

Parental leave resources guide



dentsu



Contents

Whether it’s your first baby or your third, adding to your family is an exciting time. It can also come with lots of questions — from what parental leave is available to how to find resources to help with child care. Dentsu offers support to help you and your family with what’s ahead. Keep this guide handy throughout your journey, and reference it at each stage.

- Parental leave 2**
- Checklists 3**
 - Pre-Leave 3
 - During leave..... 4
 - Post-Leave..... 5
- Resources..... 6**
 - Sample letters 7
- Frequently asked questions 8**
- Unexpected situations 10**

Who is this guide for?

This document provides guidance and resources for parents who are growing their family and planning for parental leave.



Parental leave

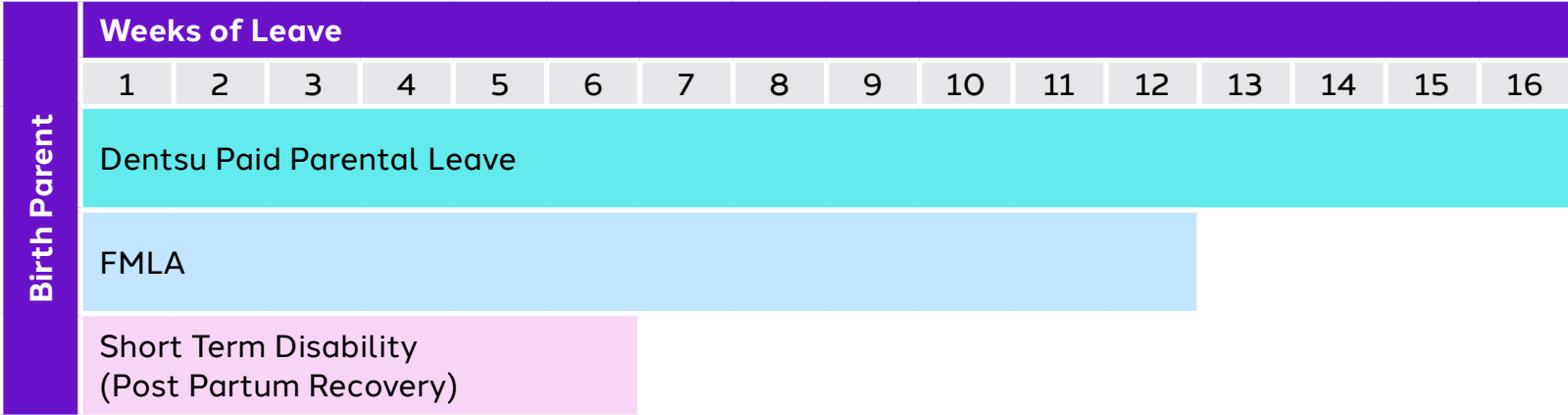
We believe all parents are important in a child’s life, so we offer 16 weeks of paid parental leave regardless of gender or birthing status. This leave is paid at 100% of salary for all regular employees scheduled to work a minimum of 21 hours per week.

Parental leave will run concurrently with short-term disability, Family and Medical Leave Act (FMLA) leave and any other state/local leaves.* Check out [PERKY Leave](#), an interactive tool that helps you visualize your leave time. PERKY Leave also offers an Action Item List to follow to help you remember what to do before, during, and after your leave.

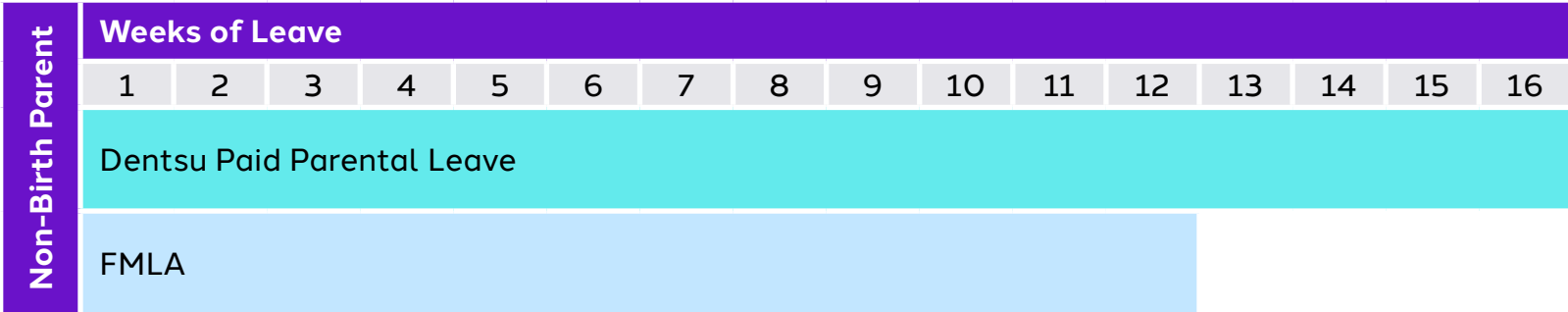
While birthing and non-birthing parents both receive 16 weeks, there are different components that make up the parental leave (see chart at right). For more details, check out our [Paid Parental Leave Policy](#) and [Leave of Absence Instructions](#).

