



## MILITARY LEAVE

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. The uniformed services include the U.S. Armed Forces (U.S. Army, Marines, Navy, Air Force, or Coast Guard) and their reserves; the Army National Guard and Air National Guard; and the commissioned corps of the Public Health Service.

### Guidelines

If you take a leave for purposes of serving in one of the uniformed services or for reserve training, you must give Adobe advance notice of the impending service unless an emergency precludes advance notice. Upon completion of your duty, you must return to Adobe within the time required by law. The period for reporting back to work differs based on the type and length of military service, as outlined below.

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.

### Applying for a Military Leave

Request a Military Leave Application Form from Liberty. Complete and submit the form to Liberty with a copy of your military orders prior to your deployment, unless emergency precludes advance notice. You should notify your manager of your leave and, if possible, the expected return to work date and submit a copy of your orders.

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

### 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 if 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.

## **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) of more than 30 days, you may elect to continue group health care coverage for yourself (and your covered dependents, if any) for up to 24 months from the date your leave of absence begins.

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.

Your USERRA and COBRA continuation right run concurrently for any period that you are eligible for both.

## **Questions**

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