



Time Off for Non-Exempt U.S. Employees

At Adobe, we believe that taking time off to attend to personal needs is essential to the health and productivity of every employee. Adobe also recognizes that employees may have different needs, depending on their individual circumstances.

This policy document outlines Adobe's policy on time off for U.S. non-exempt employees. It applies to all regular non-exempt U.S. employees working at Adobe Systems Incorporated.

Personal Time Off

Adobe's Personal Time Off (PTO) Program allows you to take time away from work for a variety of reasons. You can use PTO to take a vacation, take time off when you are sick, attend to a personal matter, care for a sick family member, recover from an illness, celebrate a holiday not otherwise observed by the Company... it's up to you!

How PTO Works

You will earn a certain number of hours of PTO each pay period according to the number of hours you are regularly scheduled to work per week (up to a maximum of 40 hours) and your length of service with Adobe. Subject to the approval of your manager, you generally choose how and when you want to use your PTO. At certain times, the Company may require you to use PTO (such as during Company Break Periods). PTO is paid out at the employee's base pay rate, and does not include commissions, overtime pay, bonuses, or other base pay supplements.

You can use PTO for any of the following purposes:

- For vacation.
- When you are sick, injured, or receiving medical care or treatment.
- To attend to preventive care or care of an existing health condition for yourself.
- When your child, spouse, domestic partner, parent, in-law, or grandparent, grandchild, sibling, is sick, injured, or receiving medical care or treatment.
- To attend to preventive care or care of an existing health condition of your child, spouse, domestic partner, parent, in-law, or grandparent, grandchild, sibling.
- For an extended bereavement time off.
- To take care of personal business.
- To take care of practical, legal, or safety needs related to domestic violence, sexual assault, or stalking.
- To celebrate a holiday Adobe does not officially observe.
- For Company Break Periods or other closures (PTO use is required during such periods).
- To take time for a child's school-related activities, including parent-teacher conferences.
- For needs related to the closure of your place of business or your child's school if either has been closed to limit exposure to hazardous materials.

Accruing PTO

You begin to accrue PTO with your first full pay period of active work at Adobe. The amount of PTO you earn per pay period is as follows if you work a standard 40-hour week. There are normally 26 pay periods in a year. In 2026, there are 27 pay periods.

| Non CA Employees | | |
|------------------|-----------------------------|----------------------------------|
| Years of Service | Accrual Per Pay Period (27) | For a Total PTO Accrual Per Year |
| Up to 5 | 7.111111 hours | 24 days |
| 6 | 7.407407 hours | 25 days |
| 7 | 7.703704 hours | 26 days |
| 8 | 8 hours | 27 days |
| 9 | 8.296296 hours | 28 days |
| 10+ | 8.592593 hours | 29 days |

| CA Employees* | | |
|------------------|-----------------------------|----------------------------------|
| Years of Service | Accrual Per Pay Period (27) | For a Total PTO Accrual Per Year |
| Up to 5 | 5.629630 hours | 19 days |
| 6 | 5.925926 hours | 20 days |
| 7 | 6.222222 hours | 21 days |
| 8 | 6.518519 hours | 22 days |
| 9 | 6.814815 hours | 23 days |
| 10+ | 7.111111 hours | 24 days |

***CA Employees – see below for information on Paid Sick Leave.**

If you are a regular, part-time employee scheduled to work less than 40 hours per week, you will accrue PTO based on the above schedule on a pro-rated basis using the percentage of time you work per week (as measured against a 40-hour workweek). Your use of PTO will also be on a pro-rated basis. Please contact Human Resources if you have any questions about your pro-rated PTO accrual.

For example:

- If you work 32 hours per week, you would accrue PTO at 80% of the rates in the above table ($32 \div 40 = 0.80$)
- If you use a week of PTO, you will be paid your normal weekly part-time pay (32 hours of PTO)

Scheduling PTO

When scheduling PTO, particularly for vacation purposes, please give your manager as much notice as possible. Adobe will make every reasonable effort to accommodate your request, but all planned PTO is subject to manager approval. This means your requested time off may be postponed if your manager deems it necessary due to the needs of the business.

When you are sick, you must call your manager no later than the time you are regularly scheduled to start work each day. Employees who are absent for more than three consecutive days will, upon Adobe's request, need to provide the Company with a doctor's certificate confirming their need for sick time off for themselves or for the care of another or other appropriate documentation of the need for time off for safety related purposes as listed above. As a non-exempt employee, you must report PTO hours on your timesheet. You may take PTO in hourly increments.

For your convenience, your PTO balance is available in Workday under Time Off and Leave > Time Off Balance. Your paycheck will reflect your currently reported number of PTO hours used.

Adobe requires employees to use PTO during certain periods, including Company Break Periods (see *Company Break Periods* section below).

