



# U.S. Military Leave Policy

Adobe is a proud supporter of our military colleagues and appreciates their service to our country. All employees will be granted military leave in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) (and any applicable state laws) if they are called for active duty in any of the uniformed services, including performing their annual reserve training. In recognition of the sacrifice our military service members make, Adobe will also "top up" the military salary to make sure that employees continue to receive 100% of pre-leave Adobe salary for up to six months while on military leave.

## Eligibility

You are eligible for military leave if you are called for active duty or are required to participate in reserve training for any branch of the U.S. Armed Forces.

## Requesting Military Leave

You are required to give Adobe and your manager as much advance notice as possible of your need to take military leave unless such notice is precluded by military necessity or otherwise impossible. As part of this process, you will also need to contact Lincoln Financial to request your leave. You may contact Lincoln either via telephone at 888-873-5476 or [www.MyLincolnPortal.com](http://www.MyLincolnPortal.com) (Company Code: ADOBELOA). You will be required to:

- a) provide your military orders prior to deployment (unless an emergency precludes advanced notice),
- b) provide the completed Military Leave of Absence Form, and
- c) notify your manager of your need for military leave and, if possible, your expected return to work date.

## Top-up Pay for Extended Military Duty

The first six months of military leave are paid leave, with your pay offset by the amount of military pay you receive. After the first six months, the leave is unpaid by Adobe.

Adobe determines your military pay by using your rank and years of service from your orders and the most recent military pay scale. You are responsible for notifying Lincoln Financial of any changes in rank that impact your military pay. Adobe will pay up to a total of six months for a call to active duty in a 12-month period.

## Ad Hoc Military Duty

Adobe realizes military reserve training may occasionally exceed the typical 'drill' weekend. For example, a training might include 1-2 days adjacent to the weekend (i.e., Friday through Sunday). This is considered 'ad hoc' training and Adobe will pay up to 10 days per calendar year for ad-hoc reserve training, if such training does not exceed four workdays per instance. This type of leave does not need to be filed with Lincoln, but you do need to be enter it in Workday under Time Off / Request Time Off / US Military Training Time Off.

## Returning from a Military Leave

If you meet certain requirements, your employment with Adobe will resume upon your return from military leave. To be eligible for reinstatement, you must generally comply with all of the following:

- Give oral or written notice to Adobe of your plan to take military leave unless the law requires otherwise or an emergency precludes you from providing advance notice. Follow Adobe's procedures for applying for military leave above as soon as possible.

- Be able to provide written documentation to establish that your period of uniformed service ended under honorable circumstances, if requested. Examples might include a DD-214, or letter from your commanding officer or someone in your chain of command.
- Return to Adobe employment in a timely fashion, generally after a period of uniformed service that does not exceed five years, unless the law allows otherwise. Refer to the USERRA guidelines in the following chart for when you should report back to work after your completion of service in the uniformed service:

If Your Period of Uniformed Service is:	You Must Report-to-Work/Submit an Application for Reemployment Not Later Than:
Less than 31 days (or if you are absent for purposes of an examination to determine your fitness to perform uniformed services)	The beginning of the first regularly scheduled work period on the day following the completion of your service after allowing for safe travel home and an eight hour rest period, or if that is unreasonable or impossible through no fault of your own, as soon as possible.*
More than 30 days but less than 181 days	14 days after completion of your military service, or if that is unreasonable or impossible through no fault of your own, as soon as possible.*
More than 180 days	90 days after completion of your service.*
*If you are hospitalized for or are convalescing from an injury or illness incurred or aggravated as a result of your service, the applicable time periods begin when you have recovered from your injuries or illness rather than upon completion of your service. The maximum period for recovery generally is two years from completion of service.	

Upon your return, Adobe will reinstate you in a position to which you are entitled and for which you are qualified. Generally, the position to which you are entitled will be the position that you would have held if you had been continuously employed during that period of military leave, or a position of similar seniority, pay and status.

However, you must be qualified for or capable of becoming qualified for this position. If you do not qualify for the position to which you are entitled, you will be reinstated in accordance with applicable laws.

Adobe will make reasonable efforts to assist you in qualifying for a reinstatement position and will provide reasonable training to refresh or update your skills to help you qualify for your reinstatement position. Your right to reinstatement may be affected if there has been a reduction in force by Adobe.

## Benefits

Specific rules apply. 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.

If you take a leave of absence under the Uniformed Services Employment and Reemployment Act (USERRA), Adobe will continue payment of their share of benefit premiums for up to one year. Your Adobe payroll contributions will continue for the first six months of leave. Following the initial six months of leave, you will continue to pay your share of premiums directly to our benefits support center, bswift, for an additional 6 months. After one year you may elect to continue group health care coverage for yourself (and your covered dependents, if any) for an additional 18 months under COBRA. At that time, you should receive a COBRA notice from the plan explaining your benefits. Your USERRA and COBRA continuation rights run concurrently for any period that you are eligible for both.

USERRA continuation coverage will terminate earlier if one of the following events occurs:

- You fail to pay your portion of any premium within the required time;
- You lose your USERRA rights due to a dishonorable discharge or other conduct specified in USERRA; or

- You fail to return to work, or to apply for reemployment, following the completion of your service in the uniformed services within the time required by USERRA and described in the Returning from military leave chart above.

Upon your return to work from military leave, USERRA provides employee and previously covered dependents the right to immediate reinstatement of all of Adobe's health insurance coverage. The health plan cannot impose a waiting period and cannot exclude you based on preexisting conditions. The only exception to USERRA's prohibition of exclusions is for an illness or injury determined by the Secretary of Veterans Affairs to have been incurred in or aggravated during your performance of service in the uniformed services since this would be covered by the military health plan.

## Questions

If you have questions about Military Leave, contact Lincoln Financial at 888-873-5476. For other questions, contact the Employee Resource Center (ERC) via the [Support Center](#).