India Sabbatical Policy

Adobe offers eligible employees a Sabbatical Program. A sabbatical gives you an opportunity to take extended time off to relax, recharge and reenergize for your return to work with a renewed commitment to supporting Adobe's future success.

WHO IS ELIGIBLE

You are eligible for the Adobe Sabbatical Program if you are a regular India employee. You may take a sabbatical once you have completed five years of continuous regular employment (adjusted as applicable).

You will be *ineligible* for a sabbatical if any of the following situations occur:

- Your employment with Adobe is terminated for any reason.
- You do not use your sabbatical within 24 months of becoming eligible.
- The Adobe Sabbatical Program is discontinued.
- You have given your resignation and are on notice period.

HOW THE ADOBE SABBATICAL PROGRAM WORKS

Sabbatical Benefit
4 weeks after 5 years of employment
5 weeks after 10 years of employment
6 weeks after 15 years of employment
6 weeks every 5 years thereafter

Eligibility Period

Once you have completed five years of continuous regular employment, you may take a sabbatical. You may not take your sabbatical before your eligibility date.

You must take your sabbatical within 24 months of becoming eligible; extensions will not be granted. If you become eligible for a sabbatical but do not take it in the designated period of time, you will lose your sabbatical and will not be eligible for another until you complete another consecutive five years of active service. If you are eligible to take a sabbatical but terminate employment while you are within the designated period of time to take it, your sabbatical will not be paid out to you upon termination.

Measuring Years of Service

Hire dates will be used as a basis for determining the first five years of service, with any adjustments necessary to take into consideration leaves of absence (see below). For employees hired through an acquisition, the date of hire by Adobe will be the date from which the first five years of service is measured. Eligibility for future sabbaticals will be determined by the *eligibility* date of your last sabbatical (as long as you have not had a break in service), *not* the date you took your sabbatical. The following are examples of eligibility determinations:

- **Standard Eligibility:** Your employment began on March 15, 2012 and you work as an eligible employee from that datewith no breaks in service. On March 15, 2017, you will become eligible for your first sabbatical, as long as you continue to be a regular, full time India employee without a break in service. You will be eligible for your next sabbatical on March 15, 2022, provided you have no breaks in service between the first and second sabbaticals.
- **International Transfer:** If you began work in another country that did not offer sabbaticals on May 5, 2011, and on March 1, 2012, you transferred to India as a regular, eligible employee, your service would begin countingtoward a sabbatical on March 1, 2012 (i.e., the date you transferred). You will be eligible for your first sabbatical on March 1, 2017, as long as you continue to be a regular, eligible India employee, without a break in service. Note that if under this scenario your prior country *did* offer sabbaticals, then your service in that country would apply for purposes of sabbatical eligibility.
- **Multiple International Transfers:** If your employment began on May 5, 2011 in India (a country that is sabbatical eligible) and youtransferred to a country (example: Australia) that is not sabbatical eligible on March 5, 2013 and then transferred back to India again on January 5, 2016 and during this time you had no break inservice and you were a regular employee then your service in Australia would count toward a sabbatical on May 5, 2016 (i.e. the date you started employment in India).
- **Acquisition before April 10, 2020:** On May 15, 2018 your company was acquired by Adobe, and your Adobe hire date is June 1, 2018. The hire date with your former company was May 8, 2012. Your service would begin counting toward a sabbatical beginning June 1, 2018, your date of hire at Adobe. You will be eligible for your first sabbatical on June 1, 2023, as long as you continue to be a regular, eligible employee without a break in service. However, once you reach your five years of continuous service with Adobe, your service with your prior company will be counted to determine the length of your sabbatical (four, five, or six weeks). In this case you were with your company approximately six years so when you earn your sabbatical on June 1, 2023, you will be able to take five weeks of sabbatical (the 10 year level).
- **Acquisition after April 9, 2020:** On May 15, 2020 your company was acquired by Adobe, and your Adobe hire date is June 1, 2020. The hire date with your former company was May 8, 2012. Your service would begin counting toward a sabbatical beginning June 1, 2018, your date of hire at Adobe. You will be eligible for your first sabbatical on June 1, 2023, as long as you continue to be a regular, eligible employee without a break in service. The length of your sabbatical is dependent on your active, continuous service as an Adobe employee. Previous employment will not be used to determine the length of your sabbatical.

