

NOTICE TO EMPLOYEES REQUESTING PREGNANCY, FAMILY, MEDICAL OR SERVICEMEMBER LEAVE

1. Eligibility for Leave. Under the federal Family Leave Act (“FMLA”), you are eligible to take up to 12 weeks of unpaid family/medical leave and be restored to the same or a comparable position upon your return from leave if:

- ***You have been employed by the Company for at least 12 months*** (The 12 months threshold includes periods of paid and unpaid leave (sick, vacation) during which benefits or compensation are provided. If you are rehired by the company, employment periods prior to a break in service of seven years or more are not counted (longer if the break was the result of certain military service) toward the 12-month employment requirement.);
- ***You have worked at least 1250 hours within the last 12-month period for the Company*** (Only actual hours worked are counted towards the 1,250 threshold); and
- ***You work at a workplace with 50 or more employees within a 75 mile radius.***

The 12-month period in which you may take 12 weeks of leave will be measured as a “rolling” 12-month period dating back from the time you request the leave.

When leave is to care for an injured or ill service member (“Military Caregiver Leave”), an eligible employee may take up to 26 workweeks of leave during a single 12-month period to care for the servicemember. Leave to care for an injured or ill servicemember, when combined with other FMLA-qualifying leave, may not exceed 26 weeks in a single 12-month period. The single 12-month period for purposes of this leave entitlement begins on the first day an eligible employee takes leave to care for the injured servicemember.

2. Reasons For Leave. You may take Family and Medical Leave for any of the following reasons:

- ***The birth of a son or daughter and in order to care for such son or daughter; the placement of a son or daughter with you for adoption or foster care and in order to care for the newly placed son or daughter;***
Note: A leave for these reasons must be completed within the 12 month period beginning on the date of birth, adoption or placement. In addition, spouses employed by the Company who request leave for this reason may only take a combined total of 12 weeks leave during any 12-month period.
- ***To care for a spouse, son, daughter, parent ("covered relation") or domestic partner (as qualified by the company's affidavit*) with a serious health condition; or***
- ***Because of your own serious health condition which renders you unable to perform an essential function of your position; or***

- ***To care for family members with serious injuries or illnesses incurred in the line of duty while on active duty in the Armed Forces provided that such injury or illness may render the family member medically unfit to perform duties of the member’s office, grade, rank or rating. (This reason for leave is known as “Military Caregiver Leave.”**); or***
- ***To handle various non-medical exigencies arising out of the fact that a covered family member is on active duty or on call to active duty status. There are eight types of “qualifying exigencies” which may qualify for this type of FMLA leave:***
 - *Short-notice deployment: leave to address any issue that arises from an impending call or order to active duty in support of a contingency operation seven days or less prior to the date of deployment;*
 - *Military events and related activities: leave to attend any military ceremony, program, or event related to the active duty or call to active duty status or to attend certain family support or assistance programs and informational briefings;*
 - *Childcare and school activities: leave to arrange or provide for childcare or school-related activities;*
 - *Financial and legal arrangements: leave to make or update various financial or legal arrangements;*
 - *Counseling: leave to attend counseling (by someone other than a health care provider) when necessary as a result of the active duty or call to active duty status;*
 - *Rest and recuperation: leave to spend time with a covered military member who is on short-term, temporary, rest- and –recuperation leave during the period of deployment (up to five days);*
 - *Post-deployment activities: leave to attend arrival ceremonies (including funeral or memorial services), reintegration briefings and events, and any other official ceremony or program sponsored by the military for a period of 90 days following active duty status; and*
 - *Additional activities: leave to address other events arising from military duty agreed upon between employer and employee.*

*The employee must have completed a domestic partner affidavit or will need to complete one if none is on file.

**Military Caregiver Leave is available to a wide range of family members – spouses, children, parents

and those “next of kin” of the covered service member. The term “next of kin” only applies to Military Caregiver Leave. It means the nearest blood relative of the service member, expanding the definition to include siblings, grandparents, aunts and uncles, and first cousins.

