Global Benefits & Wellbeing

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 employees have access to a reimbursement of $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*.

Eligibility

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.

Benefits amounts

The maximum benefit is $1,000 USD per calendar year. These amounts are considered taxable income for employees unless not required by local tax rules. Your Learning Fund Reimbursement Program benefit does not carry forward from one calendar year to the next. If you do not use your benefit, you will forfeit any unused amount. To see the list of currency rates by country, visit Inside Adobe > Search: *Learning Fund*.

Adobe

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, development tools, executive coaching, 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. Below are examples of eligible expenses as a guide. ***This is not an comprehensive list.*** If you have an item that does not fall into one of these categories, here are some questions to think through:

- Does this item or service enable me to grow professionally in my role at Adobe?
- Is this item on the "not covered" list?

Category	Examples of eligible expenses
Conferences	Uplift, DevLearn, Inbound, Wonder Women Tech
Webinars/workshops	Udemy Business, Coursera, OpenSesame
Online learning	ExecOnline, Masterclass
Business-related books and subscriptions	Leading to Greatness, The 20-Minute Networking Meeting, Multipliers, The Gift of Influence, Audible, Medium, etc.
Language courses	Rosetta Stone, Pimsleur, Lingoda
Non-accredited certifications	PMP
Executive coaching	Ezra, 1:1 professional business coaching, LRI
Professional memberships	Association for Talent Development

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 following items are NOT eligible for reimbursement under the program. ***This is not a comprehensive list.*** *Adobe reserves the right to deem other items ineligible.*

Category	Examples of ineligible expenses
Financial	Fees related to foreign transaction fees, currency exchange, banks, credit cards, investing, trading accounts or similar. Purchases on corporate cards, gift cards, personal bills.
Travel	Flights, hotels, fuel, meal expenses, other travel costs
Software	Microsoft Office, Figma, Java, AI software
Wellness coaching	Yoga, therapy, life coaching
Adobe provided resources	Headspace, LinkedIn Learning, Adobe Products, Adobe Conferences
Tech hardware	iPad, Amazon Fire tablet, Microsoft Surface tablet, laptop, Kindle

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.

Claims must be filed and approved by December 30th of the current calendar year. You may file for reimbursement of paid expenses after December 30 through the following calendar year, however they will be reimbursed against the next calendar year benefit.

Reimbursement process: U.S.

Please review this policy and meet with your manager to decide on the professional development activity that's right for you. **Note:** Instructions below are applicable only to employees in the U.S. Please visit the Rest of World page for those regional instructions.

Once you have verbal approval from your manager, you may pay for your development opportunity using personal funds. Then log in to My Adobe Reimbursements (powered by Benify) and follow these instructions:

1. Click *My Reimbursements*.
2. Under Professional Development Plan, click *Make a Claim*.
3. Click *Submit a Claim*.
4. Complete the required fields.
5. Upload your scanned receipt.
6. Click *Continue*.
7. Review your claim and acknowledge that you've read and accept the terms and conditions.
8. Click *Confirm*.

Once your claim is submitted, it will be automatically sent to your manager for approval.

Managers: You will receive a notification from My Adobe Reimbursements that your employee has submitted a claim. Please log on and review the claim including coursework, costs, and vendor/institution. Once you approve, the claim will be sent to the vendor for final approval and processing.

Once your claim is approved, your manager will receive an automated email confirming your request. No further action is needed. Reimbursements will be issued through Payroll within two pay periods of your successful claim submission. My Adobe Reimbursements will notify you if there are any issues with your claim. Approved claims will be reimbursed through Payroll within two pay periods of your successful claim submission.

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 process: Australia, Austria, Belgium, France, Germany, Ireland, Italy, New Zealand, Romania, Singapore, South Africa, Spain, Sweden, Switzerland, Thailand, and UK

Please review this policy and meet with your manager to decide on the professional development activity that's right for you. **Note:** Instructions below are applicable only to employees in Australia, Austria, Belgium, France, Germany, Ireland, Italy, New Zealand, Romania, Singapore, South Africa, Spain, Sweden, Switzerland, Thailand, and UK. See U.S. page for those country-specific instructions, or visit the Rest of World page for those regional instructions.