New York State Employees – Additional Paid Sick Leave for Prenatal Care (NY state mandated benefit) If you work in the state of New York and are the birth parent, you are eligible to use an additional 20 hours of paid sick leave specifically for prenatal care. This is in addition to the 80 hours of Sick & Safe Time available to you. To use this time, submit your request through your Workday profile by selecting Time Off - Prenatal Leave.

Here’s how Jen, a birth parent, experiences leave



Here’s how Ben, a non-birth parent, experiences leave



*The following states have a state mandated paid family leave program. If you work in Colorado, Massachusetts, New York, or Oregon, Lincoln Financial will administer your state leave. If you work in one of the states to the right, you will need to file for your paid parental leave directly with the state. Your parental leave pay from dentsu will be reduced accordingly. Submit your claim at their website to the right.

**Lincoln Financial will administer the New Jersey disability benefits; employees are responsible for filing with New Jersey for bonding/Paid Family Leave only.

- California
[CA Employment Development Department \(EDD\)](#)
- Connecticut
[Connecticut Paid Leave](#)
- Rhode Island
[RI Paid Leave](#)
- New Jersey**
[myLeaveBenefits.nj.gov](#)
- Washington
[WA Paid Family & Medical Leave](#)
- Washington D.C.
[DC Paid Family Leave](#)

Checklist: Pre-Leave

With a baby on the way, there's a lot to think about, from stocking up on diapers to shopping for those adorable baby outfits. Use this checklist to make sure you take care of all the other essentials.

6–9 months prior to leave

- ☐ When you're ready, share the good news with your manager. Let them know about your anticipated leave dates and if they can share the news with your team. Use **PERKY Leave** to model your leave.
- ☐ Consider getting support from your coworkers by joining the **Parents Business Resource Group** and **New and Expecting Parents Circle**.
- ☐ Sign up for **Maven**, a comprehensive digital health platform that offers support for every path to parenthood — fertility, pregnancy and postpartum, adoption, surrogacy and parenting.
- ☐ Start exploring child care options for when you return to work. **Bright Horizons** and **CCA@YourService** can help.
- ☐ Block off time on your calendar for doctor appointments.
- ☐ Determine if your baby will be covered on your or your partner's health benefits plan.



3–6 months prior to leave

- ☐ With leave approaching, take time to create a plan for what will happen while you're away. Your work coverage plan may include:
 - Determining how your work will be allocated during your leave
 - Training your replacement, as needed
- ☐ Continue to work on your child care plan. Even if you work from home the majority of the time, you will still need child care, whether it's a child care center, in-home care or scheduled time with a family member. **Bright Horizons** and **CCA@YourService** can help.
- ☐ Share your plans for leave with those you work with including coworkers and any clients you communicate with frequently. See a **sample letter**.

1–2 months prior to leave

- ☐ Finalize your coverage plan and tell others about it.
- ☐ Report your upcoming leave of absence to Lincoln Financial at **MyLincolnPortal**. Use company code **BENEFITSPUS** to register. You may also call Lincoln Financial at **1-800-523-0428**.
- ☐ If you work in one of the following areas, file for paid parental leave directly with the state: **California**, **Connecticut**, **New Jersey** and **Washington**.



Checklist: During leave

Just after birth or adoption day

On the day your baby arrives, you'll surely be busy and excited. We don't want you to miss a moment of that important bonding time, but do be sure to take care of the following soon after:

- ☐ Share your happy news with your manager and any teammates or clients you plan to tell directly.
- ☐ Visit **MyLincolnPortal** or contact your case manager to report the start date of your leave.

