

Professional Development Reimbursement Policy

Continued learning is a key part of engagement, growth and career development for all employees at Adobe. Whether you're interested in growing your technical or professional skills, it's important that all employees have the opportunity to continue their development.

Effective September 1, 2018, Adobe will reimburse employees \$1,000 USD per calendar year for short-term learning opportunities (conferences, webinars and online courses) directly related to an employee's career growth at Adobe. The benefit is intended to offset any out of pocket expenses incurred by the employee. We hope employees find this valuable and an investment in their personal development at Adobe.

If you're interested in long-term degree or certification programs, please refer to [Adobe's Education Reimbursement Policy](#).

What is covered?

Adobe's Professional Development Reimbursement benefit covers up to \$1,000 USD, or equivalent, per calendar year for short-term learning opportunities directly related to an employee's career growth at Adobe, such as conferences and workshops, professional and technical training courses, online learning, and professional memberships. Prior to signing up for a development program, employees should discuss the opportunity with their manager to ensure it is in line with their career goals.

What is not covered?

The Professional Development Reimbursement benefit only covers personal skill development opportunities related to an employee's career growth at Adobe. The program does not cover travel, meal expenses, software, equipment or subscriptions to publications.

Who is eligible?

All regular Adobe employees who are in good performance standing are eligible to participate in the program. Regular employees include part-time employees who work the minimum hours required to be eligible for benefits. Interns and Adobe paid temporary employees are not eligible, except where legally required. You must be employed with Adobe when the course begins and ends to receive reimbursement.

Benefit amounts

The maximum benefit is \$1,000 USD per calendar year. These amounts may be considered a benefit-in-kind and will be considered taxable income for employees unless not required by local tax rules. Please see the list of [currency rates by country](#).

Reimbursement Process

1. Review this policy.
2. Meet with your manager to decide on the professional development activity that's right for you:
 - a. For countries using Concur, complete the [Manager Acknowledgement form](#).
 - b. For U.S. and Canada, an automatic notification will be sent to your manager after your claim submission.
 - c. For countries using My Adobe Benefits, you will be asked to attest that you've met with your manager to discuss your learning opportunity.
2. Sign up and pay for your course/workshop/conference or on-demand/online courses and save your receipt.
Do NOT use your corporate card.
4. Submit your claim and receipt(s) via your region/country reimbursement process:
 - a. For U.S. and Canada: Submit via the [Tri-Ad Process](#)
 - b. For U.K., Ireland, Denmark, Sweden, Romania, Brazil and Mexico: Submit via the [My Adobe Benefits process](#)
 - c. For Rest of World: Submit via the [Concur process](#)

Reimbursement Deadlines

All receipts are due no later than midnight local time on the **deadline for your country**. No exceptions will be made. Reimbursements will be issued through Payroll after you submit all receipts and your claim is approved. Depending on the date you submit your receipt for reimbursement, you will receive your reimbursement amount in accordance with normal pay periods and timelines for your respective country.

Reimbursement Deadlines

UNITED STATES AND CANADA

Claims should be filed by December 30 of the current calendar year. If you miss this deadline, you may file for paid expenses from the prior calendar year until May 31. Prior year expenses filed after May 31 will be applied to the current calendar benefit.

REST OF WORLD

Claims must be filed by December 30 of the current calendar year. You may file for reimbursement of paid expenses after December 30, but they will be reimbursed against the current calendar year benefit.

Disclaimer: The Company reserves the right to interpret and to make changes to or withdraw from this plan at any time, subject to applicable legal requirements.