U.S. Medical Leave Policy

Adobe offers Medical Leave to employees who need to take time off work longer than five consecutive business days[1] due to their own serious health condition (including pregnancy disability and postpartum recovery). You may be eligible for this leave regardless of whether or not you are eligible for a leave of absence under FMLA, CFRA, or other state statutory disability leave laws, or if you have exhausted a statutory leave of absence. Medical Leaves are provided in coordination with Adobe's Short-Term Disability ("STD"), Voluntary Disability Insurance ("VDI") and Long-Term Disability ("LTD") plans. You must meet the eligibility requirements for STD and/or LTD to be eligible for Adobe's Medical leave.[2] Please refer to the applicable Summary Plan Description (SPD) for more information about Adobe's STD and LTD programs. VDI is described in the Voluntary Disability Statement of Coverage. The first 12 weeks of your Medical Leave will be counted as, and run concurrently with, FMLA, CFRA, and other state leaves (provided you are eligible for such leaves).

Family and Medical Leave Act

Adobe offers leave time to all employees in compliance with the federal Family and Medical Leave Act (FMLA), the California Family Rights Act (CFRA) and any other state and local leave laws as applicable. FMLA is a federal law that provides eligible employees with time to take unpaid leaves for specified family and medical situations, including for their own serious health condition, and simultaneously provides certain job and benefits protections during that leave. CFRA is a California state law that is similar in many ways to FMLA. If the law of a state provides greater or different leave rights than are stated here, Adobe will comply with applicable state law requirements for employees in that state and provide supplemental information outlining state-specific rights and responsibilities.

Adobe's leave provisions apply to both FMLA and CFRA or other state leave laws. In the instances where CFRA or another state's leave laws differs from FMLA, and employees have different options, the different provisions will be noted. CFRA and other state-protected leaves will run concurrently with FMLA-protected leaves, unless otherwise required by law. Employees can contact Lincoln Financial, Adobe's Benefits Administrator, at 888-873-5476 for specific information regarding their state's leave laws.

You are eligible to request an FMLA/CFRA protected leave if you:

- Are a regular full-time or part-time employee;
- Have been employed by Adobe for at least 12 months (not necessarily consecutive months);
- Have completed at least 1,250 hours of work within the 12 consecutive months immediately before the first day of the requested leave

Please refer to the Adobe Family and Medical Leave Act policy for further information on FMLA eligibility requirements.

Eligibility

You are eligible for Medical Leave for up to 12 months if you are an Adobe employee regularly scheduled to work at least 24 hours per week, starting with the first day of active work, and you meet the eligibility requirements of Adobe's STD and/or LTD programs. If you do not meet the eligibility requirements of the STD and/or LTD programs, you may be placed on a Personal Leave of Absence as a form of reasonable accommodation if additional time off is requested. (*If you are regularly scheduled to work less than 24 hours per week, and meet the STD requirements, you may also be eligible for Medical Leave; however, the maximum amount of leave available is 120 days, except as required in the case of a reasonable accommodation for a qualified individual with a disability.*[3]

[1] You use Sick Time (exempt employees) or PTO (non-exempt employees) during the first five days of absence. Sick Time is paid at base salary for all employees, including commissioned employees, per the Sick Time policy. If no accrued time is available, you may borrow Sick Time or PTO, up to the maximum 40 borrowed hours; otherwise, your time off will be unpaid.

[2] You may still be eligible for unpaid FMLA/CFRA leave if you need to take time off work for three or more consecutive business days, even if you do not qualify for Adobe's STD/VDI, provided you meet the requirements of FMLA/CFRA leave.

[3] This leave is coordinated with Adobe's VDI/STD benefits as applicable. Other provisions of your leave will generally be administered as described here. If you have any questions, however, regarding the provisions of a medical leave for employees who work less than 24 hours per week, you should contact the Employee Resource Center.

Guidelines

Adobe offers a variety of plans in case you become disabled and are unable to work. Different types of benefits are subject to different tax rules. Be sure to consult a tax advisor about the implications of utilizing the benefits below:

- Sick Time
- Short-Term Disability Plan ("STD")
- State Disability Insurance ("SDI")
- Voluntary Disability Insurance ("VDI")
- Paid Family Leave ("PFL", in states where applicable)
- Long-Term Disability Plan ("LTD")
- Workers Compensation ("WC")

In general, your time off under the Sick Time/PTO, VDI /STD programs runs concurrently with FMLA/CFRA Leave. Refer to the SPD for further STD and LTD information. Refer to the Voluntary Disability Insurance Statement of Coverage for more information about VDI.