Service Adjustments

If you are employed at Adobe but have a service adjustment, the type of adjustment will determine how that period applies to the calculation of your years of service for your sabbatical. If you:

- ***Take a Medical or Personal Leave lasting longer than 365 calendar days,*** any time off in excess of 365 calendar days will not count toward the five-year requirement for your sabbatical.
- ***Have worked at Adobe as a temporary employee or independent contractor,*** this time will not count toward your five years of active, continuous service as a regular employee.
- ***Leave Adobe and are rehired as a regular employee,*** your prior years of service will not count toward your five years of active, continuous service.
- ***Have worked at Adobe as an Intern and convert to an eligible employee*****,** with no break in service from internship to eligible employee status, your sabbatical eligibility will start as of your regular hire date.

- ***Transfer from working*** in another country that did not offer sabbaticals to India with no breaks in service, your time in the previous country will count towards your service eligibility.

Taking Your Sabbatical

A sabbatical is a long time to be away from your job, and your manager will need to plan for your absence and your return to work. To allow your work group time to plan for your absence, you should obtain approval from your manager 60 to 90 days in advance, in absence of which the request may get denied.

Sabbatical leave must be taken in one continuous period. You may not split it into several shorter periods or cash it out.

You may request to use your paid time off to extend your sabbatical. Again, it is important to give your manager as much notice as possible – at least 60 days – so she or he can plan for your extended absence and your return to work.

You may use your sabbatical for any purpose, as long as it is not in conflict with the interests of Adobe. Please review the Adobe Code of Business Conduct and the Employee Inventions and Proprietary Rights Assignment Agreement you signed when you joined Adobe to review some of the important conditions of your employment. The terms of the Code of Business Conduct and the Proprietary Rights Agreement remain in effect while you are on sabbatical. Pay special attention to the section that describes conditions under which you can accept other employment while an employee of Adobe. You remain an employee of Adobe while you are on a sabbatical, and you are expected to return to work at Adobe following the completion of your sabbatical.

You can apply for Sabbatical in the Time off tool in advance of your leave. Before taking your sabbatical you should obtain your manager's approval and coordinate the dates during which you will be out.

MORE ABOUT THE ADOBE SABBATICAL PROGRAM

Returning From Your Sabbatical

Sabbaticals are offered to employees in order to reward them for their past contributions and to refresh them so that they can make additional valuable contributions to Adobe following their sabbatical. As a result, it is anticipated and expected that employees who take a sabbatical will return to work at Adobe following the sabbatical. When you return from your sabbatical, you will generally return to the same or a substantially comparable position to the one you held before your sabbatical. If business conditions change during your absence, Adobe will make reasonable efforts to help you find a suitable position for which you are qualified at that time.

The Effect of a Sabbatical on Your Pay and Benefits

The points below summarize the effect a sabbatical has on your pay and benefits:

- The pay you receive during your sabbatical will be based on your regular rate of pay in effect on the day prior to your beginning your sabbatical, or if you receive a pay increase while you are on sabbatical, you will receive pay at the new rate effective on the date of the increase.
- If you are an employee on a commission plan and/or are participating in the AIP, you will be paid as you would have been paid had you not gone on sabbatical (i.e., based on actual goal/commissions achievement, not on TTC).
- Equity vesting will not be affected.

- All regular benefits in which you are participating when your sabbatical begins will continue as if you were actively at work.
- If any Adobe-paid holidays fall during your sabbatical, your sabbatical will be extended by that number of days. Similarly, if any Adobe break falls during your sabbatical, your sabbatical will be extended by that number of days

Keep in mind that the purpose of a sabbatical is to provide you with extended time away from work in addition to any other company time off in order to rejuvenate and then return to work. That is why we do not have a sabbatical cash-out option in lieu of taking sabbatical leave.