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 (company code = BENEFITSPLUS).
- 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.

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