduled</b>	<b>Off</b> Paid Leave \$270	<b>Scheduled</b> <i>Leave End</i> Paid Leave \$270				

*\*Your annual base pay amount in Workday can be found under Compensation and is listed as Total Base Pay. It's your base (straight) hourly pay rate multiplied by the average number of hours you're scheduled to work per week. For most rotating-shift employees, the average is 42 hours per week.*

*\*\*For claims effective before January 1, 2023, the daily leave benefit used a seven-calendar day calculation.*

Parental leave doesn't count as hours worked for overtime calculations.

If you're a salaried-paid employee, you'll continue to receive your base salary during the leave period.



For both hourly paid and salaried employees:

- Generally, parental leave benefits are paid through K-C payroll on your normal pay frequency. If your initial benefit payment is approved after the cut off for regular payroll processing, K-C will make arrangements to pay the amount owed to you as soon as administratively possible. Keep in mind that the pay period dates shown on your K-C pay statement are based on the payroll processing schedule and may not represent the dates for which you receive parental leave benefits.
- If you become eligible for a pay change during your leave, the pay rate in effect on the date before leave begins will continue to be used to calculate your leave benefit.
- You'll be asked to provide proof of birth, like a birth record from the hospital or proof of adoption placement to verify your eligibility for paid benefits. You'll receive information about how to submit your documentation when you file your claim—be sure to submit your documentation in a timely manner so you can begin receiving your paid benefit and avoid a gap in pay. Separate proof of birth is not required for K-C birth moms who transition to parental leave immediately after the STD benefit period ends.
- If you work in a state that provides a paid family leave benefit, your K-C parental leave benefit will be reduced by the amount of any state benefit you're eligible to receive.

### Requesting Parental Leave

Step	Details	Tips & Resources
<p><b>Step 1:</b> Notify Your Team Leader.</p>	<p>You're required to provide your Team Leader with notice of your planned leave at least 30 days before you expect to start leave. If you plan to take leave on an intermittent basis, each request requires 30-day advanced notice.</p> <p>If you plan to use other time off (personal floating holiday or vacation) in conjunction with parental leave, be sure to share those plans with your Team Leader as well.</p> <p><b>Important:</b> Your Team Leader may ask that you defer the start of your leave if a 30-day notice is not provided.</p>	<p>Consider providing notice to your Team Leader in writing so there's a record of your request.</p>



Step	Details	Tips & Resources
<p><b>Step 2:</b> Notify Matrix.</p>	<p>Once your child is born or placed with you for adoption and you're ready to start your leave, submit your leave request to Matrix by filing a claim using one of the methods listed to the right. You'll be assigned an Absence Management Specialist who will help walk you through the process and determine your eligibility for parental leave benefits and, if applicable, state-funded benefits.</p> <p>Matrix will require proof of birth showing you as a parent and the child's date of birth or adoption paperwork. For intermittent use of leave, you'll only need to provide your documentation once, when you file your initial claim. If the documentation is in a foreign language, you're responsible for having the content translated into English. Any cost to translate documentation is also your responsibility and will not be reimbursed by K-C or Matrix.</p> <p>Matrix will notify you and your Team Leader once your leave request has been reviewed and whether the leave is approved or if additional information is needed to complete your request.</p> <p>Matrix will manage updates to your K-C records for the parental leave period—no absence code entry is required by you or your site.</p>	<p><b>Matrix</b> Three ways to file your claim—online tool and mobile app allow you to upload your documentation into your claim.</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>

## Important Things to Note

### Benefits

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

### Job Protection

K-C's Code of Conduct prohibits subjecting you to discipline or retaliation for the good faith usage of your benefits, including parental leave benefits. However, you may be subject to disciplinary action, up to and including termination of employment, if you're found to have taken absences under this policy fraudulently.



### Parental Leave and Family and Medical Leave of Absence (FMLA)

Parental leave under this policy will run concurrently with any state and/or federal FMLA that may be available to you, to the extent permitted by law; therefore, parental leave may not be used consecutively after FMLA for the same event. In other words, you're not able to first exhaust your FMLA entitlement for the birth or adoption of a child and then take your parental leave.

When you file your claim for parental leave with Matrix, they will also determine your eligibility for FMLA and provide written notice to you, as required by law, about your FMLA eligibility. If you're not FMLA-eligible, the written notice will include the specific reason why; however, being ineligible for FMLA doesn't impact your eligibility for parental leave. As outlined in the Job Protection section of this document, good-faith use of parental leave provides job protection.

The examples below show how parental leave and FMLA work together.

#### Example #1: Birth Mom—Continuous Leave

You'll first receive Short-Term Disability (STD) benefits for your recovery from childbirth. Parental leave immediately follows the end of the STD benefit period. The 12-week FMLA entitlement runs concurrently with STD and parental leave and is fully exhausted. The 13<sup>th</sup> week of leave (7<sup>th</sup> week of parental leave) doesn't run concurrently with FMLA; however, as outlined in the Job Protection section of this document, the 13<sup>th</sup> week of leave is also protected.



#### Example #2: Dads, Non-Birth Moms and Adoption—Continuous Leave

You'll first be eligible for parental leave which runs concurrently with FMLA. You'll have an additional 5 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.



If you elect to take parental leave intermittently, any FMLA benefit for which you're eligible will run concurrently, like the examples of continuous parental leave shown above.

### Parental Leave and Holidays

You're not eligible to receive pay for a Company-designated holiday that may fall during your parental leave period, nor is the length of your parental leave extended if a Company-designated holiday falls during your leave period.



### Parental Leave Interaction with State or Federal Laws

If there exists applicable state or federal laws granting parental leave (i.e., paid family leave), you'll be provided with the greater benefit offered by either K-C or as required by law. Any parental leave taken in this circumstance would satisfy state or federal leave entitlement and would run concurrently with FMLA, if applicable and available, and as allowed by law.

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

**Policy Effective Date:** January 1, 2016

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