



U.S. Paid Caregiver Leave Policy

Date Created: January 2023

Last Review Date: January 2024

Caregiver Leave: 6 weeks paid leave available to all regular full-time and part-time employees to care for a family member with a serious health condition.

- All companies participating in the BenefitsPlus program are eligible for dentsu’s Paid Caregiver 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 FMLA and any leaves under applicable state/local laws.
- Employees are not required to use or exhaust any FTO or Sick & Safe time prior to leave.

Caregiver Leave:

- You may take up to 6 weeks of paid leave to care for a family member with a serious health condition; the amount of caregiver leave that may be available to you will be determined based on your prior usage of caregiver leave in a 12-month rolling backward period
- Leave time cannot be taken in less than one-week increments.
- You must provide as much advance notice as possible. Leave must be requested through Lincoln Financial (LFG), our leave of absence administrator, and by notifying your manager. You may request your leave by calling **(800) 523-0428** or by filing online at www.MyLincolnPortal.com (company code = BENEFITSPPLUS).
- “Family member” and “serious health condition” will be defined for purposes of this policy as defined by FMLA and applicable state/local leave laws.
- If you are otherwise eligible for FMLA leave (e.g. because you have been employed by dentsu for at least one year and meet all applicable eligibility requirements), you may be entitled to additional time off until your FMLA is exhausted. Any additional time taken after your first 6 weeks of leave will be unpaid.
- If you are not otherwise eligible for FMLA leave (e.g., because you have been employed by dentsu for less than one year and/or do not meet all applicable eligibility requirements), you are still eligible for up to 6 weeks of paid leave under this policy, provided you meet the eligibility requirements.
- Eligibility determinations will be made by Lincoln Financial (LFG) using the same qualification standards that are used to determine eligibility for FMLA leave (except that length of service does not impact eligibility for leave under this policy)
- Benefits eligibility for BenefitsPlus coverage will continue during the period of leave ○ Job protection consistent with FMLA and applicable state or local laws ○ If a holiday falls during your leave, you will not receive holiday pay, you’ll be paid via the leave policy.

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Version Control

January 2023: Policy Created

January 2024: Policy reviewed, no updates needed.