

U.S. benefits program eligibility

Eligibility for Adobe's benefits program is based on the employee's work classification and the number of hours scheduled to work per week. Certain programs are governed by federal, state, or tax laws. Contractors and agency hires are not eligible for Adobe benefits. Listed below are the current benefit eligibility requirements.

If a conflict exists between a statement in this summary and the provisions in the plan documents, master contracts, the Evidence of Coverage (EOC), or trust agreement, the plan document, master insurance contract, the EOC or trust agreement will govern how benefits are administered and paid. Adobe reserves the right to change or modify the terms of any program at any time.

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Health benefits and insurance plans

Benefit plan	Regular employees		Interns	
	24+ hours / week	<24 hours / week	24+ hours / week	<24 hours / week
Medical	Yes	No	Yes, but only for those who satisfy a 90-day waiting period	No
Dental	Yes	No	No	No
Vision	Yes	No	No	No
Employee Assistance Program (EAP)	Yes	Yes	Yes (only work-life resources and crisis support line)	Yes (only work-life resources and crisis support line)
Life Insurance	Yes	No	No	No
Accidental Death & Dismemberment (AD&D) Insurance	Yes	No	No	No
Flexible Spending Accounts (health care/dependent care, including adobe child/elder care gift)	Yes	No	No	No
Health Savings Account (HSA)	Yes (based on medical plan election) ¹	No	No	No
Adobe Voluntary Disability Insurance (VDI) ² <i>California employees only</i>	Yes (unless opted out)	Yes (unless opted out)	Yes (unless opted out)	Yes (unless opted out)
Short-Term Disability (STD) ³	Yes	No ⁴	No ⁴	No ⁴
Long-Term Disability (LTD) ³	Yes	No	No	No

¹ Also subject to employee IRS HSA eligibility rules; employee certifies IRS eligibility on the Adobe Benefits Enrollment Site.

² If you work in California, Adobe automatically enrolls you in the short-term VDI plan starting on your date of hire. (You may opt out of VDI and instead enroll in California State Disability Insurance (SDI).) The contributions that you make for VDI are the same as what you would pay for CA SDI, however if you choose CA SDI, contributions have no wage cap.

³ For non-commissioned employees, eligible pay for benefit purposes is defined as your normal pre-disability base pay. It does not include bonus payments, overtime or other extra compensation. For commissioned employees, eligible pay for is defined as your pre-disability Total Target Compensation (TTC).

⁴ May be eligible under State Disability Insurance (VDI/SDI) where mandated (CA, NY, NJ, RI, HI, WA, MA, CT, OR, CO and Puerto Rico). California employees working under 24 hours or interns have a maximum Voluntary Disability Benefit (VDI) benefit based on the current CA state maximum weekly benefit.

Time off¹

Benefit plan	Regular employees		Interns	
	24+ hours / week	<24 hours / week	24+ hours / week	<24 hours / week
Sick Time ² <i>Exempt employees and interns</i>	Yes	Yes	Yes	Yes
Paid Holidays ³	Yes	Yes	Yes, if during the assignment	Yes
Paid Time Off (PTO) ⁴ <i>Non-exempt employees</i>	Yes	Yes	No	No
Sabbatical	Yes	No	No	No
Medical Leave (including pregnancy disability)	Yes	No ⁵	No ⁵	No ⁵
Disaster and Epidemic Time Off (DETO)	Yes	Yes	Yes	Yes
Family and Medical Leave Act (FMLA)	Yes, when meets federal law eligibility (one-year employment and 1,250 hours worked in the year preceding the leave request)			
Paid Parental Leave	Yes	Yes ⁶	No ⁶	No ⁶
Jury Duty	Yes	Yes	Yes	Yes
Bereavement Leave	Yes	Yes	Yes	Yes
Personal Leave ⁷	Yes	Yes	No	No
Military Leave	Yes	Yes	No ⁸	No ⁸

¹ Adobe does not have prescribed vacation days or a "paid time off" (PTO) policy for its exempt employees. Each employee's personal and work situation is unique, and we encourage employees to work directly with their managers to arrange for time off. Employees simply continue to receive their regular pay when they are taking time away from work for vacation or other personal reasons with the exception of time off for illness or leaves of absence, which are handled separately under those policies. During a week of time off or a Company Break Period, an eligible part-time, exempt employee will be paid his/her regular weekly part-time base salary.

² Eligible part-time exempt U.S. employees working less than 40 hours per week will accrue Sick Time on a pro-rated basis. (For example, if working 32 hours per week, 32/40=0.80% of FT accrual.) Employees working less than 24 hours per week are not eligible for Sick Time except where mandated.

³ Employees and interns working less than 40 hours per week will be paid holiday pay on a pro-rated basis. (For example, if working 32 hours per week, 32/40=0.80% of FT accrual. You will be paid for 6.4 hours on a holiday).

⁴ Eligible part-time non-exempt U.S. employees working less than 40 hours per week will accrue PTO on a pro-rated basis. (For example, if working 32 hours per week, 32/40=0.80% of FT accrual.) Employees working less than 24 hours per week are not eligible for PTO.

⁵ No benefits are payable through the Adobe's Medical Leave STD plan. However, employees may be eligible for disability under VDI/SDI where mandated (CA, NY, NJ, RI, HI, WA, MA, DC, CT, OR, CO and Puerto Rico).

⁶ Employees not eligible for FMLA may be eligible for Adobe's Non-Qualifying Parental Leave (4 weeks). Employees may also be eligible for paid family leave where mandated through their state (CA, NY, NJ, RI, DC, WA, MA, CT, OR, CO and Puerto Rico).