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

3. Notice of Leave. If your need for Family and Medical Leave is foreseeable, you must give the Company at least 30 days prior notice of the need for leave, preferably written. If this is not possible, you must at least give notice as soon as practicable (generally within 1 to 2 business days of learning your need for leave). Failure to provide such notice may be grounds for delay of leave. Additionally, if you are planning a medical treatment, you must consult with the Company first regarding the dates of such treatment. Where the need for leave is not foreseeable, you should notify the Company as soon as possible and practical. You also must notify the Company if the requested leave is for a reason for which FMLA leave was previously taken or certified. The Company will inform employees requesting leave whether they are eligible under FMLA. If they are, the notice will specify any additional information required as well as the employee’s rights and responsibilities. If the employee is not eligible, the Company will provide a reason for ineligibility. The Company will also inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee’s leave entitlement. If the Company determines that the leave is not FMLA-protected, it will inform the employee.

4. Medical Certification. If you are requesting leave because of your own or a covered relation’s serious health condition, you must provide appropriate medical certification from the relevant health care provider within 15 calendar days after it is requested by the Company unless it is not practicable to do so despite your diligent, good faith efforts, in which case the Company may provide you with additional time. Your local HR representative will be providing you with the appropriate form. If you provide at least 30 days notice of a medical leave, you should provide the medical certification before leave begins. Failure to provide requested medical certification in a timely manner may be grounds for delay of leave.

The Company, at its expense, may require an examination by a second health care provider designated by the Company, if it reasonably doubts the medical certification you initially provide. If the second health care provider’s opinion conflicts with the original medical certification, the Company, at its expense, may retain a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion.

The Company may require subsequent medical recertification at the expiration of your previous certification. Failure to provide requested recertification within 15 days, if such is practicable, may result in delay of further leave until it is provided.

Unless notified that providing such certifications is not necessary, employees returning to work from FMLA leaves that were taken because of their own serious health conditions that made them unable to perform their jobs must provide the Company medical certification confirming they are able to return to work and the employees’ ability to perform the essential functions of the employees’ position, with or

without reasonable accommodation. The Company may delay and/or deny job restoration until employees provide return to work/fitness for duty certifications.

[NOTE: If an employee is using paid leave (e.g. vacation, sick leave or personal leave), and the Company has less stringent medical certification requirements for sick leave, only the employer's less stringent sick leave requirements may be imposed].

5. Reporting While on Leave. If you take leave because of your own serious health condition or to care for a covered relation, you must contact your supervisor on a weekly basis regarding you or your family member's status and your intent to return to work. In addition, you must notify your supervisor as soon as practicable (within 2 business days if feasible) if the dates of leave change or are extended or initially were unknown. Upon your return to active service, your supervisor will complete the necessary paperwork to return you to active service and payroll, if applicable.

6. Leave is Unpaid. Family and Medical Leave is unpaid leave. However, because you are eligible for 26 weeks of short-term disability benefits if you are disabled, all paid sick days accruing to you under Publicis Short Term Disability/Salary Continuation Policy will be used towards the leave. Additionally, you may be eligible for workers' compensation benefits under the Company's Workers' Compensation Policy. Ask your local HR representative if you have questions regarding your eligibility for STD and/or workers' compensation benefits.

If you request leave because of a birth, adoption, or foster care placement of a child, you may be required to first substitute accrued vacation time for unpaid family/medical leave. Paid time off (PTO) is treated the same as vacation time.

If you request leave for a pregnancy related disability, you may use accrued vacation time if you desire. If you request leave because of your own serious health condition, including any pregnancy-related disabilities, you may be required to substitute any accrued sick leave for unpaid Family and Medical Leave. Any substitution of paid leave time for unpaid leave time does not extend the 12-week leave period and the paid time will run concurrently with your FMLA leave entitlement. Further, in no case may the substitution of paid leave time for unpaid leave time result in you receiving more than 100% of your salary.

7. Medical and Other Benefits. For the first 12 weeks of an approved Family and Medical leave, the Company will maintain your health benefits as if you continued to be actively employed.

If paid leave is substituted for unpaid Family and Medical Leave, the Company will deduct your portion of the health plan premium as a regular payroll deduction. If your leave is unpaid, you must pay your portion of the premium pursuant to the instructions that will be sent to your home. Your health care coverage will cease if your premium payment is more than 30 days late. If your payment is more than 30 days late, we will send you a letter to this effect. If we do not receive your co-payment within 15 days of that letter, your coverage may cease.