Important:

Keep in mind, you may experience a disruption in pay if you do not contact **Lincoln Financial** to report your child's birth or adoption within 7 days of your first day of leave.

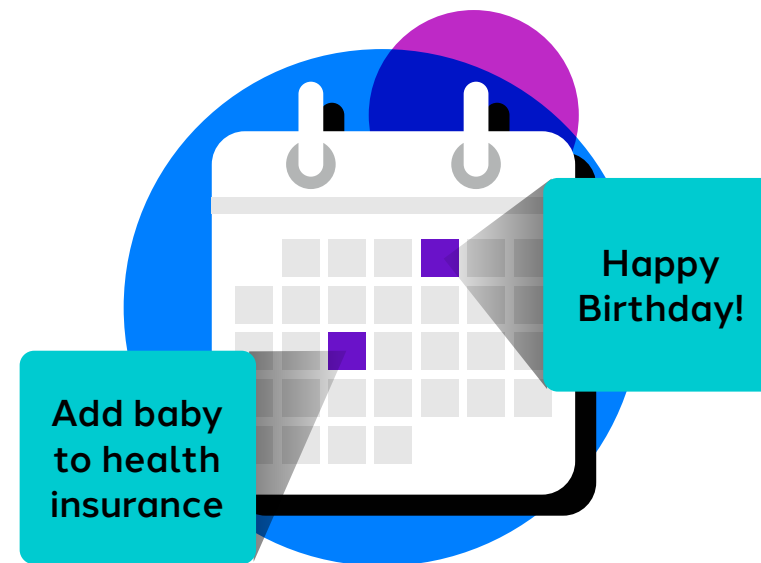
- ☐ Within 31 days, add your baby to your health insurance. Call the BenefitsPlus Solutions Center at **1-800-597-2335**.
- ☐ Double-check your direct deposit or pay stubs on the **ADP portal** periodically to ensure your pay is as expected.

Once you've done the above, enjoy spending time with your baby. You are NOT required to check in. If you're looking for support during your leave, reach out to the **Parents Business Resource Group**.

4–6 weeks prior to your return date

About a month before you'll return to work, take these steps:

- ☐ Contact your manager to share/confirm your return-to-work plan. If you'd like support figuring out your plan, contact your **Maven** Care Advocate or **CCA@YourService**.
- ☐ Visit **MyLincolnPortal** or contact your case manager to confirm your return-to-work date.
- ☐ Make sure you've arranged for child care or coordinated a care schedule with your partner.

