dentsu

US Paid Caregiver Leave Policy

Date Created: *January 2023*
Last Review Date*: October 2026*

Caregiver Leave: 6 weeks at 100% paid leave available to all regular full-time and part-time employees to care for a family member with a serious health condition.

- All companies participating in the BenefitsPlus program are eligible for dentsu's Paid Caregiver 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 and any paid or unpaid caregiver leaves under applicable state/local laws.
- Employees are not required to use or exhaust any FTO or applicable Sick & Safe time prior to leave.

Caregiver Leave:

- You may take up to 6 weeks of paid leave to care for a family member with a serious health condition; the amount of caregiver leave that may be available to you will be determined based on your prior usage of caregiver leave in a 12month rolling backward period.
- Leave time cannot be taken in less than one-week increments.
- You must provide as much advance notice as possible. Leave must be requested through Lincoln Financial (LFG), our leave of absence administrator, and by notifying your manager. You may request your leave by calling (800) 5230428 or by filing online at www.MyLincolnPortal.com (company code = BENEFITSPLUS).
- "Family member" and "serious health condition" will be defined for purposes of this policy as defined by the FMLA and applicable state/local leave laws.
- If you are otherwise eligible for FMLA leave (e.g. because you have been employed by dentsu for at least one year and meet all applicable eligibility requirements), you may be entitled to additional time off after your FMLA is exhausted. Any additional time taken after your first 6 weeks of leave will be unpaid.
- If you are not otherwise eligible for FMLA leave (e.g., because you have been employed by dentsu for less than one year and/or do not meet all applicable eligibility requirements), you are still eligible for up to 6 weeks of paid leave under this policy, provided you meet the eligibility requirements. However, being approved for caregiver leave does not mean you are also entitled to job protection under the Family and Medical Leave Act (FMLA) and other applicable leave laws.
- Eligibility determinations will be made by Lincoln Financial (LFG) using the same qualification standards that are used to determine eligibility for FMLA leave (except that length of service does not impact eligibility for leave under this policy).
- Benefits eligibility for BenefitsPlus coverage will continue during the period of leave.
- Job protection is not guaranteed unless you are eligible for FMLA or other applicable laws which provide such protection.

- If a holiday falls during your leave, you will not receive holiday pay; you'll be paid via the leave policy.

Timing of Leave Benefit Payments

Leave benefit payments are not immediate and are dependent on the timing of the leave request, submission of all required documentation, and approval of the leave by Lincoln Financial Group (LFG). Once the leave is approved, payments will be processed in accordance with the applicable leave benefit policy and the Company's payroll schedule. Depending on the timing of the approval and payroll processing deadlines, it may take an average of two to three subsequent pay periods for leave benefit payments to be reflected in payroll

Version Control

October 2026: Language added to clarify timing of payment

March 2026: Policy reviewed, added leave is paid at 100%.

January 2023: Policy Created January 2024: Policy reviewed, no updates needed.