

# Wellbeing Reimbursement Policy

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## Purpose

Adobe believes that wellbeing is foundational to our personal success, our success as a team, and as a company. The Wellbeing Reimbursement Program is designed to support the physical, mental and financial wellbeing of employees and their immediate family by covering a variety of activities and services related to these three wellbeing pillars.

## Eligibility

All regular Adobe employees (including interns and Adobe-paid temporary employees where legally required<sup>1</sup>) and their immediate family<sup>2</sup> are eligible to participate in the program. Regular employees include part-time employees who work the minimum hours required to be eligible for benefits. Employees must be employed by Adobe when eligible expenses are incurred (paid for) and submitted for reimbursement.

<sup>1</sup> Interns are eligible in the U.S, Canada, EMEA & LATAM. Adobe paid temporary employees are eligible only in EMEA. View the rate chart for eligible benefit amounts.

<sup>2</sup> Immediate family consists of spouse/domestic partner and child(ren). In India this also includes dependent parents.

## Benefit amounts

The benefit amounts at the end of the document represent the maximum reimbursement amount per calendar year. ([See amounts by country.](#)) These amounts are considered taxable income for employees unless not required by local tax rules. Your Wellbeing Reimbursement Program benefit does not carry forward from one calendar year to the next. If you do not use your benefit, you will forfeit any unused amount.

New hires, and interns in eligible countries, can reimburse a partial amount of the annual maximum allowance. See [amounts by country](#) for more information about your location.

## What is covered?

Wellbeing Reimbursement funds are intended to cover eligible items and services that can directly support you or your loved ones' physical, mental, or financial wellbeing. We ask that you use your best judgment in determining what you submit through the program, using these examples of eligible expenses below as a guide. This is not an exhaustive list. If you have an item that doesn't fall into one of these categories, here are some questions to think through:

- Does this item or service enable me, my immediate family, or my pets to engage in activities that benefit our physical, mental, or financial wellbeing?
- If my manager had to approve this item, would they agree that it supports my wellbeing?
- Is this item on the "[Not Covered](#)" list?
- Is this item already covered by another benefit? ([Professional Development Reimbursement](#), [Education Reimbursement](#), medical insurance, etc.)

Examples of eligible expenses (This is not a comprehensive list.)

Category	Examples of eligible expenses
<b>Pet Care</b> (excluding medical and food-related expenses)	Pet grooming, training, pet-sitting, pet exercise classes, pet toys
<b>New in 2024</b>	<b>Financial Planning Services</b>
<b>Emergency Preparedness</b> (excluding medical and food-related expenses)	Thermal blankets, fire extinguishers, flashlights, CPR classes, power generators
<b>Memberships &amp; Passes</b>	Gym memberships, ski passes, race fees, tournament fees, national park pass
<b>Fitness Trackers</b>	Garmin, Fitbit, Apple Watch
<b>Fitness &amp; Sports Equipment</b> (excluding clothing)	Shoes for any sport, dumbbells, bicycles, skis, tennis rackets, yoga mats, helmets
<b>Wellbeing Classes/Lessons</b>	Yoga, aerobics, music/art lessons, financial wellbeing classes
<b>Wellbeing Training &amp; Coaching</b>	Financial coaching, personal training, nutrition coaching
<b>Learning Tools, Books, Apps &amp; Subscriptions</b> (excluding those covered by the <u>Professional Development</u> or <u>Education Fund</u> )	School supplies for kids, books, learning apps
<b>Wellbeing Apps, Subscriptions &amp; Games</b>	Music apps, meditation subscriptions, budgeting apps, Peloton subscription
<b>Purifiers, Humidifiers &amp; Masks</b>	Water purifiers, air purifiers, disposable or reusable masks
<b>Art &amp; Hobby Supplies</b>	Pottery, painting, hiking, knitting, craft supplies
<b>Musical Instruments</b>	Guitar, piano, violin, drums
<b>Massages</b>	Non-medical massages
<b>Extracurricular Activities</b>	Bowling, scuba diving, rock climbing, skiing, horseback riding
<b>Flu &amp; COVID-19 Vaccinations and COVID-19 Diagnostic Testing</b> ** (Non-U.S. only)	The flu and COVID-19 vaccinations are the <b>only</b> vaccines covered under this policy. Flu and COVID-19 related costs not covered 100% by health insurance are eligible. Molecular (RT-PCR) tests or antigen (rapid) tests not covered 100% by health insurance or other means are also eligible.

\*\*COVID-19 diagnostic testing has been added to support employees during this critical time. Adobe reserves the right to make changes at any time.