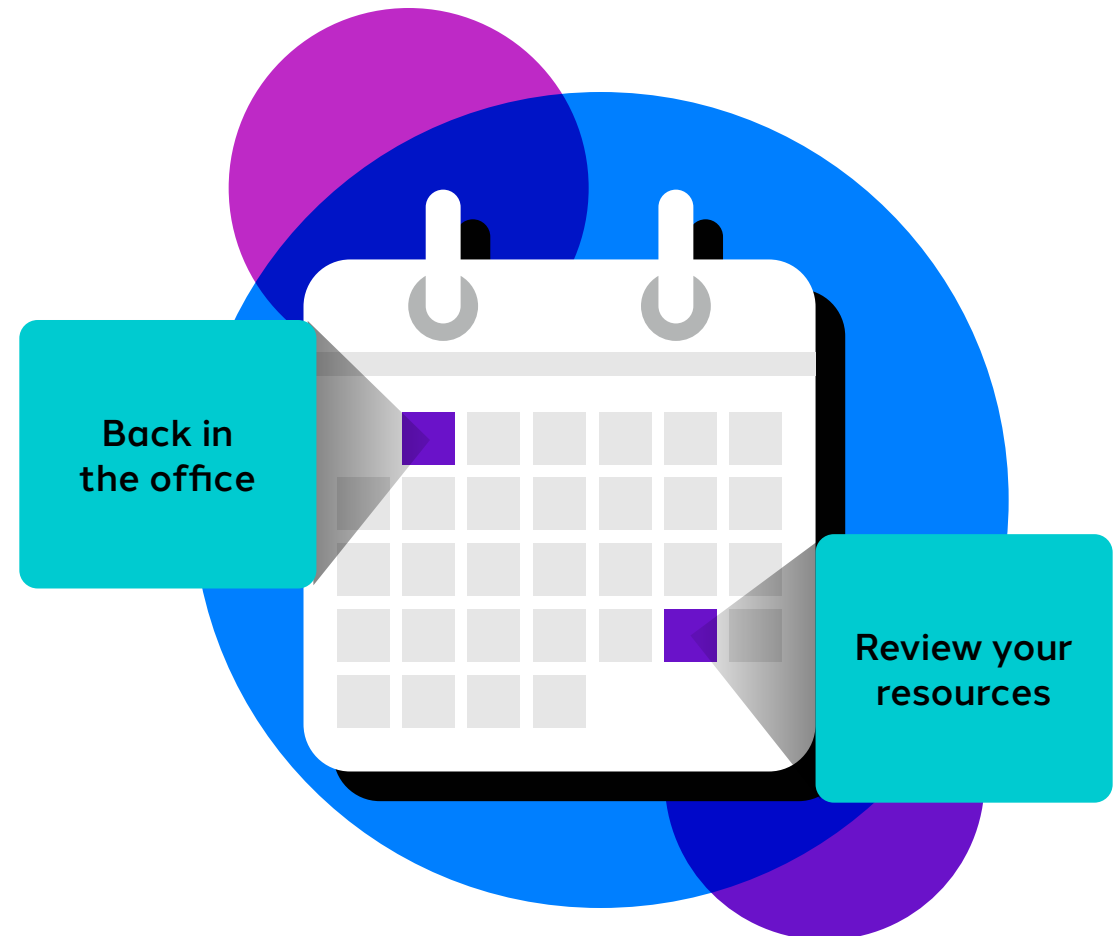


Checklist: Post leave

When you're back at work

Just like the first day of a new job, the first day returning after 16 weeks of leave may feel a bit overwhelming. Remember to take it easy. Before you dive into a project to-do list, think about how you'll reconnect with your team and make sure you continue to take advantage of the resources available to you and your family.

- ☐ When you're ready, send a quick note to let people know that you're back in the office. It doesn't have to be on day one. See a [sample letter](#).
- ☐ If you'll be pumping breast milk during the day or need to drop off/pick up your baby from child care, block off time on your calendar.
- ☐ Make sure you still have access to any accounts such as email or other tools.
- ☐ Schedule some time with your team who covered you during leave so you can catch up on any critical information.
- ☐ Schedule a meeting with your manager to set expectations and catch up.
- ☐ Refresh yourself on some of the resources you haven't used yet, which may be helpful now, such as [Bright Horizons](#) backup care or [Maven Milk](#) for business travel.



Resources

Maven

Available to all dentsu employees

Sign up for Maven as soon as you've considered growing your family or learn that you're pregnant. As a comprehensive digital health platform, it offers support for every path to parenthood:

- Preconception and fertility including IUI, IVF and egg freezing
- Pregnancy and postpartum support
- Adoption and surrogacy journeys
- Parenting and pediatric support up until your child's 10th birthday
- Maven Milk support if you're traveling for work and need to ship breast milk

You'll have access to your own Care Advocate, who can help you find support and navigate your benefits.

mavenclinic.com/join/dentsu

Breastfeeding support and supplies

Available to UnitedHealthcare members

New moms can receive a personal electric breast pump at no additional cost as part of their dentsu health plan benefits. Also, lactation support and counseling are covered 100% when you use a network health care professional.

1-800-765-6717

Bright Horizons Care Advantage

Available to all dentsu employees

Find discounted routine care, nanny placement service and access up to 20 days of backup child care each year. During your child's first 12 months, you also get 10 extra days with the Infant Transition Program.

clients.brighthouse.com/dentsu
1-877-242-2737

Neonatal Resource Services

Available to UnitedHealthcare members

If your baby needs to spend time in the NICU, a nurse will work with the hospital to help you ensure your baby gets the right care, prepare for life at home and understand your benefits.

1-800-765-6717

2nd.MD

Available to UnitedHealthcare members

If you or your baby has medical concerns, get a second opinion from 2nd.MD. Connect with board-certified doctors who specialize in your condition for a 20- to 30-minute consultation via phone or video.

[2nd.MD/dentsu](https://2nd.md/dentsu)
1-866-269-3534

CCA@YourService

Available to all dentsu employees

Life's busy. Let this 24/7 service free up your time by helping with things such as finding child care, locating parent-child communication resources and finding K-12 education support.

myccaonline.com, code **dentsu**
1-800-833-8707

PERKY Leave

Available to all dentsu employees

PERKY Leave can help you understand the value of each leave benefit, how they interact with each other, and make informed decisions as you plan your leave.

dentsu.perkyleave.com

Resources: Sample letters

To better help ease the transition surrounding your upcoming leave and transition back, we've provided 2 sample letters to communicate timing.

