Global Benefits

Brazil vacation guide

Let's be well together.



Benefit overview

In Brazil, you earn 30 days of paid vacation for every 12 months you work. Here's how you earn your vacation, the rules for planning it, and how to request your time off.

30 days

Earn 30 days of paid vacation after every 12 months of work, counted from your hire date — not the January through December calendar year.

12 months

Take your earned vacation within the following 12 months.

1–3 periods

Take your vacation in one to three periods, depending on the option you choose.

30 days' notice

Request your vacation at least 30 days before it begins.

Understand your vacation timeline

Once you've earned your 30 days, there's a window to take them based on your hire date. Missing that window will result in a fine for Adobe, so it's worth planning ahead.



Your start date
The clock runs from your hire date, and resets each anniversary.

Work 12 months

You earn 30 days
Now they're yours to schedule as time off or cash-out.

Take within the next 12 months

Deadline to use your days
Any days not used within 12 months will trigger a fine for Adobe, although the unused days will roll over.

Adobe

Choose how to take your vacation

Once you've earned your 30 days, take the full break or trade part of it for pay. Whichever you pick, you take the days in blocks — never one here and one there. If you split your vacation, the first period must be at least 14 days and each additional period must be at least five days. To receive your vacation pay, you must request all vacation periods at the same time. See the examples below for acceptable and unacceptable ways to split your time off.

Vacation cannot begin on a public holiday, Friday, or weekend, or within two days before a public holiday. These restrictions ensure your vacation doesn't begin immediately before days you would normally have off.

View the current holiday schedule.



Take all 30 days

Use your full break as time off — in one stretch or split into as many as three periods.

✓ *Examples that are acceptable:*

1 period

30 days

2 periods

14 + 16

25 + 5

3 periods

14 + 8 + 8

15 + 10 + 5

✗ *Examples that are **not** acceptable:*

2 periods

11 + 19

3 periods

9 + 18 + 3

Take 20 days, cash out 10 days

Take 20 days as time off and receive pay for the other 10. The 20 still follow the same splitting rules.

✓ *Examples that are acceptable:*

1 period

20 days + 10 paid

2 periods

14 + 6 + 10 paid

15 + 5 + 10 paid

✗ *Examples that are **not** acceptable:*

2 periods

7 + 13 + 10 paid

10 + 10 + 10 paid

Note: The 10 paid days are separate from your time-off periods.

Complete your vacation request checklist

Check each box as you complete the following steps.

- [ ] You've selected 30 days off or 20 days off + 10 days cashout.
- [ ] Your periods meet the minimum-length requirements.
- [ ] Your start dates comply with the holiday/weekend rules.
- [ ] You're requesting at least 30 days in advance.
- [ ] You're ready to submit all periods together.
- [ ] You've submitted your vacation request and confirmed that your manager has approved it in Workday.





Questions?

If you have questions or need support with your request, contact the Employee Resource Center (ERC) through the Support Center.

Request your vacation in Workday

When your plan is ready, this is how you turn it into a paid request.

1. **Request Absence**
   Open Workday and choose **Request Absence**.

2. **Time Off**
   Select Time Off.

3. **Pick the vacation type**
   Match each request to the period you planned:

   - Brazil Time Off – 1st Period
   - Brazil Time Off – 2nd Period
   - Brazil Time Off – 3rd Period
   - Brazil Cashout

   For each period, select **Yes** or **No** for the 13th-salary advance. This is a yearly bonus that Brazilian employees receive, and you can ask to get part of it paid together with your vacation.

4. **Submit them together**
   Enter every period at once — that's what releases your pay.

What happens next? Your manager reviews and approves your request, and you will receive an email notification upon manager approval.

For managers

If you manage a team in Brazil, it's your responsibility to ensure employees schedule their earned vacation within the required window. When vacation goes unused past the deadline, Adobe pays a fine. Keep an eye on who's approaching the deadline and help them plan accordingly. Once an employee submits a request, you should review and approve it promptly.