Borrowing PTO

In the event that you have insufficient PTO accrued for sick time off or other appropriate purposes, subject to the approval of your manager, you can "borrow" PTO up to a maximum of 40 hours. Once your manager approves your request to borrow PTO, all you need to do is complete your timesheet or a Time Off request on Workday. Upon submission your time off balance will indicate a negative PTO balance. You will need to repay any negative PTO balance if your employment terminates before you have earned enough PTO to eliminate your negative PTO balance.

Taking PTO When You Are Ill

If you become ill and are under a doctor's care and need to take more than five consecutive days of sick time off, you must apply for a medical leave of absence. You will use the available PTO for your first five consecutive business days off from work for each occurrence and thereafter receive pay for your Liberty-approved days on disability directly from Liberty. For more details regarding STD/VDI, and medical and family leave, please refer to the [Leaves of Absence page at benefits.adobe.com](#).

PTO Carryover and Maximum Accrual

Adobe believes that rest and time away from your job are important. In order to encourage employees to use the PTO program for that purpose, the program includes a cap on the amount of PTO that you can accrue. While you may carry over accrued PTO from one year to the next, the maximum amount of PTO you can have at any time is 1.5 times your total PTO accrual. Once you reach that maximum, you will not accrue any additional PTO until you take PTO and reduce your PTO balance below the maximum.

PTO Cash Out

While Adobe believes it is important that all employees use their PTO to take time off, we also recognize that employees may have unique financial needs from time-to-time. Therefore, we offer you the flexibility to cash out, or "sell" some of your PTO.

When you sell PTO hours, you will usually be paid for those hours (excluding commission, if applicable) in your next regular paycheck based on Adobe's regular payroll practices (depending on the date of your request). Please note that the cash out payment you receive may be taxed at a higher rate than your normal paycheck.

Here's how PTO Cash Out works:

- You may cash out PTO in blocks of 40 or 80 hours each calendar year – the minimum amount of PTO you may cash out is 40 hours, the maximum is **80 hours**
- You must maintain a minimum balance of 40 PTO hours in your PTO accrual account following your cash out. (You can view your PTO accrual on Workday.)
- Note that you may not cash out future PTO accruals – you must have at least 80 hours of PTO to receive a cash out (80 hours – 40 hour minimum cash out = 40 hour minimum PTO accrual at the time of cash out).
- Your PTO cash-out payment will be reduced by your ESPP and 401(k) contributions (if applicable); however, no other benefit deductions will apply.
- Your PTO cash-out payment is taxable income and subject to all applicable payroll taxes at the supplemental rate.
- Compensation received in the form of a PTO cash out will not be considered when calculating bonus payouts.

To receive a PTO cash out, you must submit your request through Workday. You do not need to obtain any approvals – simply submit the Cash-Out request.

Leaving Adobe

If your employment with Adobe ends for any reason, you will be paid for all accrued but unused PTO. Similarly, if you have a negative PTO balance (you used more PTO than you accrued), you must repay the negative balance upon your termination (to the extent allowed by local law, Adobe may elect to deduct that amount from your final paycheck). You cannot extend your last day at Adobe by the amount of PTO you have remaining.

Holidays

In addition to PTO, all non-exempt U.S. employees **working at least 24 hours per week** will be paid their regular daily base pay on all Company holidays. Adobe typically has 12 holidays per year. The holiday schedule can be found on the [Vacation & paid holiday page at benefits.adobe.com](https://benefits.adobe.com/vacation-paid-holiday).

If you are a non-exempt employee who has to work on a Company-designated holiday, you will receive time and-a-half pay for the hours actually worked on the holiday, in addition to your regular pay for the holiday. For example, if you are a full-time, non-exempt employee and you work eight hours on a holiday, you will receive 2.5 times your normal daily rate of pay (regular pay plus 1.5 times holiday pay).

Company Break Periods

Adobe typically closes its offices for two break periods each year - Summer and Winter. The dates of these company break periods will vary from year to year and the break periods will normally include one or more holidays; however, Adobe will publish each year's break period schedule in advance on the [Vacation & paid holiday page at benefits.adobe.com](https://benefits.adobe.com/vacation-paid-holiday). Non-exempt employees will be required to use PTO during these break periods (except on any holiday(s) that fall within the break period). If an employee has no (or an insufficient) PTO balance available, they will be required to borrow PTO (up to the maximum described above). If an employee does not have available PTO to borrow, time off will be unpaid.

If you are required to work during a company break, you will be notified by your manager a minimum of 60 days in advance (unless unforeseen business circumstances don't allow for the notice). During this time you will be paid your regular rate of pay unless a holiday falls within that period of time in which case you will be paid at the holiday rate described above. You can take your PTO days off at another time (ideally the week before or after the company break) but you must obtain approval from your manager in advance for the alternate PTO days, subject to the criteria described above.

State Specific Time Off Provisions

Paid Sick Leave (California Only)

In addition to PTO, Adobe's Paid Sick Leave (PSL) policy provides all non-exempt California employees with 40 hours of paid sick leave annually, frontloaded on their first day of employment and at the beginning of each calendar year thereafter. In accordance with the requirements of local ordinances applicable to you, should you exhaust the allotted 40 hours of sick leave, you will accrue sick leave based on the hours worked for the remainder of the calendar year.

