

dentsu

PARENTAL LEAVE & FAMILY RESOURCES

2026 GUIDE

SUPPORTING THE WHOLE YOU





Helpful Tip:
Bookmark this guide and return to it whenever you need a reminder, reassurance, or guidance for planning your next steps.

Welcome

Welcome to Your Parental Leave & Family Resources Guide

Growing your family - whether through birth, adoption, or foster placement - is an exciting and deeply personal journey. It can also bring many questions, decisions, and emotions. At dentsu, we're committed to supporting the whole you and your family through every stage of this transition.

This guide is designed to be your trusted companion as you plan for parental leave, navigate benefits, and prepare for your return to work. Inside, you'll find clear information, step-by-step checklists, and supportive resources to help you feel confident, informed, and cared for before, during, and after your parental leave.

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Parental Leave at Dentsu

We believe every parent plays an important role in a child’s life. That’s why dentsu offers up to **16 weeks of fully paid parental leave**, to be used within one year of the birth, adoption, guardianship, or foster placement of a child. Parental leave is available to all regular employees working at least 21 hours per week regardless of gender or birthing status.

Parental leave is paid at **100% of your salary** and runs concurrently with Short-Term Disability (if applicable), Family and Medical Leave Act (FMLA), and any other state or local leave programs (see below):

| | |
|--|---|
| The following states have a state mandated paid family leave program. If you 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. | 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 |
| | <i>*Lincoln Financial will administer the New Jersey disability benefits; employees are responsible for filing with New Jersey for bonding/ Paid Family Leave only.</i> |

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.



**More
Healthy**



**More
Resilient**



**More
Prepared**

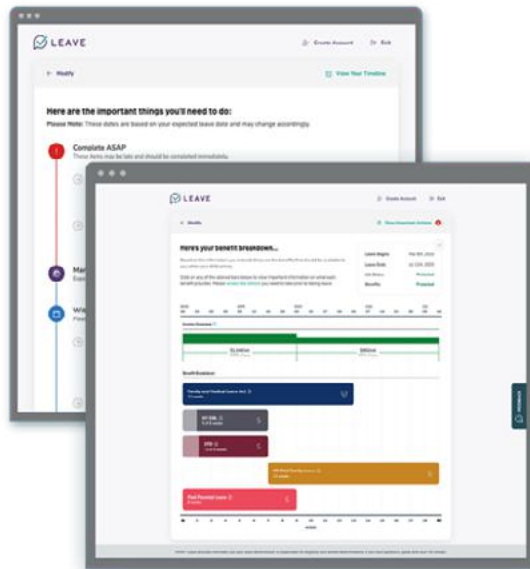


**More
Balanced**

Plan Your Leave with Confidence

To help you visualize how your leave works, dentsu provides **PERKY Leave**, an interactive planning tool that:

- Shows how different leave programs work together
- Helps you model timing scenarios
- Provides a personalized action plan with important reminders