⁷ Employees may be eligible to request a Personal Leave if you have worked at Adobe for more than one year, are in good standing with the Company, and business conditions can accommodate your request, as determined solely by Adobe.

⁸ Interns who are called to active duty or required to participate in reserve training for any branch of the U.S. Armed Forces are eligible for military leave in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA). This includes voluntary and involuntary service, annual training, weekend drills, and other qualifying duties.

Retirement, savings, equity, and compensation

Benefit plan	Regular employees		Interns	
	24+ hours / week	<24 hours / week	24+ hours / week	<24 hours / week
401(k) Retirement Savings Plan	Yes	Yes	Yes	Yes
529 Education Savings Plan	Yes	Yes	Yes	Yes
AIP (Annual Incentive Bonus Plan) ^{1,2}	Yes	Yes	No	No
Deferred Compensation Plan <i>Director level and above, and equivalent</i>	Yes	Yes	No	No
Employee Stock Purchase Plan (ESPP)	Yes	Yes ³	Under certain circumstances ⁴	Under certain circumstances ⁴
Performance Shares <i>VP and above</i>	Yes	Yes	No	No
Restricted Stock Units (RSUs)	Yes	Yes	No	No

¹ Sr. Director and below AIP: Eligible participants in this AIP consist of employees of Adobe who (i) are designated by the Company in writing as eligible, (ii) are employed (full time or part time) during the Performance Period at the Senior Director level or below and (iii) are employed by Adobe at the end of the Performance Period (each, a "Participant"). Employees eligible to participate in any other cash-based incentive compensation plan at Adobe are not eligible to participate simultaneously in the AIP. Please refer to the Annual Incentive Plan Documents on Inside Adobe (search "AIP" or "short-term incentive").

² VP and above AIP: Eligible participants designated by the Executive Compensation Committee of the Board of Directors (the "Committee") in the AIP include (A) executive officers of the Company and (B) employees of the Company who are at the Vice President level and above, and in the case of both clauses (A) and (B), who (i) are employed (full time or part time) during the Performance Period, and (ii) are regular employees of Adobe at the end of the Performance Period (the "Participants"). Participation in the AIP is at the discretion of the Committee, in consultation with Company management. Employees eligible to participate in any other cash-based incentive compensation plan at Adobe (such as a sales compensation plan) are not eligible to participate simultaneously in the AIP. Please refer to the Annual Incentive Plan Documents on Inside Adobe (search "AIP" or "short-term incentive").

³ If regularly scheduled to work at least 20 hours per week and more than 5 months in a calendar year.

⁴ Please refer to the eligibility section of the ESPP page on Inside Adobe (search "ESPP").

Other benefits

Benefit plan	Regular employees		Interns	
	24+ hours / week	<24 hours / week	24+ hours / week	<24 hours / week
Adoption Assistance Program (My Adobe Reimbursements)	Yes	No	No	No
Backup Care/Tutoring (Bright Horizons)	Yes	No	No	No
Breast Milk Transportation (Milk Stork)	Yes	Yes	No	No
Business Travel Accident (BTA) Insurance (Chubb)	Yes	Yes	Yes	Yes
Cafeteria	Yes	Yes	Yes	Yes
Cancer Support (AccessHope)	Yes	No	No	No
Candidly (student debt and savings platform)	Yes	Yes	Yes	Yes
Company Events (annual picnic, holiday)	Yes	Yes	Yes	Yes
Commute Alternatives Program	Yes	Yes	Yes	Yes
Credit Union	Yes	Yes	Yes	Yes
Discounts	Yes	Yes	Yes	Yes
Expert Second Medical Opinion (Teladoc Medical Experts)	Yes	No	No	No
Employee Purchase Program	Yes	Yes	Yes	Yes
Financial Coaching (My Secure Advantage – MSA)	Yes	Yes	No	No
Fitness Programs (onsite gym)	Yes	Yes	Yes	Yes
Voluntary Legal Insurance (MetLife)	Yes	No	No	No
Voluntary Supplemental Health (MetLife)	Yes	No	No	No
Headspace	Yes	Yes	Yes	Yes
Identity Theft Protection and Credit Monitoring	Yes	Yes	No	No
International Business Travelers Medical Insurance (Aetna World Traveler)	Yes	Yes	Yes	Yes

Benefit plan	Regular employees		Interns	
	24+ hours / week	<24 hours / week	24+ hours / week	<24 hours / week
Investment Advice Services ¹	Yes	Yes	Yes	Yes
Learning Fund: Educational (My Adobe Reimbursements)	Yes	No	No	No
Learning Fund: Graduate (My Adobe Reimbursements)	Yes ²	No	No	No
Learning Fund: Professional Development (My Adobe Reimbursements)	Yes	No	No	No
Lost Luggage (Chubb)	Yes	Yes	Yes	Yes
Matching Gift Program	Yes	Yes	No	No
Meditation App (Headspace)	Yes	Yes	Yes	Yes
Patent Award	Yes	Yes	Yes	Yes
Telemedicine and Virtual Primary Care (Teladoc)	Yes (Aetna members)	No	No	No
TeleVet (Airvet)	Yes	No	No	No
Thrive Global	Yes	Yes	Yes	Yes
Wellbeing Reimbursement Program (My Adobe Reimbursements)	Yes ³	No	Yes ⁴	No
Workers' Compensation	Yes	Yes	Yes	Yes

¹ Available to employees who are eligible for and participate in Adobe's 401(k) Retirement Savings Plan.

² Available to new hires who have graduated within 12 months of being hired as regular 24+ hours.

³ Annual allotment pro-rated based on start date month.

⁴ Annual allotment pro-rated at 50% or \$300 USD