## What is not covered?

The following items are NOT eligible for reimbursement under the program. These apply to you, your immediate family members, and your pets. *(This is not a comprehensive list. Adobe reserves the right to deem other items ineligible.)*

Category	Examples of ineligible expenses
<b>Medical</b>	Medical testing, medical appointments, medical supplies, services or equipment, insurance, physiotherapy, chiropractic, mental health therapy, medication, and other medical services.  COVID-19 diagnostic testing for Adobe-related business (these are expensed through Concur).
<b>Financial</b>	Fees related to currency exchange, banks, credit cards, investing, trading accounts and similar. Trading, investing, gambling and cryptocurrencies. Payments made directly to an individual (no payments through Google Pay, Venmo, etc.). Purchases on corporate cards, gift cards, personal bills, home purchase expenses.
<b>Services</b>	Legal services and associated fees, home improvement projects, vehicle care, services provided directly by an individual instead of a business, health spa treatments other than massage.
<b>Food and Supplements</b>	Vitamins, supplements, food (including meal kits)
<b>Travel</b>	Flights, hotels, fuel, and other travel and vacation costs
<b>Technology</b>	Cell phones, tablets, iPads/ThinkPads, video games and consoles not related to exercise, headphones, headsets
<b>Other</b>	Weapons, furniture (including ergonomic furniture), home appliances, exercise or sports attire (except fitness shoes), programs and classes covered under the <a href="#">Professional Development</a> or <a href="#">Education Reimbursement</a> policies.

## Reimbursement deadlines

All receipts are due no later than midnight local time on the deadline for your country (see below). No exceptions will be made. Reimbursements will be issued through Payroll after you submit all receipts, and your claim is approved. Depending on the date you submit your receipt for reimbursement, you will receive your reimbursement amount in accordance with normal pay periods and timelines for your respective country.

### Reimbursement deadlines

#### U.S., APAC, Canada, EMEA, India, Japan, LATAM

Claims must be filed by December 30 of the current calendar year. You may file for reimbursement of the paid expenses after December 30, but they will be reimbursed against the next calendar year benefit.

#### Sweden

To ensure all claims are paid out in the current tax year, you must submit all claims before 30 November.

# Reimbursement process

## United States

TRI-AD is the administrator for the Wellbeing Reimbursement Program for the U.S. Submit claims and claims related questions to TRI-AD. Below are the instructions for filing a claim:

1. Log into your [TRI-AD \(SSO\)](#) account
2. Click Wellbeing Reimbursement Plan > Submit a Claim
3. Select > Service Type
4. Complete all requested fields and click Next
5. Attach Claim Receipt and click Next
6. Click Submit

### Note:

- Handwritten or receipts for “cash” payments are not accepted.
- Employees cannot use their corporate cards to make payments.
- If an item is cancelled or returned after reimbursement is received, the funds may be applied to another eligible wellbeing item or the funds must be returned to Adobe.
- Items purchased outside your home country are eligible if receipt and local currency conversion is provided.
- While you may be able to submit a claim for more than your available limit or balance, the approval and payout will not exceed the available balance at the time of the claim.

Once your claim is approved, you will receive an automated email confirming your request. No further action is needed. Reimbursements will be issued through Payroll within two pay periods of your successful claim submission. TRI-AD will notify you if there are any issues with your claim.

## APAC, EMEA, India, Japan, Canada, LATAM

My Adobe Benefits is the administrator for the Wellbeing Reimbursement Program for APAC, EMEA, India, Japan, Canada and LATAM. Submit claims and claims related questions to My Adobe Benefits. Below are the instructions for filing a claim:

1. Log into [My Adobe Benefits](#)
2. Select Reimbursements
3. Select Make a Claim and benefit period (year)
4. For Type of Claim, select Wellbeing Reimbursement
5. Upload and attach scanned receipts
6. Complete the required fields and select Next/Submit

### Note:

- Handwritten or receipts for “cash” payments are not accepted.
- Employees cannot use their corporate cards to make payments.
- While you may be able to submit a claim for more than your available limit or balance, the approval and payout will not exceed the available balance at the time of the claim.
- Claims can be modified/deleted until they are approved. Once approved, they can only be viewed, and no modifications are allowed.
- If an item is cancelled or returned after reimbursement is received, the funds may be applied to another eligible wellbeing item or the funds must be returned to Adobe.
- Items purchased outside your home country are eligible as long as receipt and local currency conversion is provided.
- Japan only: If the receipt is only available by hardcopy, after you have claimed your reimbursement via My Adobe Benefits (where a photograph or scan of the receipt is sufficient), you are also requested to submit the original copy to My Adobe Benefits Receipt Box at ESD in the Adobe office.

- China only: If invoices are issued under the Company's name, proof of payment will be required to be submitted along with the claim. Proof of payment can be a bank/credit card statement or the screenshot of other electronic payment methods. If invoices are issued under an individual's name, proof of payment is not required when submitting a claim.

Reimbursements will be issued through Payroll after you submit all receipts and your claim is approved. Depending on your claim submission date, you'll receive your reimbursement in accordance with the respective month's payroll.

## 2024 Wellbeing reimbursement amounts by country

### U.S.

Submit claims to [TRI-AD \(SSO\)](#).

#### Regular Employees

The 2024 benefit amount for regular employees *hired prior to January 1, 2024* is \$600.

#### New Hires

New employee reimbursement amounts in the U.S. are prorated based on start date month. See the table below.

