



U.S. Medical Leave Policy

Last Review Date: January 2024

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 (MLOA), 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.
- If your absence due to your medical condition requires less than two weeks of time off, you may elect to use your available Safe & Sick time rather than taking a leave of absence.

Medical Leave of Absence (MLOA):

- You will be paid through Short-Term Disability (STD) which provides 70% of pay up to 26 weeks as long as you are disabled. If your STD is denied or you are ineligible, you may use any available Sick and Safe time.
 - You cannot use your Sick & Safe Time or FTO to supplemental the difference between Short-Term Disability and your normal base pay.
- 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 (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)

Version Control

January 2024: Policy reviewed and updated to clarify when Sick and Safe time can be used