

# 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.

Adobe will reimburse employees \$1,000 USD per calendar year for short-term learning opportunities (such as conferences, workshops, webinars, online learning, business-related books, language courses, re-certification fees and professional memberships) directly related to an employee's career growth at Adobe. The benefit is intended to offset any out-of-pocket expenses, minus applicable taxes, incurred by the employee. We hope employees find this valuable and an investment in their personal development at Adobe.

If you are interested in long-term degree or certification programs, please refer to the Adobe Education Reimbursement Policy on Inside Adobe > Search: [Learning Fund](#).

## 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, workshops, webinars, online learning, business-related books, language courses, re-certification fees and professional memberships. **Prior to signing up for a development program, employees need to discuss the opportunity with their manager to ensure it is in line with their career goals.** Managers will receive notification once a claim has been submitted.

## 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 foreign transaction fees, currency exchange fees, 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 benefit. Regular employees include part-time employees who work the minimum hours required to be eligible for benefits. Adobe Interns are not eligible and Adobe-paid temporary employees are not eligible except where legally required. You must be employed with Adobe when the learning opportunity begins and ends to receive reimbursement.

## Benefit Amounts

The maximum benefit is \$1,000 USD per calendar year. These amounts may be considered taxable income for employees unless not required by local tax rules. Visit Inside Adobe > Search: [Learning Fund](#) to see the list of currency rates by country.

## Reimbursement Process

Please review this policy and meet with your manager to decide on the professional development activity that's right for you.

For step-by-step instructions on the reimbursement process for your country, visit Inside Adobe > Search: [Learning Fund](#).

- Handwritten or receipts for "cash" payments are no longer accepted.
- Employees cannot use their corporate cards to make payments.
- If a learning opportunity is cancelled after reimbursement has been received, the employee may be able to apply the funds to a new learning opportunity or they must return the funds to Adobe.

## Reimbursement Deadlines

All receipts are due no later than midnight local time on the deadline for your country (see below). No exceptions will be made. Reimbursements will be issued through Payroll after you submit your invoice and 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

Claims should be filed by December 30 of the current calendar year. If you miss this deadline, you may file for reimbursement of paid expenses until May 31 of the next calendar year. Expenses filed after May 31 will be reimbursed against the next calendar year benefit.

#### Canada, India, Japan, APAC, EMEA, LATAM

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 next 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.