U.S. Sabbatical Policy

Adobe offers eligible employees a Sabbatical Program. This program is in addition to the Exempt Time Off and Non-Exempt Time Off programs. A sabbatical gives you an opportunity to take extended time off to relax, recharge and reenergize for your return to work with a renewed commitment to supporting Adobe's future success.

WHO IS ELIGIBLE

You are eligible for the Adobe Sabbatical Program if you are a regular U.S. employee and are scheduled to work at least 24 hours per week. You may take a sabbatical once you have completed five years of continuous regular employment (adjusted as applicable).

You will be ***ineligible*** for a sabbatical if any of the following situations occur:

- Your employment with Adobe is terminated for any reason.
- You do not use your sabbatical within 24 months of becoming eligible.
- You transfer within Adobe but to a country that does not offer a sabbatical program.
- The Adobe Sabbatical Program is discontinued.

HOW THE ADOBE SABBATICAL PROGRAM WORKS

Sabbatical Benefit*
4 weeks after 5 years of continuous employment
5 weeks after 10 years of continuous employment
6 weeks after 15 years of continuous employment
6 weeks every 5 years of continuous employment thereafter
**See below details and examples illustrating how sabbatical eligibility date determination and adjustments are made.*

Measuring Years of Service

Hire dates will be used as a basis for determining the first five years of service, with any adjustments necessary to take into consideration leaves of absence (see below). For employees hired through an acquisition, the date of hire by Adobe will be the date from which the first five years of service is measured. **After you earn your <u>first</u> sabbatical, eligibility for subsequent sabbaticals will be determined by the *eligibility* date of your last sabbatical (as long as you have not had a break in service), *not* the date you took your sabbatical and not your date of hire.** The following are examples of eligibility determinations:

- **Standard Eligibility:** Your employment began as a regular full-time employee in the U.S. on March 15, 2018 and you work as an eligible employee from that date with no breaks in service. On March 15, 2023, you will become eligible for your first sabbatical, as long as you continue to be a regular, full time U.S. eligible employee without a break in service. You will be eligible for your next

sabbatical on March 15, 2028, provided you have no breaks in service between the first and second sabbaticals.

- **International Transfer:** You began work in a country that did not offer sabbaticals on May 5, 2018, and on March 1, 2019, you transferred to the U.S. as a regular, eligible employee, your service would begin counting toward a sabbatical on March 1, 2019 (i.e., the date you transferred). You will be eligible for your first sabbatical on March 1, 2024, as long as you continue to be a regular, eligible U.S. employee, without a break in service. Note that if under this scenario your prior country *did* offer sabbaticals, then your service in that country would apply for purposes of sabbatical eligibility.
- **Multiple International Transfers:** Your employment began on May 5, 2018 in the U.S. (a country that is sabbatical eligible) and you transferred to Australia (a country that is not sabbatical eligible) on May 6, 2019 and then transferred back to the U.S. again on January 20, 2020. Your prior two years of employment in the U.S. will count towards your 5 years of sabbatical-eligible service so you will become eligible for sabbatical on January 20, 2023. (I.e. you received credit for all your time employed in the U.S. and did not receive credit for your time employed in Australia.) You will be eligible for your next sabbatical on January 20, 2028, provided you have no breaks in service between the first and second sabbaticals or transfer to a non-sabbatical-eligible country again.
- **Acquisition before April 10, 2020:** On May 15, 2018 your company was acquired by Adobe, and your Adobe hire date is June 1, 2018. The hire date with your former company was May 8, 2012. Your service would begin counting toward a sabbatical beginning June 1, 2018, your date of hire at Adobe. You will be eligible for your first sabbatical on June 1, 2023, as long as you continue to be a regular, eligible U.S. employee without a break in service. However, once you reach your five years of continuous service with Adobe, your service with your prior company will be counted to determine the length of your sabbatical (four, five, or six weeks). In this case you were with your company approximately six years so when you earn your sabbatical on June 1, 2023, you will be able to take five weeks of sabbatical (the 10 year level).
- **Acquisition after April 9, 2020:** On May 15, 2020 your company was acquired by Adobe, and your Adobe hire date is June 1, 2020. The hire date with your former company was May 8, 2012. Your service would begin counting toward a sabbatical beginning June 1, 2020, your date of hire at Adobe. You will be eligible for your first sabbatical on June 1, 2025, as long as you continue to be a regular, eligible U.S. employee without a break in service. The length of your sabbatical is dependent on your active, continuous service as an Adobe employee. Previous employment will not be used to determine the length of your sabbatical.
- **Leave of Absence:** *Up to 12/31/2014, sabbatical eligibility dates were adjusted by the length of a leave that extended beyond 30 calendar days. Effective 1/1/2015, Adobe will not adjust an employee's sabbatical date unless the leave exceeds one year of duration.* Your employment began on March 15, 2018 and you work as an eligible employee from that date but you take a leave of absence that for three months in 2019. On March 15, 2023, you will become eligible for your first sabbatical, as long as you continue to be an eligible employee without a break in service. You will be eligible for your next sabbatical on March 15, 2028, provided you have no breaks in service between the first and second sabbaticals or any further periods of leave. (See Service Adjustments section below.)

