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# Leave of Absence

## Helping Balance the Demands of your Life

When you're facing the possible need to take a leave of absence from your work at dentsu, we want to make sure your experience is as smooth and stress free as possible.

As soon as you know you need to be absent for work for more than two weeks, call Lincoln Financial Group at **800.523.0428**. When you make this call, a knowledgeable Intake Specialist will walk you through the leave process and discuss your options. If you are a Regular employee, you will also be able to report short-term disability claims should your leave request be related to your own medical condition, as well as report a parental leave if you are having a child (through birth, adoption or foster placement).

## What are Reasons to Take a Leave of Absence?

You may be eligible for a Leave of Absence from your job at dentsu for a variety of reasons, including:

- Your own serious health condition, including pregnancy.
- To care for a spouse, domestic partner, child, parent, or other close family member with a serious health condition.
- To care for a newborn.
- The placement of a child in your home for adoption or foster care
- To care for a spouse, child, parent, or other family member that is a covered service member with a serious injury or illness incurred in the line of duty.
- For a "qualifying exigency" caused by a spouse, son, daughter, or parent being on active duty of having been notified on an impending call or order to active duty in the Armed Forces in support of a contingency operation.
- To serve in the United States Armed Forces, military reserve units, the National Guard, or the Coast Guard.
- For personal reasons that are reviewed with and approved by your manager and local HR business partner.

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Dentsu's policies and benefits for Leaves of Absence vary based on your situation. For more information, call a Lincoln Financial Group at **800.523.0428**.

## When am I Eligible to Take a Leave of Absence?

All dentsu employees are eligible to request a Leave of Absence. If you are not a regular employee, you may not be eligible for paid leave, but you may still be eligible for FMLA or other state/local leave protections. Even if you do not qualify for FMLA, you may still meet the requirements for a Leave of Absence.

## How Do I Report a Leave of Absence?

To initiate your Leave of Absence benefits, you must contact Lincoln Financial Group at **800.523.0428**. You may also file online at **www.lincolfinancial.com** and use company code **BENEFITSPLUS** to register.

### Step One:

#### Gather your leave information, including:

- Start date of leave
- Anticipated return to work date
- If pregnancy related, your estimated due date
- Your treating doctor's name, telephone, and fax number
- The hospital name and telephone number

### Step Two:

Contact Lincoln Financial Group at **800.523.0428** to initiate your leave and disability benefits, if applicable. You may also file online at **www.lincolfinancial.com** and use company code **BENEFITSPLUS** to register.

### Step Three:

#### Fill out the required forms:

- A leave packet with an eligibility determination will be mailed to your home address or via email within two days of your call in to initiate a leave claim. Your packet will contain forms and additional information specific to your leave of absence.
- Complete and return all required paperwork promptly to Lincoln Financial Group. Your leave is in a pending status until all required paperwork is received. You will have 15 days from the date your leave packet is mailed to you or the start date of your leave of absence, whichever is later, to provide the necessary forms. It is your responsibility to ensure your doctor provides the appropriate information to Lincoln Financial Group to consider your leave claim.

### Step Four: CA, CT, RI, NJ, WA, and DC Residents Only:

**California** - Contact EDD to initiate your State Benefits by visiting their [website](#).

**Connecticut** - Contact CT to initiate your State Benefits by visiting their [website](#).

**Rhode Island** - Contact RI to initiate your State Benefits by visiting their [website](#).

**New Jersey** - Lincoln Financial will administer the New Jersey disability benefits; employees are responsible for filing with New Jersey for bonding/Paid Family Leave only. Contact NJ to initiate your State Benefits by visiting their [website](#).

**Washington** - Contact WA ESD to initiate your State Benefits by visiting their [website](#).

**Washington D.C.** - Contact DC to initiate your State Benefits by visiting their [website](#).

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Your leave request should be reported to Lincoln Financial Group at least 30 days from the start date of your leave. If your Leave of Absence is a result of circumstances beyond your control (e.g., family emergency or accident), you or a family member must notify Lincoln Financial Group and your manager as soon as reasonably possible.