Medical Certification

You will need to promptly provide a medical certification of the need for leave to Lincoln Financial, Adobe's leave administrator. Generally, you should provide the certification within 15 days of being requested. You must provide written certification from a health care provider, which states:

- The date of commencement of the serious health condition;
- The probable duration of the condition and the necessary duration of the leave;
- Information sufficient to establish that you have a serious health condition; and
- Information sufficient to establish that you cannot perform the essential functions of the job as well as the nature of any other work restrictions and the likely duration of such inability.

Lincoln may also require re-certification from the health care provider if additional leave is requested.

To the extent that limitations or restrictions prevent you from performing some or all of the essential functions of your job, reasonable accommodations, including a temporary modified schedule or duties, may be requested and approved. However, your health care provider will be required to submit an evaluation of your status, including your job-related restrictions and their estimated duration and any recommended reasonable accommodations that will help you perform your job duties to enable Adobe to evaluate possible accommodations. Adobe will engage in an interactive process with you concerning your accommodation request and will determine if appropriate reasonable accommodation(s) can be provided to you.

If your healthcare provider releases you to return to work on a temporary or part-time basis, he or she must certify both the number of hours you may work each day and the total number of hours you may work in a week. An Employee Resource Center Consultant will work with you, your health care provider and your manager to determine what is appropriate and reasonable and whether Adobe can make a suggested accommodation available while meeting its business needs, or whether there may be other alternatives. Any reasonable accommodation provided will be reviewed by Adobe periodically.

Please contact the Employee Resource Center to request an evaluation form as soon as you or your health care provider believes an accommodation may be needed.

Available Pay

Certain Adobe and other state programs may provide income replacement if you become disabled (including pregnancy disability and postpartum recovery) and are unable to work.

The following table outlines how benefits are paid[4]:

<table>
<tr><th colspan="2">If your Lincoln-approved injury/illness is not work-related, you will receive the following pay:</th></tr>
<tr><td>Weeks 1 through 10

STD Plus Plan & VDI

• 100% of your eligible pay
• Week 1: Sick Time/PTO – if no time is available, you may borrow up to the 40 hours allowed; otherwise unpaid.

• Weeks 2-10: VDI/STD
• Any SDI benefits you are eligible to receive will be deducted from your benefit payment
• STD payments are subject to taxes

STD Basic Plan
80% of your eligible pay

• Week 1: Sick Time/PTO 100% pay – if no time is available, you may borrow up to the 40 hours allowed; otherwise unpaid.
• Weeks 2-10: STD
• STD payments are subject to taxes</td><td>Week 11 through 120th day of disability

STD Plus Plan & Basic Plan

• 66 2/3 % of your eligible pay with a weekly maximum of $3500

• Week 11 through 120th day of disability
• STD payments are subject to taxes

CA VDI Plan

70 % of your eligible pay with a weekly maximum of $3500</td></tr>
<tr><th colspan="2">If your Lincoln-approved injury/illness is work-related, you will receive the following pay:</th></tr>
<tr><td>Weeks 1 through 10

STD Plus Plan and VDI

• 100% of your eligible pay
• Days 1-3: Sick Time/PTO – if no time is available, you may borrow up to the 24 hours allowed; otherwise unpaid.
• Day 4 through week 10: VDI/STD Plus

STD Basic Plan
80 % of your eligible pay

• Any Workers' Compensation benefits you are eligible to receive will be deducted from your benefit payment
• Days 1-3: Sick Time/PTO – if no time is available, you may borrow up to the 24 hours allowed; otherwise unpaid.
• Day 4 through week 10: STD Basic</td><td>Week 11 through 120th day of disability

STD Plus and Basic

• 66 2/3 % of your eligible pay
• STD Plus and Basic with a weekly maximum of $3500
• STD payments are subject to taxes

CA VDI

• 70 % of your eligible pay with a weekly maximum of $3500</td></tr>
</table>

For absences exceeding 120 days, refer to the Summary Plan Description for information about the LTD plan. LTD benefits are also coordinated with State Disability Insurance or Workers' Compensation where applicable.

