

dentsu

PAID CAREGIVER LEAVE FREQUENTLY ASKED QUESTIONS (FAQs)

Q. Who is eligible for a paid caregiver leave of absence?

All full time and part time regular employees who are scheduled to work a minimum of 21 hours/week are eligible for paid caregiver leave immediately upon hire.

Q. Is there a length of service requirement for eligibility?

No, employees become eligible at time of hire.

Q. Do my benefits continue during my paid caregiver leave?

Yes, you remain benefits eligible while on caregiver leave. Any benefit deductions will continue to be taken from your paycheck while on caregiver leave.

Q. How do I request a leave of absence?

First, talk to your Career Advocate and HRBP about your need for a leave of absence. Ideally, you should initiate this conversation at least 30 days before your anticipated first day out. You and your Career Advocate will work on the plan to handle your responsibilities while you are on leave.

*After you have spoken with your Career Advocate and HRBP, please contact Lincoln Financial (LFG) at **800.523.0428 ideally 30 days before the start of your leave**. LFG administers all leaves of absence for dentsu. Keep in mind, you will be required to provide certification to LFG regarding your family member's serious health condition from their health care provider in order for your leave of absence to be approved.*

Q. What is considered a serious health condition?

"Serious health condition" will be defined for purposes of this policy as it is defined by the federal FMLA and applicable state/local leave laws.

Q. Who is considered a "family member" for purposes of this policy?

"Family member" will be defined for purposes of this policy as it is defined by the federal FMLA and applicable state/local leave laws.

Q. What is the total amount of paid leave time I can take to care for a seriously ill family member?

Employees who qualify are eligible for up to 6 weeks of paid caregiver leave under this policy, which runs concurrently with any FMLA leave and leave under any applicable state/local leave laws.

Q. Is my job protected while on a paid caregiver leave?

You will have the same job protections as are applicable to employees on FMLA leave, even if you are not eligible for FMLA.

Q. Am I required to take my entire 6-week caregiver leave at one time?

No, you don't have to use the full 6 weeks at one time. However, paid leave is available in a minimum of 1-week increments. If possible, please work directly with your Career Advocate and HRBP to plan your leave of absence at least 30 days before your first scheduled day off.

Q. Is there a specific timeframe during which I must take Paid Caregiver Leave?

No, but the leave may only be taken to the extent necessary to care for a family member with a serious health condition.

Q. Does my Career Advocate need to approve my leave?

While you do not need direct approval from your Career Advocate, you must notify your Career Advocate and HRBP of your intent to take caregiver leave under this policy and actively collaborate with your Career Advocate on the plan for your job responsibilities.

Q. Is this a “one time only” benefit?

No, employees who are otherwise eligible may take 6 weeks of caregiver leave in any one-year period, measured by the same “rolling backward” method the Company uses to determine eligibility for FMLA leave.

Q. Can I use sick time at the end of the paid leave period if I have FMLA entitlement remaining?

Yes, you may use accrued and unused sick time to maintain pay at the end of your paid caregiver leave if your additional caregiver leave is approved by LFG.