Service Adjustments

If you are employed at Adobe but have a service adjustment, the type of adjustment will determine how that period applies to the calculation of your years of service for your sabbatical. If you:

- ***Have worked at Adobe as a temporary employee or independent contractor,*** this time will not count toward your five years of active, continuous service as a regular employee.
- ***Leave Adobe and are rehired as a regular employee,*** your prior years of service will not count toward your five years of active, continuous service.
- ***Have worked at Adobe as an Intern and convert to an eligible employee*****,** with no break in service from internship to eligible employee status, your sabbatical eligibility will start as of your regular hire date.
- ***Go from working at least 24 hours per week, to under 24 hours per week, then back to a least 24 hours per week***, your time spent working under 24 hours per week will not count toward the five-year requirement for your sabbatical; however, such a change in working hours will not cause a break in service.
- ***Transfer from working*** in another country that did not offer sabbaticals to the US, with no breaks in service, your time in the previous country will not count towards your service eligibility.
- ***Take a Medical or Personal Leave lasting longer than 365 calendar days,*** *a*ny time off in excess of 365 calendar days will not count toward the five-year requirement for your sabbatical.[1]
- ***Parental Leave*** *up to 12/31/2017, a one year waiting period was required between the end of primary caregiver parental leave and sabbatical time off. Effective 1/1/2018, Adobe will no longer require a one year waiting period.* You may request to use sabbatical time before or after parental leave to extend your time away. However, approval is subject to your manager's discretion, sabbatical time is not considered as part of the parental leave period (meaning it would count as a time off option that would need to be approved separately from your parental leave of absence). Once approved by your manager please ensure sabbatical time is submitted in Workday > Request Time Off.

Eligibility Period and Forfeiture of Sabbatical

Once you have completed five years of continuous regular employment, you may take a sabbatical. You may not take your sabbatical before your eligibility date.

You must take your sabbatical within 24 months of becoming eligible. If you become eligible for a sabbatical but do not take it in the designated period of time, **you will forfeit your sabbatical** and will not be eligible for another until you complete another consecutive five years of continuous service from the date you earned your forfeited sabbatical.

Keep in mind that the purpose of a sabbatical is to provide you with extended time away from work in order to rejuvenate and then return to work. That is why we do not have a sabbatical cash-out option in lieu of taking sabbatical leave.

If you are eligible to take a sabbatical but terminate employment while you are within the designated period of time to take it (i.e. within 24 months from becoming eligible), your sabbatical will be paid out to you upon termination at the pay rate in effect at time of termination.

[1] This applies if returning from leave on or after 1/1/2015. Prior to 1/1/2015, the sabbatical eligibility date was adjusted by the length of leave that extended beyond 30 calendar days

TAKING YOUR SABBATICAL

A sabbatical is a long time to be away from your job, and your manager will need to plan for your absence and your return to work. To allow your work group time to plan for your absence, you should obtain approval from your manager 60 to 90 days in advance.

