



Adobe

MILITARY LEAVE

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 enlist or are called for active duty in any of the uniformed services or to satisfy annual reserve training. In recognition of the sacrifice that our military men and women make, Adobe will "top up" your military salary to make sure that you continue to receive 100% of your pre-leave salary for up to 6 months while you are 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

- Army
- Navy
- Air Force
- Marine Corp
- Coast Guard
- Army National Guard
- Commissioned corps of the Public Health Service

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 was precluded by military necessity or otherwise impossible or unreasonable. To initiate your leave, you will also need to contact Lincoln Financial to request your leave. You may contact the vendor either telephonically or via the web portal (online)

Telephonic: You can contact Lincoln Financial at 888-873-5476 during business hours to request a Military Leave of Absence Form. You are required to complete and return the form along with your military orders to Lincoln Financial prior to deployment unless an emergency precludes advanced notice. You are also required to notify your manager of your need for Military Leave and, if possible, the expected return to work date.

Online: You can also submit a request for a leave at www.mylincolnportal.com (Company Code: ADOBELOA) 24 hours a day, seven days a week. You must also provide your military orders to Lincoln Financial prior to deployment unless an emergency precludes advanced notice. You are also required to notify your manager of your need for Military Leave and, if possible, the expected return to work date.

Top-up Pay for Military/Active Duty

The first six months of Military Leave are paid leave, reduced by the amount of any your military pay you may receive. After the first six months, the leave is unpaid.

Adobe will determine your Military pay by using your rank and years of service from your orders and the most recent military pay scale. You may also provide Lincoln Financial a copy of your military paystub to ensure that your pay is accurate. You are responsible for notifying Lincoln Financial of any changes in rank that impact your Military pay. The duration of this top-up benefit varies depending upon leave type. For Military/Active Duty, Adobe will pay up to a total of 6 months for call to active duty per calendar year.

Please note that for Military/Reserve Training Adobe will pay up to 10 days per calendar year for ad-hoc reserve training. There is no need to file a claim through Lincoln for these ad-hoc training days.

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 enter uniformed service before you leave Adobe's employment, unless the law requires otherwise, or an emergency otherwise precludes you from providing such advance notice. Follow Adobe's procedures for applying for Military Leave above as soon as possible.

- Provide written documentation to establish that your period of uniformed service ended under honorable circumstances.
- 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 U.S Armed Forces:

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.

Benefits

Specific rules apply. Information about the status of benefits while on a leave of absence is found in the document titled [Your Benefits 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 your benefit premiums for up to one year. 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 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 report to work or to apply for reemployment following the completion of your service in the uniformed services within the time required by USERRA as 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 Adobe's health insurance coverage upon return to the civilian job. The health plan cannot impose a waiting period and cannot exclude the returning employee 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 performance of service in the uniformed services, which is covered by the military health plan.

Questions

If you have questions about Military Leave, contact Lincoln at 888-873-5476. For other questions, call the ERC at 408-536-4357 (6-HELP internally) and follow the prompts, or email your inquiry to erc@adobe.com.