



## US Paid Parental Leave Policy

*Date Created: January 2023*

*Last Review Date: November 2024*

**Parental Leave: 16 weeks at 100% paid leave available to all regular full-time and part-time employees, to be completed within one year of the birth, adoption, guardianship, or foster placement of a child.**

- All companies participating in the BenefitsPlus program are eligible for dentsu's Paid Parental 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, STD, and any leaves under applicable state/local laws
- Parental Leave at 100% pay is offset by any applicable state/local leave pay you may be entitled<sup>1</sup>
- Employees are not required to use or exhaust any FTO or Sick and Safe Time prior to leave

### **Parental Leave:**

- You must provide at least 30 days' notice before anticipated start date of leave (if practicable, 60 days) by contacting Lincoln Financial Group, our leave of absence administrator and notifying 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).
- The leave may be used at one time or split into two periods. If your leave is split into two periods, you must return for a minimum of two weeks before starting the second portion of your parental leave. **Please note:** The two week return cannot include the year end closure period.
- Leave time cannot be taken in less than one-week increments
- Must be completed within one year following the birth/adoption/guardianship/foster placement<sup>2</sup> of child
- The maximum amount of leave will be 16 workweeks in any 12-month period. The applicable "12-month period" utilized is the rolling 12-month period measured backward from the date an employee uses Paid Parental Leave.
- Benefits eligibility for BenefitsPlus coverage will continue during the period of leave
- Job protection consistent with FMLA and applicable state or local laws
- Leave **may not** be extended beyond 16 weeks in a 12-month period by using FTO, Sick & Safe Time and/or unpaid time
- 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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<sup>1</sup> If you work in the following states, you must file for your State Disability/Paid Family Leave Plan directly:

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

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

**New Jersey** – Contact NJ to initiate your State **Family Leave** benefit by visiting their [website](#).

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

<sup>2</sup> You are not eligible for the dentsu Paid Parental leave if your child was born/adopted/placed prior to your hire date with dentsu.

## Version Control

November 2024: Policy updated to clarify two week return guidelines

December 2023: Policy reviewed; no changes made

January 2023: Policy created