If you take multiple leaves returning to work for less than 60 days in between and Lincoln determines it is for the same disability, you will not be required to meet the waiting period again for STD/LTD benefits for subsequent leave.

Eligible Pay for Voluntary Disability Insurance (VDI), Short-Term Disability {STD) and Long-Term Disability (LTD) Benefits

Benefits are based on your pre-disability pay. For purposes of these benefits, here is how pay is determined:

- For non-commissioned employees, eligible pay for VDI, STD and LTD benefit purposes is defined as your normal pre-disability base pay. It does not include bonus payments, overtime or other extra compensation.
- For commissioned employees, eligible pay for VDI, STD and LTD is defined as your pre-disability total target compensation ("TTC"). Note however that the first one week of your Medical Leave will be paid at base salary per the Sick Time policy (exempt) or Personal Time Off policy (non-exempt).

[4] If your state has a statutory plan, you must apply with your state entity to receive your full income replacement benefit, with the following exceptions: CA employees covered by Adobe Voluntary Disability Plan (VDI), and NY, HI and NJ employees. WA, RI, and HI all must apply for their state benefit at the respective state entities

Any VDI or STD benefits you are eligible to receive will be paid to you by Lincoln. Once Lincoln receives satisfactory proof of your disability claim, it will begin paying for your benefits through weekly checks sent by U.S. Mail. (Direct deposit option available) .Refer to the SPD for additional details about the STD plan.

Duration

Your Medical Leave begins the date your health care provider certifies you are no longer able to work, according to the procedures in place with Lincoln. For details on how your STD or LTD benefits work, see the SPD. For more information about VDI, refer to the Voluntary Disability Insurance Statement of Coverage. For information on how your employment is impacted while on a Medical Leave, please see below.

You may be out on a Medical Leave for as long as is medically necessary, as certified by your physician. If you exhaust all protected leaves, Adobe will make every effort to provide you with an unpaid leave of absence as a reasonable accommodation, so long as the leave does not represent an undue burden for the business. Generally, leaves longer than 12 consecutive months from the onset of your disability, or 12 aggregate months from the onset of a single recurrent disability or concurrent leaves will create an undue burden on Adobe. Multiple periods of leave will count toward the 12 aggregate months, if they are separated by a return to work of less than 60 days, whether the leaves are due to related or unrelated causes. Adobe will analyze each request for a reasonable accommodation for a medical condition based on the individual circumstances.

If you have not returned to work at the end of your leave, or your continuing leave will create an undue burden on the business, your employment with Adobe will terminate.

Your employment with Adobe will end earlier if:

- You do not file for STD/VDI at least 30 days in advance of your planned leave or fail to file as soon as practicable based on your medical condition.
- You do not file for LTD benefits within 30 days of the end of the 120-day elimination period or fail to file as soon as practicable based on your medical condition.
- You are denied your claim for STD/VDI or LTD benefits. For information about your rights to appeal a claim denial, see the SPD.
- If your appeal is denied or you do not file an appeal of a denied claim within the required time period and fail to return to work on the first following business day, your employment with Adobe will be terminated.

If your employment with Adobe terminates, you can continue your health care coverage through COBRA.

Initiating a Leave, Returning to Work and Reinstatement

For a general overview on the leave process flow, from initiating a leave of absence to returning to work after a leave of absence and reinstatement, please refer to the Leave Process Flow section of the FMLA Policy. For step by step instructions for planning and taking a leave, refer to the information found on the Leaves of Absence page at benefits.adobe. com.

Submit a request for leave online at MyLincolnPortal at www.myLincolnPortal.com (Company Code: ADOBELOA) 24 hours a day, seven days a week or by calling a Lincoln Intake Specialist during business hours: 1-800-459-3772. You must provide Lincoln with any documentation they request from you to support your request for leave.

Benefits

Information about the status of benefits while on a leave of absence is found in the document titled Rewards Impact During A Leave of Absence. The charts in that document summarize the effect each type of leave has on your Adobe benefits.

Questions

If you have questions about Medical Leave, contact Lincoln at 888-873-5476. For other Employee Experience questions, call 408-536-4357 and follow the prompts, or submit a case for the ERC at the Support Center.