



## Australia Leave Migration: FAQs For Employees

Effective 1 April 2019

Please direct all employee-related questions and Workday feedback to [erc@adobe.com](mailto:erc@adobe.com)

**1. Why did Adobe move the leave module from Excelity to Workday?**

*As part of our goal towards operational excellence, we want to ensure we implement solutions that will scale and support the business. Three years ago, we introduced Workday as our HR Management System. Since then the company has been working to move all HR-related systems to Workday, including the management of Time off & Leave (TOL).*

**2. How much longer can I use Excelity for leave? And how about payroll?**

*You can continue to use Excelity to submit leave until 15th March 2019. There will be a blackout period for accessing Excelity beginning 16th March until 31 March where no leave will be processed. Please ensure that any leave you intend to take by the end of March is submitted before this blackout period. You can submit leave again from 1 April when Workday goes live.*

*We will continue to be using Excelity for payroll. Your login access for Excelity have not been changed.*

**3. Have my leave balances been transferred to Workday from Excelity?**

*Yes, your leave balances as at 31 March 2019 have been transferred to Workday for the 1 April launch.*

**4. I submitted leave in Excelity just before the transition, was this transferred to Workday?**

*It depends on the leave type. See the table below.*

Leave	Type of Leave	What Should I do?
Annual Leave	Time Off	Any future leave which you wish to take <a href="#">post 1 April</a> , please submit the leave application again in Workday even if you have already done this in Excelity previously.
Sick Leave		
Compassionate Leave		Any leave which <a href="#">crosses the 1 April</a> transition date, you will need to resubmit the leave in the Workday. For example, if you have previously applied for Time Off from 15th March – 15th April in Excelity, when you return from leave in November, you need to resubmit the leave in Workday.
Keeping in Touch Days		
Bereavement Leave		
Long Service Leave (NSW, ACT, VIC)		
Unpaid Family & Domestic Violence Leave		
Unpaid Pre-Adoption Leave		



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Unpaid Carer's Leave		
Primary Caregiver Leave	Leave of Absence (LOA)	If you have previously submitted this leave in Excelity, you do not need to re-submit this in Workday.
Non-Primary Caregiver Leave		
Unpaid Parental Leave		
Unpaid Extended Parental Leave		
Jury Duty Leave		
Community Service Leave		
Unpaid Medical Leave		
Unpaid Personal Leave		

*Note any Time off & LOA history which is completed pre-1 April 2019 will not be transferred to Workday. For your personal record, please download the leave history from Excelity. Refer FAQ 5 below.*

**5. Am I able to see my past leave history in Workday?**

No. Leave history data will not be transferred from Excelity (apart from the leave balances) to Workday. If you wish to see any leave history, please log into Excelity. We highly recommend you download the leave history from Excelity for your personal record. The Excelity portal will be viewable until 30 June 2019.

**6. I want to take ½ a day of leave and Workday won't let me do this?**

As part of the migration of leave to Workday, and consistent with practices across other regions at Adobe, it was agreed that employees will no longer be able to take ½ a day of leave. Adobe is striving to foster an environment with a high level of trust and flexibility. If you need to take a few hours off to attend personal matters on a day this should be discussed and arranged with your manager accordingly.

**7. Do I need to request Time Off in advance?**

Yes, please discuss with your manager about your planned leave and submit your time off requests in Workday in advance as best practice.

**8. Is my leave request automatically approved or do I need manager approval in Workday?**

All Time Off leave is automatically approved in Workday, the exception is Long Service Leave which will be routed to ERC for review and approval. The following types of LOA require manager approval in the system:

- Unpaid Extended Parental Leave
- Unpaid Medical Leave
- Unpaid Personal Leave