Once you have verbal approval from your manager, you may pay for your development opportunity using personal funds. To be reimbursed, log in to My Adobe Benefits (powered by Benify) and follow these instructions:

1. Click *My Reimbursements*.
2. Under Professional Development Plan, click *Make a Claim*.
3. Click *Submit a Claim*.
4. Complete the required fields.
5. Upload your scanned receipt.
6. Click *Continue*.
7. Review your claim and acknowledge that you've read and accept the terms and conditions. Click *Confirm*.
8. Once your claim is submitted it will be automatically sent to your manager for approval.

Managers: You will receive a notification from My Adobe Benefits (powered by Benify) that your employee has submitted a claim. Please log on and review the claim including coursework, costs, and vendor/institution. Once you approve, the claim will be sent to the vendor for final approval and processing.

Once your claim is approved, your manager will receive an automated email confirming your request. No further action is needed. Reimbursements will be issued through Payroll within two pay periods of your successful claim submission. My Adobe Benefits will notify you if there are any issues with your claim. Approved claims will be reimbursed through Payroll within two pay periods of your successful claim submission.

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 process: Rest of World

Please review this policy and meet with your manager to decide on the professional development activity that's right for you. **Note:** Instructions below are applicable only to employees outside the U.S. Please visit the U.S. page for those country-specific instructions.

Once you have verbal approval from your manager, you may pay for your development opportunity using personal funds. To be reimbursed, log into My Adobe Benefits (powered by Darwin) and follow these instructions:

1. Click *Spending Accounts*.

2. Click *Make a Claim*.
3. Select *Education Development* for the type of claim.
4. Complete the required fields. **Note:** If you're submitting a receipt outside of your home country, you'll need to convert the currency to your home country currency.
5. Upload your scanned receipt.
6. Acknowledge that you've read the policy and had a conversation with your manager and click *Submit* or *Next*.
7. Once your claim is submitted it will be automatically sent to your manager for approval. **Note:** If your manager is located in the U.S., they will receive an email from My Adobe Benefits for approval.

Managers: You will receive a notification from My Adobe Benefits (powered by Darwin) that your employee has submitted a claim. Please log on and review the claim including coursework, costs, and vendor/institution. Once you approve, the claim will be sent to the vendor for final approval and processing.

Once your claim is approved, your manager will receive an automated email confirming your request. No further action is needed. Reimbursements will be issued through Payroll within two pay periods of your successful claim submission. My Adobe Benefits will notify you if there are any issues with your claim. Approved claims will be reimbursed through Payroll within two pay periods of your successful claim submission.

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.

Disclaimer

FAQs

What is the Professional Development Reimbursement benefit?

As part of Adobe's Learning Fund, the Professional Development Reimbursement benefit supports employees with growing their technical and professional skills by providing reimbursement for short-term learning opportunities (such as conferences, workshops, webinars, online learning, business-related books, language courses, recertification and renewal fees and professional memberships) that are in line with the business and their career goals.

Who is eligible for Professional Development Reimbursement?

All regular Adobe employees who are in good performance standing are eligible for this 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.

How much is the Professional Development Reimbursement benefit?

Adobe will reimburse employees up to $1,000 USD, or equivalent, per calendar year for out-of-pocket expenses for short-term learning opportunities directly related to an employee's career growth at Adobe. The annual benefit amount is established by Finance in local currency based on the currency exchange rates as of the first Saturday in December prior to a new calendar year. The local benefit amount may increase or decrease annually based on applicable currency exchange rates. For benefit amounts in local currency, visit Inside Adobe > Search: *Learning Fund*.

What if the class, conference, or other learning opportunity is more than $1,000 USD?

If the learning opportunity is more than $1,000 USD, the employee can ask their manager if the remaining balance can be covered by the manager's cost center. If you're signing up for something that costs more than $1,000 USD, make sure you have your manager's approval to cover the remaining cost before signing up.

What if the class, conference, or other learning opportunity is cancelled after I have received my reimbursement?