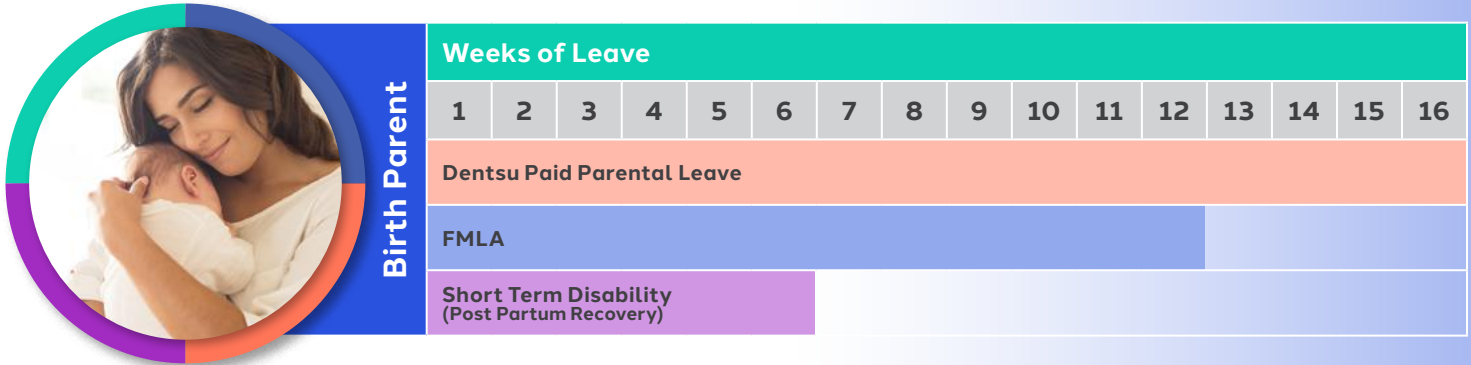


Helpful Tip:
Many parents find it useful to review PERKY Leave early – before finalizing dates – to better understand how benefits align.

How Your Parental Leave is Structured

While birthing and non-birthing parents both receive 16 weeks, there are different components that make up the parental leave (see example chart below). Refer to the [Paid Parental Leave Policy](#) and [Leave of Absence Instructions](#) for full details.

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



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



Your Parental Leave Checklist



Before Leave

Planning ahead can help make your time away feel smoother and more manageable. Use this checklist to take care of key details early, so you can focus on what matters most as your leave approaches.

6-9 Months Prior to Leave

- Notify your manager and discuss timing – Model your leave using PERKY Leave.
- Enroll in [Maven](#), a comprehensive digital platform for fertility, pregnancy, adoption, and parenting support. **Get Rewarded!** If you register for the Maven Maternity program in your first 16 weeks of pregnancy, you will receive **\$200** funded into your appreciation account from BenefitsPlus.
- Start exploring child care options – check out [Bright Horizons](#) and [CCA@YourService](#) for assistance.
- Consider joining the [Parents Business Resource Group](#) and [New & Expecting Parents Circle](#) for extra support from your coworkers.

3-6 Months Prior to Leave

- Create your work coverage plan and begin transition planning.
- Continue to work on your child care.
- Determine if your baby will be covered on your dentsu benefits or your partner's health benefits plan.
- Start to share the plan for your upcoming parental leave with coworkers and any clients you communicate with frequently – see the sample messaging in this guide's Resources.

1-2 months Prior to Leave

- Finalize your work coverage plan and share with your team.
- File your leave of absence claim with Lincoln Financial at [MyLincolnPortal](#), using the company code **BENEFITSPUS** to register. You may also contact them at **1-800-523-0428**.
- **Important Reminder:** If you work in one of the following areas, file for paid parental leave directly with the state: [California](#), [Connecticut](#), [New Jersey](#) and [Washington](#).
- Finalize your plan for child care.

When Leave Begins

Congratulations on the arrival of your child! While your focus should be on bonding and adjusting, a few simple steps will help ensure your leave and pay continue smoothly.

- Visit or contact your case manager **within 7 days** to report the start of your leave.
 - **Important Reminder:** You may experience a disruption in pay if you do not contact Lincoln Financial to report your child's birth or adoption within the first 7 days of your leave event.
- Add your child to your health insurance **within 31 days** of their birth. Call the BenefitsPlus Solutions Center at **1-800-597-2335**.
- Review your pay and direct deposit information on the [ADP Portal](#) periodically to ensure your pay is as expected.
- Focus on bonding and spending time with your family – no work check-ins required.

Preparing to Return

As your return date approaches, a little planning can make the transition back to work feel more comfortable.

- Visit [MyLincolnPortal](#) or contact your case manager to confirm your return-to-work date.
[Note: You should receive an email from Dentsu Benefits to confirm your return-to-work plans. If you fail to respond to this email in a timely manner, you may experience a lapse in pay.]
- Contact your manager and discuss your return-to-work plan. For support in figuring out your plan, you can contact your [Maven](#) Care Advocate or reach out to CCA@YourService.
- Finalize childcare and block calendar time as needed.

When You're Back at Work

Your first days back may feel like a new beginning. Use this checklist as a gentle guide to help you reconnect with your team, reestablish routines, and continue using the resources designed to support you and your family.

