



Military Leave Policy

Policy Highlights

Kimberly-Clark (K-C) recognizes and values our employees enlisted in or a commissioned officer of the Uniformed Services. In addition to providing unpaid, job-protected leave as required by the Uniformed Services Employment and Reemployment Rights Act (USERRA), K-C provides financial support through paid leave benefits. This policy covers how K-C complies and coordinates pay and benefits and action you need to take when going on and returning from military leave.

Policy Eligibility

All employees, including intermittent/temporary employees, interns, and co-ops, currently/newly enlisted in or a commissioned officer of the Uniformed Services are eligible for unpaid, job-protected leave as outlined under USERRA. Learn more about USERRA at [dol.gov](https://www.dol.gov).

You're eligible for the paid leave benefits described in this policy if:

- you're an active full-time or part-time (regularly scheduled for 20 hours or more per week) salaried or hourly paid employee not covered by a collective bargaining agreement,
- you're not classified as an intermittent/temporary employee, intern, or co-op, and
- you're enlisted in, newly enlist in or a commissioned officer of the Uniformed Services as defined under USERRA.

Amount of Military Leave

In general, USERRA offers up to a total (cumulative) of five years of unpaid, job-protected leave for qualifying military service.

Compensation While on Military Leave

The chart below outlines the paid leave benefits provided by K-C for the various types of military leave you may need or be required to take.

Leave Type/Description	Paid Leave Benefit
New Enlistment Attend required training for new Guardsman or Reservist enlistment	100% K-C base pay for duration of training period
Inactive-Duty Training Required, annual training spanning 24 calendar days over a 12-month period (sometimes referred to as "weekend training")	100% K-C base pay up to 24 absences per 12-month period if training occurs on date of a regularly scheduled work shift
Annual Active-Duty Training Required, continuous training held annually, typically ranging from 14 to 29 calendar days	100% K-C base pay up to 29 calendar days per 12-month period



Leave Type/Description	Paid Leave Benefit
Fitness-for-Duty Exam Required annual exam to verify fitness for military duty; typically conducted during Annual Active-Duty Training but may be scheduled separately	100% K-C base pay up to one absence per 12-month period if exam isn't conducted during Annual Active-Duty Training and occurs on date of a regularly scheduled work shift
Military Funeral Support Required absence to participate in a military funeral as part of designated unit funeral duty	100% K-C base pay up to one absence per funeral if funeral occurs on date of a regularly scheduled work shift
Training and Conferences to Maintain/Advance Military Rank Required or voluntary attendance of training and/or conferences needed to maintain or advance military rank	Unpaid leave: you can request to use other K-C paid time off benefits (personal holidays, vacation) to cover regularly scheduled work shifts that occur during leave period
Active-Duty Deployment Required or voluntary deployment to support regional, national, or international military duty	100% K-C base pay, reduced by amount of military base pay for duration of deployment Note: To receive this paid leave benefit, you'll be required to submit a copy of your detailed military pay voucher so that differential paid leave benefit can be calculated
Post-Deployment Leave Voluntary, continuous leave available upon return from a required or voluntary Active-Duty Deployment and before returning to work	100% K-C base pay up to two calendar weeks immediately following return from Active-Duty Deployment

If you're a salaried employee and eligible for a 100% K-C base pay benefit, you'll continue to receive your normal base salary.

If you're an hourly paid employee, Matrix, K-C's leave of absence administrator, will manage your paid leave benefits as follows:

- For Inactive-Duty Training, Fitness-for-Duty Exam and Military Funeral Support, Matrix will enter a paid absence in the K-C time and attendance system if your leave occurs on the date of a regularly scheduled work shift. These absences are paid at your regular base (straight) pay rate and don't count toward the calculation of overtime.
- For New Enlistment, Annual Active-Duty Training and Post-Deployment Leave, Matrix will use your annual Total Base Pay amount from Workday as the basis of your paid leave benefit. See the next page for an example of the calculation.
- For Active-Duty Deployment, Matrix will also use your annual Total Base Pay amount from Workday as the basis for the calculation; however, the K-C benefit will be reduced by the amount of military base pay you receive for the leave period. See below for an example of the calculation.



Example Benefit calculation—Hourly Paid Employees

<p>Step #1—Calculate 100% K-C Weekly Base Pay</p> <p>Workday Total Base Pay divided by 52 weeks</p>	<p>\$60,000 divided by 52</p> <p>\$1,153.84</p> <p>100% K-C Weekly Base Pay</p>
<p>Step #2—Calculate 100% K-C Daily Base Pay</p> <p>100% K-C Weekly Base Pay divided by 7 days</p>	<p>\$1,153.84 divided by 7</p> <p>\$164.84</p> <p>100% K-C Daily Base Pay</p>
<p>Step #3—Calculate 100% K-C Base Pay for Approved Paid Leave Benefit</p> <p>Note: Depending on length of approved leave period, both the 100% K-C Weekly Base Pay amount and 100% K-C Daily Base Pay amount may be used</p> <p>Example: Annual Active-Duty Training for 18 calendar days = 100% K-C Daily Base Pay times 18 days</p>	<p>\$164.84 times 18 days</p> <p>\$2,967.12</p> <p>100% K-C Base Pay Total Paid Leave Benefit</p>
<p>Step #4—Calculate 100% K-C Base Pay with Offset for Military Base Pay</p> <p>Note: This step only applies for Active-Duty Deployment</p> <p>Example: Active-Duty Deployment for 18 calendar days = 100% K-C Daily Base Pay times 18 days minus amount of military base pay during leave period (\$1,000)</p>	<p>\$164.84 times 18 days Minus \$1,000</p> <p>\$1,967.12</p> <p>100% K-C Base Pay with Offset of Military Base Pay Total Paid Leave Benefit</p>

