



## PERSONAL LEAVE OF ABSENCE

If you want to take time away from Adobe for personal reasons, you may request a Personal Leave of Absence (“Personal Leave”). A Personal Leave is for a leave that is longer than 30 consecutive calendar days. *(If you request unpaid time off for fewer than 30 consecutive calendar days, do not apply for a Personal Leave of Absence. Instead, you must obtain approval from your manager for the time off prior to taking the time off, and submit the time off through Workday before taking the unpaid time off.)*

### Eligibility

You may be eligible to take a Personal Leave if you have worked at Adobe for more than one year, you are in good standing with the Company, and business conditions can accommodate your request, as determined solely by Adobe.

### Guidelines

If your request for a Personal Leave is granted, you may take from one to six months of unpaid leave. The amount of time approved is subject to manager discretion and the needs of the business. Extensions of up to an additional six months may also be granted.<sup>1</sup>

You may take a Personal Leave so that you have the time you need for educational pursuits, extended vacations or other personal reasons. If you are a non-exempt employee, you may use the PTO Cash Out Program during your leave.

During your Personal Leave, you should stay in touch with your manager, and let your manager and Lincoln Financial know how to contact you.

### Applying for a Personal Leave of Absence

To apply for a Personal Leave, you must initiate your request with your manager and through Lincoln at least 60 days before your leave is to begin, unless the need for the Personal Leave could not be predicted, in which case you should request your leave as soon as possible. Contact your manager and if your manager agrees to allow your Personal Leave of Absence, request your leave through Lincoln Financial. Lincoln will provide a **Personal Leave of Absence Application Form** that you must use to obtain signed approval from your manager. Submit the Personal Leave Form to Lincoln after you obtain the required signature.

Submit a request for leave online at [www.mylincolnportal.com](http://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.

Requests for Personal Leave are reviewed on a case-by-case basis and are approved at the discretion of your management team. Generally, decisions will be based on the reason for leave, length of leave, the employee’s position and duties, business requirements during the leave, and the employee’s work history and performance.

### Returning from a Personal Leave

Adobe cannot guarantee that your current job, or a similar position with Adobe, will be available when you return from your Personal Leave; however, Adobe will assist you with an internal job search in anticipation of your return. You must contact the Employee Resource Center at least two weeks before your Personal Leave expires to begin this process. If you are unable to find a suitable position upon your return from a Personal Leave, your employment with Adobe will terminate and you will not be eligible for severance benefits. In addition, in the event the company experiences a reduction in force while you are on a Personal Leave, and your job is eliminated, you will not be eligible for severance benefits. If, while you are on a Personal Leave, you accept a position with another company, your employment with Adobe will be considered voluntarily terminated.

---

<sup>1</sup> If an employee needs to take less than 30 consecutive calendar days, non-exempt employees may use accrued PTO, borrowing up to 40 hours if needed; exempt employees may take up to 30 days of unpaid time off with their manager’s approval (or time off with pay under Adobe’s exempt Time Off Program, if approved by their manager).

### **Impact on Certain Benefits As a Result of a Personal Leave Longer than Three Months**

Please be aware that if your Personal Leave is longer than three months and you hold **incentive stock options (ISOs)**, your ISOs may either cease to qualify as ISOs or may terminate entirely six months and one day after your Personal Leave commences. We urge you to review the terms of your ISO agreement and the applicable equity plan document to understand how your specific ISO will be affected by a Personal Leave longer than three months. In addition, to the extent you participate in the Adobe **Employee Stock Purchase Plan (ESPP)**, on the 91st day after your Personal Leave commences, your participation in the ESPP will terminate. You will be withdrawn from the plan. You would again become eligible to participate in the ESPP if you return to active employment and otherwise satisfy the ESPP eligibility requirements.

### **Benefits**

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.

### **Questions**

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