Start month	2024 benefit amount	Start month	2024 benefit amount
January	\$600	July	\$300
February	\$550	August	\$250
March	\$500	September	\$200
April	\$450	October	\$150
May	\$400	November	\$100
June	\$350	December	\$50

#### Interns

During the length of their internship, qualifying interns\* in the U.S. are eligible to reimburse up to \$300 USD through the Wellbeing Reimbursement Program.

*\*Interns must work at least 24 hours per week to qualify for the benefit in the U.S.*

### Canada

Submit claims to [My Adobe Benefits](#).

#### Regular Employees

The 2024 benefit amount for regular employees *hired prior to April 22, 2024* is CAD 852.

#### New Hires

New hires starting April 22, 2024 or after are eligible for a prorated reimbursement amount in their first calendar year with Adobe, based on start date month. For example, those starting employment in April would be eligible for 9/12 of the maximum annual benefit amount and those hired in May would be eligible for 8/12 of the maximum annual benefit amount, and so on.

## Interns

During the length of their internship, qualifying interns in Canada are eligible to reimburse up to CAD 426 through the Wellbeing Reimbursement Program.

## APAC and Japan

Submit claims to [My Adobe Benefits](#).

### Regular Employees

The 2024 benefit amount for regular employees *hired prior to April 22, 2024* is found in the chart below.

Country	2024 maximum annual benefit amount (local currency)*	Country	2024 maximum annual benefit amount (local currency)*
Australia	AUD 960	Korea	KRW 1,800,000
China	CNY 4,320	New Zealand	NZD 1,020
Hong Kong	HKD 4,740	Singapore	SGD 828
Japan	JPY 90,960	Taiwan	TWD 18,600
Korea	KRW 1,800,000	Thailand	THB 21,000

### New Hires

APAC and Japan new hires starting April 22, 2024 or after are eligible for a prorated reimbursement amount in their first calendar year with Adobe, based on start date month. For example, those starting employment in April would be eligible for 9/12 of the maximum annual benefit amount and those hired in May would be eligible for 8/12 of the maximum annual benefit amount, and so on.

## LATAM

Submit claims to [My Adobe Benefits](#).

### Regular Employees and Interns

The 2024 benefit amount for regular employees *hired prior to April 22, 2024*, and the 2024 benefit amount for interns is found below.

Country	2024 employee maximum annual benefit amount (local currency)*	2024 intern maximum annual benefit amount (local currency)*	Country	2024 employee maximum annual benefit amount (local currency)*	2024 intern maximum annual benefit amount (local currency)*
Brazil	BRL 3,180	BRL 1,590	Chile	CLP 540,000	CLP 270,000
Mexico	MXN 11,640	MXN 5,820	Colombia	COP 2,904,000	COP 1,452,000

### New Hires

LATAM new hires starting April 22, 2024 or after are eligible for a prorated reimbursement amount in their first calendar year with Adobe, based on start date month. For example, those starting employment in April would be eligible for 9/12 of the maximum annual benefit amount and those hired in May would be eligible for 8/12 of the maximum annual benefit amount, and so on.

### EMEA

Submit claims to [My Adobe Benefits](#).

#### Regular Employees and Interns

The 2024 benefit amount for regular employees *hired prior to April 22, 2024*, and eligible interns, is found in the chart below.

Country	2024 maximum annual benefit amount (local currency)*	Country	2024 maximum annual benefit amount (local currency)*
Armenia	AMD 240,000	Netherlands	EUR 576
Austria	EUR 576	Norway	NOK 6,000
Belgium	EUR 576	Poland	PLN 2,700
Czech Republic	CZK 14,100	Romania	RON 2,880
Denmark	DKK 4,320	South Africa	ZAR 11,280
Finland	EUR 576	Spain	EUR 576
France	EUR 576	Sweden	SEK 5,000
Germany	EUR 576	Switzerland	CHF 576
Ireland	EUR 576	United Arab Emirates	AED 2,220
Israel	ILS 2,340	United Kingdom	GBP 504
Italy	EUR 576		

### New Hires

EMEA new hires starting April 22, 2024 or after are eligible for a prorated reimbursement amount in their first calendar year with Adobe, based on start date month. For example, those starting employment in April would be eligible for 9/12 of the maximum annual benefit amount and those hired in May would be eligible for 8/12 of the maximum annual benefit amount, and so on.



## India

Submit claims to [My Adobe Benefits](#).

<b>Country</b>	<b>2024 benefit amount (local currency)*</b>
<b>India</b>	INR 48,900

*\*Rates will be re-evaluated every two years. Existing market practices in certain regions and countries necessitate differentiation of some benefit values.*

Disclaimer: Adobe reserves the right to interpret and to make changes to or withdraw from this plan at any time, subject to applicable legal requirements. Adobe is not responsible for any accidents, injuries, or damages that may occur as a result of participating in the wellbeing reimbursement plan. Adobe is not responsible for advice received through engagement with a financial institution, independent advisor or tax consultant through this plan.