



Professional Development Reimbursement FAQs

Q: What is the Professional Development Reimbursement benefit?

A: 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 and professional memberships) that are in line with the business and their career goals.

Q: Who is eligible for Professional Development Reimbursement?

A: 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.

Q: How much is the Professional Development Reimbursement benefit?

A: 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](#).

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

A: 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.

Q: Is this benefit taxable?

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

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

A: 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, language courses and professional memberships) and does not require proof of grade received or completion of the course or program to be reimbursed.

Q: *Can I use this benefit for language classes?*

A: 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.

Q: *Are travel expenses related to a conference or workshop covered?*

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

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

A: 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](#).

Q: *When can I start submitting claims?*

A: 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.

Q: *How do I submit a claim for reimbursement?*

A: 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](#).

Q: *When is the deadline to submit for reimbursement?*

A: **U.S. & Canada:** 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.

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.

Q: *Why is the Eligible Expense Submission and Reimbursement timeline different for the U.S. and Canada vs. India, Japan & APAC, EMEA and LATAM (rest of the world)?*

A: Unique timelines are required due to differences in reimbursement administration and global Payroll processing timelines.

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

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

Q: *How and when do I receive my reimbursement?*

A: 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.

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

A: Generally, you cannot be reimbursed for expenses incurred outside your home country. Exceptions may be made if your home country location is different than your work country location, or if you are taking an online course. The benefit does not cover travel expenses.

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

A: 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.

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

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

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

A: 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.

Q: *Can I use Adobe data for a school project?*

A: 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.

Q: *How do I find more information?*

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