dentsu

US Paid Military Leave Policy

***Last Review Date**: October 2026*

Military Leave: 16 weeks paid leave available to all regular full-time and part-time employees, who are deployed into active military service.

- All companies participating in the BenefitsPlus program are eligible for dentsu's Paid Military 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 USERRA and any leaves under applicable state/local laws ○ Employees are not required to use or exhaust any Flexible Time Off (FTO) or Sick and Safe Time prior to leave.

Military Leave:

- You will be paid your normal straight time salary for up to 16 weeks of active-duty deployment
- The amount of paid military leave that may be available to you will be determined based on your prior usage of military leave in a 12-month rolling backward period.
- Leave cannot be taken in less than two-week increments. Any required military service of 2 weeks or less will be paid through FTO.
- 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 Career Advocate. 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
- Job protection consistent with USERRA and applicable state or local laws
- You will be expected to return to work following the end of your military leave as follows.
  - Deployment less than 180 days: within 30 days of discharge
  - Deployments 180 days or more: within 90 days of discharge
- You may use up to 10 days of FTO or Sick and Safe Time to supplement any unpaid time upon discharge

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

December 2023: Policy reviewed, no updates needed.