



Global Unpaid Personal Leave Policy

An Unpaid Personal Leave of Absence may be granted upon request to employees for important pressing personal needs once all other appropriate leave balances have been exhausted. This Global Unpaid Personal Leave Policy is effective January 1, 2023, and covers all regions except India, superseding any prior regional Adobe Personal Leave policy.

Eligibility

You may be eligible to take Unpaid Personal Leave if you meet all the below conditions:

- You are an Adobe regular employee and have worked at Adobe for at least 12 consecutive months
- You are in good standing with Adobe (i.e. not on a performance improvement plan)
- Business conditions can accommodate your request, as determined solely by Adobe
- You have exhausted all your accrued paid time off balance, if applicable (including PTO, vacation leave, casual leave, etc.), or you are a transfer in a country where you have not accrued paid time off yet
- There are no other relevant time off plans available that you can leverage.

Guidelines

Generally, you may request Unpaid Personal Leave so that you have the time you need for educational pursuits, extended vacations, a family crisis or other personal reasons. You must have already exhausted all accrued paid time off, including relevant time off programs in your region.

Requests for Unpaid Personal Leave are reviewed on a case-by-case basis and are approved at the discretion of your management team, HRBP, and the ERC. Decisions will be based on the reason for leave, length of time away, the employee's position and duties, business requirements during the leave, and the employee's work history and performance.

Unpaid Personal Leave is for a leave that is longer than 30 consecutive calendar days. If your request for Unpaid Personal Leave is granted, you may take between 1 to 6 months of unpaid leave. The amount of time approved is subject to your manager's discretion and the needs of the business. This means the total unpaid personal leave cannot exceed 6 months.

Applying for Unpaid Time Off – fewer than 31 days

If you request unpaid time off for fewer than 31 consecutive calendar days, please submit "Unpaid Time Off" through Workday, subject to manager approval. You will need to use all your accrued paid time off available in your country before the unpaid time off can be used. If your Unpaid Time Off extends beyond the 30 consecutive calendar days, you will need to apply for Unpaid Personal Leave (see below) and your leave start date will retroactively begin on the first day of your Unpaid Time Off. In other words, Adobe does not permit "stacking" and will count the original unpaid time off of up to 30 days toward the total unpaid leave time an employee is permitted. Some regions may have an additional approval process.

Applying for Unpaid Personal Leave - 31 days or longer

To apply for an Unpaid Personal Leave 31 days or longer, you must initiate your request with your manager, HRBP and the ERC. Please submit your request at least 60 days before your leave commences, or as soon as reasonably practicable.

Non-U.S. Employees

Please follow the process as outlined in your regional Benefit website. If approved, you will be sent through Workday an Unpaid Personal Leave Agreement via Adobe Sign that must be signed to confirm your acceptance of the terms and conditions of the leave. Failure to sign and return the agreement will result in the withdrawal of agreement for the Unpaid Personal Leave. Once the agreement is fully signed and approved, your leave will be approved in Workday.”

U.S. Employees

You will initiate your leave request through Lincoln Financial. Submit a request for leave online at 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. Lincoln will provide you with the Personal Leave Agreement, which will need to be approved by your manager and sent back to Lincoln Financial. No Workday updates are needed on your part.

Impact on Benefits and Incentives

For unpaid Time off 30 days or less, there is no impact on your benefits but your salary will not be paid.

For Unpaid Personal Leaves 31 days or longer, impacts to benefits, compensation, and time off will be outlined in the region-specific benefits impact summaries (see Appendix). It is important to note that in some locations, any paused or suspended benefits might not be reinstated upon your return to the same coverage levels as before. It is your responsibility to confirm and/or reinstate your benefits upon your return.

Vesting of RSUs during an Unpaid Personal Leave of Absence - 31 days or longer

On the first day after your Personal Leave commences, the vesting schedule for all unvested Restricted Stock awards shall be paused until you return to active employment and will resume vesting on the next available release date, thereby extending the overall vesting term of the grant. You can find more information on Inside Adobe > [Employee Stock Purchase Plan](#).

Returning to work following Unpaid Personal Leave

An employee will be expected to return to work following their leave on the date agreed with Adobe. Failure to return on the date agreed will be treated as an unauthorized absence unless a valid reason for the absence is provided.

If an employee wishes to return to work earlier than their expected return date, they must give Adobe at least 8 weeks of notice or as much notice as reasonably possible. If the employee fails to provide notice, Adobe may postpone their return to a date that will give Adobe 4 weeks of notice if it is not later than the expected return date.

Please note: Adobe cannot guarantee that your current job, or a similar position with Adobe, will be available when you return from your Unpaid Personal Leave (unless local statutory law prevails); 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 Unpaid Personal Leave expires to begin this process.

If you are unable to find a suitable position upon your return from an Unpaid Personal Leave, your employment with Adobe will terminate the last date of your approved Unpaid Personal Leave, and you will not be eligible for severance benefits (unless local statutory law prevails). In addition, in the event that Adobe experiences a reduction in force while you are on an Unpaid Personal Leave, and your job is eliminated, you will not be eligible for severance benefits. If, while you are on an Unpaid Personal Leave, you accept a position with another company, your employment with Adobe will be considered voluntarily terminated.

Not returning to work following Unpaid Personal Leave

If you decide not to return to work after an Unpaid Personal Leave, you must give notice of resignation as soon as possible and in accordance with the terms of your contract of employment, if applicable. Where applicable and to the extent allowed under law, if the notice period would expire after the leave has ended, Adobe may require you to return to work for the remainder of the notice period.

Disclaimers

Adobe reserves the right to terminate or modify this policy and program at any time and for any reason with little or no prior notice.

Appendix

Benefits, compensation, and time off impact information by region

EMEA: [EMEA - Rewards impact during a leave of absence](#)

JAPAC: [JAPAC – Rewards impact during a leave of absence](#)

LATAM: [LATAM - Rewards impact during a leave of absence](#)

US: [US - Rewards impact during a leave of absence](#)

Canada: [CAD - Rewards impact during a Leave of Absence](#)