Usage

Sick leave may be used for:

- Your own illness or preventive care
- Care for a family member (including child, parent, spouse, registered domestic partner, grandparent, grandchild, or sibling)
- Situations related to domestic violence, sexual assault, or stalking
- If you or a family member is a victim of a crime, including qualifying acts of violence such as domestic violence, sexual assault, stalking, or other violent threats, to seek medical attention, psychological counseling, legal assistance, or safety planning

You may begin using sick leave on your 90th day of employment.

Sick leave will be paid at the employee's regular rate of pay. Unused sick leave does not carry over to the next year under the frontloading method.

Documentation

Adobe will not require documentation for PSL unless there is a reasonable suspicion of abuse. If you need to take more than five consecutive days of PSL, you must apply for a medical leave of absence through Lincoln Financial, ("Lincoln"), Adobe's disability leave provider. You will use available PSL for your first five consecutive business days off from work for each occurrence and thereafter receive pay for your Lincoln-approved days on disability directly from Lincoln. For more details regarding STD/VDI, and medical and family leave, please refer to the [Leaves of Absence page at benefits.adobe.com](#).

Prenatal Time Off in New York State

New York State provides all employees with up to 20 hours of paid prenatal time off per 52-week period.

Time off under this section may be used for prenatal medical appointments and healthcare services related to pregnancy, including routine check-ups, ultrasounds, appointments for end of pregnancy, fertility care, and other medically necessary visits.

- Time off under this section is available to Adobe employees working in New York State.
- A spouse, partner, or another support person attending prenatal appointments with a pregnant person is not entitled to Paid Prenatal Leave.
- You will receive your regular rate of pay while taking prenatal time off.
- You should provide advance notice when the need for leave is foreseeable. When requesting prenatal leave, you will not be required to disclose the specific nature of your medical condition or the details of your health care services.
- Prenatal leave under this policy must be taken in hourly increments.
- After three or more consecutive days of absence, Adobe may request documentation confirming the appointment is for prenatal care, consistent with applicable law. No confidential medical information should be included in this documentation, and only confirmation of the need for prenatal leave is necessary.
- This leave is separate from and does not reduce your PTO balance or other leave entitlements such as New York Paid Family Leave (PFL) or Family and Medical Leave Act (FMLA) leave.
- You are not required to make up time or work additional hours in connection with taking prenatal leave or to search or find a replacement employee to cover the hours during which you use paid prenatal leave.
- Adobe strictly prohibits discrimination or retaliation against employees for requesting or using prenatal leave.

For more information, please visit the [New York State Paid Prenatal Leave Program](#) or contact Adobe Benefits.

Adobe reserves the right to modify this Time Off Program for non-exempt U.S. employees at any time and for any reason as determined by Adobe management in its sole discretion, subject to minimum requirements of applicable law. Notwithstanding anything contained in this policy document, employees whose attendance or work performance is unsatisfactory in any way will be subject to appropriate disciplinary action up to and including termination of their employment with Adobe.

Appendix

| State | State Sick Leave Reference |
|-----------------|---|
| Arizona | https://www.azica.gov/frequently-asked-questions-about-wage-and-earned-paid-sick-time-laws |
| California | https://www.dir.ca.gov/dlse/Paid_Sick_Leave.htm |
| Colorado | https://cdle.colorado.gov/hfwa |
| Connecticut | https://www.ctdol.state.ct.us/wgwkstnd/SickLeave.htm |
| Maine | https://www.maine.gov/labor/labor_laws/earnedpaidleave/ |
| Maryland | https://www.dllr.state.md.us/paidleave/paidleaveposter.shtml |
| Massachusetts | https://www.mass.gov/info-details/earned-sick-time#:~:text=Overview,-up%20to%2040&text=Most%20workers%20in%20Massachusetts%20have,for%20every%2030%20hours%20worked. |
| Michigan | https://www.michigan.gov/leo/0,5863,7-336-94422_59886_91049---,00.html |
| Nevada | https://hr.nv.gov/Resources/Publications/HR123/Attendance/Sick/ |
| New Jersey | https://www.nj.gov/labor/worker-protections/earnedsick/ |
| New Mexico | https://www.nmlegis.gov/Sessions/21%20Regular/bills/house/HB0020JCS.pdf |
| New York | https://www.ny.gov/new-york-state-paid-prenatal-leave/information-employers |
| Oregon | https://www.oregon.gov/boli/TA/Pages/T_FAQ_OregonSickTime.aspx |
| Rhode Island | https://dlt.ri.gov/regulation-and-safety/labor-standards/paid-sick-and-safe-leave |
| Vermont | https://www.vlct.org/sites/default/files/documents/Resource/VLCT%20FAQ%20Paid%20Sick%20Leave%20Law.pdf |
| Washington | https://www.lni.wa.gov/workers-rights/leave/paid-sick-leave/ |
| Washington D.C. | https://does.dc.gov/service/office-wage-hour-compliance |