Sabbatical leave must be taken in one continuous period. You may not split it into several shorter periods or cash it out.

You may request to use exempt time off or non-exempt paid time off before or after your sabbatical to extend your time away. However, approval is subject to your manager's discretion, so again, it is important to give your manager as much notice as possible – at least 60-90 days – so she or he can evaluate your request and plan for your extended absence and your return to work.

You may use your sabbatical for any purpose, as long as it is not in conflict with the interests of Adobe.[1] Please review the Adobe Code of Business Conduct and the Employee Inventions and Proprietary Rights Assignment Agreement you signed when you joined Adobe to review some of the important conditions of your employment. The terms of the Code of Business Conduct and the Proprietary Rights Agreement remain in effect while you are on sabbatical. Pay special attention to the section that describes conditions under which you can accept other employment while an employee of Adobe. You remain an employee of Adobe while you are on a sabbatical, and you are expected to return to work at Adobe following the completion of your sabbatical.

Before taking your sabbatical you should obtain your manager's approval and coordinate the dates during which you will be out. **You must submit your Sabbatical request through Workday <u>before</u> you begin your sabbatical.**

Sabbatical and FMLA/CFRA Leaves of Absence

You can use your earned sabbatical concurrently during a Lincoln-approved period of **<u>unpaid</u>** FMLA/CFRA leave to receive payment during your otherwise unpaid period of leave. Adobe provides generous paid FMLA/CFRA leaves, therefore, the instances where an employee would be taking unpaid Lincoln-approved FMLA/CFRA are few. If you are taking such a leave, contact the Employee Resource Center at erc@adobe.com with your Lincoln- approved unpaid leave dates for guidance on submitting your sabbatical request through Workday. You cannot use your earned sabbatical to extend time away from work after your Lincoln-approved FMLA/CFRA leave ends.

MORE ABOUT THE ADOBE SABBATICAL PROGRAM

Returning From Your Sabbatical

Sabbaticals are offered to employees in order to reward them for their past contributions and to refresh them so that they can make additional valuable contributions to Adobe following their sabbatical. As a result, it is anticipated and expected that employees who take a sabbatical will return to work at Adobe following the sabbatical. When you return from your sabbatical, you will generally return to the same or a substantially comparable position to the one you held before your sabbatical. If business conditions change during your absence, Adobe will make reasonable efforts to help you find a suitable position for which you are qualified at that time.

[1] With the exception of time off for illness or leaves of absence which are handled separately under those policies.

The Effect of a Sabbatical on Your Pay and Benefits

The points below summarize the effect a sabbatical has on your pay and benefits:

- The pay you receive during your sabbatical will be based on your regular rate of pay and hours scheduled in effect on the day prior to your beginning your sabbatical, or if you receive a pay increase while you are on sabbatical, you will receive pay at the new rate effective on the date of the increase.
- If you are an employee on a commission plan and/or are participating in the AIP, you will be paid as you would have been paid had you not gone on sabbatical (i.e., based on actual goal/commissions achievement, not on TTC).
- Equity and 401(k) vesting will not be affected.
- 529 College Savings Plan direct deposit contributions will continue.
- If you become ill or injured while on sabbatical, your sabbatical may be extended by the length of time that you were medically unable to work, as certified by your doctor. Time off due to medical reasons will be coordinated with Adobe's STD/VDI policy.
- All regular benefits in which you are participating when your sabbatical begins will continue as if you were actively at work. Any deductions from your pay, such as 401(k), ESPP, H&W Program benefits and so on, will continue to be deducted from your pay while on sabbatical.
- If any Adobe-paid holidays fall during your sabbatical, your sabbatical will be extended by that number of days. Similarly, if any Adobe break falls during your sabbatical, your sabbatical will be extended by that number of days (and for non-exempt employees, you must submit a timecard indicating PTO for any non-holiday days during the Adobe break).