



## Time Off Program for U.S. Interns

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This policy document outlines Adobe's time off policy for U.S. Interns. This program applies to all U.S. Interns working at Adobe Systems Incorporated.

### Sick Time Off

U.S. Interns will earn up to 10 days of paid Sick Time Off per calendar year (3.076923 hours per pay period from the start of employment) up to a maximum accrual of 10 days. If that 10-day maximum is reached, an intern will stop accruing Sick Time Off until he/she uses some of it and his/her accrual falls below 10 days; at that point, the intern will begin accruing again at the above rate until the 10-day "cap" is reached. Sick Time Off may be used in hourly increments.

If you are scheduled to work less than 40 hours per week, you will accrue Sick Time Off based on the above rate on a pro-rated basis using the percentage of time you work per week (as measured against a 40-hour workweek). Your use of Sick Time will also be on a pro-rated basis.

For example:

- If you work 32 hours per week, you would accrue Sick Time Off at 80% of the rates in the above table ( $32 \div 40 = 0.80$ )
- If you use a week of Sick Time, you will be paid your normal weekly part-time pay (32 hours of Sick Time)

You can use Sick time for any of the following purposes:

- When you are sick, injured, or receiving medical care or treatment.
- To attend to preventive care or care of an existing health condition for yourself.
- When your child, spouse, domestic partner, parent, in-law, or grandparent, grandchild, sibling, is sick, injured, or receiving medical care or treatment.
- To attend to preventive care or care of an existing health condition of your child, spouse, domestic partner, parent, in-law, or grandparent, grandchild, sibling.
- To take care of practical, legal, or safety needs related to domestic violence, sexual assault, or stalking.
- For needs related to the closure of your place of business or your child's school if either has been closed to limit exposure to hazardous materials.

If you have no spouse, family member, or domestic partner, you may designate one person for whom you wish to use time off to provide aid or care. Unused Sick Time Off will "carry over" from year-to-year subject to the "cap" described above, and it will not be paid out upon termination.

## Taking Sick Time

You must inform your manager that you are taking Sick Time Off no later than the time you are scheduled to start work that day, unless there is an exigent circumstance, in which case you must inform your manager as soon as possible. If you fail to return to work following your use of Sick Time Off without your manager's approval, your employment with Adobe will terminate for job abandonment. If you are absent for more than three consecutive days you will, upon Adobe's request, need to provide the Company with a doctor's certificate confirming your need for Sick Time Off for yourself, or for the care of another or other appropriate documentation of the need for Sick Time Off for safely related purposes as listed above.

You should report Sick Time Off on your time sheet through Workday when you return to work. Your available Sick Time Off balances will appear on Workday.

Any sick or safe time off taken in excess of your accrued paid Sick Time Off balance will be unpaid.

If you become ill and are under a doctor's care and need to take more than five consecutive days of sick time off, contact the Employee Resource Center at [erc@adobe.com](mailto:erc@adobe.com) for assistance.

May be eligible under State Disability Insurance (SDI) where mandated (CA, NY, NJ, RI, HI, and Puerto Rico). If you work in California, Adobe automatically enrolls you in the short-term VDI plan starting on your date of hire. (You may reject VDI and instead enroll in California State Disability Insurance (SDI).) The contributions that you make for VDI are the same as what you would pay for CA SDI.

## Holiday Pay

Interns will receive pay for company-designated holidays that fall on their normally scheduled work days. Adobe observes two holiday break periods, one in July and one in December, which North America offices will be closed. Days that are not holidays during this time will be unpaid.

## Time off

With your manager's approval, you may arrange for unpaid time off during your internship. Approval will be granted at your manager's discretion. Your timesheet should reflect any time off taken. You are also eligible to time off for Jury Duty.

Adobe reserves the right to modify this Policy at any time and for any reason as determined by Adobe management in its sole discretion.

## Appendix

State	State Sick Leave Reference
Arizona	<a href="https://www.azica.gov/frequently-asked-questions-about-wage-and-earned-paid-sick-time-laws">https://www.azica.gov/frequently-asked-questions-about-wage-and-earned-paid-sick-time-laws</a>
California	<a href="https://www.dir.ca.gov/dlse/Paid_Sick_Leave.htm">https://www.dir.ca.gov/dlse/Paid_Sick_Leave.htm</a>
Connecticut	<a href="https://www.ctdol.state.ct.us/wgwkstnd/SickLeave.htm">https://www.ctdol.state.ct.us/wgwkstnd/SickLeave.htm</a>
Maine	<a href="https://legislature.maine.gov/legis/bills/bills_129th/billtexts/SP011001.asp">https://legislature.maine.gov/legis/bills/bills_129th/billtexts/SP011001.asp</a>

Maryland	<a href="https://www.dllr.state.md.us/paidleave/paidleaveposter.shtml">https://www.dllr.state.md.us/paidleave/paidleaveposter.shtml</a>
Massachusetts	<a href="https://www.mass.gov/files/documents/2018/09/21/est_faq_1.pdf">https://www.mass.gov/files/documents/2018/09/21/est_faq_1.pdf</a>
Michigan	<a href="https://www.michigan.gov/documents/lara/Paid_Medical_Leave_Act_FAQ_003_644567_7.pdf">https://www.michigan.gov/documents/lara/Paid_Medical_Leave_Act_FAQ_003_644567_7.pdf</a>
New Jersey	<a href="https://nj.gov/labor/wagehour/lawregs/nj_state_wage_and_hour_laws_and_regulations.html#11D1">https://nj.gov/labor/wagehour/lawregs/nj_state_wage_and_hour_laws_and_regulations.html#11D1</a>
Oregon	<a href="https://www.oregon.gov/boli/TA/Pages/T_FAQ_OregonSickTime.aspx">https://www.oregon.gov/boli/TA/Pages/T_FAQ_OregonSickTime.aspx</a>
Rhode Island	<a href="http://www.dlt.ri.gov/ls/pdfs/HSFWfactsheet.pdf">http://www.dlt.ri.gov/ls/pdfs/HSFWfactsheet.pdf</a>
Vermont	<a href="https://labor.vermont.gov/learn-more-about-vermonts-new-earned-sick-time-law/">https://labor.vermont.gov/learn-more-about-vermonts-new-earned-sick-time-law/</a>
Washington	<a href="https://www.lni.wa.gov/workers-rights/leave/paid-sick-leave/">https://www.lni.wa.gov/workers-rights/leave/paid-sick-leave/</a>
Washington D.C.	<a href="https://does.dc.gov/service/office-wage-hour-compliance">https://does.dc.gov/service/office-wage-hour-compliance</a>