Sample Letter: Announcing Upcoming Leave

Date,

Hi [name],

You may already know that [I'm expecting a baby/we're adopting/etc.]. The big day is approaching soon, so I wanted to let you know that I'll be out on parental leave [starting date/as soon as baby arrives] for 16 weeks.

During that time, [coworker] will [be your main contact for x project/etc.].

I look forward to reconnecting afterward!

[signature]

Sample Letter: Announcing Return to Work

Date,

Hi [name],

I'm back from parental leave and getting settled in. [Personal note about baby, if desired.]

I'll be diving back into projects soon and look forward to working with you again.

[signature]

Frequently asked questions

Parental Leave

Where can I find the Parental Leave Policy?

The Parental Leave Policy can be found on the **BenefitsPlus** website.

How do I request my parental leave?

To initiate your leave of absence, you must file a claim with Lincoln Financial at **MyLincolnPortal**. Use company code **BENEFITSPLUS** to register. You may also call **1-800-523-0428**.

After I submit my claim to Lincoln Financial, what can I expect?

After you've submitted your claim, Lincoln Financial will assign a case manager and contact you within 5 business days. If you are not contacted within a week, call **1-800-523-0428**.

If I work in a state that has additional leave benefits, how do I file my claim?

If you work in Colorado, Massachusetts, New York, or Oregon, Lincoln Financial will administer your state mandated leave. If you work in **California, Connecticut, Rhode Island, New Jersey*** **Washington**, or **Washington D.C.** visit their website to submit your claim.

*Lincoln Financial will administer the New Jersey disability benefits, employees are responsible for filing with New Jersey for bonding/Paid Family Leave only.

When will Lincoln Financial approve my parental leave?

Lincoln Financial will approve your parental leave after you contact them and provide documented proof of the birth/adoption. You will not receive approval prior to your first day of leave.

Do I need to contact Lincoln Financial once my baby is born/adoption is complete?

Yes, you must contact Lincoln Financial to confirm the due date/adoption completion date within 7 days from your first day out on leave.

My FMLA claim was denied by Lincoln Financial, does that affect my short-term disability claim or my baby bonding claim?

A FMLA claim will be denied if you have not been employed with dentsu for at least 12 months. However, this does not affect the status of your dentsu parental leave. Please contact your Lincoln Financial case manager with any questions.

Once my leave is approved, am I able to make any changes?

Yes, you can make changes, but you must contact your manager and Lincoln Financial as soon as possible to determine if the change can be approved.

Can I extend my parental leave beyond 16 weeks?

No, unless you work in a state that offers family leave benefits beyond the 16 weeks of parental leave. Leave also may not be extended beyond 16 weeks in a 12-month period.

Am I required to take my parental leave all at once?

No, you do not have to use the full 16 weeks at one time. You may split the leave into 2 separate blocks of time, provided that both blocks of leave are completed within 1 year after the birth, adoption or foster placement of your child. If your leave is split into 2 periods, you must return for a minimum of 2 weeks before starting the second portion of your parental leave. If you decide not to take a leave, the 16 weeks of parental leave is forfeited.

Who do I need to communicate with, and when, to confirm my return-to-work date and plan?

As soon as you are aware of your return-to-work date, contact Lincoln Financial to confirm your date and contact your manager to discuss your return.

Frequently asked questions

Benefits for Your Baby

When do I add my child to my health benefits plan? When do their benefits start?

A life event must be submitted through your **BenefitsPlus** account to add your baby to your benefits within 31 days of the baby's date of birth. Once the life event is submitted and processed, the coverage effective date would be on your baby's date of birth. You may also call the BenefitsPlus Solutions Center at **1-800-597-2335**.

Support for New Parents

Are there any services to help me find child care?

Dentsu partners with **Bright Horizons** to assist with finding local regular ongoing care, make plans for known and unexpected gaps, or help with arranging temporary care. You are eligible for up to 20 days of discounted backup care per year through Bright Horizons. You can also receive an additional 10 infant transition days in the first year of your child's birth or adoption placement. Dentsu's Work/Life Assistance Program through **CCA@YourService** also provides free resources and support to find ongoing child care.

