

Bereavement Frequently Asked Questions

Q: When did the Global Bereavement benefit go into effect?

A: The Global Bereavement benefit replaced all existing bereavement benefits effective May 1, 2017.

Q: Is a death certificate required in order to take bereavement?

A: No. A death certificate is **not** required to take bereavement.

Q: With this difficult time, does Adobe provide a benefit for counseling?

A: The Employee Assistance Program (EAP) can assist you with short-term counseling for you and your dependents. Visit benefits.adobe.com or Inside Adobe Wellbeing Resources for more information.

Q: May I extend my bereavement with a leave of absence such as Personal Leave or Family Care Leave?

A: No. Your bereavement cannot be extended with a leave of absence. You may qualify for other leaves of absence, but they will be considered a separate event. Bereavement can be coupled with other time-off benefits such as vacation or sick time. Please discuss with your manager.

Q: What if I experience bereavement more than once in the same year, do I get another 20 days of Adobe-paid bereavement?

A: No, but you are still entitled to the number of days that is required under the local law.

While no one plans for multiple bereavements in a year, it is possible. Please decide carefully how many days you want to use to ensure you have the time you may need for each situation. .

Q: If my eligible family member is in hospice or on life support, may I begin my bereavement in advance of their inevitable passing?

A: No. Bereavement cannot begin until after the death occurs.

Q: Am I eligible for the Global Bereavement benefit if an eligible family member passes away just before my Adobe hire date?

A: Yes. If a family member passed away within 90 days of your hire date you may request bereavement. You are eligible for bereavement starting your first day of employment at Adobe as a regular employee, intern or Adobe-paid temp.

Q: If I am on a sales plan, will I receive commissions while taking bereavement?

A: Yes. You are eligible for commissions while taking bereavement.

Q: Is my job protected while taking bereavement?

A: Yes. Your job is protected while taking bereavement. In addition, there is no impact to your pay or benefits while on bereavement.

Q: Who can I contact with questions about my bereavement benefit?

A: You can contact the Employee Resource Center (ERC) at erc@adobe.com with any questions about your bereavement benefit.

U.S. Only

Q: With the passing of my loved one, I now have increased personal responsibilities (i.e. caring for an elderly parent, etc.). Does Adobe have any resources to assist me during this time?

A: To help you better manage your many work, family, and personal responsibilities, Bright Horizons offers many different solutions, like temporary care for your loved ones. Please visit benefits.adobe.com for more information. Note: this applies only in the US.

Managers

Q: What is the manager's role in relation to Bereavement?

A: Adobe strives to ensure employees have the support they need to care for themselves and their family, especially during major life events. As a manager, your role is to support the employee and allow them time to grieve, even after they return to work.

While they are taking bereavement, keep communicating with the employee and transmit the messages of condolences from the team.

When the employee returns to work, schedule a 1:1 to check-in on your employee. Provide opportunities for them to share their feelings, remind them about the Employee Assistance Program (EAP) and discuss and agree on priorities for the next six months.