If you elect not to return to work for at least 30 calendar days at the end of the leave period, you will be required to reimburse the Company for the cost of the health benefit premiums paid by the Company for maintaining coverage during your unpaid leave, unless you cannot return to work because of a serious health condition or other circumstances beyond your control.

If you take a leave for disability caused by pregnancy, childbirth, or a related medical condition and follow that leave with a leave to care for your newborn child, your leave may exceed 12 weeks, but

the Company only will pay for its cost of health benefit premiums for the first 12 weeks you are on leave.

Business Travel and Accident insurance coverage is suspended while you are out on a Family and Medical Leave.

8. Exemption For Highly Compensated Employees. Highly-compensated employees (*i.e.*, highest paid 10% of salaried employees within 75 miles of the employee's worksite) may not be returned to their former or equivalent position following a leave if restoration of employment will cause substantial and grievous economic injury to the Company. This fact-specific determination will be made by the Company on a case-by-case basis. The Company will notify you if you qualify as a "highly compensated" employee, if the Company intends to deny reinstatement, and of your rights in such instances.

9. Intermittent And Reduced Schedule Leave. Leave because of a serious health condition, including pregnancy-related disabilities, may be taken intermittently (in separate blocks of time due to a single health condition) or on a reduced-leave schedule (reducing the usual number of hours you work per workweek or workday) if medically necessary. Employees also may be eligible for intermittent leave for birth or placement of a child.

If leave is unpaid, the Company will reduce your salary based on the amount of time actually worked. In addition, while you are on an intermittent or reduced leave schedule, the Company may temporarily transfer you to an available alternative position that better accommodates your recurring leave and has equivalent pay and benefits.

10. Returning from Leave. At the end of FMLA leave, subject to some exceptions including situations where job restoration of "key employees" will cause the Company substantial and grievous economic injury, employees generally have a right to return to the same or equivalent positions with equivalent pay, benefits and other employment terms. .

If you do not return to work following leave and are not authorized by the Company to take any additional time off, you will be considered to have resigned employment. You will be eligible for COBRA continuation of medical, dental and/or vision coverage as of the first day of the month following your leave if you have paid the employee premium while on leave. If you elect not to continue benefits while on leave, COBRA will be effective as of the first day of the month following the last day of active employment.

11. Coordination With Other Leave Policies. The FMLA does not affect any federal, state or local law prohibiting discrimination, or supersede any State or local law which provides greater family or medical leave rights. Any other applicable leaves, such as Short Term Disability or Workers' Compensation, will run concurrently with FMLA leave. For additional information concerning leave entitlements and obligations that might arise when FMLA leave is either not available or exhausted, please consult the Company's other leave policies at your Brand or contact Benefits Group or Human Resources.

12. State and Local FMLA Leave Laws. Additional family and/or medical leave benefits may be available to employees based on the state in which they work. The Company's policy is to grant employees the amount of family/medical leave required under the federal FMLA, state and local law. Employees are entitled to the greater amount of leave under either the family and/or medical leave policies in the Company's FMLA policy or state and local law (when eligible for such leave under those policies or laws). For example, if state law provides for more leave than the FMLA policy, makes an

employee eligible for leave sooner than, or provides additional reasons for job protected leave, then employees are entitled to the leave provided under state law, assuming the employee is eligible for such leave. Leave under state or local law that also qualifies under the Company's FMLA policy will run concurrently with the FMLA leave and employee obligations under the FMLA policies will apply

If you have any questions about your rights and responsibilities regarding medical and family leave, including pregnancy leave, please contact the Benefits Department or your Human Resources Representative. The FMLA makes it unlawful for employers to: 1) interfere with, restrain, or deny the exercise of any right provided under FMLA; or 2) discharge or discriminate against any person for opposing any practice made unlawful by FMLA or involvement in any proceeding under or relating to FMLA. If employees believe their FMLA rights have been violated, they should contact the Human Resources Department immediately. The Company will investigate any FMLA complaints and take prompt and appropriate remedial action to address and/or remedy any FMLA violation. Employees also may file FMLA complaints with the United States Department of Labor or may bring private lawsuits alleging FMLA violations.

*The Company retains all rights and defenses under applicable law, whether or not specifically set forth in this policy. This policy does not change the employment relationship between the Company and its employees, nor alter the nature of any employment-at-will.