

# Global Bereavement: Frequently Asked Questions

Let's **be well** together.



## **Q: What is the Global Bereavement benefit, and when did it go into effect?**

A: Adobe strives to ensure you have the support you need to care for yourself and your family during major life events. If a loved one passes away, Adobe will support you with time away from work to be with your family. Regular employees, interns, and Adobe-paid temporary workers are eligible to take up to 20 working days (at base salary), per calendar year, to help ease the emotional, financial, and logistical burdens felt during the loss of an eligible family member. This Global Bereavement benefit replaced all existing bereavement benefits effective May 1, 2017.

## **Q: When am I eligible to take bereavement leave?**

A: You are eligible to take time off for bereavement starting on your first day with Adobe. The time off must be taken within 180 calendar days of the eligible family member's death. It can be taken as one block or intermittently and needs to be in full-day increments.

## **Q: Who are considered eligible family members for bereavement leave?**

A: Eligible family members for bereavement leave include:

- Spouse/common law partner, parents, siblings, and children
- Spouse/common law partner's parents, siblings, and children
- Grandparents
- Grandchildren
- Pregnancy loss (yours or your spouse/common law partner's)
- Any family member as defined by local law or ordinance for whom statutory paid time off is provided locally for bereavement

## **Q: What happens if the family member I need to use this benefit for is not included on the eligibility list?**

A: You will need to use other time-off options unless a local law or ordinance supersedes the company policy (for example, in Oregon, U.S., aunts and uncles are considered eligible family members, but they are not in most other areas).

## **Q: Is a death certificate required to take bereavement time off?**

A: In most cases, Adobe will not request a death certificate. Adobe will let you know if any documents are required.

## **Q: Can I submit a bereavement time off request after I've returned from bereavement?**

A: Yes. However, please be aware of local laws and pay schedules that may impact when you must enter your bereavement time off. In most cases, you may submit your bereavement time off either before you go or after you return through Workday > Time Off & Leave > Request Time Off. Alternatively, your manager or the Employee Resource Center (ERC) can submit the time off request on your behalf through Workday > Team Time Off > Enter Time Off.

## **Q: To help with this difficult time, does Adobe provide a benefit for counseling?**

A: Yes, the Employee Assistance Program (EAP) can assist with short-term counseling for you and your dependents. Visit [benefits.adobe.com](https://benefits.adobe.com) or [Inside Adobe Wellbeing Resources](#) for more information.

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

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

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

A: No, but you are still entitled to the total 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. You can also use other time-off options in your area.

**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. While bereavement cannot begin until after the death occurs, you can use other time-off options available in your area.

**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 an eligible family member passed away within 90 days of your hire date, you may request bereavement. You are eligible for bereavement time off starting your first day of employment at Adobe as a regular employee, intern, or Adobe-paid temporary worker.

**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 on your pay or benefits while on bereavement.

**Q: For pregnancy loss, does the medical recovery period (for example, miscarriage leave in India) run currently with or in addition to bereavement time off?**

A: Bereavement time off is intended to run in addition to the medical recovery period.

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

A: You can contact the Employee Resource Center (ERC) via the [Support Center](#) with any questions about your bereavement benefit.

## **U.S. only**

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

A: To help you better manage your work, family, and personal responsibilities, Bright Horizons offers many different solutions in the U.S., like temporary care for your loved ones. Please visit [benefits.adobe.com](https://benefits.adobe.com) for more information.

**Q: Is there individual support for employees and their families following the death of a family member?**

A: Yes, TenCode provides individual support for U.S. employees and their families following the death of a family member. Contact the Employee Experience team via the [Support Center](#) for a referral to TenCode or for more information.

## Global managers

**Q: Can I put in a bereavement time off request on behalf of one of my employees?**

A: Yes, managers and the Employee Resource Center (ERC) can submit a request for bereavement time off on behalf of employees through Workday > Team Time Off > Enter Time Off.

**Q: What is my role as a manager in relation to bereavement for my employee?**

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 your employee and allow them time to grieve, even after they return to work.

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

When your 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.

**Q: What if my employee doesn't enter their bereavement time off into the system?**

A: If an employee doesn't enter their bereavement time off, there may be a delay in getting the pay they are entitled to during their bereavement time off. Please check your local laws and pay schedules. Keep in mind that managers and the Employee Resource Center (ERC) can submit a request for bereavement time off on behalf of employees through Workday > Team Time Off > Enter Time Off.

**Q: What if my employee doesn't know yet when they can return to work or needs more than 20 working days of time off?**

A: If an employee does not know when they can return, they can couple their bereavement with other time-off benefits such as vacation or sick time. Please discuss with your employee to find a plan that works for both of you.