I am interested in breastfeeding my child. Are there any services to help support me?

If you enrolled in the dentsu medical plan, you are entitled to the rental or purchase of a breast pump in conjunction with your pregnancy at no cost.

In addition, our medical plan covers lactation counseling. For more details, go to myuhc.com® or call **1-800-765-6717**.

Maven Milk is a benefit for working parents to ship breast milk while traveling for business. The Maven Clinic app also features telehealth connectivity to lactation specialists and a designated care advocate. Visit mavenclinic.com/join/dentsu to learn more.

What is Maven? How can Maven support me?

Maven offers you on-demand virtual support, guidance and tailored medical advice and mental health support at every step of your family building journey. Visit mavenclinic.com/join/dentsu to learn more.

Where can I find emotional support to navigate this new change in my life?

Our Work/Life Assistance Program, administered by **CCA@YourService**, is a voluntary, confidential and free service. It gives you the information and support you need to help manage your daily life. Call **1-800-833-8707** or visit myccaonline.com (company code: **dentsu**).



Unexpected situations

If the unexpected happens and you experience a pregnancy loss or complications, know that support is available.

Depending on your loss and your individual needs, you can use:

- **Bereavement Time**
- **Sick and Safe Time**
- **Short-Term Disability (STD)**

Miscarriage

If you experience a miscarriage, you may use Bereavement Time and Sick and Safe Time as you recover. If your provider recommends an extended leave of absence, contact **Lincoln Financial** to request a medical leave of absence.

Stillbirth

If you experience this tragedy, you will be eligible for a medical leave of absence. Please contact **Lincoln Financial**.

Complications at birth

If your baby is born with immediate health needs and you are enrolled in the UnitedHealthcare plan, the Neonatal Resource Services can provide support. Call **1-800-765-6717**.

Emotional support for you and your partner

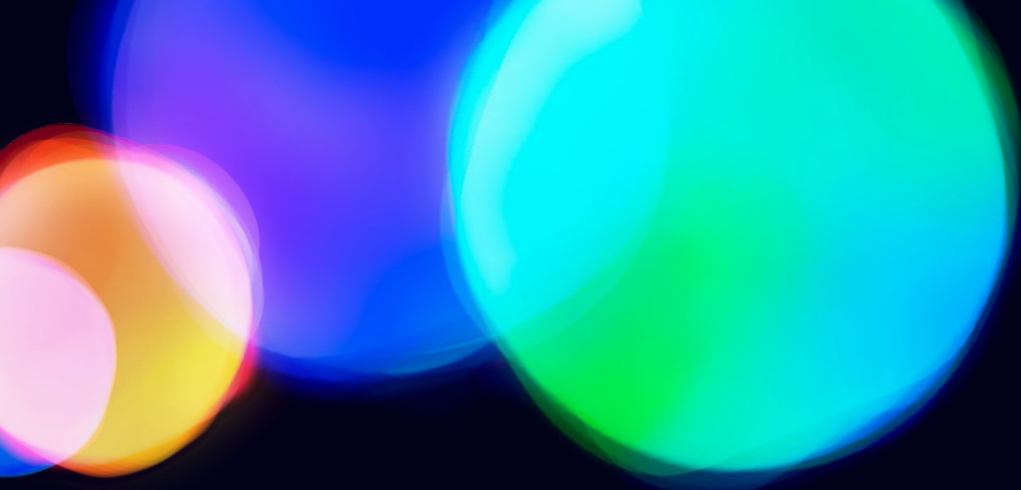
A 24/7 confidential service is available to you and your household members, **CCA@YourService** offers help with everyday challenges and situations such as coping with pregnancy loss.

Visit **myccaonline.com**, code **dentsu** or call **1-800-833-8707**.

Maven can also support you during this difficult time. Visit **mavenclinic.com/join/dentsu**.

If you're a UnitedHealthcare member, you may also reach out to an advocate to learn about your behavioral health benefits and get help finding a counselor or therapist. Call **1-800-765-6717**.





Some websites are optimized for specific browsers. If you are experiencing difficulty opening a website, try using a different browser (e.g., Google Chrome, Safari, Microsoft Edge, etc.).

For comprehensive benefits and policy information, visit **dentsubenefitsplus.com**

These services are for general informational purposes only and are not intended to be medical advice or a substitute for professional health care. You should consult an appropriate health care professional for your specific needs. Please refer to your benefit plan documents for information about coverage.