If the learning opportunity is cancelled after you have received reimbursement you may be able to apply the funds to a new learning opportunity or the funds may need to be returned to Adobe. Please discuss the opportunity with your manager prior to signing up or paying for a new learning opportunity. If taking a new course or class is not possible, please contact My Adobe Reimbursements in the U.S. or My Adobe Benefits within 90 days to learn how to repay the amount to Adobe.

Is this benefit taxable?

The benefit is considered a benefit-in-kind and will be considered taxable income for employees unless not required by local tax rules.

What's the difference between Education Reimbursement and Professional Development Reimbursement?

Education Reimbursement is for long-term degree and certification programs and requires a grade of "C" or better or "P" (if pass/fail) to be reimbursed. Professional Development Reimbursement is for short-term learning opportunities (such as conferences, workshops, webinars, online learning, business-related books/e-books language courses, recertification, and professional memberships) and does not require proof of grade received or completion of the course or program to be reimbursed.

Can I use this benefit for language classes?

Yes, you will be reimbursed for language classes through the Professional Development Reimbursement benefit if it is determined to be related to your career growth by your manager.

Can I use this benefit for Adobe Certified Expert (ACE)-related courses?

Yes, Adobe Certified Expert-related courses are eligible for reimbursement under the professional development reimbursement benefit.

Are travel expenses related to a conference or workshop covered?

Travel expenses are not covered by the Professional Development Reimbursement benefit.

Do I need approval from my manager for the Professional Development Reimbursement benefit?

Yes. As part of your career development, it's important that you have regular check-ins with your manager to discuss your career goals, including professional development. Employees should have a discussion around the learning opportunity and come up with a plan that fits your career goals. Before signing up for a learning opportunity or submitting a claim, be sure you receive acknowledgement from your manager by following the country-specific instructions outlined on Inside Adobe > Search: *Learning Fund*.

When can I start submitting claims?

Employees are eligible from their date of hire but may need to wait 7-10 days, or until they are active in our vendor partner's system, to submit a claim.

How do I submit a claim for reimbursement?

Once you have decided on a learning opportunity, submit your reimbursement request through your country's reimbursement process by following the step-by-step instructions on Inside Adobe > Search: *Learning Fund*.

When is the deadline to submit for reimbursement?

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.

Can I use my Adobe issued corporate credit card for this benefit?

No. Please pay out of pocket for the learning opportunity and follow the reimbursement process on Inside Adobe > Search: *Learning Fund*.

How and when do I receive my reimbursement?

Reimbursements will be issued through Payroll after you submit all receipts and your claim is fully approved. Depending on your claim submission and approval dates, you will receive your reimbursement in accordance with normal pay periods and timelines for your respective country. Please note in the U.S. and Canada reimbursements are issued via a separate check.

Can I be reimbursed if I incur expenses outside of my home country?

Yes, you can be reimbursed for expenses incurred outside your home county if you are taking an online course. As a reminder, the benefit does not cover travel, meals, lodging, foreign transaction fees or currency exchange fees.

I am on a Leave of Absence (LOA) from Adobe. How does this impact my eligibility to participate in this benefit?

If you take a leave of absence, you are eligible to participate in the benefit. Reimbursements may be delayed until you are actively on Adobe payroll depending on country regulations.

I am on sabbatical. How does this impact my eligibility to participate in this benefit?

You may use this benefit while you're on a sabbatical.

If I am a new hire starting in the middle of the calendar year, will the benefit amount be pro-rated?

No, you are eligible for the full benefit amount of $1,000 USD as long as the expense is incurred after your Adobe start date.

Can I use Adobe data for a school project?

In order to use Adobe data for an external project, employees are required to obtain approval from the Business Unit Vice President and the Adobe Privacy team, as well as complete any documentation required by your academic institution.

How do I choose the right coach?

We recommend working with professional coaches who are ICF certified. However, while the level of certification is important, please know that chemistry between you and your coach are also important. Sometimes you may need to meet with a couple to find the right match for you. You can find coaches with ICF certification here.

How do I find more information?

For global information as well as country-specific details about the Professional Development Reimbursement benefit, visit Inside Adobe > Search: *Learning Fund*.