

# dentsu

## U.S. Medical Leave Policy

*Last Review Date: March 2026*

**Medical Leave: 26 weeks of paid 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 paid 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 FMLA and any other applicable paid or unpaid leave under 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 Sick & Safe time rather than taking a Medical Leave under this policy.

### **Medical Leave of Absence (MLOA):**

- If approved, you will be paid through Short-Term Disability (STD) which provides 70% of pay up to 26 weeks as long as you are unable to work. 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 supplement 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](http://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 accommodation pursuant to the American Disabilities Act or Pregnant Workers Fairness Act. Contact LFG for additional information.
- Being approved for a paid MLOA under the Short-Term Disability benefit **does not** mean you are entitled to job protection during all or any part of the leave. Please refer to the FMLA policy for information about job-protected leave.

U.S Medical Leave

**Version Control**

Month 2026: Policy reviewed and updated to clarify when Sick and Safe time can be used