- Reconnect with your team. When you're ready, send a quick note to let people know you're back – see the sample messaging in this guide's Resources.
- Make sure your access to accounts, email, and other tools has been restored.
- Schedule a meeting with your manager to set expectations and catch up on any critical information
- Explore post-leave resources such as [Bright Horizons](#) backup care and [Maven Milk](#) for business travel.

Resources – Support for Every Step of Your Family Journey

No matter how you're growing your family or what support you need, dentsu offers resources designed to meet you where you are.

Pregnancy, Parenting & Family Support

Maven – Available to all dentsu employees



You can sign up for **Maven** as soon as you begin thinking about growing your family or at any point along your journey. Maven is a comprehensive digital health platform that offers personalized support for every stage of family building and parenting. Through Maven, you'll have access to:

- **Preconception and fertility support**, including guidance for IUI, IVF, and egg freezing
- **Pregnancy and postpartum care**, with access to medical, mental health, and wellness specialists
- **Adoption and surrogacy support**, with expert guidance throughout the process
- **Parenting and pediatric care**, available through your child's 10th birthday
- **Maven Milk**, which helps working parents ship breast milk while traveling for business

Each Maven member is paired with a **dedicated Care Advocate** who can help you find the right resources, schedule care, and navigate your benefits with confidence. **Enroll for free at:** mavenclinic.com/join/dentsu





Child Care & Family Logistics

Bright Horizons – Available to all dentsu employees

You can access **discounted routine child care, nanny placement services, and up to 15 days of backup child care each year.** During your child's first 12 months, you'll also receive **10 additional days of care through the Infant Transition Program,** providing extra support during this important transition.

For more details, visit clients.brighthouse.com/dentsu and click 'Join Today' to create your online account, or call **1-877-242-2737.**

Medical & Expert Care



Breastfeeding Support & 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. For more information, call **1-800-765-6717.**

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.

For more information, call **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.

Visit [2ndMD/dentsu](https://2ndMD.com/dentsu) or call **1-866-269-3524.**

Emotional, Life & Caregiving Support



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.

Visit myccaonline.com.

Parents Resource Groups – Available to all dentsu employees

Consider joining the **Parents Business Resource Group** and **New & Expecting Parents** Circle to connect with coworkers who share similar experiences.

Planning & Logistics Support



PERKY Leave – Available to all dentsu employees

Don't leave money, or time, on the table. PERKY Leave can help you understand the value of your leave benefits, show you how they interact with each other, and help you make informed decisions when preparing for your new arrival. Access the interactive tool at **PERKY Leave.**

Resources – FAQs

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 **BENEFITSPUS** to register. You may also call **1-800-523-0428**.

What happens after I submit my claim?

- 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.

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 15 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?

