

# dentsu

## U.S. Medical Leave Policy

January 1, 2023

***Medical Leave: 26 weeks of leave available if you are unable to work due to a serious medical condition and have been approved for Short-Term Disability (STD) benefits.***

- All companies participating in the BenefitsPlus program are eligible for dentsu's Medical Leave, pursuant to this Policy
- Eligible upon date of hire
- Regular full-time and part-time employees (scheduled to work a minimum of 21 hours/week)
- Runs concurrently with Short Term Disability, FMLA\* and any leaves under applicable state/local laws
- Employees are not required to use or exhaust any FTO or Sick and Safe Time prior to leave

***Medical Leave of Absence (MLOA):***

- You will be paid through Short-Term Disability which provides 70% of pay up to 26 weeks as long as you are disabled
- You must provide as much advance notice as possible under the circumstances
- You must report your leave to Lincoln Financial Group (LFG), our leave of absence administrator and your Manager. You may request your leave by calling **(800) 523-0428** or by filing online at [www.MyLincolnPortal.com](http://www.MyLincolnPortal.com) (company code = BENEFITSPPLUS).
- Benefits eligibility for BenefitsPlus coverage will continue during the period of leave
- Intermittent leave under MLOA is not permitted unless such leave has been approved as a reasonable disability related accommodation pursuant to the American Disabilities Act. Contact LFG for additional information.

***\*FMLA Eligibility:***

- You have been employed by the dentsu for at least one year
- You have worked for dentsu at least 1,250 hours in the 12-month period immediately preceding the requested leave
- You have not exhausted prior FMLA entitlement (12 weeks of leave in a 12-month rolling backward period)