

# dentsu

## US Paid Military Leave Policy

*Last Review Date: December 2023*

***Military Leave: 16 weeks paid leave available to all regular full-time and part-time employees, who are deployed into active military service.***

- All companies participating in the BenefitsPlus program are eligible for dentsu's Paid Military 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 USERRA and any leaves under applicable state/local laws ○ Employees are not required to use or exhaust any Flexible Time Off (FTO) or Sick and Safe Time prior to leave.

### ***Military Leave:***

- You will be paid your normal straight time salary for up to 16 weeks of active-duty deployment
- The amount of paid military leave that may be available to you will be determined based on your prior usage of military leave in a 12-month rolling backward period.
- Leave cannot be taken in less than two-week increments. Any required military service of 2 weeks or less will be paid through FTO.
- 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 Career Advocate. You may request your leave by calling **(800) 523-0428** or by filing online at [www.MyLincolnPortal.com](http://www.MyLincolnPortal.com) (company code = BENEFITSPLUS).
- Benefits eligibility for BenefitsPlus coverage will continue during the period of leave
- Job protection consistent with USERRA and applicable state or local laws
- You will be expected to return to work following the end of your military leave as follows.
  - Deployment less than 180 days: within 30 days of discharge
  - Deployments 180 days or more: within 90 days of discharge

You may use up to 10 days of FTO or Sick and Safe Time to supplement any unpaid time upon discharge

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## Version Control

December 2023: Policy reviewed, no updates needed.