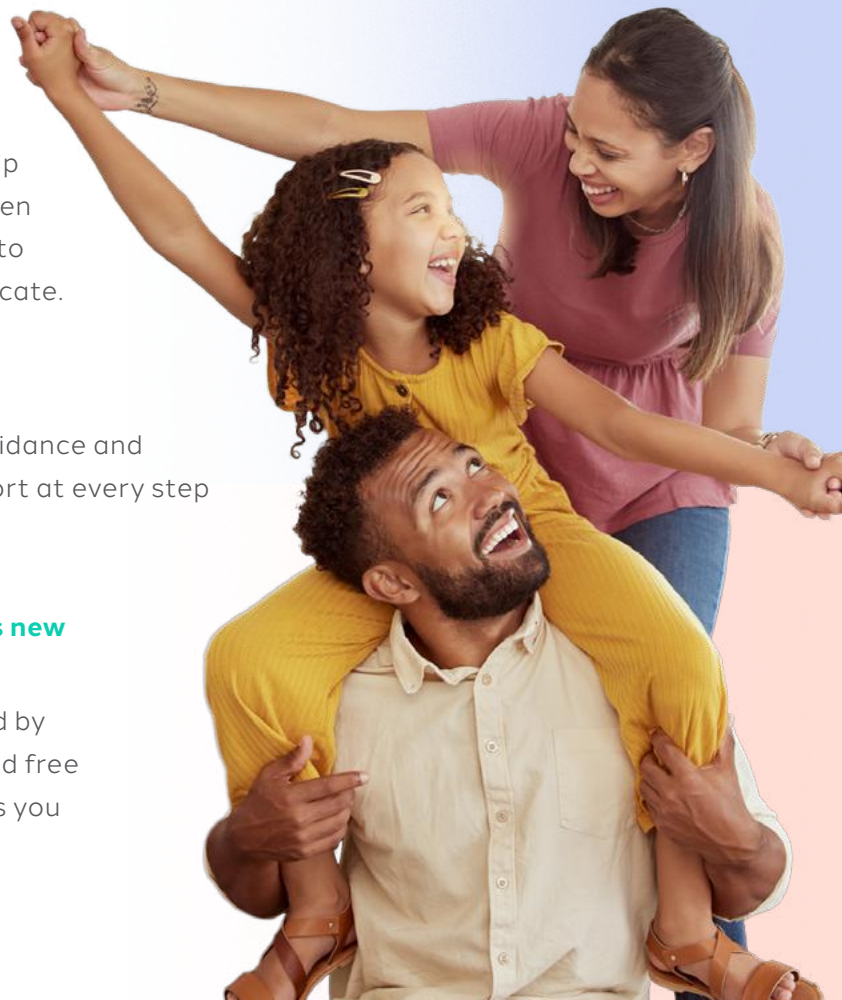
- If you enrolled in the dentsu medical plan, you are entitled to the rental or purchase of a breast pump in conjunction with your pregnancy at no cost. In addition, our medical plan covers lactation counseling. For more details, go to myuhc.com or call **1-800-765-6717**.
- Maven Milk is a benefit for 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 supports you need to help manage your daily life. Call **1-800-833-8707** or visit myccaonline.com.



Resources – Sample Communications

To better help ease the transition surrounding your upcoming leave and transition back, we've provided 2 sample messages to support your communications with coworkers and clients. These templates are starting points, please personalize as appropriate.

Sample Message for Coworkers – Before Leave

Hi [Name],

You may already be aware that [I'm expecting a baby / we're adopting / we're welcoming a new child]. With the big day approaching, I wanted to let you know that I'll be out on parental leave for **16 weeks**, beginning **[start date]**.

During my time away, [coworker's name] will be your primary point of contact for **[project(s) or responsibilities]** and will be happy to assist as needed.

I look forward to reconnecting once I return and appreciate your support during this transition.

Thank you,
[Your name]

Sample Message for Clients – Before Leave

Dear [Client Name],

I hope you're doing well. I wanted to share that I will be out on parental leave for **16 weeks**, beginning **[start date]**, as my family prepares to welcome a new addition.

During my time away, **[coworker's name]** will serve as your primary point of contact and will continue to support **[project(s)/account]** to ensure continuity.

I look forward to reconnecting upon my return and appreciate your understanding and support during this time. Please don't hesitate to reach out to **[coworker's name]** if you need assistance while I'm away.

Kind regards,
[Your name]

Sample Message for Coworkers – Return to Work

Hi [Team/Name],

I'm back from parental leave and getting settled in. Thank you all for your support and for keeping things moving while I was away.

I'm looking forward to reconnecting and diving back into our work together. Please feel free to reach out as I get caught up and resume my regular responsibilities.

Thanks again,
[Your name]

Sample Message for Client – Return to Work

Dear [Client Name],

I hope you're doing well. I'm writing to let you know that I've returned from parental leave and am getting back into my regular schedule.

Thank you for your patience and continued partnership during my time away. I look forward to reconnecting and continuing our work together. Please don't hesitate to reach out if there's anything you'd like to discuss.

Kind regards,
[Your name]

Support During Unexpected Situations

If your journey doesn't go as planned, please know you are not alone. Dentsu offers multiple forms of support, including emotional, medical, and financial to help you navigate difficult moments with care and dignity.

Depending on your situation, you may be eligible for:

- **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**.

You do not need to navigate these situations alone - support is available whenever you're ready.

Emotional support for you and your partner

CCA@YourService – Employee Assistance Program: 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](#), or call **1-800-833-8707**.

Maven: Maven can also support you during this difficult time. Visit [mavenclinic.com/join/dentsu](#).

UHC Medical Benefits: 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**.



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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.