If you're eligible for a paid benefit, Matrix will notify K-C payroll of the amount owed to you, and the payment will be processed with your normal payroll frequency.

Any change in pay that may take effect during your leave period will not change the amount of your paid leave benefit. In other words, Matrix will use the annual Total Base Pay amount in effect on the date immediately before your leave begins for the duration of your leave. See the *Requesting Military Leave* section of this document for information about reporting your military leave and requesting pay differential for Active-Duty Deployment.

Benefits

Health & Welfare

Your K-C benefits coverage will continue during military leave at the same cost you pay while you're actively working. The cost of coverage will be deducted through payroll unless you're on Active-Duty Deployment in which case you'll be billed for the cost of coverage. If you begin leave for New Enlistment, Annual Active-Duty Training or Active-Duty Deployment, you also have the option to drop K-C benefit coverage within 30 days following the start of your leave if you plan to use coverage provided by the military during your leave. You'll be eligible to re-elect K-C benefit coverage within 30 days after your return-to-work date.



401(k) & Profit Sharing Plan

Any pay you receive from K-C under this policy is considered 401(k) eligible earnings meaning that contributions will be deducted from your check if you're participating in the 401(k), and the paid benefit will count toward the calculation of any discretionary profit sharing contribution. You may also be eligible to make up missed 401(k) contributions and earn Company matching contributions for your military leave period. Contact Fidelity upon your return to work with questions about make-up contributions.

Call **800-551-2333** to reach the K-C Benefits Information Line. From there, choose the Health & Welfare option to speak to an Empyrean representative or choose the 401(k) & Pension option to speak with a Fidelity representative.

Requesting Military Leave

Step	Details	Tips & Resources
<p>Step 1: Notify your Team Leader.</p>	<p>As soon as you learn about upcoming military leave that will require you to be away from work, notify your Team Leader so he/she can plan for covering your work while you're away. For example, share the schedule you receive for Annual Active-Duty and Inactive-Duty Training upon receipt of the schedule.</p> <p>The most important information needed is how long you're expected to be away and any additional time off you may want to take upon your return to work. Keep your Team Leader up to date in case your orders change, and you'll be out longer than expected or returning to work early.</p>	<p>Review/update your Workday profile to include your personal email address and phone number so your Team Leader can stay in touch with you.</p>
<p>Step 2: File a Claim with Matrix.</p>	<p>File a claim with Matrix who will manage your leave benefits under USERRA, and any K-C paid leave benefits you may be eligible to receive.</p> <p>While you're not required to provide copies of your military orders under USERRA, you may be asked to provide documentation to receive K-C paid leave benefits.</p> <p>If you go on Active-Duty Deployment, you're required to submit a copy of your detailed military pay voucher to receive any K-C paid leave benefit (difference between K-C base pay and military base pay).</p> <p>Notify Matrix if there are any changes to your orders so your leave claim can be managed accordingly.</p> <p>Be sure to confirm your return to work in a timely manner so Matrix can update Workday with your return status.</p> <p>TIP: Use Matrix's online tool or mobile app to file your claim. This will give you access to upload any documentation and stay in contact with your assigned claim specialist.</p>	<p>Matrix</p> <p>Online matrixabsence.com</p> <p>App Matrix eServices Mobile (iOS and Android)</p> <p>Phone 877-202-0055 Monday through Friday 9 a.m. to 5 p.m. ET</p>



Important Things to Note

Job Protection

K-C complies with all state and federal laws related to qualifying military service. In addition, K-C's Code of Conduct prohibits subjecting you to discipline or retaliation for the good faith usage of your benefits, including paid or unpaid military 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.

Military Leave and Family Medical Leave of Absence (FMLA)

FMLA doesn't run concurrently with USERRA but does offer some military-related time off including up to 12 weeks for qualifying exigency and up to 26 weeks for military caregiver leave. Review the [FMLA Policy](#) for more information.

Military Leave and Holidays

Each year, K-C sets Company-paid holidays. Like other leaves of absence, holiday pay will not be provided during military leave.

Military Leave Interaction with State or Federal Laws

If there exists applicable state or federal laws granting military leave, you'll be provided with the greater benefit offered by either K-C or as required by law. Any military leave taken in this circumstance would satisfy 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.

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