

dentsu

PAID PARENTAL LEAVE FREQUENTLY ASKED QUESTIONS (FAQs)

Q. Who is eligible for a paid parental 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 parental leave.

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 parental leave?

Yes, you remain benefits eligible while on parental leave. Any benefit deductions will continue to be taken from your paycheck while on parental 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 60 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 manager and HRBP, you must contact Lincoln Financial Group (LFG) at **800.523.0428** to file your leave request at least 30 days from the start of your leave. LFG administers all leaves of absence for dentsu.*

Q. What is the total amount of leave time I can take due to the birth, adoption or foster placement of a child?

If you are eligible for paid parental leave, may take a total of 16 weeks of paid parental leave following the birth, adoption or foster placement of your new child within the first 12 months of your child's birth, adoption or placement. This policy runs concurrently with FMLA leave, short term disability, and any leave under any applicable state/local leave laws.

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

Yes. 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 16-week parental leave at one time?

No, you don't have to use the full 16 weeks at one time. You may split the leave into two separate blocks of time, provided that both blocks of leave must be completed within one year after the birth, adoption or foster placement of your child. Please work directly with your Career Advocate and HRBP to plan your leave of absence at least 60 days before your first scheduled day off.

Q. Is there a specific timeframe on when I must take Paid Parental Leave?

Yes, you have a 12-month period to take your Paid Parental Leave. The period begins on the date your child was born or is placed with you through adoption or foster care. For example: if your child is born on June 1, 2020, you are able to take Paid Parental Leave under this policy from June 1, 2020 through May 31, 2021 (12 months from the child's birth date).

Q. Can I take my leave in 1 day or ½ day increments?

No, the minimum length of a parental leave is 1 week. Keep in mind you may only split your leave into two instances. If you do not use 16 weeks in the two instances, any unused paid parental leave entitlement will be forfeited.

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 parental leave under this policy and actively collaborate on the plan for your job responsibilities.

Q. Is this a “one time only” benefit?

No, you may take 16 weeks of parental leave in any one-year period, measured by the same “rolling backward” method the Company uses to determine eligibility for FMLA leave.

Q. How do I code my time while on a leave of absence?

While on a leave of absence, you will not enter time off in Salesforce.

Q. Can I extend my parental leave by using FTO/PTO or sick time?

No, not through this paid parental leave policy. We believe the 16-week policy provides a competitive amount of paid time off for the care for a new child.