



India Leave Programs Guideline: FAQ

MEDICAL LOA

1. How does Medical Leave work?

Employee may request Medical Leave of Absence if an illness, surgery or other medical events that would keep the employee away from work for an extended period of time and shall be subject to the approval of the Manager, the Business Unit Head and People Resources Business Partner.

2. How to apply for Medical Leave?

You must complete a Leave of Absence form in advance, unless an emergency precludes the advance notice. The employee would have to get the form signed by the Manager and submit the same to ERC team.

3. Who is eligible for a Medical Leave?

All regular Adobe employees are eligible for Medical LOA.

4. For how long can I take a Medical Leave?

The effective date of the Medical Leave would be the date when the doctor advises you not to work. Medical Leave would be granted for period that is medically necessary, as documented by the physician/treating doctor for you to be away from work. This period would be a maximum of 12 months from the onset of the illness, surgery, disability or other medical event. You must submit your time off through AON Hewitt Portal.

5. Do I get paid during Medical Leave?

You will not receive any compensation from Adobe during Medical Leave unless the Medical Leave is due to workplace injury.

6. What is the impact to my Insurance benefits?

Your Life, Personal Accident, and Medical Insurance continues for up to maximum of 12 months. For the impact to other benefits, refer to the Leaves of Absence Policy and refer to the section called Benefits applicable during Medical Leave of Absence.

7. Do holidays or company breaks extend Medical Leave?

No; company breaks and holidays do not extend your medical leave.

8. Can I use my Sabbatical while on Medical Leave?

No. However, you can use your Sabbatical benefit after your Medical Leave. You are responsible to request approval from your manager to take your Sabbatical and you will need to submit your Sabbatical request on the Aon Hewitt Portal.

9. Does my Medical LOA affect my Sabbatical eligibility date?

Your Sabbatical eligibility date will not be affected unless your medical leave lasts longer than one year. If your leave exceeds a year, your Sabbatical eligibility date will be adjusted by the time that your leave that extends beyond 12 months.

10. What is the impact on my other leaves – Vacation, Casual and Sick



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Before you begin the Medical Leave, the following leave would be adjusted in the following order from the **positive** balance, if available

- i. Sick Leave
- ii. Casual Leave
- iii. Vacation Leave

11. Can the manager initiate a replacement requisitions while the employee is on Medical LOA?
The backfill for an employee going on an LOA is subjective and is the discretion of the business.

12. Who do I contact with questions?

For questions regarding a Medical Leave, contact Adobe's Employee Resource Center (ERC) at ext. 6-HELP (+91-120-6122600) or erc@adobe.com.

PERSONAL LOA

1. How does Personal Leave work?

Personal Leave is available for you to take time off for pursuing further education, extending a vacation or other personal reasons subject to Manager, the Business Unit Head and People Resources Business Partner approval.

2. Who is eligible for a Personal Leave?

You are eligible for a Personal Leave if you are a regular employee of Adobe India and have completed one year of service.

3. How long can I take for a Personal Leave?

You may request time off for an unpaid personal leave for a maximum period of 12 months if approved by your Manager, the Business Unit Head and People Resources Business Partner. Unpaid time off for a period of less than 1 month does not qualify as Personal Leave, you must submit your time off through AON Portal.

4. How to apply for a Personal Leave?

To apply for Personal Leave, you must complete a Leave of Absence form in advance and submit the request to your Manager. The Manager in continuation would discuss the same with the BU head and HRBP and approves the Leave of Absence as appropriate.

5. What is the impact to my Insurance benefits?

Your Life, Personal Accident, and Medical Insurance continues for up to maximum of 12 months. For the impact to other benefits, refer to the Leaves of Absence Policy and refer to the section called Benefits applicable during Personal Leave of Absence.

6. Do holidays or company breaks extend Personal Leave?

No; company breaks and holidays do not extend your Personal Leave.

7. Can I use my Sabbatical while on Personal Leave?



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No. However, you can use your Sabbatical benefit after your Personal Leave. You are responsible to request approval from your manager to take your Sabbatical and you will need to submit your Sabbatical request on the Aon Hewitt Portal.

8. Does my Personal LOA affect my Sabbatical eligibility date?

Your Sabbatical eligibility date will not be affected unless your personal leave lasts longer than one year. If your leave exceeds a year, your Sabbatical eligibility date will be adjusted by the time of your leave that is beyond 12 months.

9. What is the impact on my other leaves – Vacation & Casual

Before you begin the Personal Leave, the following leave would be adjusted in the following order from the **positive** balance, if available

- i. Casual Leave
- ii. Vacation Leave

10. What is the impact on my sick leaves?

During Personal Leave, sick leave cannot be availed.

- ### 11. Can the manager initiate a replacement requisitions while the employee is on Personal LOA?
- The backfill for an employee going on an LOA is subjective and is the discretion of the business.

12. Who do I contact with questions?

For questions regarding a Personal Leave, contact Adobe's Employee Resource Center (ERC) at ext. 6-HELP (+91-120-6122600) or erc@adobe.com.

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